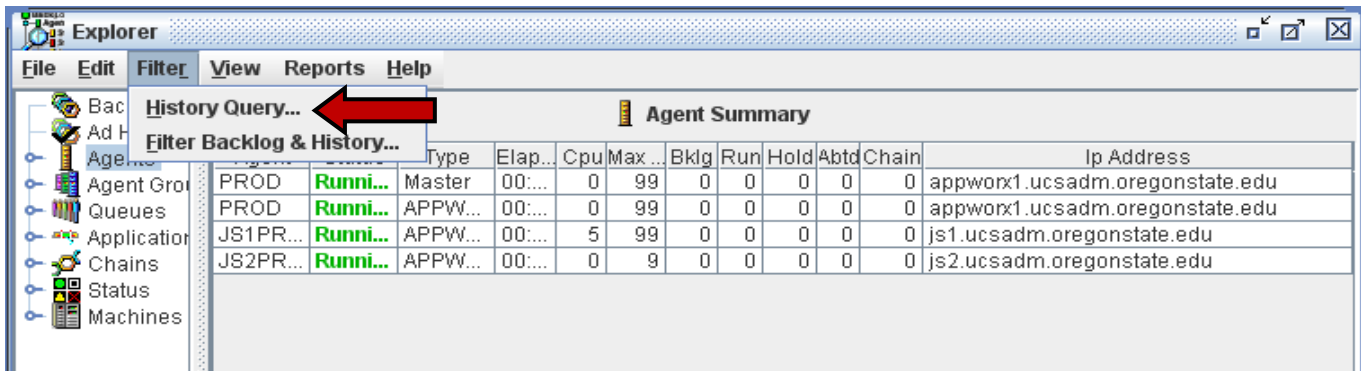


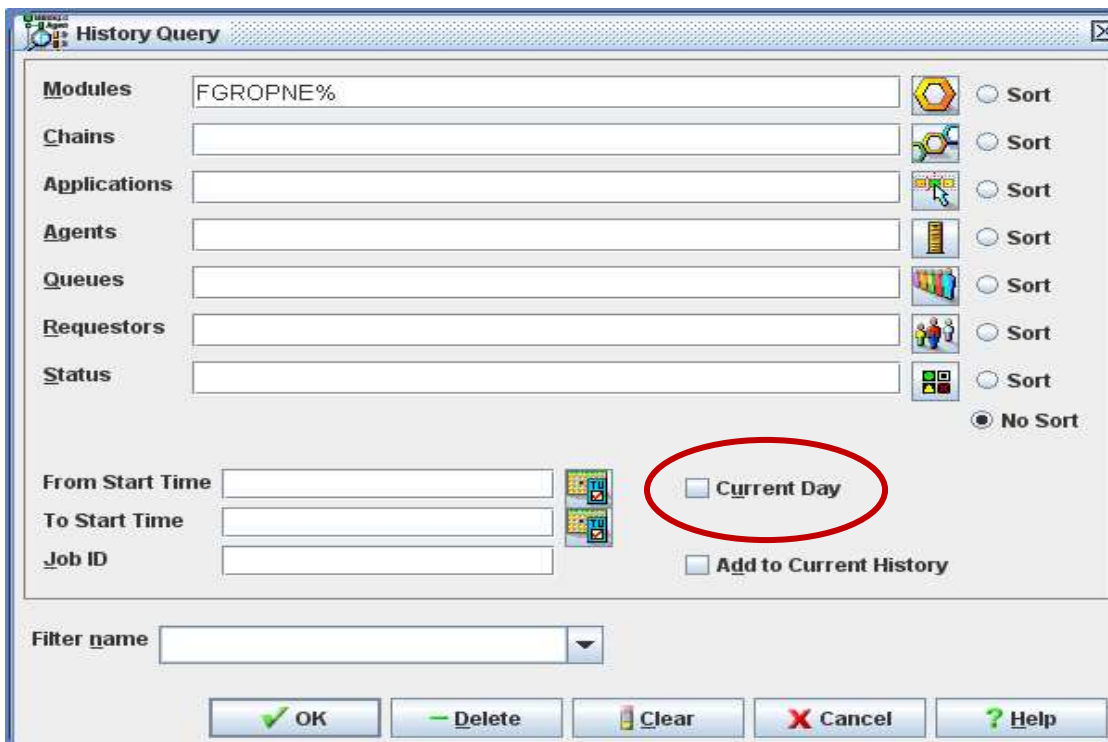
# HOW TO RECALL A BANNER APPWORX REPORT

When you would like to recall a report previously requested in Appworx:

- In the upper left corner, click on the **Explorer** button to get the tool bar displayed below. Click on **Filter** and **History Query**.



- Enter the job name. Always include the % sign at the end. **Be sure** to uncheck the box named Current Day. Click OK.



- Once you see your query results, right click on the report located in the “History” and click request. (Right Click on the “Job Name” that does not have “\_PC” in the name).

The screenshot shows the Explorer application interface. The main window displays a backlog of jobs with columns for Application, Queue, Chain Id, Job ID, L, D, Job Name, Start Date, Started, and Elapsed. Below this, the History view is active, showing a list of jobs for 'FGROPNE'. A context menu is open over the job 'FGROPNE', listing options such as 'Remove as a Predecessor', 'Job Details', 'Prompts', 'Predecessors', 'Flow Diagram', 'Conditions', 'Notes', 'Output Files', 'Operator Log', 'Operator Log Query', 'History Gantt view', and 'Request...'. The 'Request...' option is highlighted.

- This will return the previous job requested with all User IDs still listed or the FOAPAL elements entered. Make any necessary updates to the prior report and Submit.

The screenshot shows the Submit application window for job 'FGROPNE'. The window contains several sections for configuration:

- Task Name Suffix:** [Empty field]
- Module description:** Open Encumbrances Report
- Prompts:**
  - Report Layout:** Document (selected), FOAPAL
  - User ID:** MCGILLDI~HUNTRE~ROOKSC
  - From Fund Code:** [Empty field]
  - To Fund Code:** [Empty field]
  - From Organization Code:** [Empty field]
  - To Organization Code:** [Empty field]
- Options:**
  - Send To:** [Dropdown menu]
  - Send Option:** [Dropdown menu]
  - Output Function:** STORE
  - Copies:** [Input field]
  - Queue:** OSU\_SLOW\_BATCH
  - Agent:** APPWORX\_AGENTS
  - Requestor:** MCGILLDI
  - Start Date:** 05-11-2010 09:46:14 PDT
  - Hold:** [Unchecked checkbox]
  - Notes:** [Text area]

At the bottom, a status bar indicates: "Job was Successfully submitted: JOBID = 2330051". Buttons for Submit, Close, and Help are visible at the bottom right.