Understanding the Process Monitor

This job aid describes the how to use and understand the process monitor.

1. Select **Process Monitor** in upper right corner of your run control to view the status of your job/process or to search for any process.
   Or navigate to: **Main Menu>People Tools>Process Scheduler>Process Monitor**

2. In **View Process Request** you can use these **fields** to find the process you are looking for:
   - **User ID** (your UID)
   - **Server**: don’t use
   - **Run Status**: Where the process is in terms of running, usually success or queued
   - **Type & Name**: CS codes for the process
   - **Distribution Status**: Can be ignored
   - **Last/Date Range**: Time of when the process was scheduled
     - Last: Search within the last (n) Years, Days, Hours, Min
     - Date Range: Limit by a specific date range
   - **Instance From/To**: Used to search for a particular instance or range if you have instance numbers
     - If looking for one specific process instance, use “From” field; all other criteria will be ignored
3. Reading the Process List:
   - **Select**: for deleting errored processes
   - **Instance**: process instance number is unique identifier
   - **Process Type**: CS process type
   - **Process Name**: CS process running
   - (blank) column only there if there is a recurring process
   - (blank) column only there if there is a JobSet (uncommon)
   - **User**: UID
   - **Run Date/Time**: when process could start running
   - **Run Status**: process status (queued, processing, success, error)
   - **Distribution status**: end result (N/A or posted)
   - **Details**: all process specifics
   - **Update Process**: cancel, delete or hold processes as needed
   - **Actions**: Technical details
Report Manager

4. Select Report Manager under your run control (if link is available) or Navigate to Reporting Tools>Report Manager

5. The Report List tab displays the list of reports available to you/the user

In the View Reports For section:

Folder: don’t use

Instance/to: Used to search for a particular instance or range if you have instance numbers.

Created On: date report created

Last/Date Range: Time when the process completed

Last: Search with in the last (n) Years, Days, Hours, Min

Date Range: Limit by a specific date range
Support:
For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:
- http://sis.berkeley.edu/training