





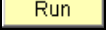


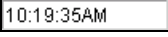
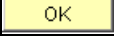


Submitting Process Requests

1.	Click the Reporting Tools link. 
2.	Click the Schedule Query link. 
3.	The Schedule Query search page enables you to search for an existing Run Control ID, or add a new one. Click the Add a New Value link.
4.	Enter the desired information into the Run Control ID field. Enter a valid value e.g. " TRANSFER ".
5.	Click the Add button. 
6.	The Schedule Query page enables you to identify the query that you want to schedule. You must enter a description in the Description field. If you do not enter a description, the default query description will populate the field. Enter the desired information into the Query Name field. Enter a valid value e.g. " HR_TRANS ".
7.	Click the Search button. 
8.	The description appears to the right of the query name. Click the Query Name link. 
9.	Enter the desired information into the Org Plan field. Enter a valid value e.g. " J02 ".
10.	Click the OK button. 
11.	The Description field is automatically populated after searching on the query name. Click the Run button. 
12.	The Process Scheduler Request page enables you to specify such variables as where to run the process, and in what format to generate the output based on a Run Control ID. Click the Server Name list. 
13.	Click an entry in the list. 
14.	Click in the Run Time field. 
15.	You want this process to run at 5:00 p.m. tonight. Enter the desired information into the Run Time field. Enter a valid value e.g. " 5:00:00PM ".

16.	Click the OK button. 
17.	You have scheduled the query to run at a future time. You can view results from the Process Monitor page. Click the Process Monitor link. Process Monitor
18.	The Run Status column displays that the process is Queued . You can click the Refresh button to update the status, which will change to Success after the query runs at 5:00PM today.
19.	You have successfully scheduled a query to run at a later date and/or time. End of Procedure.