

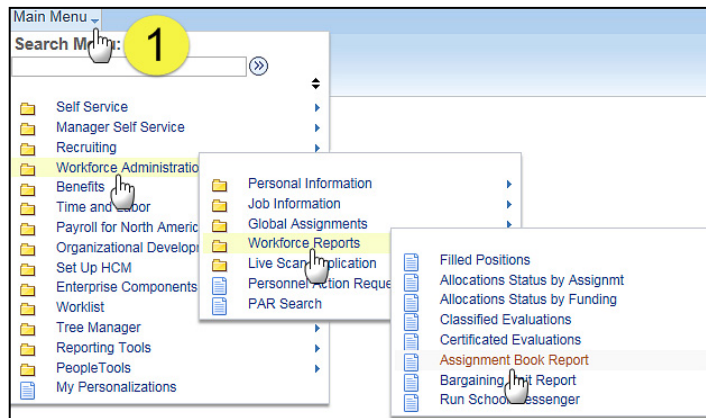
How to Run the Assignment Book Report

This job aid shows you how to run the Assignment Book Report. The Assignment Book Report is run by Site Administrators and shows credentials and other information about certificated personnel assigned to the site.

1. Navigate to: **Workforce Administration > Workforce Reports > Assignment Book Report**

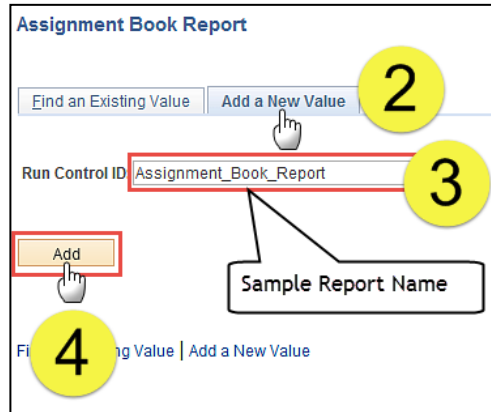
2. Click the **Add a New Value** Tab

3. Enter a **Run Control ID**. Name the report something unique that you will remember. You only need one **Run Control ID** for this report. There should be no spaces in the **Run Control ID**. Use (_) as a separator. (See screenshot example)



4. Click the **Add** button.

NOTE: You only need to click the **Add a New Value** tab the first time you run a report. The next time you run a report, just click the search button. It will bring up all the Run Control IDs you have created. Click the appropriate link.



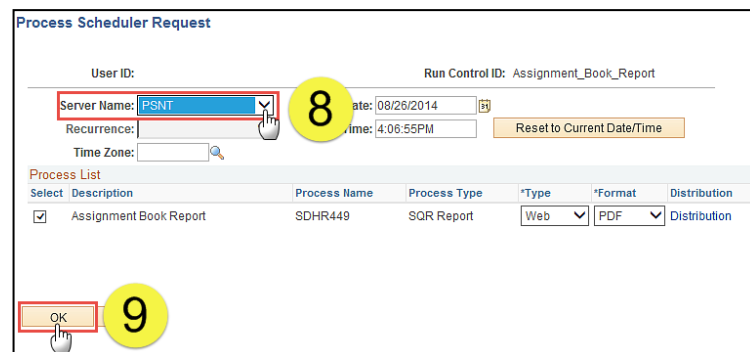
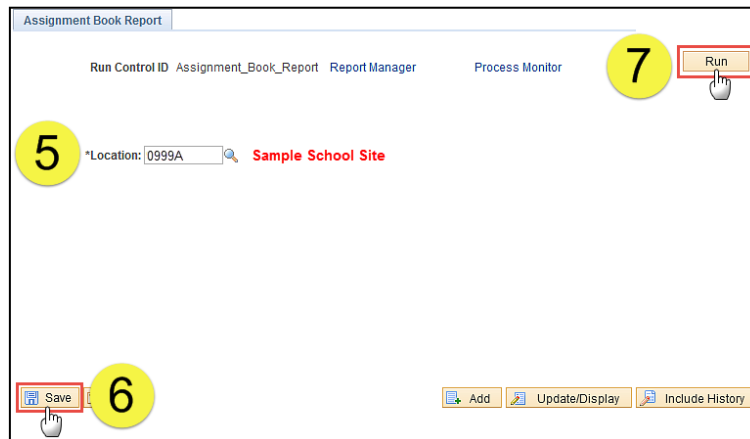
5. In the **Location** field enter **your site's** Location number. (Example: 0999A)

6. Click **Save**. (Only the first time you are setting up your report)

7. Click **Run**.

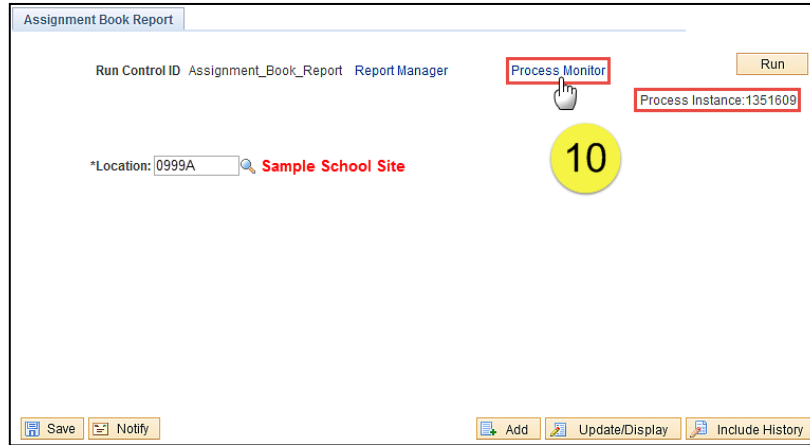
8. Select **PSNT** from the **Server Name** drop-down menu. You only need to do this the first time you are setting up your report.

9. Click **OK**.

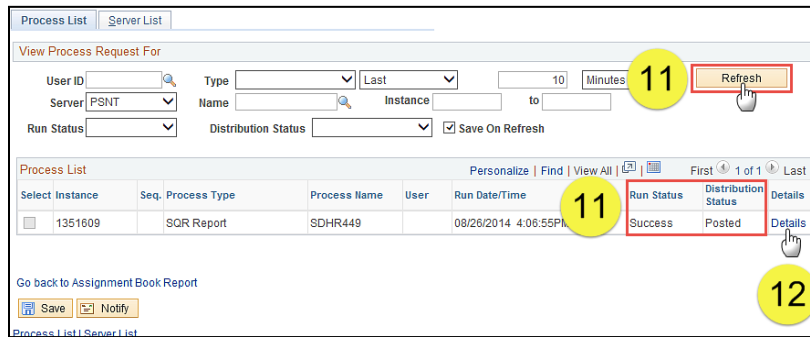


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10. After you click OK, you will be given a **Process Instance Number** and returned to the Report Page. Click the **Process Monitor** link to view the status of the report.

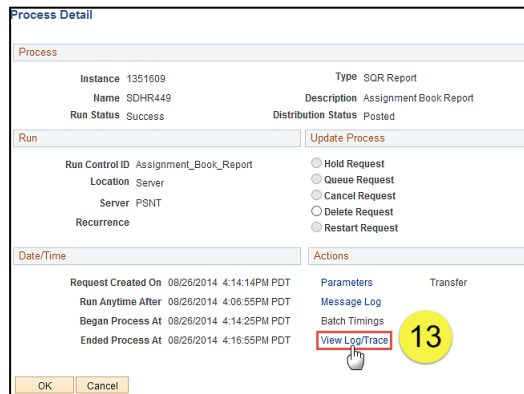


11. Your report is done processing when the **Run Status** reads *“Success”* and **Distribution Status** reads *“Posted”* (If not, hit the **Refresh** button until they change to the correct status.)

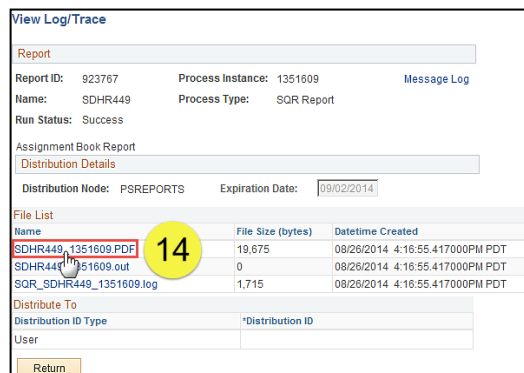


12. Click the **Details** link.

13. Click the **View Log/Trace** link. This will bring you to a page that shows you three files.



14. Of the three files, choose the one with the **.PDF** extension. The name of the report will also contain the **Process Instance Number** that was assigned to it in step 10. The report will open in Adobe Acrobat Reader. You can now view, print or save your report.



Report ID: SDHR449 SAMPLE REPORT DATA Page No. 1

Location: Assignment Book Report Run Date 08/26/2014

Run Time 16:14:15

Name	C/S	Term	Description	Emplid	Jobcode-Description	Description	TL	Calendar	Issue Dt	Ethnic Cd	Exp Sr Dt	Spcl/ Code Comp	RTCD	Empl Class	FTE	SCM Account Code
Chris Doe	C		2000-Regular Teacher		C10 TCERT	White		09/09/1984				0.00	Perm	1.0000	0327000100011070102010000	
	C	Clear	Certificate of Completion of Staff Devel		06/08/2003	06/08/2003	1849									
	C	Clear	Single Subject Teaching Credential		08/03/2010	09/01/2015										
	S		District Gifted		06/08/2010	06/08/2110	154									
	S		NCLB HOUSSE Part I Certificate of Compli		09/01/2004	09/01/2104	1047									
	S		SB395Gdate		06/08/2001	06/08/2101	482									
Chris Doe	C	Clear	1350-Vice Principal		C10 TYP	White		08/27/2002				0.00	Perm	1.0000	0327000100013091500010000	
	C	Clear	Administrative Services Credential		03/01/2012	03/01/2016										
	C	Clear	Crosscultural, Language and Academic Dev		08/28/2006	09/23/2106										
	C	Clear	Single Subject Teaching Credential		03/01/2011	03/01/2016										
	S		NCLB Certificate of Compliance Based on		09/01/2003	09/01/2103	1095									
	S				09/01/2003	09/01/2103	1095									
	S				06/08/2001	06/08/2101	482									