

# College Reports, Process Monitor and Report Manager

**Overview** This guide specifically covers use of the College Reports, Process Monitor and Report Manager.

**ReportsNavigation:** VCCS College > VCCS College FA Menu (for Financial Aid)/VCCS College SF Menu (for Student Financial Reports)/VCCS College SR Menu (for Student Records)



**Step 1** You will see reports for all 23 community colleges, so use the scroll bar to scroll down and find the NVCC reports (there are more than 100 reports for NVCC).

**Step 2** Once you have chosen a particular report you will be taken to the Run Control page where you can enter a Run Control ID. For a first time user, it is necessary to click on the “Add a New Value” tab and enter a Run Control ID there.

## NVCC Std Enrollment Mgmt Rpt

Enter any information you have and click Search. Leave fields blank for a list of all values.

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Limit the number of results to (up to 300):

**Search by:** Run Control ID begins with

Case Sensitive

[Advanced Search](#)

**Note:** You only need one Run Control ID for all reports and all queries (unless you are running more than one at a time). It is convention to use your last name. There is a chance that after entering your ID you will not be taken to the next page – this is most likely because of pop-up blocking in your internet browser, so you may have to temporarily disable it.

**Step 3** Once you click “Search” you will be taken to the tab where you can enter information to run a report.

**NVCC Stand. Enrollment Report**

Run Control ID: INQUIRY [Report Manager](#) [Process Monitor](#) **Run**

Required	
Academic Institution:	NV280 Northern Virginia Comm College
Term:	2072 2007 Spring
Optional	
Campus:	
Subject:	
Academic Organization:	LCN10
Session:	
Academic Career:	Credit
Location	
Course Attribute	
ELI Flag Yes/No:	<input type="checkbox"/> (check for ELI only on output) <input type="checkbox"/> Summary Only (Y/N)

**Step 4** After entering the specific values you desire, click on the “Run” button in the upper-right; this will take you to the Process Scheduler.

#### Process Scheduler Request

User ID: 1193072 Run Control ID: INQUIRY

Server Name: PSUNX Run Date: 01/23/2012

Recurrence: Recurrence Run Time: 8:10:40AM **Reset to Current Date/Time**

Time Zone: Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	NVCC Enrollment Management Rpt	VXLR0031	SQR Report	Web	PDF	<a href="#">Distribution</a>

**OK** Cancel

**Step 5** Once you have checked off the report you wish to run, click on the “OK” button. This will run the report.

**Note:** If the process type is Crystal, the server must be set to the PSNT server. If the

process type were SQR or any type other than Crystal, the server must be set to the PSUNX server. Processes that run only in the evening will use the PSUNXPM server, but this will be done behind the scenes of the program, and you need only choose the PSUNX server. Also, the “Type” and “Format” fields should be set to “Web” and “PDF” Respectively

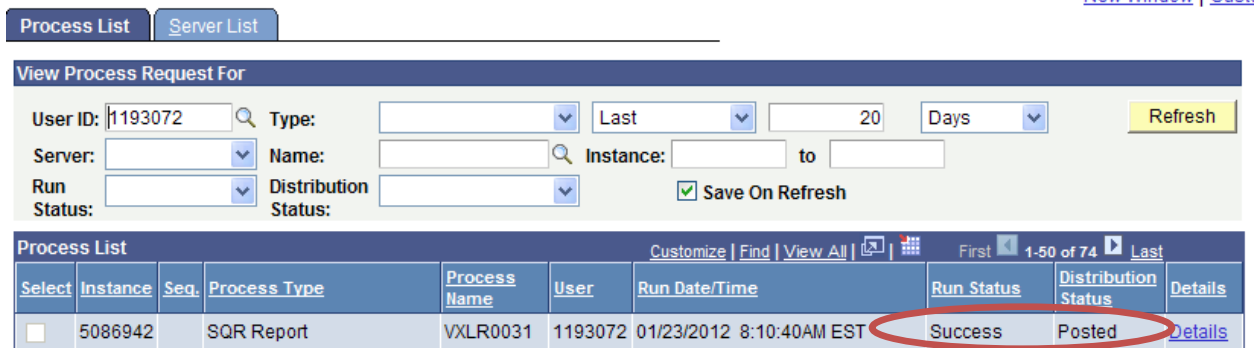
**Step 6** On the page that comes up, please note the Process Instance number.



## Process Monitor

**Navigation** After having run a report, you can click on “Process Monitor” in the upper-right of the tab. Alternatively, you can go to PeopleTools > Process Scheduler > Process Monitor.

**Step 1** Once you have navigated to the “Process Monitor” you will be taken to the “Process List” tab. You should see your report’s instance number in the column on the left side of the tab.



**Step 2** If the Run Status for your report is not “Success” or your Distribution Status is not “Posted” click on the “Refresh” button at the top until they are.

**Step 3** Once your report has been successfully run, click on “Details” to be taken to the Process Detail page.

**Step 4** On the Process Detail page, click on “View Log/Trace.”

Process	
Instance: 5086942	Type: SQR Report
Name: VXHR0031	Description: NVCC Enrollment Management Rpt
Run Status: Success	Distribution Status: Posted

Run	Update Process
Run Control ID: INQUIRY	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSUNX	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 01/23/2012 8:12:13AM EST	<a href="#">Parameters</a> Transfer
Run Anytime After: 01/23/2012 8:10:40AM EST	<a href="#">Message Log</a>
Began Process At: 01/23/2012 8:12:30AM EST	Batch Timings
Ended Process At: 01/23/2012 8:13:28AM EST	<a href="#">View Log/Trace</a>

**Step 5** On the View Log/Trace page click on the .PDF file. This will take you to the report. From here you can save or print the report.

File List		
Name	File Size (bytes)	Datetime Created
<a href="#">SQR_VXHR0031_5086942.log</a>	1,826	01/23/2012 8:13:28.321769AM EST
<a href="#">vxhr0031_5086942.PDF</a>	79,706	01/23/2012 8:13:28.321769AM EST
<a href="#">vxhr0031_5086942.out</a>	892	01/23/2012 8:13:28.321769AM EST

## Report Manager

**Navigation:** Reporting Tools > Report Manager

The Report Manager will list reports you have run in the past. Here you can click on the Administration Tab to view past reports without running them again.

List	Explorer	Administration	Archives

View Reports For						
User ID:	<input type="text" value="1193072"/>	Type:	<input type="text" value="Last"/>	<input type="text" value="10"/>	Days	
Status:	<input type="text"/>	Folder:	<input type="text"/>	Instance:	<input type="text"/>	to: <input type="text"/>

Report List							
Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	4010157	5086942	<a href="#">NVCC Enrollment Management Rpt</a>	01/23/2012 8:12:13AM	Acrobat (*.pdf)	Posted	<a href="#">Details</a>