

PeopleSoft

KUMC

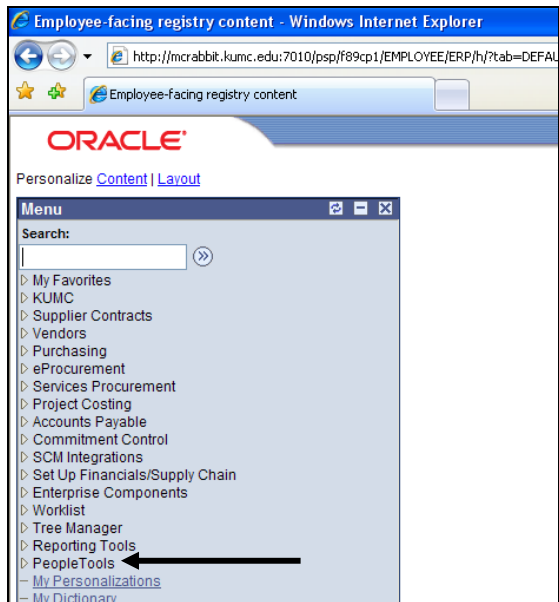
**Process Monitor
Procedural Reference**

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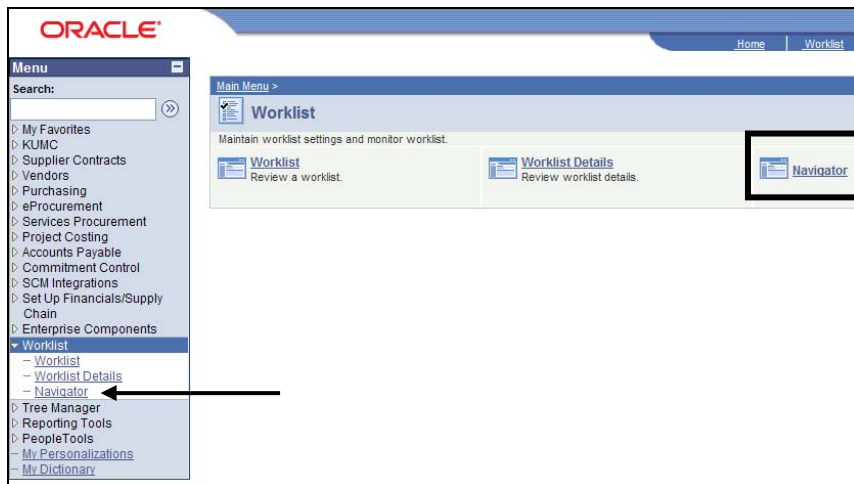
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NAVIGATING TO THE PROCESS MONITOR

Navigation



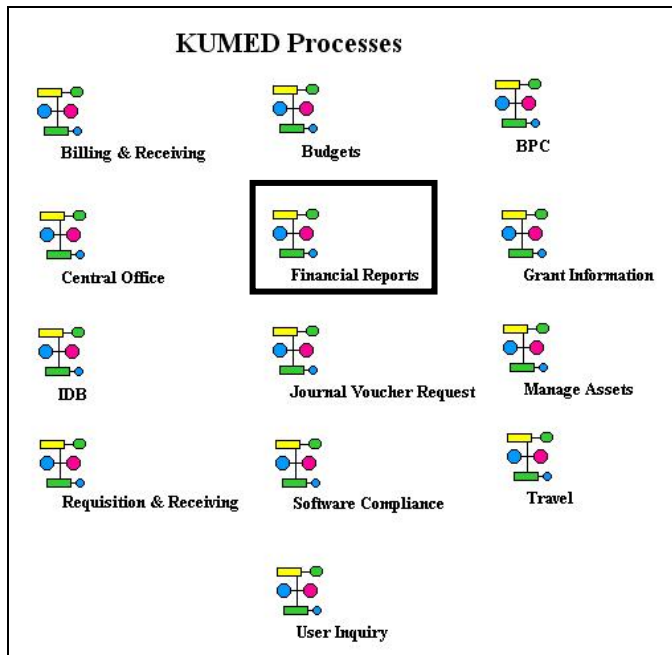
1. Click **Worklist** in the menu.



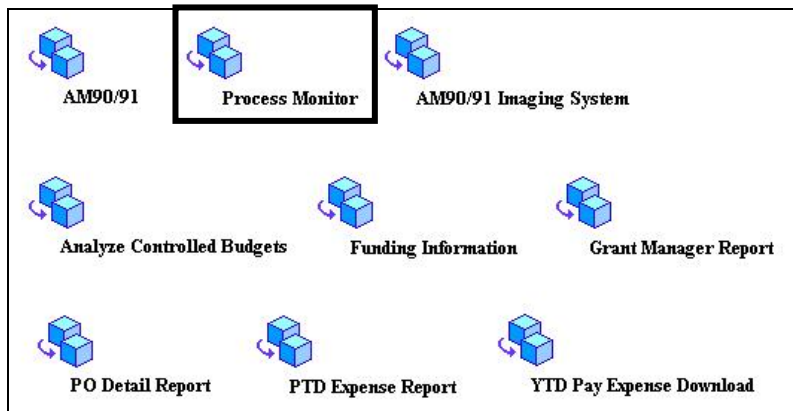
2. Click **Navigator** icon or menu item.

NAVIGATING TO THE PROCESS MONITOR

Navigation (continued)



3. Click **Financial Reports** icon.



4. Click **Process Monitor** icon.



5. Click **Process Monitor** icon.

PROCESS MONITOR

The Process Monitor displays the Process List, or the history of reports that you have run in PeopleSoft. By default, the list displays only those reports that you have run in the last day, but it may be adjusted to show reports run as long as 99 days ago. The list displays each report's Run Status, which indicates whether it has completed successfully, is still in process, or produced an error. Reports that were started erroneously or that "hang up" (continue to process without completing or producing an error) may be canceled and deleted from the Process Monitor. The Refresh button is used to update the report information on the page.

Process Monitor

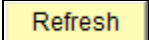
The screenshot shows the 'Process List' interface. At the top, there are search filters for 'User ID' (PSHETTLERO), 'Type', 'Last' (1 Days), and 'Refresh'. Below these are fields for 'Server', 'Name', 'Instance', and 'Run Status'. A table titled 'Process List' contains the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	759366		SQR Report	JAP031	PSHETTLEROE	08/07/2008 1:07:57PM CDT	Success	Posted	Details
<input type="checkbox"/>	759365		SQR Report	JGL038C	PSHETTLEROE	08/07/2008 11:12:14AM CDT	Success	Posted	Details
<input type="checkbox"/>	759364		SQR Report	JGL141	PSHETTLEROE	08/07/2008 10:46:36AM CDT	Error	Posted	Details

By default, the Process List displays the reports you have run in the last day. The most recent report is at the top of the list. Note the Run Status of each report.

Run Status	Description
Queued	Report is in line to be processed
Initiated	Report has started
Processing	Report is in process
Posting	Report is being finalized
Success	Report is complete and has been emailed
Error	Report failed

To change the range of reports displayed, complete the following steps:

1. Make changes to the **Last** field.
 - In the box, enter the desired number.
 - Using the drop-down arrow, select either *Days*, *Hours* or *Minutes*.
2. Click  .

PROCESS MONITOR

PeopleSoft will prevent you from running multiple instances of the some reports at the same time. Thus, if one instance of a report is stalls in processing, a second instance of that report cannot be started until the first one has ended. Use the Process Monitor to cancel a stalled report.

Cancel an Entry

Process List

View Process Request For

User ID: PSHETTLERO Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	759368		SQR Report	JGL038C	PSHETTLEROE	08/07/2008 3:04:09PM CDT	Processing	N/A	Details
<input type="checkbox"/>	759367		SQR Report	JGL038C	PSHETTLEROE	08/07/2008 3:00:32PM CDT	Success	Posted	Details
<input type="checkbox"/>	759366		SQR Report	JAP031	PSHETTLEROE	08/07/2008 1:07:57PM CDT	Success	Posted	Details
<input type="checkbox"/>	759365		SQR Report	JGL038C	PSHETTLEROE	08/07/2008 11:12:14AM CDT	Success	Posted	Details
<input type="checkbox"/>	759364		SQR Report	JGL141	PSHETTLEROE	08/07/2008 10:46:36AM CDT	Error	Posted	Details

1. Click the **Details** link for the report you wish to cancel.

Process Detail

Process

Instance: 759368 Type: SQR Report

Name: JGL038C Description: Run User AM 90/91 Report

Run Status: Processing Distribution Status: N/A

Run Update Process

Run Control ID: Reports Hold Request

Location: Server Queue Request

Server: PSUNX Cancel Request

Recurrence: Delete Request

Restart Request

Date/Time Actions

Request Created On: 08/07/2008 3:04:11PM CDT [Parameters](#) Transfer

Run Anytime After: 08/07/2008 3:04:09PM CDT [Message Log](#)

Began Process At: 08/07/2008 3:04:26PM CDT Batch Timings

Ended Process At: View Log/Trace

OK Cancel

2. Click **Cancel Request** radio button.

3. Click **OK**. The Report Status will be listed as Canceled, another report of the same type may be started.

PROCESS MONITOR

Delete an Entry

Process List

View Process Request For

User ID: PSHETTLERO Type: [] Last: 1 Days Refresh

Server: [] Name: [] Instance: [] to []

Run Status: [] Distribution Status: [] Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	759368		SQR Report	JGL038C PSHETTLEROE	08/07/2008 3:04:09PM CDT	Success	Posted	Details	
<input type="checkbox"/>	759367		SQR Report	JGL038C PSHETTLEROE	08/07/2008 3:00:32PM CDT	Success	Posted	Details	
<input type="checkbox"/>	759366		SQR Report	JAP031 PSHETTLEROE	08/07/2008 1:07:57PM CDT	Success	Posted	Details	
<input type="checkbox"/>	759365		SQR Report	JGL038C PSHETTLEROE	08/07/2008 11:12:14AM CDT	Success	Posted	Details	
<input type="checkbox"/>	759364		SQR Report	JGL141 PSHETTLEROE	08/07/2008 10:46:36AM CDT	Error	Posted	Details	

Process Detail

Process

Instance: 759364 Type: SQR Report

Name: JGL141 Description: Project/Grant Summary

Run Status: Error Distribution Status: Posted

Run Update Process

Run Control ID: RUNJGL141

Location: Server

Server: PSUNX

Recurrence:

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time Actions

Request Created On: 08/07/2008 10:46:36AM CDT [Parameters](#) Transfer

Run Anytime After: 08/07/2008 10:46:36AM CDT [Message Log](#)

Began Process At: 08/07/2008 10:46:42AM CDT Batch Timings

Ended Process At: 08/07/2008 10:46:53AM CDT [View Log/Trace](#)

OK Cancel

1. Click the **Details** link for the report you wish to delete.

2. Click **Delete Request** radio button.

3. Click **OK**.

4. Click **Refresh** to see the report removed from the Process List

APPENDIX

Assistance

Questions regarding how to utilize the PeopleSoft Process Monitor panels should be directed to PeopleSoft Support at ext. **8-1121**.

The office is usually staffed from 8:00 AM to 4:00 PM. In the event no one is available to assist, you may leave your question on the office Audix voice mail system, and we will return your call.