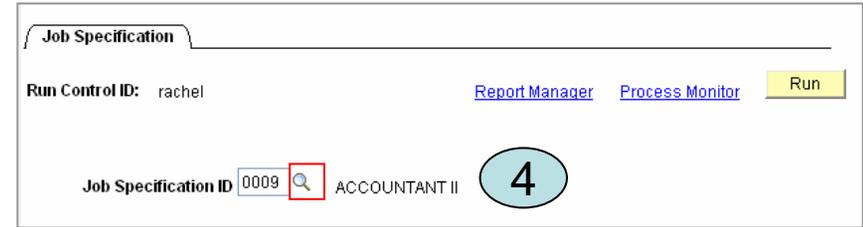


The Job Specification report contains standardized information about a Job Title as determined by the Classifications Department. You can run a report for any Job Title.

How to run the Job Specification Report

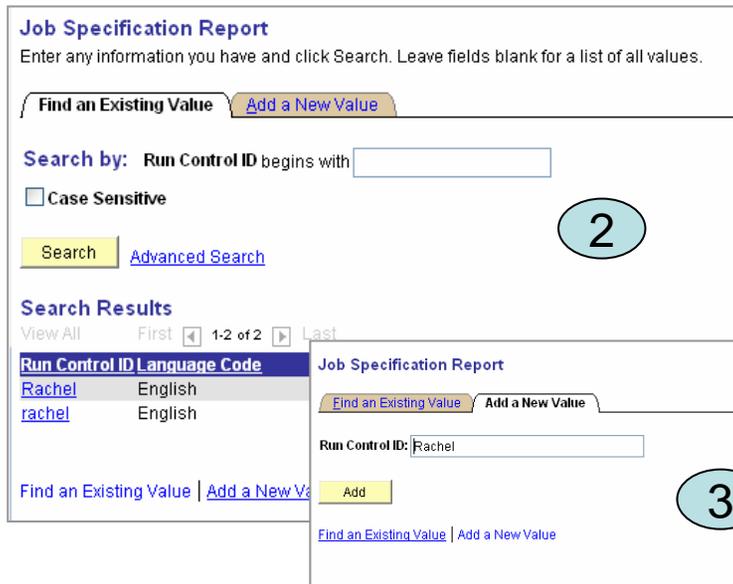
1. Click on the **Job Specification Report** link on the Management Center portal.
2. **Running the Report for the First Time ONLY:** You will need to create a run control ID one time only. Select the “**Add a New Value**” tab. You may select any value you would like in this field, including a number or a word. Its purpose is solely to identify the parameters of the report you are running.
3. **Once the Run Control ID is Added:** Search for an existing run control ID by clicking the “Search” button. If there are existing run control IDs, select one and go to Step 4.
4. Click the **look-up prompt** next to the Job Specification ID field.
5. Click the **Advanced Lookup** link.
6. Change the **Description criteria** from “begins with” to “contains”. Enter a **Job Title** and select Look Up. Select the link to the Job Title that you want to run the report for.



Job Specification

Run Control ID: rachel [Report Manager](#) [Process Monitor](#) [Run](#)

Job Specification ID: 0009 ACCOUNTANT II **4**



Job Specification Report
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 by: Run Control ID begins with **2**

Case Sensitive

[Search](#) [Advanced Search](#)

Search Results
View All First 1-2 of 2 Last

Run Control ID	Language Code
Rachel	English
rachel	English

[Find an Existing Value](#) [Add a New Value](#)

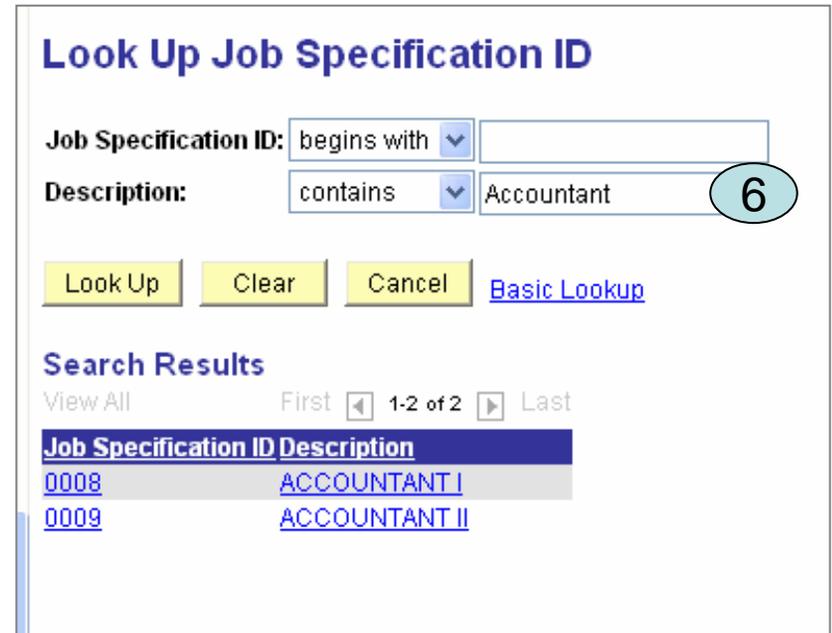
Job Specification Report

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID:

[Add](#) **3**

[Find an Existing Value](#) [Add a New Value](#)



Look Up Job Specification ID

Job Specification ID: begins with

Description: contains **6**

[Look Up](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results
View All First 1-2 of 2 Last

Job Specification ID	Description
0008	ACCOUNTANT I
0009	ACCOUNTANT II

Continued on the back ...

Continued from previous page...

7. Save. Select the **Run** button in the upper right corner.
8. Make sure the server name says "PSNT". Click "**OK**".
9. Select the **Process Monitor** link in the upper right corner.
10. Click the **Refresh** button until the Run Status says "Success" and the Distribution Status says "Posted".
11. Select the **Details** link.
12. Select **View Log/Trace** link.
13. Select the link that has the Job Title in the description and a "pdf" file extension. Your report can be found and printed here.

ew All [grid icon]	First [left arrow]	1 of 1	Last [right arrow]
Run Status	Distribution Status	Details	
Success	Posted	Details	

10 & 11

Process Scheduler Request 8

User ID: STEPHR80 Run Control ID: Rachel

Server Name: PSNT Run Date: 04/17/2006 [calendar icon]

Recurrence: [dropdown] Run Time: 3:34:01PM [Reset to Current Date/Time](#)

Time Zone: [dropdown]

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Job Specification	MHRS900	SQR Report	Web	PDF	Distribution

OK Cancel

Process Detail

Process

Instance: 624 Type: SQR Report
 Name: MHRS900 Description: Job Specification
 Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: Rachel Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time **Actions**

Request Created On: 04/17/2006 3:34:12PM CDT [Parameters](#) Transfer
 Run Anytime After: 04/17/2006 3:34:01PM CDT [Message Log](#)
 Began Process At: 04/17/2006 3:34:20PM CDT Batch Timings
 Ended Process At: 04/17/2006 3:34:32PM CDT View Log/Trace

OK Cancel

12

Job Specification

Run Control ID: rachel [Report Manager](#) Process Monitor Run

Job Specification ID ACCOUNTANT II 9

File List

Name
ACCOUNTANT II.pdf ★
MHRS900_5108.out
SQR_MHRS900_5108.log

13