

Running / Viewing / Printing Reports

Unclassified Data Report

The Unclassified Data Report provides a comprehensive view of unclassified data and is an excellent tool for tracking contract end dates as well as tenure status/date.

1. Access Report

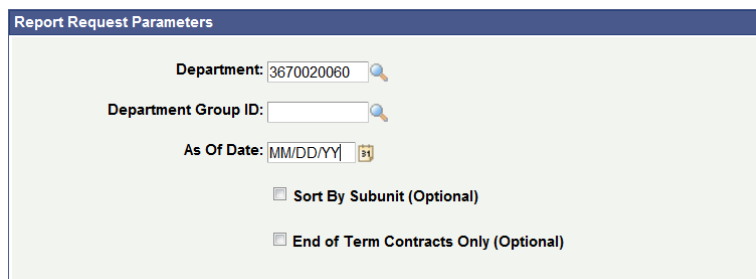
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2. Enter Existing Run Control ID or Add a New Value



If a RUN CONTROL ID DOES NOT EXIST, please repeat Step 1. Select "Add a New Value" tab. A "Run Control ID" edit box will appear ... Enter a three-digit Run Control ID and select the "Add" button. **Note: This procedure will only need to be done ONE TIME.** Once the Run Control ID is created, it may be reused for any HRIS report. When creating a RUN CONTROL ID, please keep the Run Control ID short and use only alphabetical letters or numbers.

3. Complete the Report Request Parameters



4. *Save* and *Run* the Report

- ❖ Select "**Save**" to retain selected report request parameters.
- ❖ Select "**Run**" to run the report and to access the **Process Scheduler Request page**.

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: 11/29/2012
Recurrence: Run Time: 1:52:56PM
Time Zone: Reset to Current Date/Time

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Unclassified Data	WPER632	SQR Report	Web	PDF	Distribution

OK Cancel

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

Run WPER632

Run Control ID: AMD
Language: English

Report Manager Process Monitor Run

Process Instance: 883703

- 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.
- To **view/print** the report, select the **Description** or **Details** link.
- Selecting the **Details** link provides a PDF and CSV (Microsoft Excel) file.

View Reports For

User ID: ALMAMD Type: Last 1 Days Refresh

Status: Folder: Instance: to:

Select	Report ID	Pracs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	832458	883703	Unclassified Data	11/29/2012 1:54:44PM	Acrobat (*.pdf)	Posted	Details

Questions concerning HRIS security access may be directed to Alma Deutsch at almamd@ksu.edu, (785) 532-1448 or Frieda Beat at frieda@ksu.edu, (785) 532-1884.