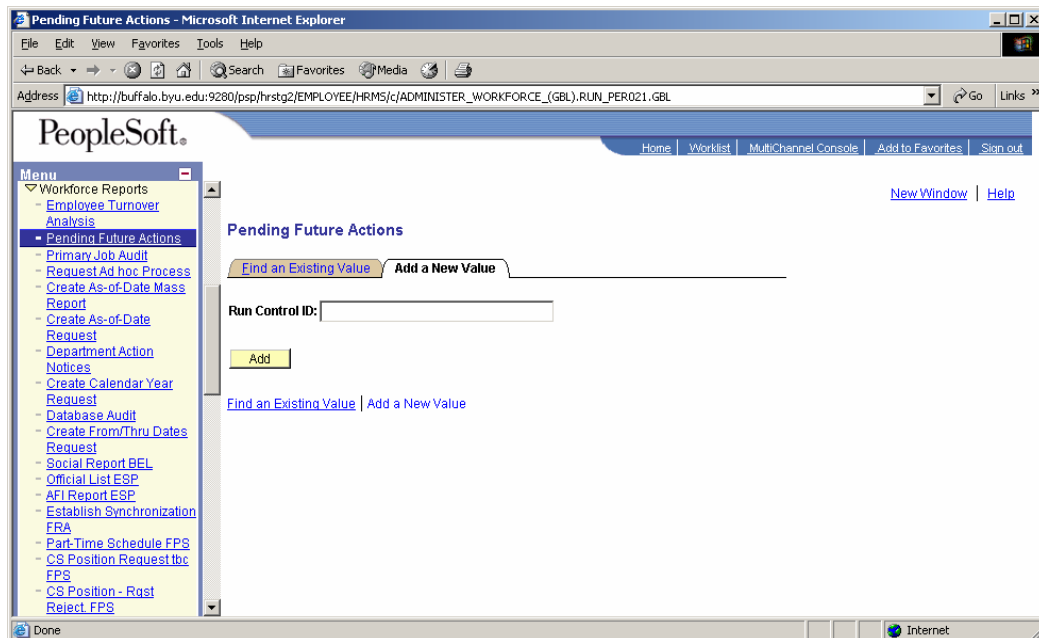
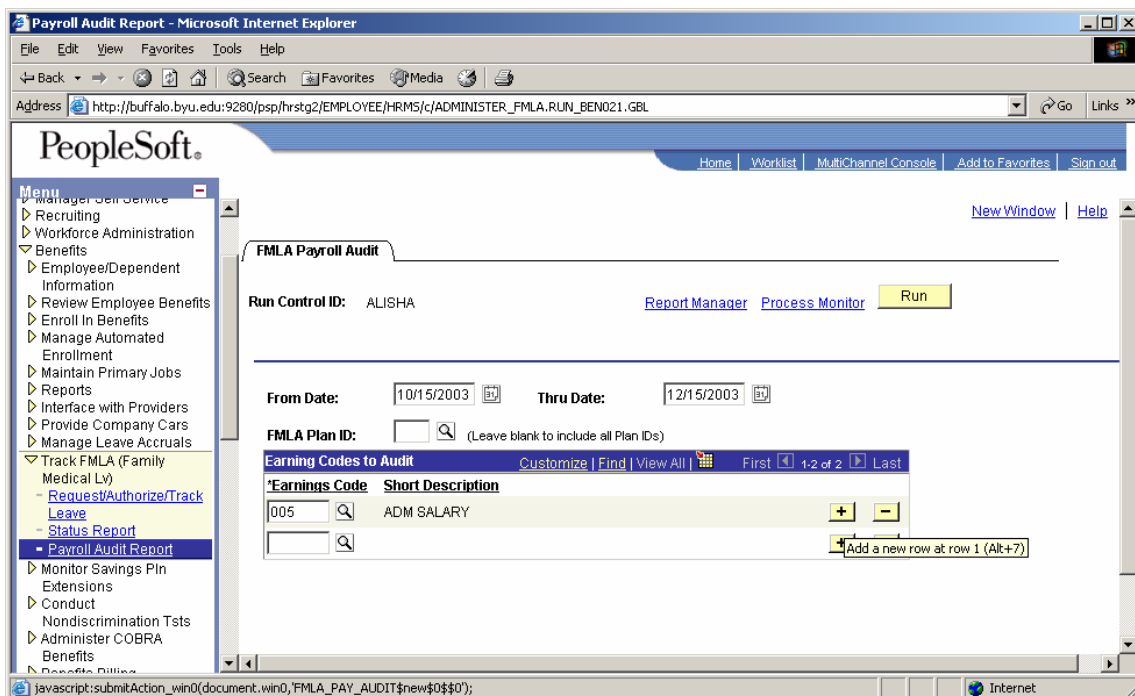


Running Reports General Guidelines (4/6/04)

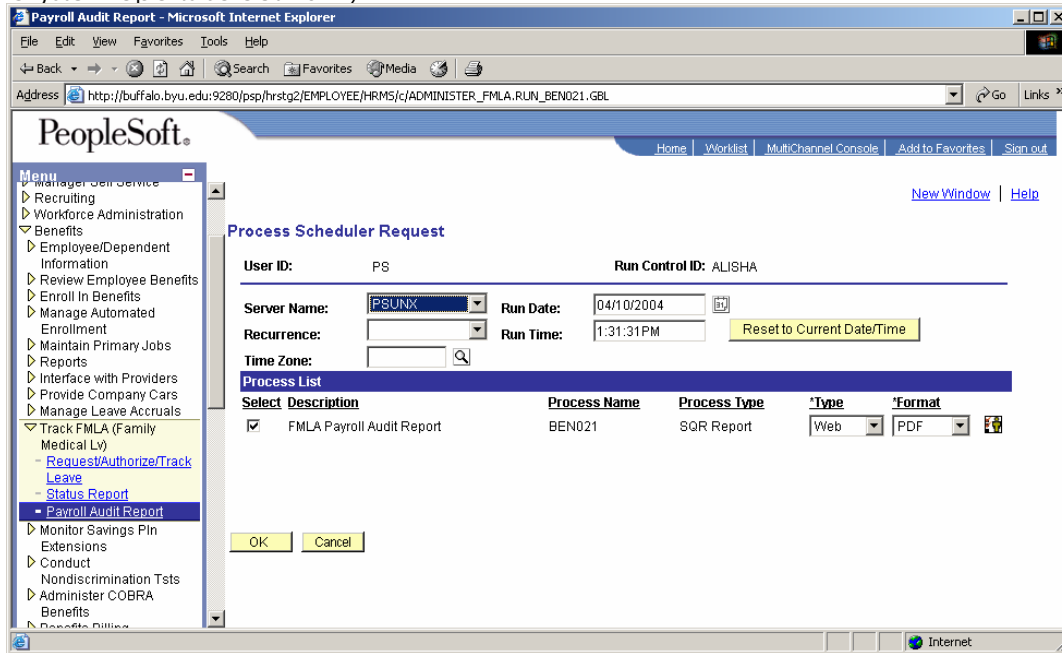
- 1) Navigate to particular report you wish to run.
- 2) Select a run control ID. If you have not set up a run control ID before, do so by clicking on the *Add New Value* page tab. Here you can enter your run control ID and click *Add*.



- 3) This will bring you to the page where you can set your parameters for the report. Select the parameter you wish to work within (the options and selection will be dependent upon the particular report). If the specific report allows for more than one parameter (see example below), you may insert rows and specify the parameters.



- 4) Ensure your parameters are correct and click *Run*.
- 5) From the *Process Scheduler Request* page, select the *Server Name* (for SQR Reports select PSUNX, for Crystal Reports select PSNT).



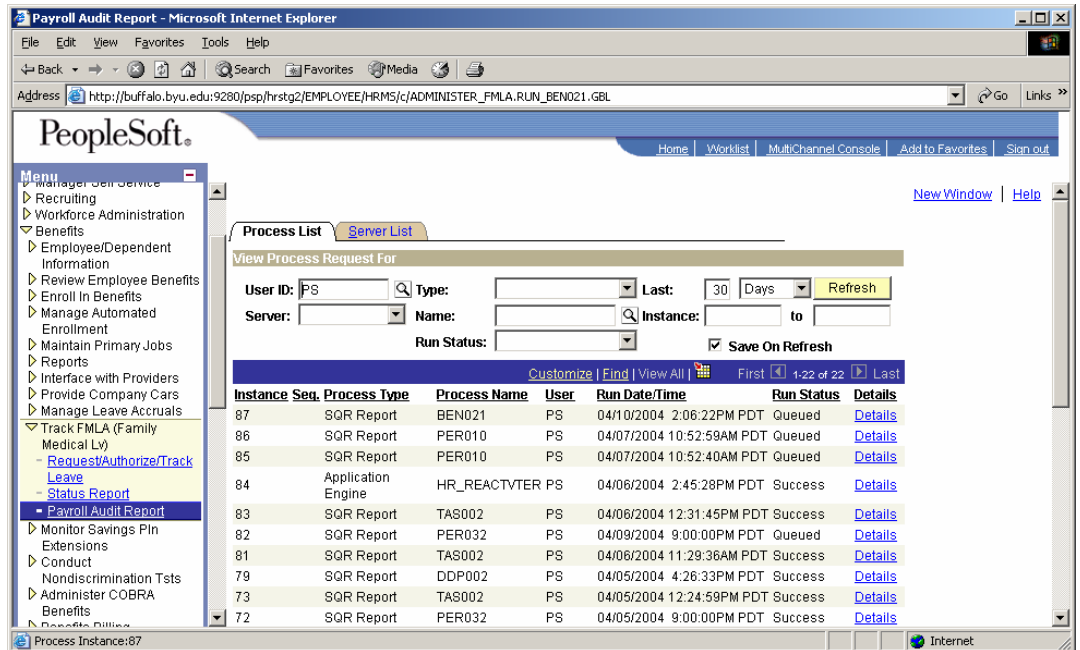
- 6) If you are running the report on an ad hoc basis, leave the recurrence box blank. If you wish to set the report up to run on a regular basis, you may do so by clicking the down arrow and selecting one of the following:

Daily
 Daily Purge
 EOCM Daily Partner
 M-F at 5pm
 RP_INIT
 Weekly - Friday

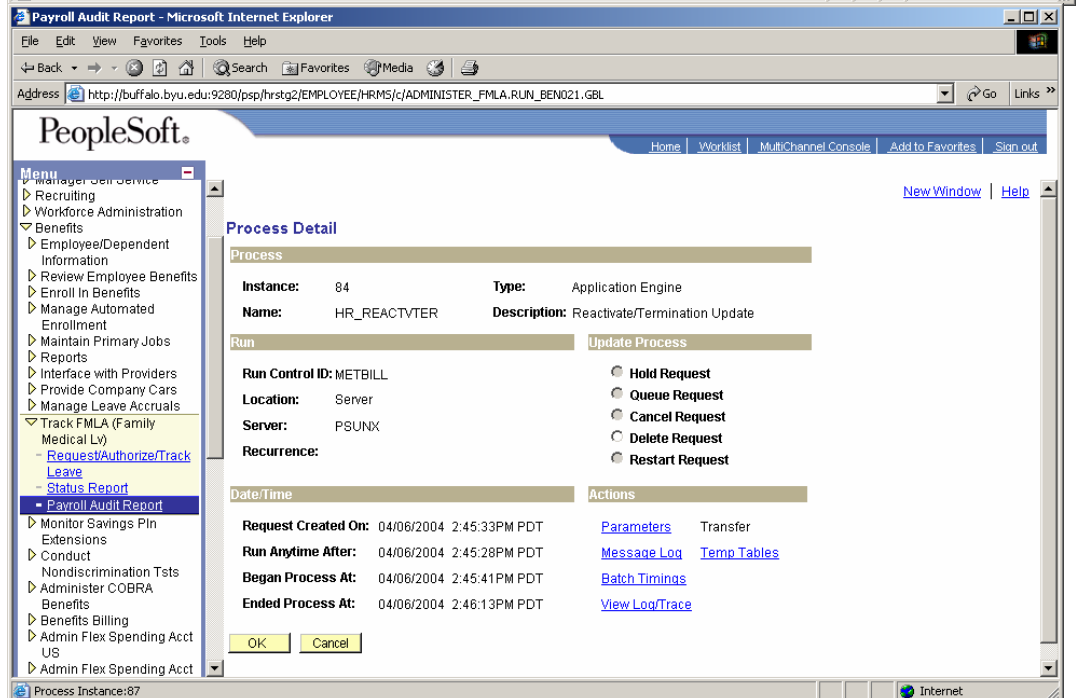
NOTE: Daily Purge, EOCM Daily Partner, and RP_INIT should not be selected (they do not apply to BYU).

- 7) Leave the *Time Zone* box blank.
- 8) If necessary, click the *Reset to Current Date/Time* (i.e. you have left your computer for some time and the time or date indicated is not the current time and date).
- 9) Ensure that the particular report you wish to run is selected.
- 10) Enter the *Type* as "Web" and *Format* as "PDF".
- 11) Once everything has been set on the process scheduler, click *OK* to run the report.
- 12) This will return you to the page where parameters were set. Click the *Process Monitor* link.

13) This will bring you to a list of recently run reports (included your report). You can narrow down the list by making particular specifications in *View Process Request for*.

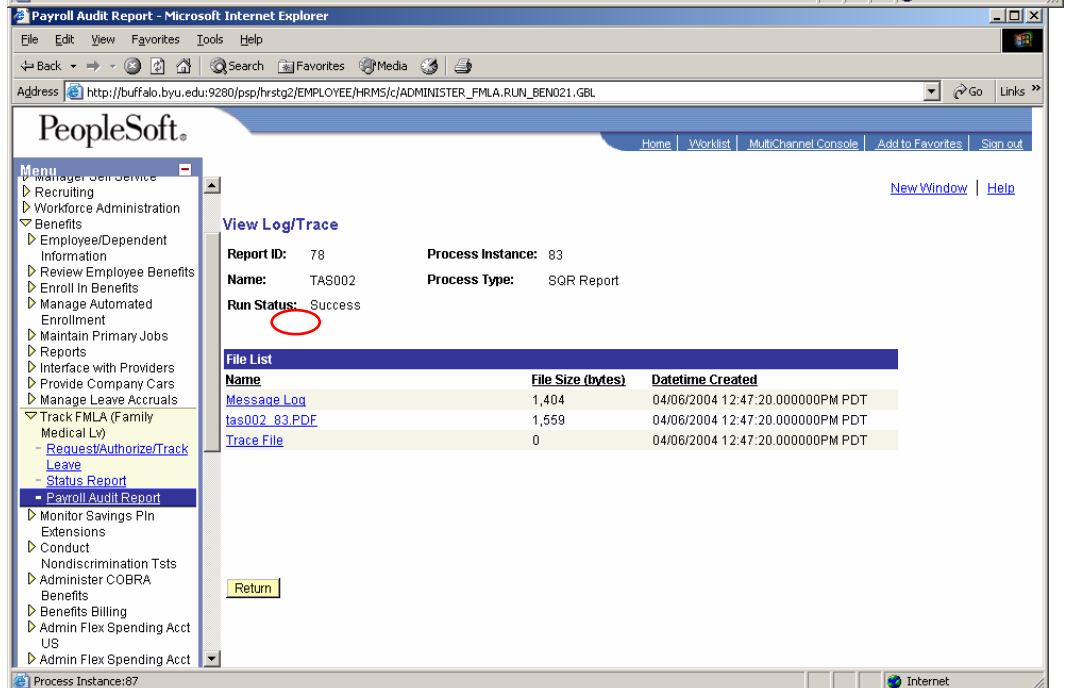


14) This page also allows you to view the Status of the report you requested. Be sure to click *Refresh* periodically to refresh the *Run Status*.



15) Once the run status indicates "Success" for your report, click the *Details* link.

16) This brings up the *Process Detail* page allowing you to update the process (i.e. hold, queue, cancel, delete, etc.) and view *Parameters*, *Message Logs*, *Batch Timings*, and the *View Log/Trace*.



17) To view the report, you will want to click on the *View Log/Trace* link. DO NOT click *OK*, it will take you back to the process list.

18) This will take you to the *View Log/Trace* page. Here, select the link with the "pdf" extension. This will open up Adobe Acrobat in another window with the report.