HOW TO RECALL A BANNER APPWORX REPORT

When you would like to recall a report previously requested in Appworx:

• In the upper left corner, click on the **Explorer** button to get the tool bar displayed below. Click on **Filter** and **History Query**.

Explorer													
<u>F</u> ile <u>E</u> dit	Filte <u>r</u>	View Re	eports <u>F</u>	leip									
Bac History Query Agent Summary Image: Ad History Image: Ad History													
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🕨 🔶 💼 Age	nt Grou	PROD	Runni	Master	00:	0	- 99	0	0	0	0	0	appworx1.ucsadm.oregonstate.edu
🖕 🎹 Que	eues	PROD	Runni	APPW	00:	0	- 99	0	0	0	0	0	appworx1.ucsadm.oregonstate.edu
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• Enter the job name. Always include the % sign at the end. *Be sure* to <u>uncheck</u> the box named Current Day. Click OK.

Modules	FGROPNE%			🔾 🔾 Sort
<u>C</u> hains				Sort
Applications				Sort
Agents				12.00
Queues				
Requestors			(ł	🕴 🔾 Sort
<u>S</u> tatus				
			Lance	No Sor
rom Start Ti			urrent Day	/
fo Start Time Job ID				

• Once you see your query results, right click on the report located in the "History" and click request. (Right Click on the "Job Name" that does not have "_PC" in the name).

Explorer										
<u>File Edit Filter</u>	<u>V</u> iew Repor	ts <u>H</u> elp								
Ad Hoc	🗞 Backlog 74									
- Agents	Application	Queue	Chain Id	Job ID	L	. D	Job Name	Start Date	Started	Elapsed
🗢 👖 Agent Grou	FINANCE	OSU_SLO	2356575	2356575			FRR0060	05/14 07:51	-	00:00:00
🗣 🎆 Queues 📗	NON_RE	SLEEP_W	2380868	2380872			FORAPPL_PC_02	05/18 13:50	05/18 13:50	00:00:11
- 😽 Application	FINANCE	SLEEP_W	2380868	2380868			FIS_SW	05/18 13:50	05/18 13:50	00:00:45
🗣 🚰 Chains	HUMAN_R	OSU_SLO	2380901	2380901			PHR0030	05/18 13:07	05/18 13:50	00:00:15
🗠 📴 Status	FINANCE	OSU_SLO	2380905	2380905			FWAPORD	05/18 13:50	05/18 13:50	00:00:13
🖕 📕 Machines	NON_RE	OSU_SLO	2380901	2380904		1	END_OF_JOB	05/18 13:07		00:00:00
	NON_RE	OSU_SLO	2380905	2380907		1	END_OF_JOB	05/18 13:50		00:00:00
	NON_RE	SLEEP_W	2380868	2380873		1	FGRACTG_PC	05/18 13:50		00:00:00
	HUMAN_R	OSU_SLO	2368606	2368606		1	PHP0060	05/18 18:00		00:00:00
			20070025	2220025			OTUDENT DEFUND	054040.00		00.00.00
	C History 236									
	Application	Queue	Chain Id	Job ID	L	D	Job Name	Started	Finished	Elapsed
	FINANCE	OSU_SLO		2378121			GROPNE	Remove as a l		00:00:07
	NON_RE	OSU_SLO		2378122			GROPNE_PC	Remove as a i	redecessor	00:00:01
	FINANCE	OSU_SLO		2372797			GROPNE	<u>J</u> ob Details		00:00:11
	NON_RE	OSU_SLO		2372798			GROPNE_PC	Prompts Predecessors Flow Diagram Conditions		00:00:04
	FINANCE	OSU_SLO		2370747			GROPNE			00:00:12
	NON_RE	OSU_SLO		2370748			GROPNE_PC			00:00:02
	FINANCE	OSU_SLO		2370744			GROPNE			00:00:05
	NON_RE	OSU_SLO		2370745			GROPNE_PC			00:00:01
	FINANCE	OSU_SLO		2370652			GROPNE	Notes		00:00:09
	NON_RE	OSU_SLO		2370653			GROPNE_PC			00:00:02
	FINANCE	OSU_SLO		2370574			GROPNE	Output Files		00:00:11
	NON_RE	OSU_SLO		2370575			GROPNE_PC	Operator <u>L</u> og		00:00:04
	FINANCE	OSU_SLO		2370508			GROPNE	Operator Log Query		00:00:07
	NON_RE	OSU_SLO		2370509			GROPNE_PC			00:00:01
	FINANCE	OSU_SLO		2341839			GROPNE	History Gantt v	niew	00:00:11
	NON_RE	OSU_SLO		2341840			GROPNE_PC	Poruoet		00:00:01
	FINANCE	0SU_SLO	2333231	2333231		F	FGROPNE			00:00:09

• This will return the previous job requested with all User IDs still listed or the FOAPAL elements entered. Make any necessary updates to the prior report and Submit.

🛃 Submit						r 🛛 🖂				
FGROPNE										
Task Name Suffi <u>x</u>										
Module description Open	Encumbrances Report									
Prompts										
Report Layout	Document FOAPAL					-				
User ID	MCGILLDI~HUNTRE~ROOKSC					=				
From Fund Code						-				
To Fund Code										
From Organization Code										
To Organization Code										
										
Options					r					
Send To	*	Queue	OSU_SLOW_BATCH	-	Hold	Notes				
Send Option		<u>Ag</u> ent	APPWORX_AGENTS	-						
Output Eunction STORE		<u>R</u> equestor	MCGILLDI							
<u>C</u> opies		Start <u>D</u> ate	05-11-2010 09:46:14 PDT							
Job was Successfully submitted: JOBID = 2330051										
				Sybmit	X Close	? Help				
				Sinun	A Close	1 Teh				