#### 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.

Favorites 🔻	Main I	Menu 🔻					Searc	:h	Â	Home	Worklist
		eForm Solutions Setup Self Service									لُمُ Notificati
		Workforce Administratio Benefits Payroll for North Americ Workforce Developmen Organizational Develop Set Up HCM Enterprise Components Worklist Reporting Tools PeopleTools LSUHSC Processes My Preferences	n t ment	Human Resources Resident Scheduler Change in Source of F Personnel Action Form	↓ Use Setup Inquire	]	Contract Det Customer FT FTE Count b Facility Repo Resident List Resident Sch Resident Sch	ail List E by F y Prog rt By C ing by medule medule	Program gram/H Custorr Locati Signal by Acc by Cu	m/Level ospital her ion ture ctCD stomer	
					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	
Search Advanced Sea	arch	

**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
Eind an Existing Value Add a New Value
Run Control ID Run_BOM_&_EOM_Reports
Add

Find an Existing Value Add a New Value

**NOTE:** the Run Control ID/Repot 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

🔚 Save 🔚 Notify

dant Cabadula Form	New Wi
ient Schedule Form	
Run Control ID Run_BOM_&_EOM_Reports	Report Manager Process Monitor Run
elect Locations	Report Parameters
☐ All Locations?	Include Signature line?
ocation Description	
<b>±</b>	- Include Department Signature Form?
	From Date: Select Year (YYYY):
•	
	To Date: Select Month: Y
	To Date: Select Month: V
	To Date: Select Month: V
es Main Menu LSUHSC Proces	ses < > Resident Scheduler > Report > Resident Schedule Signature
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es  Main Menu SLSUHSC Proces HRPRD dent Schedule Form Run Control ID Run_BOM_&_EOM_Repor	ts To Date: Select Month: Select Month: Select Month: Select Month: Report > Resident Schedule Stopeatode Report Manager Process Monitor Run
es Main Menu ALSUHSC Proces HRPRD 3 dent Schedule Form Run Control ID Run_BOM_&_EOM_Repor	ts Report Manager Process Monitor Run Report Parameters
es Main Menu A Subtract Proces	ts Report Manager Process Monitor Run Report Parameters Include Signature line?
es  Main Menu Select Locations All Locations Description	ts Report Manager Process Monitor Run Report Parameters Include Signature line?
es < Main Menu < ESUHSC Proces	ts Report Manager Process Monitor Run Report Parameters Include Signature line? Include Department Signature Form?
es Main Menu ALSUHSC Proces HRPRD 3 dent Schedule Form Run Control ID Run_BOM_&_EOM_Repor Select Locations All Locations? Location Description 449630020 FAMILY MEDICINE/KENNER REGIONA	To Date:       Select Month:         ses < > Resident Scheduler < > Report < > Resident Schedule Stopeatude         ts       Report Manager         Process Monitor       Run         Report Parameters       Include Signature line?         Include Department Signature Form?       From Date: 09/01/2022         From Date:       09/01/2022

## Step 4: Select Server PSNT

oces	s Scheduler	Request							
	User ID	YLEEHA		R	un Control ID	Run_BOM	&_E	OM_Report	rts
	Server Name	PSNT	~	Run Date	09/30/2022	31			19
	Recurrence		~	Run Time	4:19:18PM		Re	set to Curr	rent Date/Time
	Time Zone	Q							
Proce	ss List								
Select	Description		Process Name	Pro	cess Type	*Type		*Format	Distribution
	Resident Signa	ture Form	ZZRT011	SQ	R Report	Web	~	PDF	✓ Distribution

Step 5: Click on the "OK" button

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

suent Schedul	e Form			
Run Cont	rol ID Run_BOM_&_EOM_Rep	orts		Report Manager Process Monitor Run
				Process Instance:2686667
Select Location	ns ons?			Report Parameters
Location				Include Department Signature Form?
449630020	REGIONA	+	Ξ	
				From Date: 09/01/2022 Select Year (YYYY):



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.

	D								Noti
Process List	Server List								New Window Help
View Process	Request For								
User ID YL	EEHA 🔍	Туре	~	Last	~	1	Days 💊	Re	fresh
Server PS	SNT 🗸	Name	(	lnsta	nce From	Instance	То	Report	Manager
Run Status	~	Distribution Stat	tus		✓ 🗹 Save On Re	efresh			
Process List					Personalize	Find View	w All   🖪   🔣	First 🚯 1	of 1 🕟 Last
Select Instance	Seq. Proc	cess Type	Process Name	User	Run Date/Time		Run Status	Distribution Status	Details
2686667	SQF	R Report	ZZRT011	YLEEHA	09/30/2022 4:19:18PM	CDT	Success	Posted	Details
Go back to Resid	lent Schedule Sigr Notify ver List	nature							

**Step 9:** Click the "View Log/Trace" hyperlink to view the Report.

Instance 2	686667		lype SQR Report				
NameZZRT011Run StatusSuccessDistribution			Description Resident Signature Form bution Status Posted				
Run Control ID	Run_BOM_&_EOM_Report	rts	O Hold Request				
Location	Server		Queue Request				
Server	PSNT		Cancel Request				
Recurrence			O Delete Request				
			C Re-send Content	○ Restart Request			
ate/Time			Actions				
Request Crea	ted On 09/30/2022 4:21:5	1PM CDT	Parameters	Transfer			
Run Anytim	e After 09/30/2022 4:19:18	8PM CDT	Message Log				
Began Proc	ess At 09/30/2022 4:22:2	2PM CDT	Batch Timings				
	At 00/20/2022 4-22-20	6DM CDT	View Log/Trace				

Run Beginning of the Month Report

## Step 10: Click on the ZZRTO11 PDF hyperlink to view the report

100010								
Report ID 1671970	)	Process Instance 2686667 Message Log						
Name 77RT01	Process Type SOR Report							
Run Status Success		ourse type ou	renepon					
Null Status Success	2							
Resident Signature Forr	n							
<b>Distribution Details</b>	ų.							
Distribution Node	REFNODE		Expiration Dat	e 10/07/2022				
File List								
Name		F	ile Size (bytes)	Datetime Created				
SQR_ZZRT011_268666	67.log	2,077		09/30/2022 4:22:36.760000PM CD				
ZZRT011_2686667.out		3	26	09/30/2022	2 4:22:36.760000PM CDT			
ZZRT011_2686667_1.F	DF	8	,584	09/30/2022 4:22:36.760000PM CD				
Distribute To								
Distribute To Distribution ID Type			*Distribution ID					

**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 09/30/2022	I	LSU	HEALTH SCIE FR LOCATION: 44	NCES ( OM: 09/0 9630020	CENTER - RESIDENT TRACKING SYSTEM Page 1/2022 TO: 09/30/2022 FAMILY MEDICINE/KENNER REGIONA
ADAMS,KAT 09/01/2022	09/30/2022	HO LEVEL:	3	Active WK LOC: 29-63	100%	EMPLID: 5000960 ACCT: 14976003CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
DELGADO N 09/01/2022	GIRANDA, CH. 09/13/2022	ARDIEL JANIO HO LEVEL:	CE 1	Active WK LOC: 29-63	100%	EMPLID: 0156220 ACCT: 14976005CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/14/2022	09/15/2022	HO LEVEL:	1	Active WK LOC: 29-63	100%	ACCT: 14976005CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/16/2022	09/21/2022	HO LEVEL:	1	Sick WK LOC: 29-63	100%	ACCT: 14976005CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/22/2022	09/30/2022	HO LEVEL:	1	Active WK LOC: 29-63	100%	ACCT: 14976005CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
DELIS,ZACE	LARY SOSSOS					EMPLID: 5006824
09/01/2022	09/08/2022	HO LEVEL:	3	Active WK LOC: 29-63	100%	ACCT: 14976005CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/09/2022	09/09/2022	HO LEVEL:	3	Vacation WK LOC: 29-63	100%	ACCT: 14976003CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/10/2022	09/13/2022	HO LEVEL:	3	Active WK LOC: 29-63	100%	ACCT: 14976003CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/14/2022	09/14/2022	HO LEVEL:	3	Vacation WK LOC: 29-63	100%	ACCT: 14976005CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/15/2022	09/15/2022	HO LEVEL:	3	Active WK LOC: 29-63	100%	ACCT: 14976005CA-505000 (PAYDNG) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE
09/16/2022	09/16/2022	HO LEVEL:	3	Sick WK LOC: 29-63	100%	ACCT: 14976005CA-505000 (PAYING) KENNER-RES-FAM MED OCHSNER - KENNER MEDICAL CENTER - FAMILY MEDICINE