

PeopleSoft Quick Reference Guide

Running nVision Reports

Navigation: Reporting Tools> PS/nVision> Define Report Request

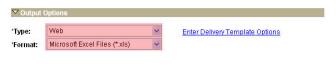
1. Click **Search**.



- Click on the Report you need to run. After doing so, you will be taken to the nVision Report Request tab.
- 3. Once on the nVision Report Request tab:
- **a.** Under **Report Date Selection** change the date to the last day of the month you want to run the report for.



b. Under **Output Options** change the **Type** to *Web* and **Format** to *Microsoft Excel Files (*.xls).*



4. Click Run Report.



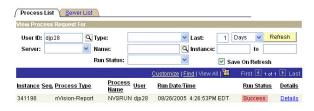
5. Once on the **Process Scheduler Request** page, change the **Server Name** field to *PSNT*, the **Type** to *Web* and the **Format** to *XLS*.



- 6. Click OK.
- 7. Once you are back on the nVision Report Request tab, click Process Monitor.



8. Once on the **Process List** tab, click Refresh until the **Run Status** header reads *Success*.



- 9. Click **Details**.
- 10. Click **New Window** to get your report.
- 11. From the navigation on the left, *click Reporting Tools> Report Manager*.
- 12. Click the Administration Tab.
- 13. Click View.



14. Click the .pdf link under the **Name** header. Your report will launch in a new window.