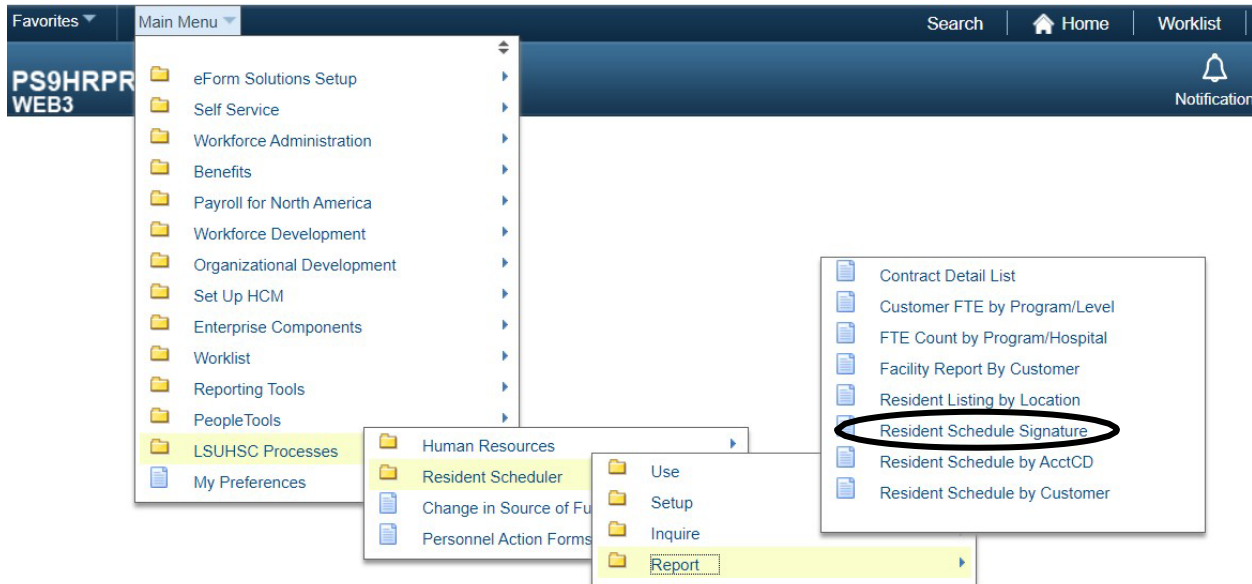


RUN THE BEGINNING OF THE MONTH REPORT BOM)

To run the Resident Scheduler Beginning of the Month Report:

Once in PS Production, Main Menu -> select LSUHSC Processes -> Resident Scheduler -> Report -> Resident Schedule Signature. Program Coordinators will not have all the options shown in Report.



The first time running the BOM Report, a new report will have to be setup.

Step 1: Add a new Run control Record by clicking the "Add a New Value" hyperlink



Resident Schedule Signature

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

Find an Existing Value | Add a New Value

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search | Advanced Search

Run Beginning of the Month Report

Step 2: Enter a name for the report in the Box “Run Control ID” – Do Not use spaces in the name, only underscore _
Click on the “Add” button

PS9HRPRD
WEB3

Resident Schedule Signature

Find an Existing Value

Add a New Value

Run Control ID

Add

Find an Existing Value | Add a New Value

NOTE: the Run Control ID/Report Name, will be saved, next time you run the report. The next time you run the report, leave the Run Control ID field Blank and Click “Search” to select the Run Control/Report Name that is listed.



Run Beginning of the Month Report

Step 3: Complete the fields needed to run the report:

- Location – enter the Location Code identifying the Program, (each Residency and fellowship Program has a location code identifying the program name) If you oversee more than one training program, additional location codes can be included on the same report by clicking the “+” button in the location section. If you don’t know the location for the program, contact Yolanda Lundsgaard in the GME Office.

NOTE: Selecting “All Locations” will print schedules for all Residents and fellows, not just those in your Program(s).

- From Date, and To Date: Enter the Date range for Schedule to Report.
- Do Not select the boxes: “Include Signature line?” or “Include Department Signature Form?”
- Do Not enter “year Date” in Select year (YYYY); or “Month” in Select Month
- Click the “Run” button

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Resident Scheduler ▾ > Report ▾ > Resident Schedule Scheduler  Home 

PS9HRPRD
WEB3

New Window

Resident Schedule Form



Run Control ID Run_BOM_&_EOM_Reports

Report Manager Process Monitor



Select Locations

All Locations?

Location	Description		
			

Report Parameters

Include Signature line?

Include Department Signature Form?

From Date:  Select Year (YYYY):

To Date:  Select Month:

Favorites ▾ Main Menu ▾ > LSUHSC Processes ▾ > Resident Scheduler ▾ > Report ▾ > Resident Schedule Scheduler  Home 

PS9HRPRD
WEB3

Resident Schedule Form



Run Control ID Run_BOM_&_EOM_Reports

Report Manager Process Monitor



Select Locations

All Locations?

Location	Description		
449630020	FAMILY MEDICINE/KENNER REGIONA		

Report Parameters

Include Signature line?

Include Department Signature Form?

From Date:  Select Year (YYYY):

To Date:  Select Month:

 Save  Notify

Run Beginning of the Month Report

Step 4: Select Server PSNT

PS9HRPRD
WEB3

Process Scheduler Request

User ID YLEEHA Run Control ID Run_BOM_&_EOM_Reports

Server Name: Run Date:

Recurrence: Run Time:

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Resident Signature Form	ZZRT011	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

Step 5: Click on the "OK" button

Step 6: Click on the "Process Monitor" hyperlink to view the Report's Run Status

PS9HRPRD
WEB3

Resident Schedule Form

Run Control ID Run_BOM_&_EOM_Reports Report Manager [Process Monitor](#)

Process Instance: 2686667

Select Locations

All Locations?

Location	Description		
<input type="text" value="449630020"/>	FAMILY MEDICINE/KENNER REGIONA	<input type="button" value="+"/>	<input type="button" value="-"/>

Report Parameters

Include Signature line?

Include Department Signature Form?

From Date: Select Year (YYYY):

To Date: Select Month:

Run the Beginning of the Month Report

Step 7: Click the “Refresh” Button until the Run Status states “Success” and the Distribution Status states “Posted”.

Note: They must show Success and Posted.

Step 8: Once successful, (Success & Posted shown), click the “Details” hyperlink to view the report.

PS9HRPRD WEB3

Process List | Server List

View Process Request For

User ID: YLEEHA, Type: [Dropdown], Last: [Dropdown], 1 Days, Refresh, Report manager

Server: PSNT, Name: [Text], Instance From: [Text], Instance To: [Text]

Run Status: [Dropdown], Distribution Status: [Dropdown], Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2686667		SQR Report	ZZRT011	YLEEHA	09/30/2022 4:19:18PM CDT	Success	Posted	Details

Go back to Resident Schedule Signature

Save Notify

Process List | Server List

Step 9: Click the “View Log/Trace” hyperlink to view the Report.

PS9HRPRD WEB3

Instance: 2686667, Type: SQR Report

Name: ZZRT011, Description: Resident Signature Form

Run Status: Success, Distribution Status: Posted

Run Control ID: Run_BOM_&_EOM_Reports

Location: Server, Server: PSNT

Recurrence: [Text]

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On: 09/30/2022 4:21:51PM CDT

Run Anytime After: 09/30/2022 4:19:18PM CDT

Began Process At: 09/30/2022 4:22:22PM CDT

Ended Process At: 09/30/2022 4:22:36PM CDT

Actions

- Parameters
- Message Log
- Batch Timings
- View Log/Trace

OK Cancel

Run Beginning of the Month Report

Step 10: Click on the ZZRT011 PDF hyperlink to view the report

PS9HRPRD
WEB3
[View Log/Trace](#)

Report

Report ID 1671970	Process Instance 2686667	Message Log
Name ZZRT011	Process Type SQR Report	
Run Status Success		

Resident Signature Form

Distribution Details

Distribution Node REFNODE	Expiration Date 10/07/2022
---------------------------	----------------------------

File List

Name	File Size (bytes)	Datetime Created
SQR_ZZRT011_2686667.log	2,077	09/30/2022 4:22:36.760000PM CDT
ZZRT011_2686667.out	326	09/30/2022 4:22:36.760000PM CDT
ZZRT011_2686667_1.PDF	8,584	09/30/2022 4:22:36.760000PM CDT

Distribute To

Distribution ID Type	*Distribution ID
User	YLEEHA

Return

Step 11: Once the PDF is opened, you can Save and Print the report by using the “File Save As: & the Printer button on the tool bar.

PROGRAM ID: ZZRT011 RUNDATE: 09/30/2022	LSU HEALTH SCIENCES CENTER - RESIDENT TRACKING SYSTEM FROM: 09/01/2022 TO: 09/30/2022 LOCATION: 449630020 FAMILY MEDICINE/KENNER REGIONA	Page: 1																																																																													
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