

Running a Report in Oracle

HR Liaisons

Many reports are available in the HR system (Oracle) for you to run at any time.

Processes & Reports > Submit Processes & Reports > Single Request

1. Press Ctrl-L to open the complete list of available reports or enter part of the report name in the Name field. You may use % as a wildcard to help narrow the search results.
2. **Press Tab** to move to the Parameters field if it does not open automatically.
 - o If you submit a report before you intend to, make sure you are not pressing enter when selecting a report in the Name field.
3. Complete the parameter fields.
 - o Most include a list of values for you to select from. Click the "ellipsis" button or press Ctrl-L to open the list of values.
4. Click OK on the Parameters screen.
5. Click Submit.
6. To run another report right away, click "Yes" to "submit another report". Otherwise click "No".
7. Double-click View Requests on the Navigator screen.
8. Click Find.
9. Click on the report you wish to open and click "View Output". Most reports are in a pdf format which can be opened by [Acrobat Reader](#).
10. Any report that you run remains available for a few weeks, but you may save a report to your computer, if needed.

