

Assignment Action Workflow Status Report

A report is available in the Oracle HR system that shows the status of actions (new hires, new assignments, and assignment changes) currently in workflow, as well as actions approved within the last week. In Processes and Reports, choose the report name, “**CSU – Select Statement Export**,” and enter the following parameters (with your own email address). An email with the report attached will be sent to your address.

The screenshot displays the 'Submit Request' dialog box in the Oracle HR system. The main window is titled 'Submit Request' and contains a section 'Run this Request' with a 'Copy' button. The 'Name' field is set to 'CSU - Select Statement Export' and is highlighted in yellow. The 'Operating Unit' and 'Parameters' fields are empty. The 'Language' is set to 'American English'. A smaller 'Parameters' dialog box is overlaid on top, containing the following fields: 'Select Statement' (Assignment Action Workflow Status 1, highlighted in yellow), 'Select Statement (> 2000)' (Assignment Action Workflow Status 2), 'Email' (cam.ram@colostate.edu), 'Email Subject Line' (Assignment Actions), and 'Send Output as Attachment' (Yes). There are five empty 'Argument' fields (Argument 1 through Argument 5) at the bottom of the Parameters dialog. The Parameters dialog has 'OK', 'Cancel', 'Clear', and 'Help' buttons at the bottom.

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Quick Help Guides

Also note that you can run this or any other report on a regular schedule by clicking the Schedule button after entering the parameters:

Submit Request

Run this Request

Copy

Name CSU - Select Statement Export

Operating Unit

Parameters Assignment Action Workflow Status 1:Assignment Action Workflow Status 2:cam.ram@col

Language American English

Language Settings Debug Options

At these Times

Run the Job As Soon as Possible

Schedule

For example, this is the configuration to run a report daily at 8:00am:

Schedule

Apply a Saved Schedule

Run the Job...

As Soon as Possible

Once

Periodically

On Specific Days

Advanced

Start At 29-JUN-2018 08:00:00

End At

Leave End Date blank to run indefinitely

Re-run every 1 Day(s)

Apply the Interval...

From the Start of the prior run

From the Completion of the prior run

Increment date parameters each run

Recalculate Parameters

Save this schedule

Help OK Cancel