

## Running a Vacant Positions Report

Navigate in PS HRMS:



You can use the current date for the as of date, which will tell you which positions are currently vacant. In addition, you can use a future date, such as 9/1, to determine what positions are vacant at that time.

**Report Parameters**

**\*As Of Date:**

**\*Business Unit:**

**DeptID:**  Mathematics

When you click run, setup the Process Scheduler with the time zone, type Web and format PDF:

### Process Scheduler Request

User ID: 0087981      Run Control ID: Birthdate\_Report

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Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:  Central Time

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Vacant Positions Report	UPOS006	Crystal	Web	PDF	<a href="#">Distribution</a>

Click OK, and then click Process Monitor to check on the status of your report. When you have a Run status of success and distribution status of posted, you can click on Details to get the report. You can click Refresh periodically until the report is ready. In this example, the top report (most recent) is not yet ready, but the 2nd report is ready.

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	8488337		Crystal	UPOS006	0087981	07/26/2013 9:06:59AM CDT	Processing	N/A	<a href="#">Details</a>
<input type="checkbox"/>	8488307		Crystal	UPOS006	0087981	07/26/2013 9:02:52AM CDT	Success	Posted	<a href="#">Details</a>

Click View Log/Trace, and click on the pdf file, which will be the report.