

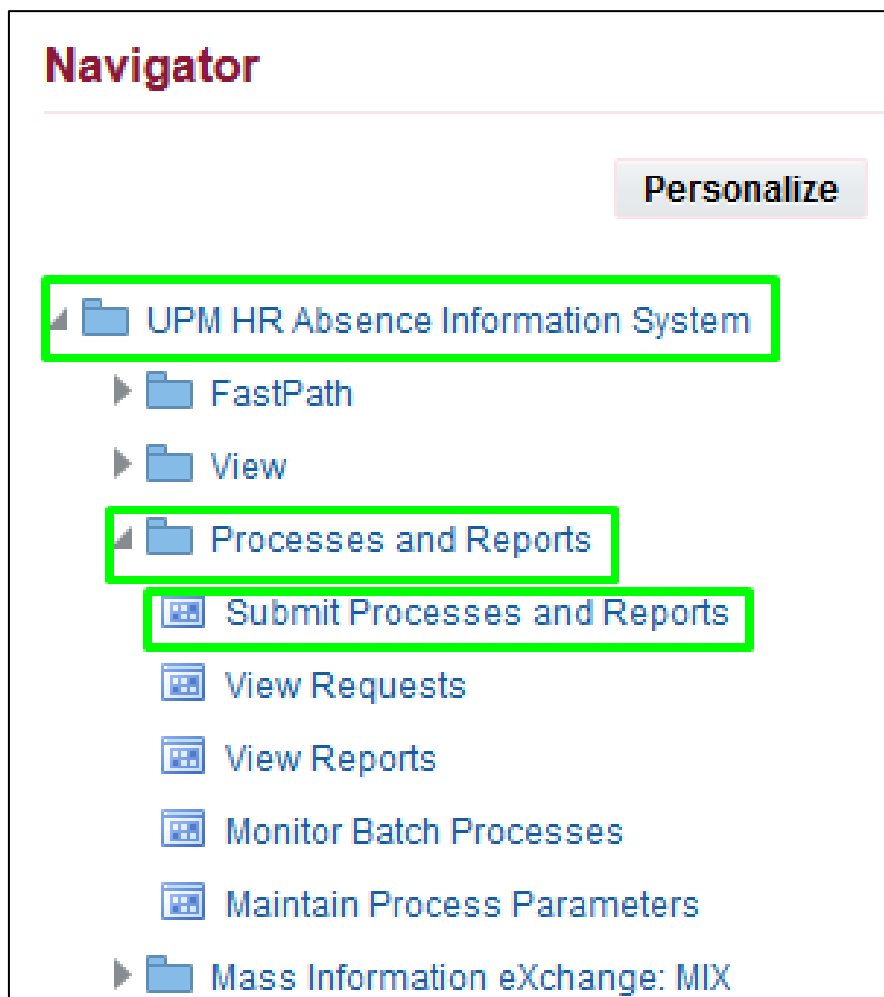


# UIS: Generation of Reports

**QUICK GUIDE v1.0**

# Navigator

Step 1: On the Navigator, go to **CU HR Absence Information System -> Processes and Reports -> Submit Processes and Reports.**



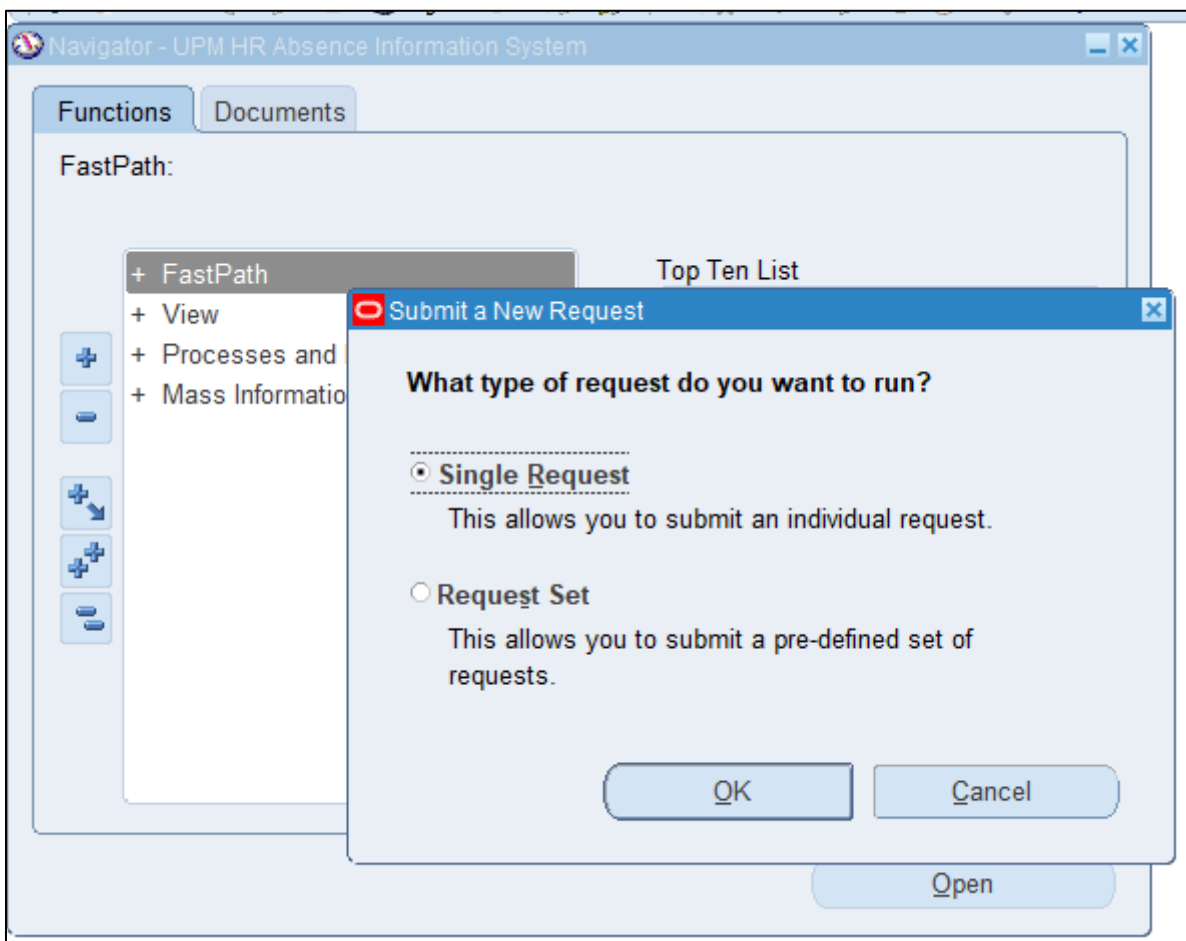
# Submit a Request

Step 2: Select amongst the options:

Choose **Single Request** to submit an individual request.

Otherwise, choose **Request Set** to submit a pre-defined set of requests.

Then click the **OK** button.



# Request Details

Step 3: Fill out the fields for **Report Name** and **Parameters**. Then click the **Submit** button.

The image shows a 'Submit Request' dialog box with the following sections and controls:

- Run this Request**: Contains a 'Copy' button, a 'Name' field (highlighted in yellow), 'Operating Unit', 'Parameters', and 'Language' fields. Below these are 'Language Settings' and 'Debug Options' buttons.
- At these Times**: Contains a 'Run the Job' dropdown menu set to 'As Soon as Possible' and a 'Schedule' button.
- Upon Completion**: Contains checkboxes for 'Save all Output Files' (checked) and 'Burst Output' (unchecked). Below are 'Layout', 'Notify', and 'Print to' fields, along with 'Options' and 'Delivery Opts' buttons.
- Bottom Row**: Contains 'Help (C)', 'Submit', and 'Cancel' buttons.

# List of Leave Reports

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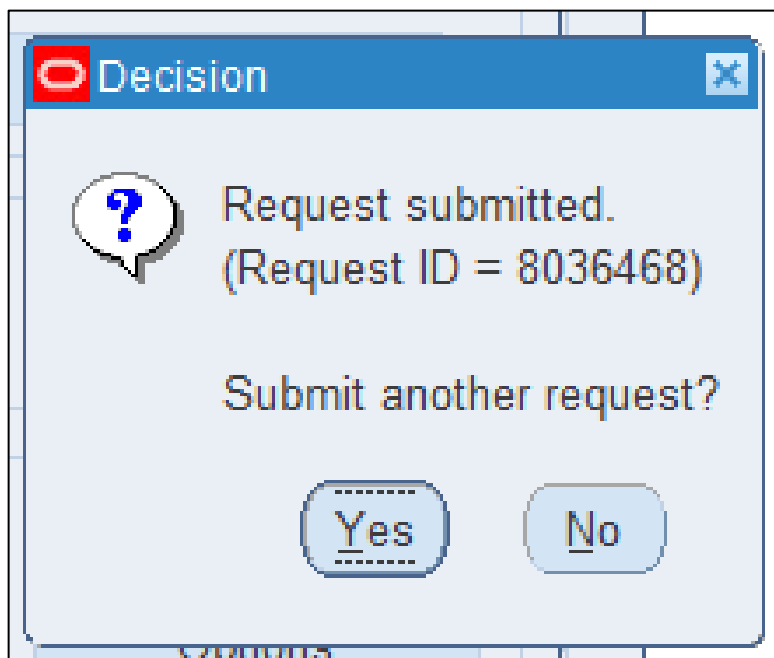
1. Monthly Leave Summary Report
  2. Leave Card Report
  3. Unauthorized Leave Monthly Report
  4. Rejected Leave Monthly Report
  5. Leave Without Pay Monthly Report
  6. Vacation Leave Monetization Report
  7. Sick Leave Monetization Report
  8. SPL and CNA Balance Report
  9. Vacation and Sick Leave Balance Report
  10. Hazard and Subsistence Allowance Report
  11. Terminal Leave Report
  12. Consolidated Record of Attendance Report
- 

# Confirmation

Step 4: A prompt will be shown.

Click the **Yes** button to submit another request.

Click **No** to proceed to view the request.



# Find Report

Step 5: On the Navigator, go to **CU HR Absence Information System -> Processes and Reports -> View Requests**. Then click the **Find** button.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Re  My Completed Requests  My Requests In Progress  All My Requests  Specific Requests

Request ID

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

Include Request Set Stages in Query

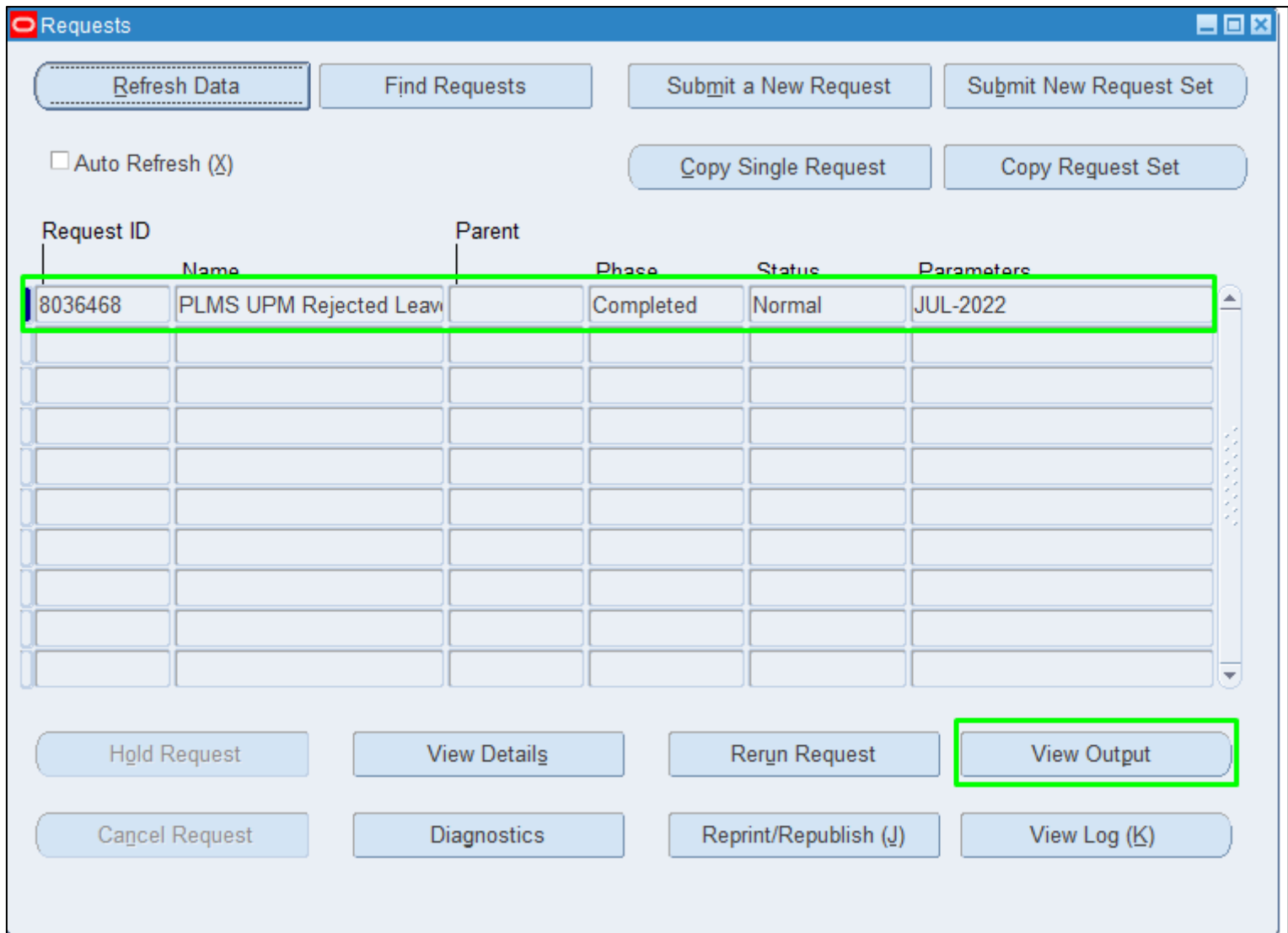
Order By Request ID

Select the Number of Days to View: 7

Submit a New Request Submit New Request Set Clear Find

# View Report

Step 6: Click the requested report, then click the **View Output** button to show the report.



The screenshot shows a window titled "Requests" with a table of request data. The table has columns for Request ID, Name, Parent, Phase, Status, and Parameters. The first row is highlighted with a green border. Below the table, there are several buttons for managing requests, with the "View Output" button highlighted with a green box.

Request ID	Name	Parent	Phase	Status	Parameters
8036468	PLMS UPM Rejected Leav		Completed	Normal	JUL-2022

Buttons: Refresh Data, Find Requests, Submit a New Request, Submit New Request Set, Auto Refresh (X), Copy Single Request, Copy Request Set, Hold Request, View Details, Rerun Request, View Output, Cancel Request, Diagnostics, Reprint/Republish (J), View Log (K).



# Technical Support

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For technical support, please contact us at the  
UP System ICT Support at:

<https://ictsupport.up.edu.ph/>



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