

Last Revised Date: 05/01/2017

**General Information**


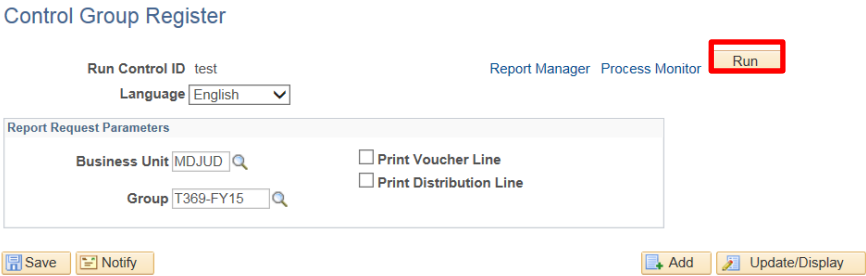
Task	Process Information
<p><b>Running a BI Publisher Report</b></p> <p><b>Note:</b> If additional assistance is needed, please contact the respective AOC Department staff or the JIS Service Desk.</p>	<p>In the past GEARS Reports have been available in two formats, BI Publisher and Crystal (an older technology). With the Tools Upgrade applied to GEARS the weekend of December 12, 2016, Oracle is no longer supporting the old Crystal format. Going forward, please select the BI Publisher format on your Process Scheduler Request page (the page displayed after the Run Control page). Soon the Crystal format will be removed from the Process Lists, and only the BI Publisher format will be available.</p> <p>This tip sheet describes the steps for running and viewing the output of a BI Publisher report.</p>

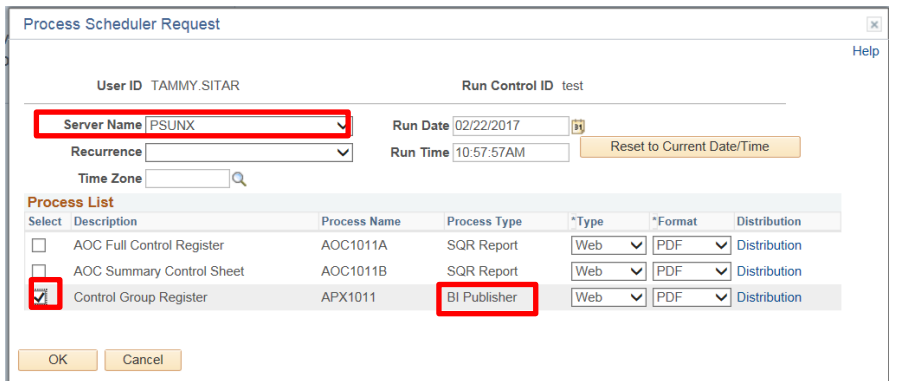
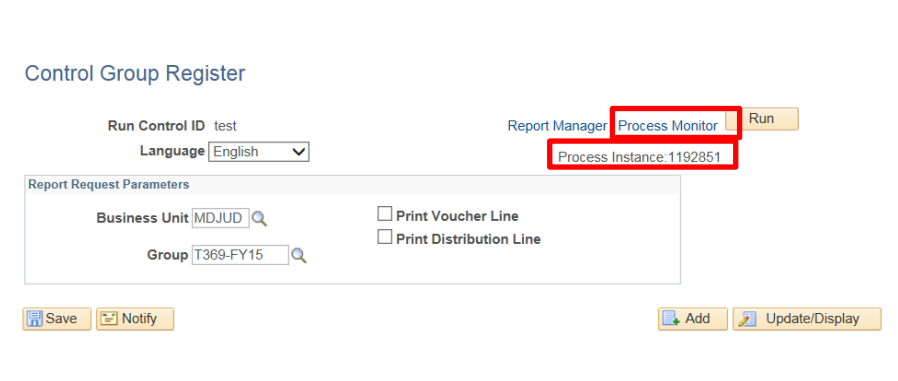
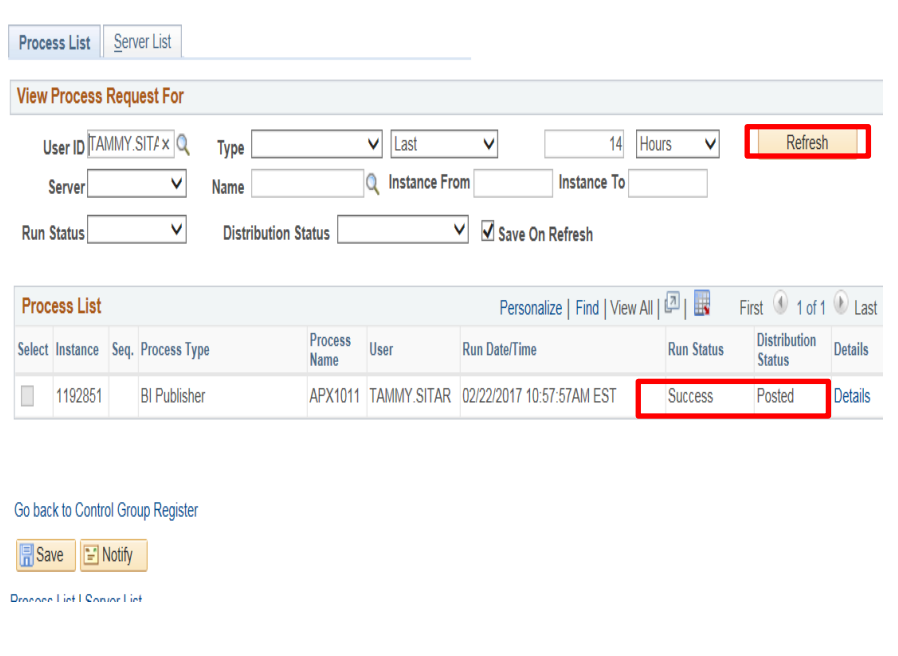
**GEARS Navigation**

Navigate to the report you want to run and add a new run control.

**1.0 Process**

This document is intended to provide a quick reference to running BI Publisher Reports within GEARS.

STEP	ACTION	DETAILS
<p><b>1.</b></p>	<p>Fill in all the run control information for your report, and then click the  button.</p> <p><b>NOTE:</b> In this example, a Control Group Register report will be run.</p>	

<p><b>2.</b> The <b>Process Scheduler Request</b> page displays.</p> <p>Select the BI Publisher version of the report.</p> <p><b>NOTE: Check to be sure the Server Name is set to PSUNX.</b></p>	 <p>Process Scheduler Request</p> <p>User ID: TAMMY.SITAR      Run Control ID: test</p> <p>Server Name: PSUNX      Run Date: 02/22/2017</p> <p>Recurrence:      Run Time: 10:57:57AM</p> <p>Time Zone:      [Reset to Current Date/Time]</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>AOC Full Control Register</td> <td>AOC1011A</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input type="checkbox"/></td> <td>AOC Summary Control Sheet</td> <td>AOC1011B</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Control Group Register</td> <td>APX1011</td> <td>BI Publisher</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>OK      Cancel</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input type="checkbox"/>	AOC Full Control Register	AOC1011A	SQR Report	Web	PDF	Distribution	<input type="checkbox"/>	AOC Summary Control Sheet	AOC1011B	SQR Report	Web	PDF	Distribution	<input checked="" type="checkbox"/>	Control Group Register	APX1011	BI Publisher	Web	PDF	Distribution
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<p><b>3.</b> Click the <b>OK</b> button.</p>																													
<p><b>4.</b> Make note of the Process Instance number, and then click the <b>Process Monitor</b> link.</p>	 <p>Control Group Register</p> <p>Run Control ID: test      Report Manager: Process Monitor      Run</p> <p>Language: English      Process Instance: 1192851</p> <p>Report Request Parameters</p> <p>Business Unit: MDJUD      <input type="checkbox"/> Print Voucher Line</p> <p>Group: T369-FY15      <input type="checkbox"/> Print Distribution Line</p> <p>Save      Notify      Add      Update/Display</p>																												
<p><b>5.</b> The <b>Process List</b> page displays.</p> <p>Click the <b>Refresh</b> button, and continue clicking the <b>Refresh</b> button until the <b>Run Status = Success</b> and <b>Distribution Status = Posted</b>.</p>	 <p>Process List      Server List</p> <p>View Process Request For</p> <p>User ID: TAMMY.SIT/x      Type:      Last      14 Hours      Refresh</p> <p>Server:      Name:      Instance From:      Instance To:      Save On Refresh</p> <p>Run Status:      Distribution Status:      Save On Refresh</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1192851</td> <td></td> <td>BI Publisher</td> <td>APX1011</td> <td>TAMMY.SITAR</td> <td>02/22/2017 10:57:57AM EST</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table> <p>Go back to Control Group Register</p> <p>Save      Notify</p> <p>Process List   Server List</p>	Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	<input type="checkbox"/>	1192851		BI Publisher	APX1011	TAMMY.SITAR	02/22/2017 10:57:57AM EST	Success	Posted	Details								
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<p><b>6.</b></p>	<p>Click the <a href="#">Go back to Control Group Register</a> link (or other link for your report) to return to the <a href="#">Report Request Parameters</a> page.</p>																																																
<p><b>7.</b></p>	<p>Your Report Run Control page displays.</p> <p>Click the <a href="#">Report Manager</a> link.</p> <div data-bbox="665 289 1534 577"> <p>Control Group Register</p> <p>Run Control ID: test <span style="float: right;"><a href="#">Report Manager</a> <a href="#">Process Monitor</a> <a href="#">Run</a></span></p> <p>Language: <span>English</span> ▼</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Report Request Parameters</p> <p>Business Unit: <span>MDJUD</span> 🔍 <input type="checkbox"/> Print Voucher Line</p> <p>Group: <span>T369-FY15</span> 🔍 <input type="checkbox"/> Print Distribution Line</p> </div> <p><a href="#">Save</a> <a href="#">Return to Search</a> <a href="#">Notify</a> <span style="float: right;"><a href="#">Add</a> <a href="#">Update/Display</a></span></p> </div>																																																
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<p><b>9.</b></p>	<p>The View Reports page displays.</p> <p>Click the link for the report (and Process Instance Number) you wish to view.</p> <p>The report will open as a PDF file in a separate window.</p> <div data-bbox="657 787 1502 1260"> <p>List Explorer <b>Administration</b> Archives</p> <p><b>View Reports For</b></p> <p>User ID: TAMMY.SITAR Type: Last 1 Days Refresh</p> <p>Status Folder Instance to</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prce Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1143762</td> <td>119285</td> <td><b>APX1011 - APX1011.pdf</b></td> <td>02/22/2017 11:00:17AM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1143749</td> <td>1192839</td> <td>AOC Revenue Bal Report</td> <td>02/21/2017 7:12:35PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td><input type="checkbox"/></td> <td>1143745</td> <td>1192835</td> <td>AOCGLI01</td> <td>02/21/2017 3:17:09PM</td> <td>Acrobat (*.pdf)</td> <td>N/A</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>1143744</td> <td>1192834</td> <td>AOCV1000</td> <td>02/21/2017 3:15:22PM</td> <td>Acrobat (*.pdf)</td> <td>N/A</td> <td></td> </tr> <tr> <td><input type="checkbox"/></td> <td>1143743</td> <td>1192833</td> <td>FS_JGEN</td> <td>02/21/2017 3:02:16PM</td> <td>Text Files (*.txt)</td> <td>N/A</td> <td></td> </tr> </tbody> </table> <p><input checked="" type="checkbox"/> Select All <input type="checkbox"/> Deselect All</p> <p><a href="#">Delete</a> Click the delete button to delete the selected report(s)</p> <p><a href="#">Go back to Control Group Register</a></p> <p><a href="#">Save</a></p> </div>	Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details	<input type="checkbox"/>	1143762	119285	<b>APX1011 - APX1011.pdf</b>	02/22/2017 11:00:17AM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	1143749	1192839	AOC Revenue Bal Report	02/21/2017 7:12:35PM	Acrobat (*.pdf)	Posted	Details	<input type="checkbox"/>	1143745	1192835	AOCGLI01	02/21/2017 3:17:09PM	Acrobat (*.pdf)	N/A		<input type="checkbox"/>	1143744	1192834	AOCV1000	02/21/2017 3:15:22PM	Acrobat (*.pdf)	N/A		<input type="checkbox"/>	1143743	1192833	FS_JGEN	02/21/2017 3:02:16PM	Text Files (*.txt)	N/A	
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