

While running the report, select the output to go to Excel.

After running the report go to Process Monitor

Navigation: *People Tools* > *Process Scheduler* > *Process Monitor*

Menu

- Enterprise Components
- Government Resource Directory
- Background Processes
- Worklist
- Application Diagnostics
- Tree Manager
- Reporting Tools
- PeopleTools
 - Mobile Sync Framework
 - Security
 - Utilities
 - Workflow
 - Portal
 - Search Engine
 - Personalization
 - Process Scheduler
 - System Process Requests
 - Process Monitor
 - Process Types

Process List **Server List**

View Process Request For

User ID: VP1 Type: Last: 1 Days Refresh

Server: Name: Instance: to

Run Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	13309		XML Publisher	UMFGM061	VP1	09/22/2008 11:26:24AM CDT	Success	Posted	Details
<input type="checkbox"/>	13079		Application Engine	AEMINTEST	VP1	09/23/2008 6:00:00AM CDT	Queued	N/A	Details

Check the report in Report Manager

Navigation: *Reporting Tools* > *Report Manager* > *Administration*

Click on Details

List Explorer Administration Archives

View Reports For

User ID: VP1 Type: Last: 1 Days Refresh

Status: Folder: Instance: to

Select	Report ID	Prca Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	207523	13309	UMFGM061 Sponsored Transaction Detail	09/22/2008 11:27:05AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	207522	13309	UMFGM061	09/22/2008 11:26:52AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	206644	13079	Simple AE test program	09/22/2008 6:00:33AM	Acrobat (*.pdf)	N/A	

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Right Click on UMFGM061.XML

Then click on Save Target as...

Report Detail

Report

Report ID: 207522 Process Instance: 13309 Message Log

Name: UMFGM061 Process Type: XML Publisher

Run Status: Success

UMFGM061

Distribution Details

Distribution Node: FSUMRPT Expiration Date: 03/21/2009

Name	File Size (bytes)	Datetime Created
stdout	749	09/22/2008 11:27:18.000000AM CDT
AE_UMFGM061_13309.trc	3,310	09/22/2008 11:27:18.000000AM CDT
UMFGM061.XML	5,563	09/22/2008 11:27:18.000000AM CDT

Distribute To: Open

Distribution ID: Open in New Tab

User: Open in New Window

Save Target As...

Print Target

Bookmark this link

IM this link to Friend

Email this link to Friend

Cut

Copy

Copy Shortcut

Paste

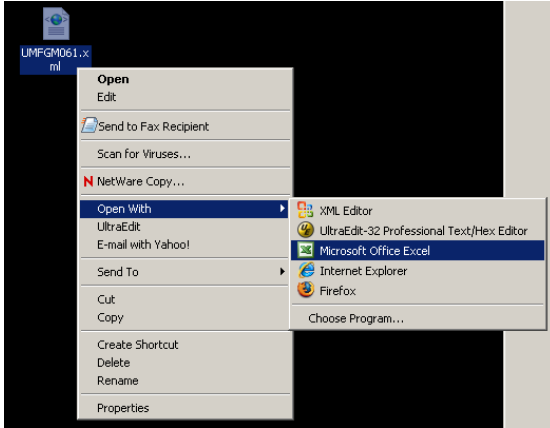
Add to Favorites...

Compare Prices with Dealio

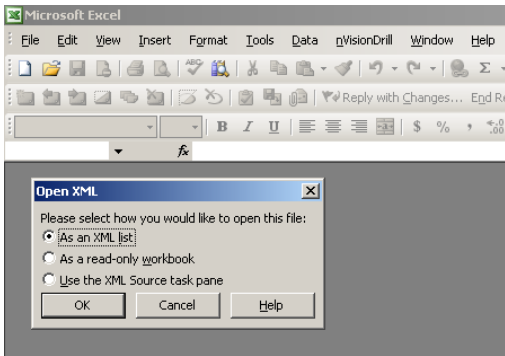
Properties



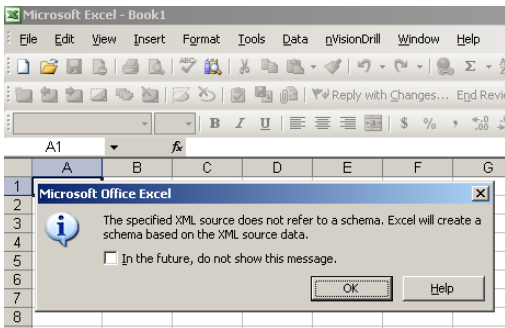
Right click on the report and click open with → Microsoft Office Excel



Select 'As an XML list' and click OK



Click OK



	A	B	C	D	E	F	G	H	I	J
1	PROCESS_INSTANCE	OPRID	RUN_CNTL_ID	BUSINESS_UNIT	PROJECT_ID	DATE1	DATE2	CONTRACT_NUM	CUST_ID	NAME1
2	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
3	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
4	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
5	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
6	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
7	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
8	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
9	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION
10	13309	VP1	TEST	UMSPR	5206595	07/01/2008	07/31/2008	CON000000004447	5005912	LEGISLATIVE COMMISSION