

## Working with Submitted Reports

### Overview

Once a report is submitted for processing, it will appear in the Submitted Job Search window. Use the Submitted Job Search window to review the status of reports, view reports, and print reports. The Submitted Job Search window can be accessed in a number of ways.

This instruction shows how to:

[Access Submitted Reports Via View Job Status](#)

[Access Submitted Reports Via Work With Batch Versions](#)

[Review Errors on Requested Reports](#)

[Delete Completed Jobs from the Submitted Job Search](#)

### Steps

#### Work with Submitted Reports Using View Job Status

Start this instruction from the main menu.



1. Click **NIS State of Nebraska** and then click **View Job Status** from the menu window at any time to view submitted reports. This will bring up the Submitted Job Search screen.

Queue	Status	Description	Priority	Type	User	Job Details	Host	Job #	Environment	On
QB7333	D	Done	5	UBE	NISLMILLE	R04602_NE999001_380	NISDEV	3807	JDV810	nis
QB7333	D	Done	5	UBE	NISLMILLE	R04602_NE999001_653	NISDEV	6531	JDV810	nis
QB7333	D	Done	5	UBE	NISLMILLE	R0010P_XJDE0001_654	NISDEV	6546	JDV810	nis
QB7333	D	Done	5	UBE	NISLMILLE	R04602_NE999001_655	NISDEV	6552	JDV810	nis
QB7333	D	Done	5	UBE	NISLMILLE	R04602_NE999001_655	NISDEV	6558	JDV810	nis
QB7333	D	Done	5	UBE	NISLMILLE	R04602_NE999001_656	NISDEV	6566	DV810	NI
QB7333	D	Done	5	UBE	NISLMILLE	R0010P_XJDE0001_660	NISDEV	6608	DV810	NI
QB7333	D	Done	5	UBE	NISLMILLE	R04602_NE999001_673	NISDEV	6735	DV810	NI

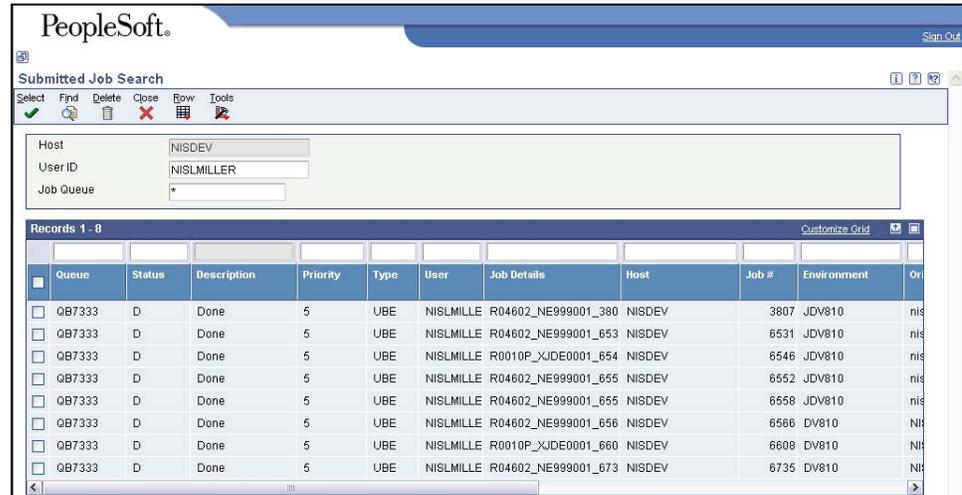
2. Choose the row that references the report that you ran once the Description is "Done". The type of report that was run is identified in the **Job Details** field.
  -  Enter the Report number (Ex. R09801) in the Job Detail field and click Find to narrow the search.
  -  Enter the date the report was run in the Date Job Submitted field and click Find to narrow the search.
  -  Click **Find** to refresh window until Description is "Done".
3. Click **Row**, **VIEW PDF** to open the report in Adobe® Acrobat Reader.
  -  Or Click Row, View CSV. For more information, please refer to the [Running Reports in CSV](#) work instructions.
4. View the report in Adobe® Acrobat Reader.
  -  You can save this PDF document to your computer or print locally.
5. When finished saving and/or printing the report, close Adobe® Acrobat Reader.
  -  Reports are automatically deleted from the Submitted Jobs window after 14 days. To delete the report manually, please follow the steps to Delete Completed Jobs from the Submitted Job Search.
6. Click **Close** to return to the Work with Batches window.
7. Click **Close** to return to the main menu.

## Work with Submitted Reports Using Work with Batch Versions

The Submitted Job Search window can also be accessed via the Work with Batch Versions window.

Start this instruction from the Work with Batch Versions – Available Versions window. This window can be accessed by either:

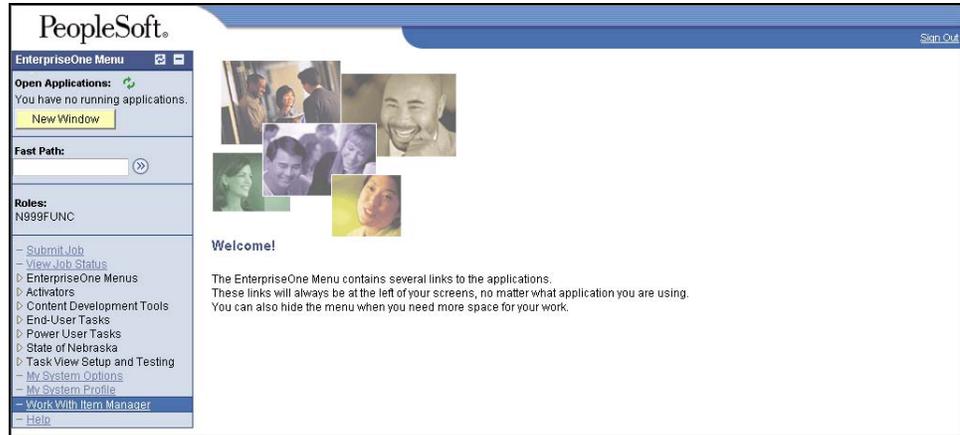
- Choosing Submit Job from the main menu
  - Running a report which requires you to choose a version.
1. Choose the row that displays the version of the report which was run.
  2. Click **Form, Submitted Jobs**. The Submitted Job Search window appears.



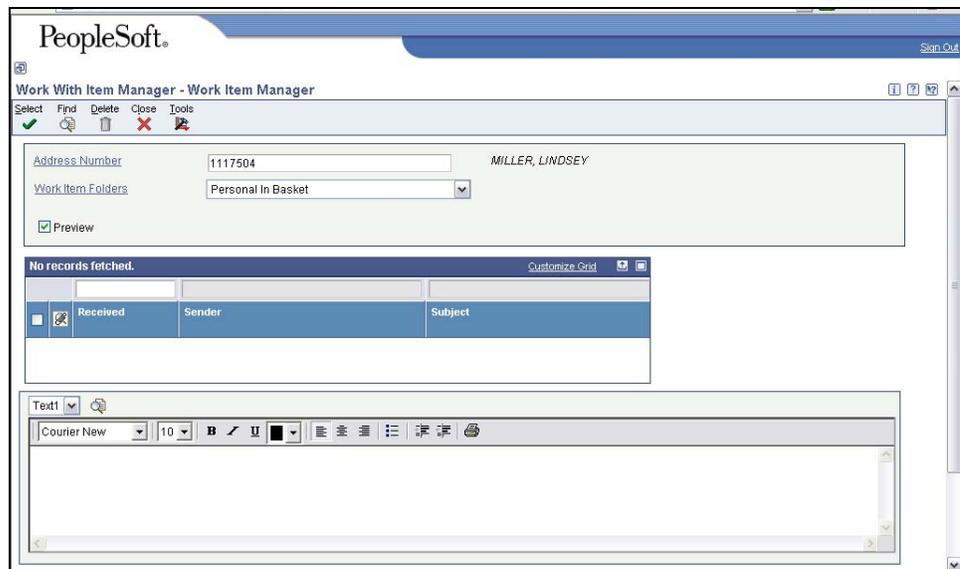
3. Choose the row that references the report that you ran once the Description is "Done". The type of report that was run is identified in the **Job Details** field.
  - Enter the Report number (Ex. R09801) in the Job Detail field and click Find to narrow the search.
  - Enter the date the report was run in the Date Job Submitted field and click Find to narrow the search.
  - Click **Find** to refresh window until Description is "Done".
4. Click **Row, VIEW PDF** to open the report in Adobe® Acrobat Reader.
  - Or Click Row, View CSV. For more information, please refer to the [Running Reports in CSV](#) work instructions.
5. View the report in Adobe® Acrobat Reader.
  - You can save this PDF document to your computer or print locally.
6. When finished saving and/or printing the report, close Adobe® Acrobat Reader.
  - Reports are automatically deleted from the Submitted Jobs window after 14 days. To delete the report manually, please follow the steps to Delete Completed Jobs from the Submitted Job Search.
7. Click **Close** to return to the Work with Batches window.
8. Click **Close** to return to the main menu.

## Review Errors on Requested Reports

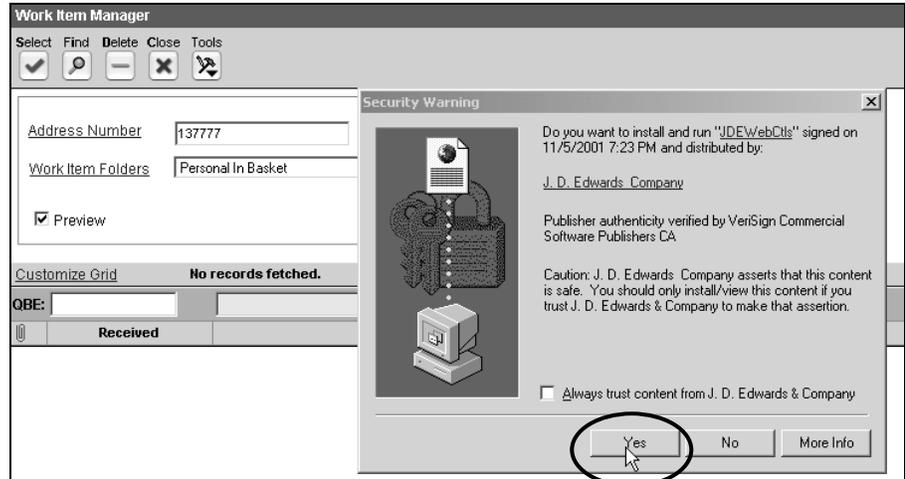
The Work Item Manager window displays a list of submitted reports and any error messages associated with those reports.



1. Choose Work With Item Manager from the main menu. The Work Item Manager window appears.



2. If this is your first time accessing Work Item Manager, you will encounter a Security Warning pop-up window. Click **Yes**. If you already have the required plug-in, then the pop-up window will not display and you can skip to step 3.



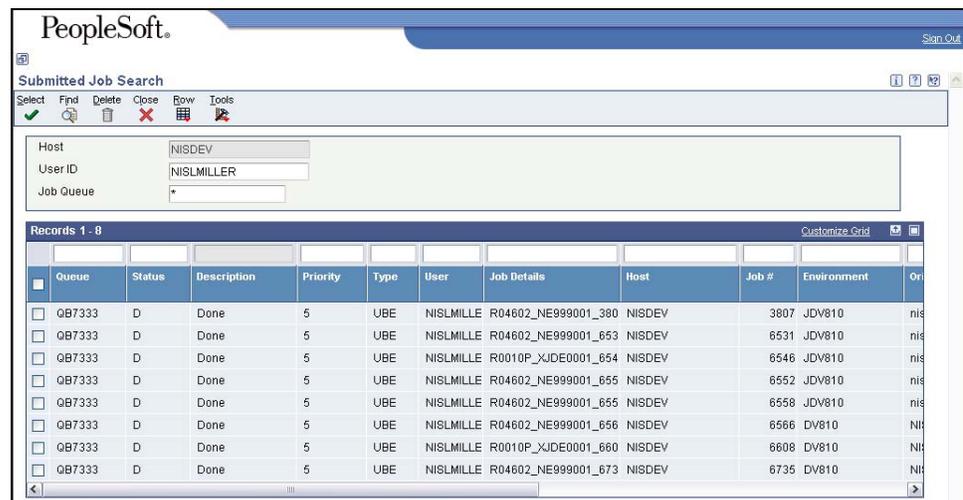
3. Personal In Basket will be the default Work Item Folders selection. As a result, a list of reports that contain errors will be displayed in the text box at the bottom of the window.
4. Double-click a submitted report that has errors to display the error information in the text box.
5. Review the cause and resolution information.
6. Double-click each report to display the necessary information in the text box.
7. Click **Close** to return to the main menu.

## Delete Completed Jobs from the Submitted Job Search

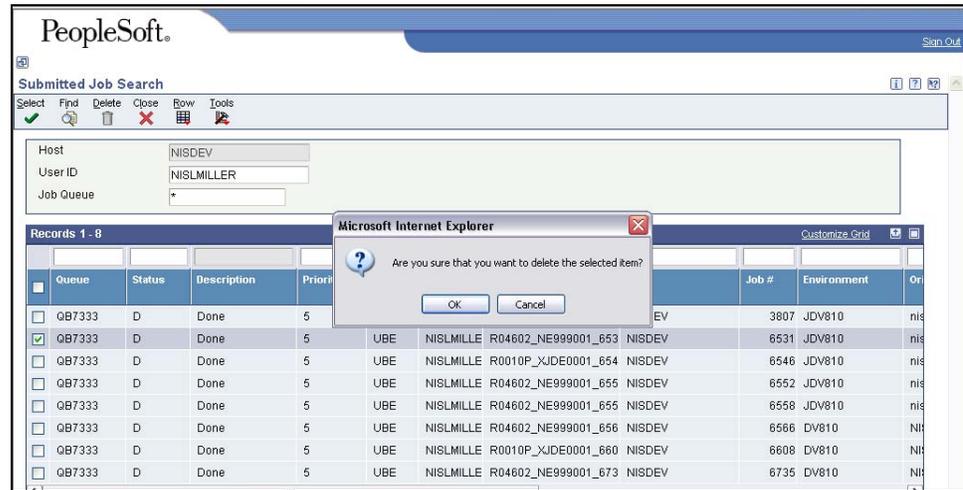
After you have finished reviewing and printing a job, you can delete it from the Submitted Job Search window. You should delete completed jobs periodically to free up space on the server.

 All reports will be deleted automatically after 14 days.

Start this instruction from the Submitted Job Search Window.



1. From the grid, choose the job you wish to delete.
2. Click **Delete**.



3. At the dialog box, click **OK**.
4. The grid will refresh and the job you selected to be deleted will no longer appear in the grid.
5. Click **Close** to return to the Work with Servers window.
6. Click **Close**.