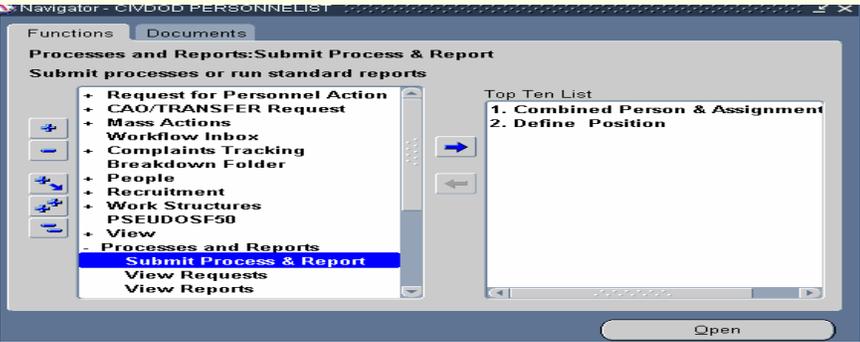
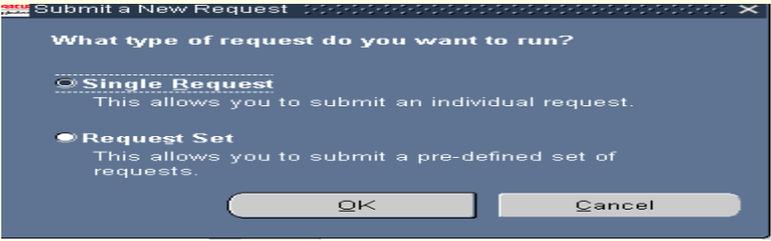
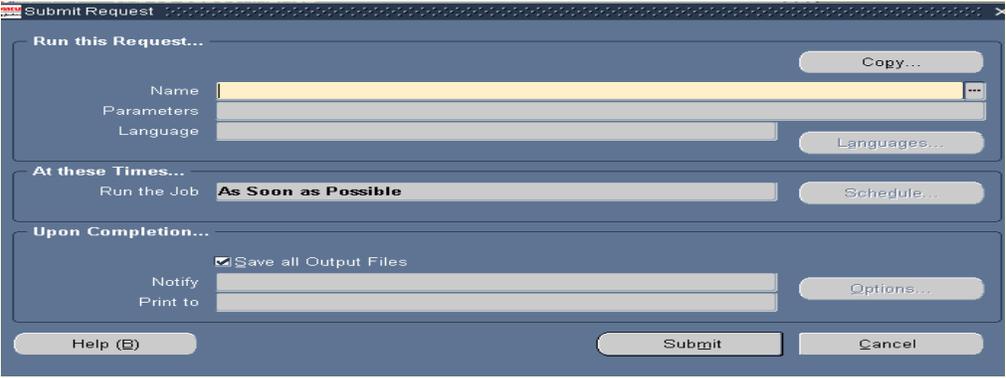


## REPORTS – SUBMIT PROCESSES & REPORTS FUNCTIONS

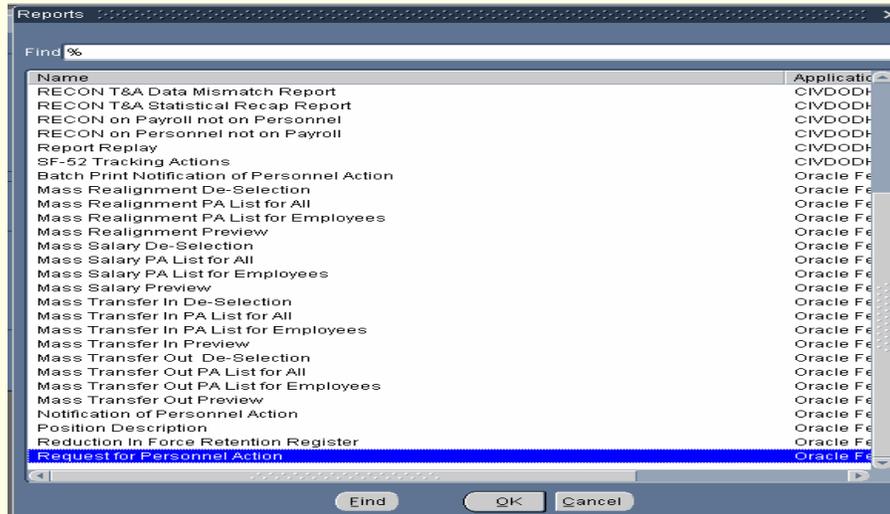
This section outlines the steps on how to request a report on an individual person.

STEP	ACTION
1	<p>From the Navigation List – Click on <b>Processes and Reports</b> → <b>Submit Processes and Reports</b> → <b>&lt;Open&gt;</b></p> 
2	<p>The <b>Submit a New Request</b> Window displays.</p> <ul style="list-style-type: none"> <li>Click <b>Single Request</b> then - Click <b>&lt;OK&gt;</b>.</li> </ul> 
3	<p>The <b>Submit Request</b> Window displays.</p> <ul style="list-style-type: none"> <li>Click in the <b>Name</b> data field then - Click on the LOV.</li> </ul> 

4

The **Reports (LOV)** Window displays.

- Select a report. For Example "Request for Personnel Action".
- Click **<OK>**.



5

The **Parameters** Window displays.

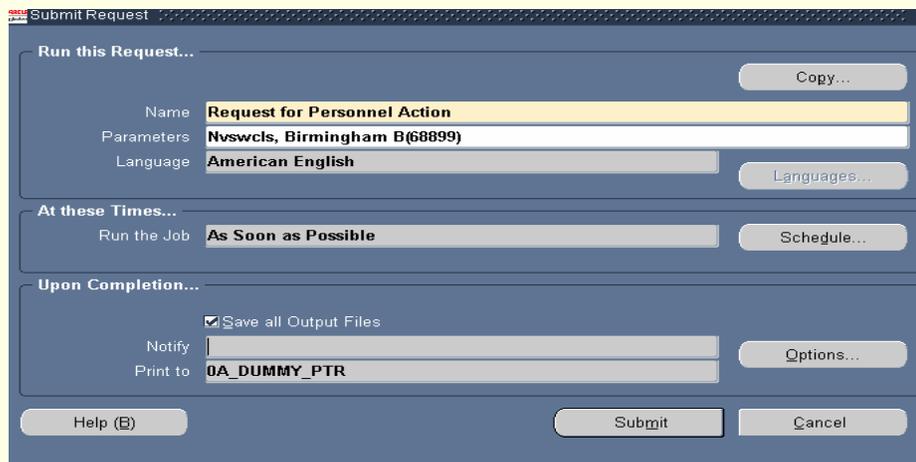
- Enter the employee's name then - Click **<OK>**.



6

The **Submit Request** Window displays.

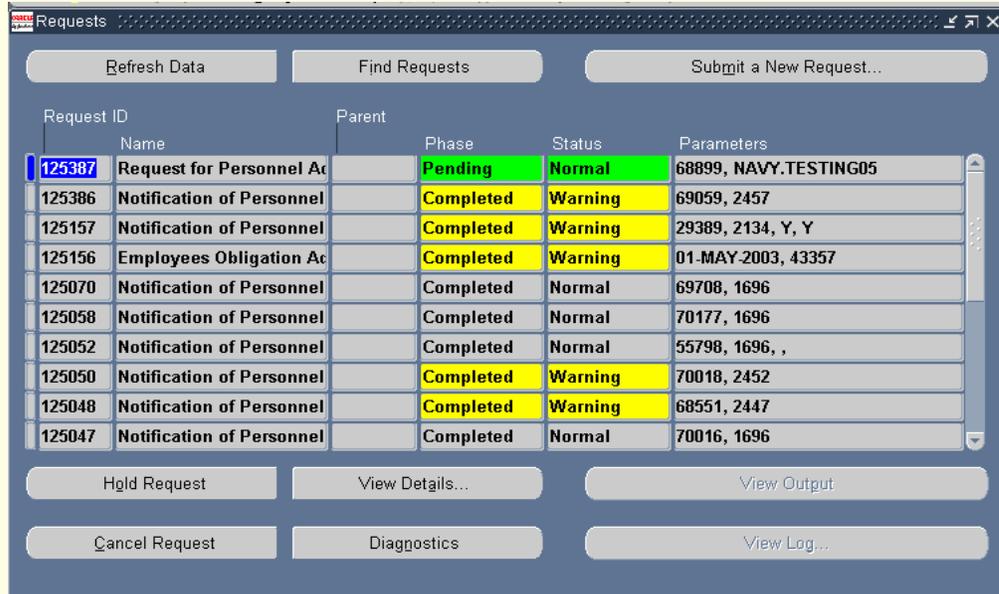
- Click **<Others>** to select the appropriate printer and number of copies.
- Click **<Submit>**.



7

The **Requests** Window displays.

- Click the **<Refresh Data>** button to re-query until the Phase column indicates “Completed”.



8

- Once the Phase column indicates “Completed” – Click **<View Output>**.

This will launch Ghostview where you can view and print your request.

- Close all windows.

