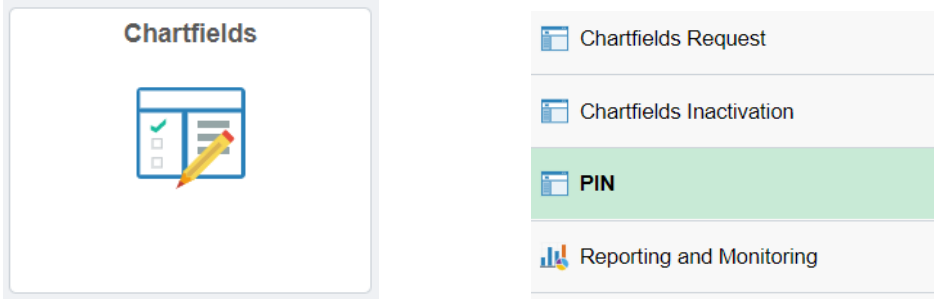


The purpose of this Job Aid is to assist users in running a Project Information Notification (PIN) report in ARC.

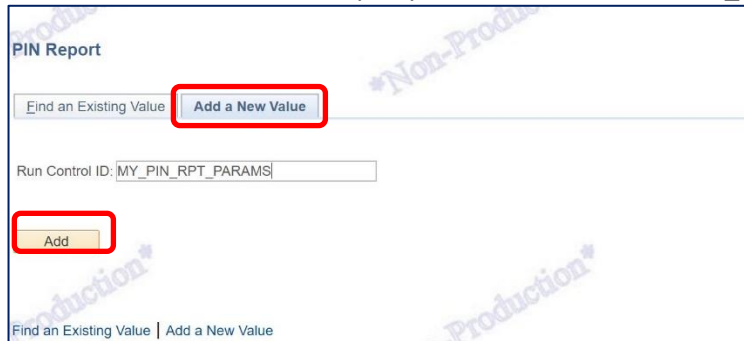
1. Click the **ChartFields** tile and click the **PIN** menu.



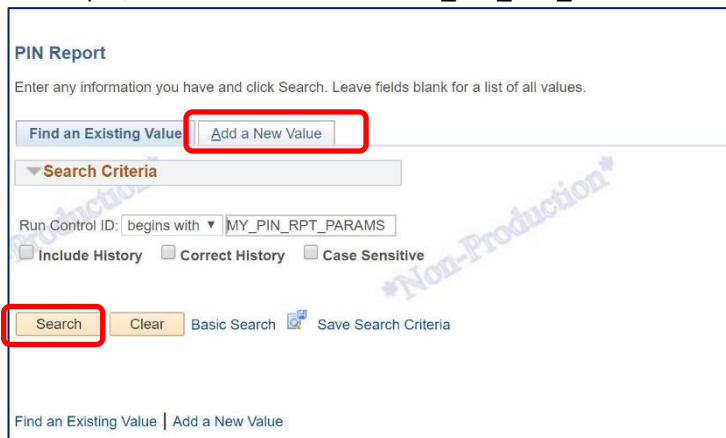
2. **Create a Run Control ID or reuse an existing one**

A Run Control ID is a key for a set of parameters that can be reused in future report runs.

- a. To create a new Run Control, select the “Add a New Value” tab, provide a new Run Control ID, then click “Add”. In this example, you will see the name “MY_PIN_RPT_PARAMS”



To reuse an existing Run Control, search for the existing Run Control using the “Find and Existing Value” tab and the click “Search”. In this example, the Run Control ID is “MY_PIN_RPT_PARAMS”



3. Enter or adjust the parameters per your requirements and run the report

A Run Control ID is a key for a set of parameters that can be reused in future report runs.

- a. The Business Unit parameter is required and it is recommended that the report not be run for more than a few projects at a time for performance reasons. In this example, the SPONS Business Unit and Project GG001708 Activity 01 is specified.
- b. Once the parameters have been entered, click the “Run” button to continue.

The screenshot shows the 'PIN Report' configuration interface. At the top, it displays 'Run Control ID MY_PIN_RPT_PARAMS' and 'Report Manager'. A 'Process Monitor' section contains a 'Run' button highlighted with a red box. Below this, the 'Business Unit' is set to 'SPONS' (highlighted with a red box), with a search for 'Sponsored Projects'. Other fields include 'Owning Department', 'Project Manager', and 'Effective Status'. The 'As Of Date' is 02/22/2017. A 'Projects' section shows 'Project: GG001708' and 'FA8650-10-C-7024'. A table lists activities, with '1 | 01' selected. An 'Exclusions' section is also present. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History'.

- c. On the next screen, click the “OK” button to submit the report request.

The screenshot shows the 'Process Scheduler Request' dialog box. It displays 'User ID dr2916' and 'Run Control ID MY_PIN_RPT_PARAMS'. Fields for 'Server Name', 'Run Date' (02/22/2017), 'Recurrence', and 'Run Time' (5:32:27PM) are visible, along with a 'Reset to Current Date/Time' button. A 'Process List' table is shown with the following data:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	PIN Process	ZCU_PIN_RPT	BI Publisher	Web	PDF	Distribution

At the bottom, there are 'OK', 'Cancel', and 'Refresh' buttons. The 'OK' button is highlighted.

4. View the report from the Process Monitor

- a. Once the “OK” button is clicked, you will be returned to the Run Control page for the PIN report. From this page, click on the “Process Monitor” link next to the Run button in the upper right.

- b. You will now be viewing the “Process List” page. When the report is ready for viewing, you will see **Success** in the **Run Status** column and **Posted** in the **Distribution Status** column. Once the **Distribution Status** is **Posted**, click on the **Details** link. Please note that if you have run multiple reports, you may see more than one row in the Process List. The one you ran most recently should be at the top of the list.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2351200		BI Publisher	ZCU_PIN_RPT	dr2916	02/22/2017 5:32:27PM EST	Success	Posted	Details

c. You will now be viewing the “Process Detail” page. Click the “View Log/Trace” link.

Process Detail

Process

Instance 2351200 Type BI Publisher
Name ZCU_PIN_RPT Description PIN Process
Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID MY_PIN_RPT_PARAMS Hold Request
Location Server Queue Request
Server PSUNX Cancel Request
Recurrence Delete Request Restart Request
 Re-send Content

Date/Time **Actions**

Request Created On 02/22/2017 5:32:52PM EST Parameters Transfer
Run Anytime After 02/22/2017 5:32:27PM EST Message Log View Locks
Began Process At 02/22/2017 5:33:00PM EST Batch Timings
Ended Process At 02/22/2017 5:33:05PM EST **View Log/Trace**

OK Cancel

d. You will now be viewing the “View Log/Trace” page. Click on the ZCU_PIN_RPT.PDF link to download the report.

View Log/Trace

Report

Report ID 2201474 Process Instance 2351200 Message Log
Name ZCU_PIN_RPT Process Type XML Publisher
Run Status Success

PIN Process

Distribution Details

Distribution Node arcpfr Expiration Date 03/01/2017

File List

Name	File Size (bytes)	Datetime Created
AE_ZCU_PIN_RPT_2351200.stdout	293	02/22/2017 5:33:05.204648PM EST
AE_ZCU_PIN_RPT_2351200.trc	3,952	02/22/2017 5:33:05.204648PM EST
ZCU_PIN_RPT.pdf	29,589	02/22/2017 5:33:05.204648PM EST

Distribute To

Distribution ID Type *Distribution ID
User dr2916

Return

Getting Help

Please contact the Finance Service Center
<http://finance.columbia.edu/content/finance-service-center>

You can log an incident or request a service via Service Now
<https://columbia.service-now.com>