

# Running / Viewing / Printing Reports


## KSU Emergency Contacts Report

This report provides a list of emergency contacts for those individuals who have completed this information via Employee Self Service. This report displays those designated as emergency contacts including their relationship to the employee and their telephone numbers. Department HR liaisons may update INCORRECT or MISSING information using the following path: Workforce Administration > Personal Information > Personal Relationships > Emergency Contact

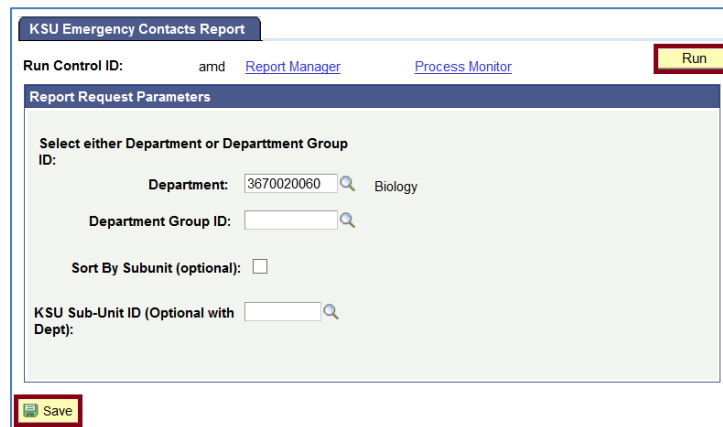
### 1. Access Report

Workforce Administration > Personal Information  
Personal Relationships > KSU Emergency Contacts Report

2. **Select Run Control ID:** Enter an existing Run Control ID or click on the "Search" button to produce a Run Control ID.



### 3. Complete Report Request Parameters for desired output.



### 4. Save and Run the Report

- ▶ Select **"Save"** to retain selected report parameters.
- ▶ Select **"Run"** to run the report/access the Process Scheduler page.

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## 5. Set Up Process Scheduler Request Page

**Server Name: PSUNX – Type: Web – Format: PDF**

Process Scheduler Request

User ID: ALMAMD Run Control ID: amd

Server Name: PSUNX Run Date: 09/09/2014  
Recurrence: Recurrence Run Time: 10:24:30AM  
Time Zone: Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	KSU Emergency Contacts Report	WPER004	SQR Report	Web	PDF	Distribution

OK

All other fields may be left blank or filled with default data (i.e., Recurrence, Time Zone, Run Date, and Run Time). After completing the options, select “OK” to run the report.

## 6. View or Print the Report

- Select **Report Manager** to produce a list of reports that have been sent to the process scheduler/report list.

KSU Emergency Contacts Report

Run Control ID: amd Report Manager Process Monitor Run

Process Instance:1086262

- Select the “**Refresh**” button to view report as it processes. May need to select “Refresh” more than once. Status will indicate “Posted” when report has finished processing.

List Explorer Administration Archives

View Reports For

User ID: ALMAMD Type: Type Last 1 Days Refresh

Status: Status Folder: Folder Instance: Instance to: to

Select	Report ID	Prs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1019106	1086262	KSU Emergency Contacts Report	09/09/2014 10:32:16AM	Acrobat (*.pdf)	Posted	Details

- To view/print the report, select the Description (PDF) or Details (CSV).

Questions, please contact Alma Deutsch at [almamd@ksu.edu](mailto:almamd@ksu.edu), (785) 532-1448 or Frieda Beat at [frieda@ksu.edu](mailto:frieda@ksu.edu), (785) 532-1884.