# WF UAB Report Workflow Officer by Organization Report All

The **WF UAB REPORT WORKFLOW OFFICE BY ORGANIZATION REPORT ALL** report displays a list of all workflow officers per Organization. The parameters are submitted based on default values. The report will display **Organization Number**, **Organization Name**, and **Workflow Officer.**

This report is viewable through requestors **UAB View Output** in PDF format.

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**UAB HR Officer → Run Reports → Submit Processes → Single Request**
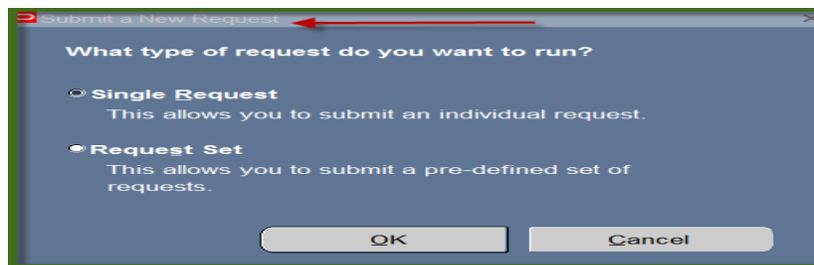


1.    From the **SUBMIT REQUEST** form click on the **NAME LOV**.
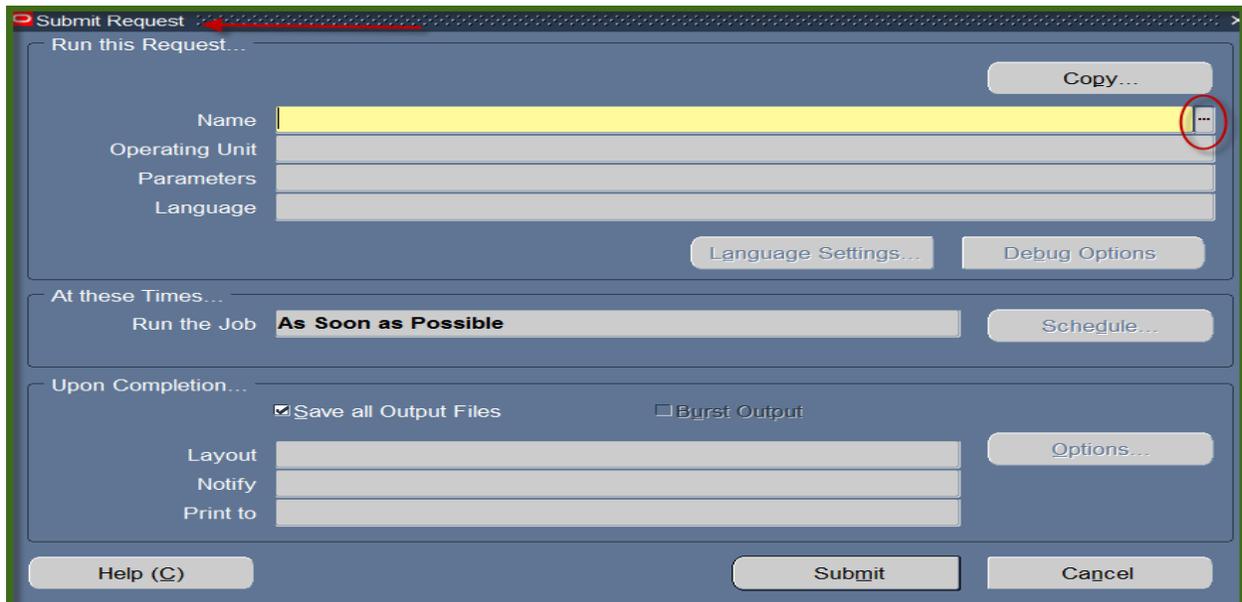
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2.  Choose the **WF UAB REPORT Workflow Officer by Organization** and then click the **OK** button.
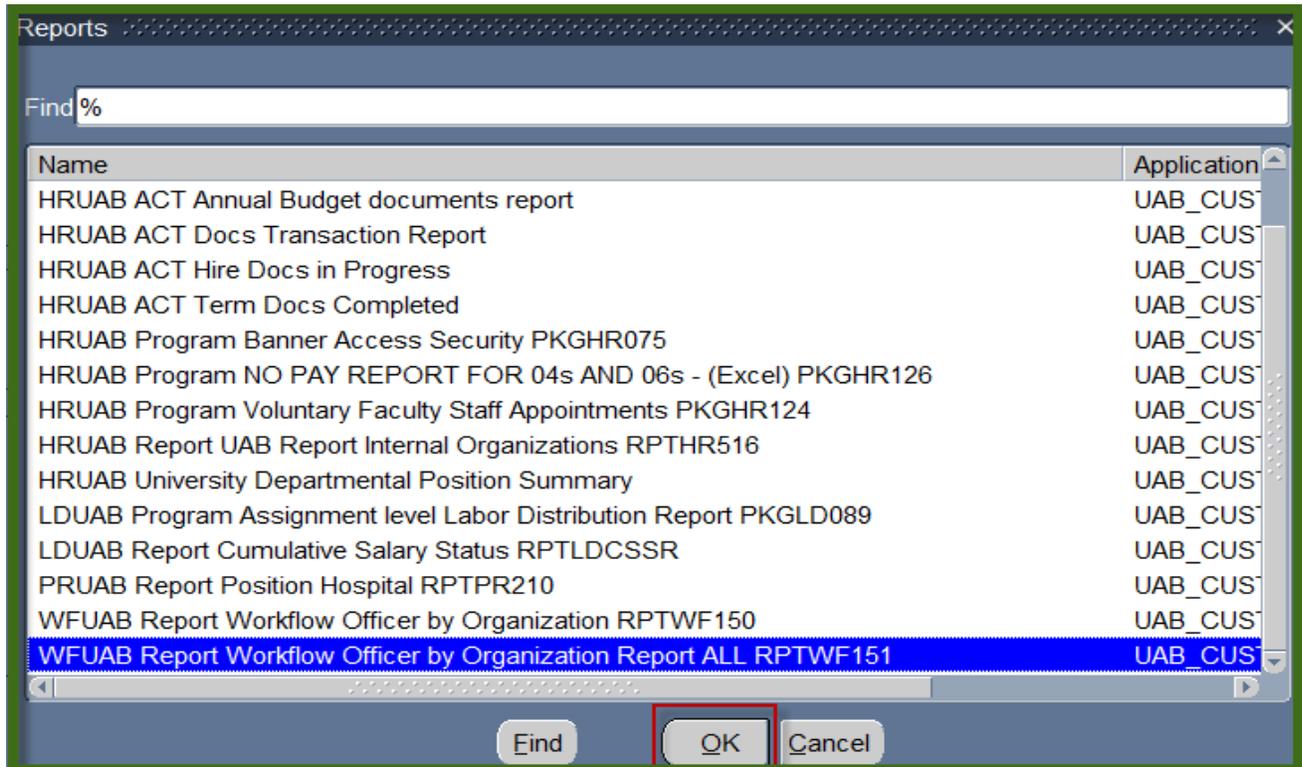


3.  The parameters are submitted based on default values. Click **OK**.
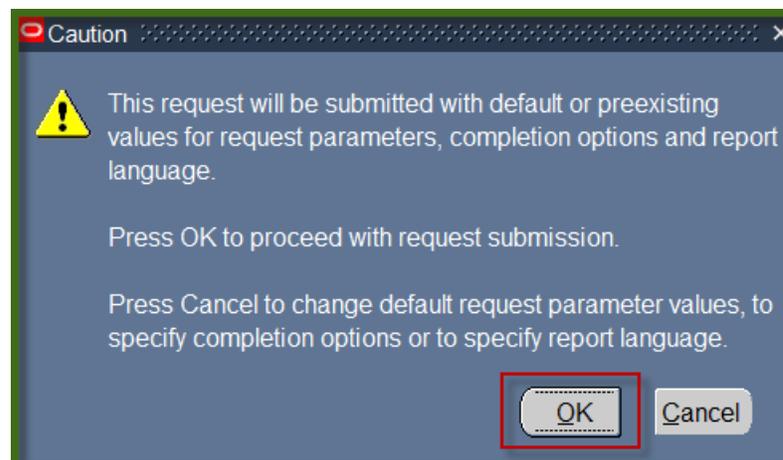
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4. The **WF UAB REPORT Workflow Officer by Organization** report is now populating the NAME Field of the Submit Request form. Click on **Submit**.



5. The **Request** window opens.

Notice that the report has been assigned a Request ID number that is followed by the name of the report. The **Phase** field identifies at which point of the process the report is in currently. Valid phases are *Pending, Running, and Completed.* Click on the **Refresh Data** button in the top, left-hand area of the window to see the update of the Phase. The **Status** field maintains the status of the report request. The only valid statuses are *Normal* and *Error.* The final field is the **Parameters** field and lists the subsetted parameters applied to this report request before submission.

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6. When the **Phase** Field shows **Completed**, click on the **View Output** button at the buttom of the screen to view the report.

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7.      You should see something that resembles the sample report shown below.  The report displays Workflow Officer per Organization.

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RUN:    15-JUN-15 12:47:04          UNIVERSITY OF ALABAMA AT BIRMINGHAM                    PAGE 13 OF 30
PGM:    RPT.WF.151
                                              Workflow Officer
                                               by Organization


Organization                                                                 Workflow
                                                                             Officer
311501400 Parkinson's Disease Information & Referral Center                  Fields, Karen J.
311501600 Epilepsy Center                                                    Fields, Karen J.
311501800 Comprehensive Stroke Research Center                               Fields, Karen J.
311502000 Alzheimer's Disease Center                                         Fields, Karen J.
311502200 Multiple Sclerosis Center                                          Fields, Karen J.
311502400 Neuroimmulogy Research Program                                     Fields, Karen J.
311506000 Neuro-Oncology                                                     Fields, Karen J.
311506090 Neuro-Onc - CCC                                                    Fields, Karen J.
311550000 OB/GYN Chair Office                                                Adams, Ronald Ken
311551000 OB/GYN - Women's Pelvic Med & Reconstructive Surg                  Adams, Ronald Ken
311551200 OB/GYN - Gyn Oncology                                              Adams, Ronald Ken
311551290 OB/GYN - Gyn Onc-CCC                                               Adams, Ronald Ken
311551400 OB/GYN - Reproductive Endocrinology                                Adams, Ronald Ken
311551600 OB/GYN - Maternal & Fetal Medicine                                 Adams, Ronald Ken
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