

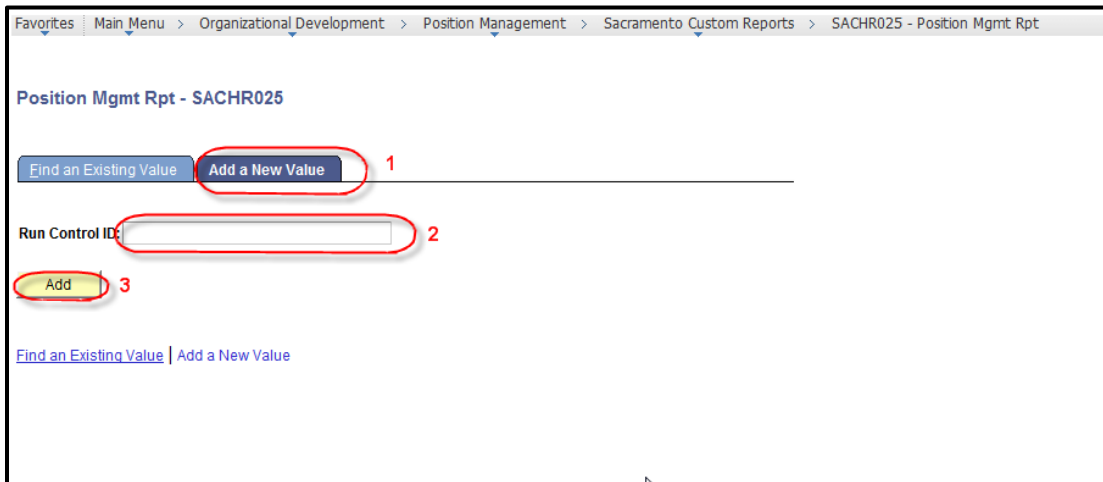
## SACHR025 – Position Management Report

### CMS Navigation:

Main Menu > Organizational Development > Position Management > Sacramento Custom Reports > SACHR025 - Position Mgmt Rpt

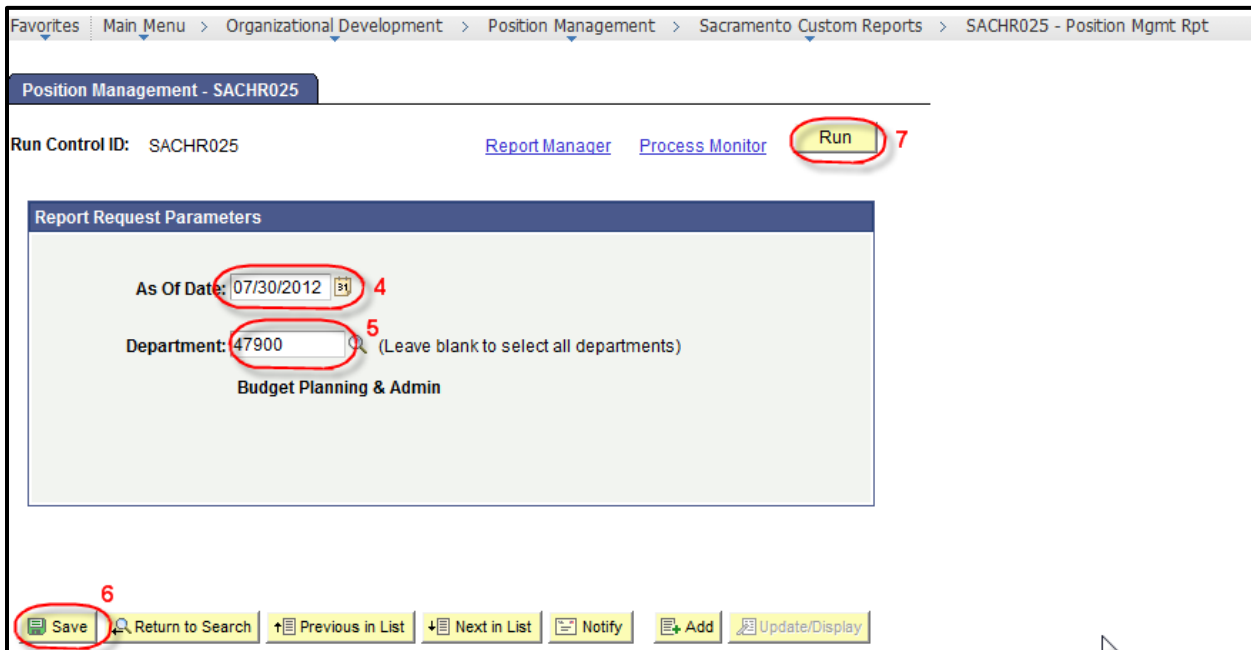
**Add run control - you could name it SACHR025**

1. Click the **Add a New Value** tab
2. Name your run control under **Run Control ID** (you cannot use spaces; use underscore instead)
3. Click on the yellow **Add** button



The screenshot shows the 'Position Mgmt Rpt - SACHR025' configuration page. At the top, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected and circled in red with a '1' next to it. Below the tabs is a text input field for 'Run Control ID', which is also circled in red with a '2' next to it. Below the input field is a yellow 'Add' button, circled in red with a '3' next to it. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

4. Enter today's date for current report
5. DeptID you want to look up
  - a. For all DeptIDs under your area - leave field blank
6. Click on yellow **Save** button
7. Click on the yellow **Run** button



The screenshot shows the 'Position Management - SACHR025' configuration page. At the top, there are three buttons: 'Report Manager', 'Process Monitor', and 'Run'. The 'Run' button is circled in red with a '7' next to it. Below the buttons is a 'Report Request Parameters' section. It contains two input fields: 'As Of Date' with the value '07/30/2012' and a calendar icon, circled in red with a '4' next to it; and 'Department' with the value '47900' and a search icon, circled in red with a '5' next to it. Below the 'Department' field, the text 'Budget Planning & Admin' is displayed. At the bottom of the page, there is a navigation bar with several buttons: 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. The 'Save' button is circled in red with a '6' next to it.

8. Server Name is PSUNX
9. Type is Web and
10. Format is PDF (you can change it to CSV if you want it in Excel format)
11. Click yellow OK button

Favorites | Main Menu > Organizational Development > Position Management > Sacramento Custom Reports > SACHR025 - Position Mgmt Rpt

### Process Scheduler Request

User ID: 102064740 8 Run Control ID: SACHR025

Server Name: **PSUNX** Run Date: 08/09/2012  
 Recurrence: Run Time: 10:32:14AM Reset to Current Date/Time

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SACHR025 - Position Mgmt Rpt	SACHR025	SQR Report	<b>Web</b> <span style="color: red;">9</span>	<b>PDF</b> <span style="color: red;">10</span>	<a href="#">Distribution</a>

11 OK Cancel

12. Click on the blue hyperlink that says Process Monitor

Favorites | Main Menu > Organizational Development > Position Management > Sacramento Custom Reports > SACHR025 - Position Mgmt Rpt

**Position Management - SACHR025** 12

Run Control ID: SACHR025 [Report Manager](#) **Process Monitor** Run

Process Instance: 2563536

**Report Request Parameters**

As Of Date: 07/30/2012

Department: 47900 (Leave blank to select all departments)

Budget Planning & Admin

Save Return to Search Previous in List Next in List Notify Add Update/Display

13. Click Refresh until your report says Success and Posted
14. Click on Details

Favorites | Main Menu > Organizational Development > Position Management > Sacramento Custom Reports > SACHR025 - Position Mgmt Rpt

Process List | Server List

View Process Request For

User ID: 102064740 Type: Last 30 Days **Refresh** 13

Server: Name: Instance: to Save On Refresh

Run Status: Distribution Status:  Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2563536		SQR Report	SACHR025	102064740	08/09/2012 10:32:14AM PDT	Success	Posted	<b>Details</b> 14
<input type="checkbox"/>	2555902		PSJob	CSUCCSYN	102064740	08/01/2012 9:02:34AM PDT	Success	Posted	Details
<input type="checkbox"/>	2553945		SQR Report	SACHR025	102064740	07/30/2012 3:52:04PM PDT	Success	Posted	Details
<input type="checkbox"/>	2553944		SQR Report	SACHR025	102064740	07/30/2012 3:51:57PM PDT	Success	Posted	Details
<input type="checkbox"/>	2548393		SQR Report	SACHR025	102064740	07/24/2012 4:08:29PM PDT	Success	Posted	Details
<input type="checkbox"/>	2548391		SQR Report	SACHR025	102064740	07/24/2012 4:07:28PM PDT	Success	Posted	Details

Go back to Position Mgmt Rpt - SACHR025

Save Notify

15. Click on View Log/Trace

Process

Instance: 2563536 Type: SQR Report

Name: SACHR025 Description: SACHR025 - Position Mgmt Rpt

Run Status: Success Distribution Status: Posted

Run

Run Control ID: SACHR025

Location: Server

Server: PSUNX

Recurrence:

Update Process

Hold Request

Queue Request

Cancel Request

Delete Request

Restart Request

Date/Time

Request Created On: 08/09/2012 10:34:09AM PDT

Run Anytime After: 08/09/2012 10:32:14AM PDT

Began Process At: 08/09/2012 10:34:32AM PDT

Ended Process At: 08/09/2012 10:34:44AM PDT

Actions

Parameters Transfer

Message Log

Batch Timings

**View Log/Trace** 15

16. Click on PDF file to open report

**Report**

Report ID: 159048      Process Instance: 2563536      [Message Log](#)  
 Name: SACHR025      Process Type: SQR Report  
 Run Status: Success

SACHR025 - Position Mgmt Rpt

**Distribution Details**

Distribution Node: HSACPRD      Expiration Date: 09/08/2012

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SACHR025_2563536.log</a>	1,639	08/09/2012 10:34:44.440509AM PDT
<a href="#">sachr025_2563536.PDF</a> 16	2,912	08/09/2012 10:34:44.440509AM PDT
<a href="#">sachr025_2563536.out</a>	78	08/09/2012 10:34:44.440509AM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	102064740

**CMS/HR Position Management Query**

If you do not have security access to view the SACHR025 Report; use the following query.

**CMS Navigation** (depending on your security access, you may have Query Viewer):

Main Menu > Reporting Tools > Query > Query Manager

Enter query Name: **SACHR\_ALL\_POSITION\_MGMT**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Query](#) | [Create New Query](#)

\*Search By:  begins with

[Advanced Search](#)

**Select Query** (click Excel hyperlink)


Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	SACHR_ALL_POSITION_MGMT	Position Management	Public		<a href="#">Edit</a>	<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">XML</a>	<a href="#">Schedule</a>

Enter Today's Date, Current Fiscal Year, & DeptID, View Results for Excel Query

# SACR\_ALL\_POSITION\_MGMT - Position Management

As Of:  

Fiscal Year:

DeptID (must enter a DeptID):  

[View Results](#)

Position	Descr	Eff Date	DeptID	Job Code	Reports To	Max Head Cnt	Pool ID	Job Share	Union Code	Empl ID	Empl Rcd#	Last	First Name	FTE	Fiscal Year	Acct	Fund	Program	Class	Reg/Temp	Grade
----------	-------	----------	--------	----------	------------	--------------	---------	-----------	------------	---------	-----------	------	------------	-----	-------------	------	------	---------	-------	----------	-------