


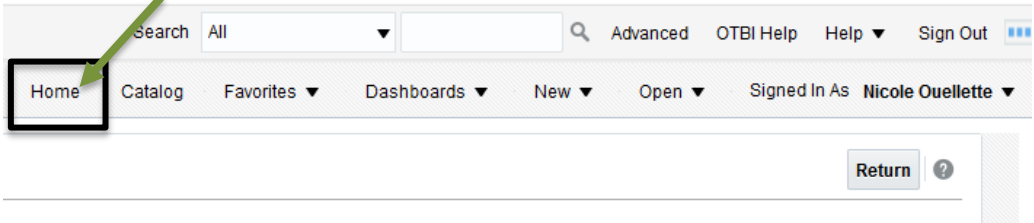
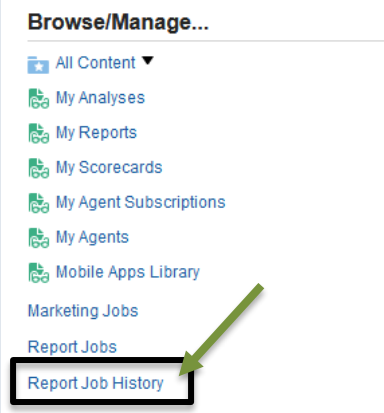
# Re-Run Previously Generated Report Jobs

**Purpose:** The purpose of this document is to outline the steps for re-running and downloading previously generated report jobs.

**Audience:** Budget Managers

**Additional Resources:**

- [finance@qmhec.org](mailto:finance@qmhec.org)
- [Finance & Procurement Knowledge Base](#)

Process Step & Description	Action
1.1 Navigation	<p><b>Navigation Path:</b> <i>Oracle Homepage → Tools → Reports and Analytics → Browse Catalog</i></p>  <p>Click on <b>Home</b> in the top right corner of the screen.</p>  <p>From the home page, under <b>Browse/Manage...</b> select <b>Report Job History</b>.</p>  <p>The <i>Report Job History</i> page provides a list of all scheduled report jobs and displays the status of the various reports.</p>

The *Report Job History* page will open where all report jobs will be listed, as well as the status of the various jobs.

**Report Job History** Home Catalog Favorites Dashboards New Open Signed In As Nicole O

Last Refreshed Mon Feb 01, 2021 09:26:21 AM Eastern Standard Time Return

Time Zone used for filters and display (UTC-05:00) New York - Eastern Time (ET)

**Filters**

Report Job Name Contains [ ] Start Processing Equals Or Lat Jan 25, 2021 09:26:19 AM Owner Equals nicole.ouellette@gmhec.org

Report Path Contains [ ] End Processing Equals Or Ea [ ] Scope My job Histori [ ]

Schedule Context: Contains [ ] Status All [ ]

Search Reset

**Report Job Histories** [2 Total Report Output]

Report Job Name	Report Name	Status	Start Processing	End Processing	Owner	Scope
20210129 2B Report Test	2b GMHEC Department Summary by Object with Payroll.xdo	Success	Jan 29, 2021 03:17:23 PM	Jan 29, 2021 03:26:43 PM	nicole.ouellette@gmhec.org	Private
20210129 2B Dept Summary	2b GMHEC Department Summary by Object with Payroll.xdo	Success	Jan 29, 2021 01:59:04 PM	Jan 29, 2021 02:08:07 PM	nicole.ouellette@gmhec.org	Private

## 2.1 View Report Job History

To view the details about a specific job, click on the hyperlinked **Report Job Name**. You will be redirected to a page with details about the selected job.

To view details about the output of the job – including the recipients of the report – click on the **Output & Delivery** dropdown to expand the section.

**Output & Delivery** XML Data Republish

Status All

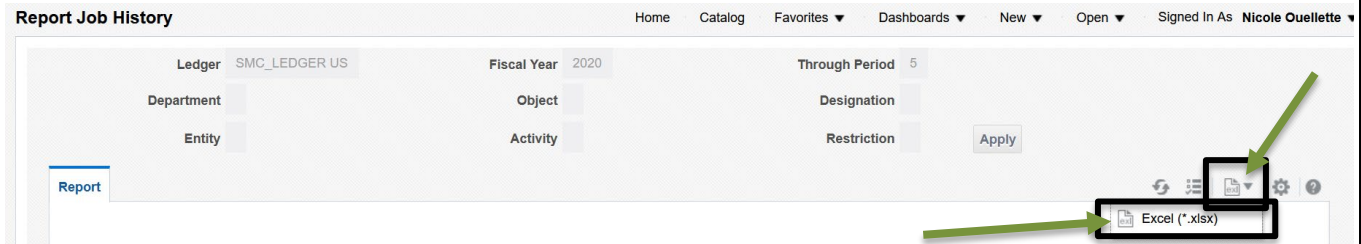
Output Name	Template	Format	Locale	Time Zone	Calendar	Status	Send
Output1	Report	XLSX	English (United States)	(UTC-05:00) New York - Eastern Time (ET)	Gregorian	Success	

**Delivery 1: Email**

From: egqw-dev2.bi.sender@workflow.mail.us2.cloud.oracle.com  
 To: nicole.ouellette@gmhec.org  
 Cc:  
 Reply To: nicole.ouellette@gmhec.org  
 Subject: 20210129 2B Report

Request Delivery Status Notification: No  
 Request Read Receipt: No  
 Last Updated: 1/29/21 3:26:43 PM EST  
 Status: Success

The report from this job can also be re-run to be re-downloaded. Click on **Republish**. On the new page, click on the **View Report** icon, and from the dropdown, select **Excel (\*.xlsx)**



After making that selection, an Excel download window will appear that will allow you to re-download the report that you have chosen to re-run.

