## 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 Main Mer Search Melhou: 1 2. Click the Add a New Value 1 Tab Self Service Manager Self Service Recruiting 3. Enter a Run Control ID. Name Workforce Administratio the report something unique Personal Information Benefits Ca Job Information that you will remember. You Payroll for North Americ Global Assignments Workforce Reports Live Scan Implication Organizational Develop only need one Run Control ID Filled Positions Set Up HCM Personnel Action Reque Allocations Status by Assignmt for this report. There should Enterprise Components Allocations Status by Funding PAR Search Worklist be no spaces in the Run Classified Evaluations Tree Manager Certificated Evaluations Reporting Tools Control ID. Use (\_) as a Assignment Book Report PeopleTools Bargaining Init Report Run Schoolessenger My Personalizations separator. (See screenshot example) Assignment Book Report 4. Click the Add button. Find an Existing Value Add a New Value **NOTE:** You only need to click the Add a New Value tab the Run Control ID Assignment\_Book\_Report

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.

Run Run Control ID Assignment\_Book\_Report Report Manage Process Monito Sample School Site 📑 Add 🗾 Update/Display 🔎 Include History Run Control ID: Assignment\_Book\_Repor 8 ate: 08/26/2014 Reset to Current Date/Time et 4:06:55PM Process Nam Process Type \*Туре \*Format Distribution SDHR449 Web V PDF V Distribution SQR Report 1

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Sample Report Name

o Value | Add a New Value

Assignment Book Report

Location: 0999A

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Process Scheduler Request

User ID:

Server Name

Recurrenc

Time Zone: Process List Select Descrip

Assignment Book Report

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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 Rui 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/Trac link. This will bring you to a page that shows yo three files.
- 14. Of the three files, choos the one with the .PDF extension. The name of the report will also contain the Process Instance Number that was assigned to it in ste 10. The report will open in Adobe Acrobat Reade You can now view, print or save your report.

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Go back to Assignment Bo	ok Report
Save Notify	
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	Process
	Instance         1351609         Type         SQR Report           Name         SDHR449         Description         Assignment Book Report
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	Run Control ID Assignment_Book_Report OHold Request
	Location Server Queue Request Server PSNT Cancel Request
	Recurrence Request
	Date/Time Actions Request Created On 08/26/2014 4:14:14PM PDT Parameters Transfer
	Run Anytime After 08/26/2014 4:06:55PM PDT Message Log
	Began Process At 08/26/2014 4:14:25PM PDT Batch Timings Ended Process At 08/26/2014 4:16:55PM PDT View Log/Trace
	OK Cancel
	View Log/Trace
	Report         Process Instance:         1351609         Message Log
	Name: SDHR449 Process Type: SQR Report
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	Run Status: Success Assignment Book Report
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