

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

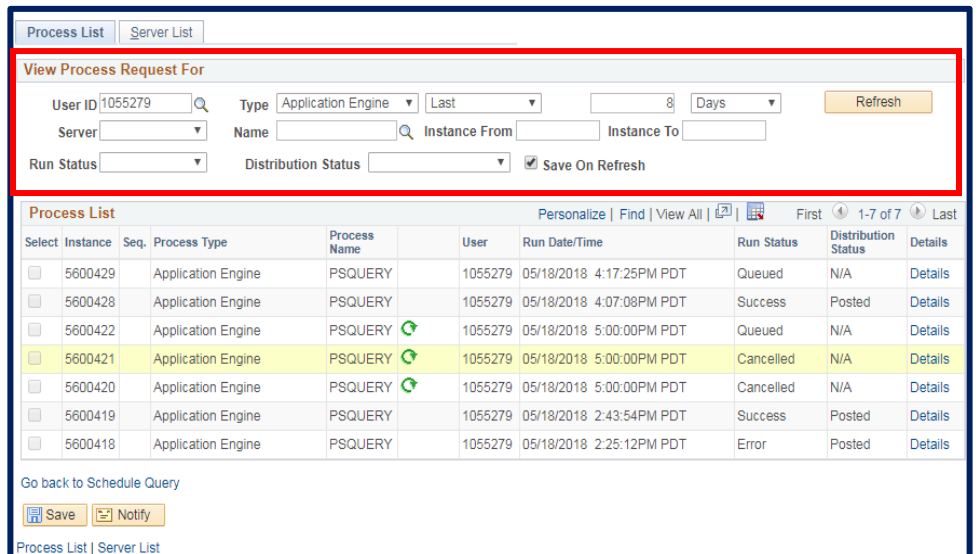
Last/Date Range: Time of when the process was scheduled

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5600431		Application Engine	PSQUERY	1055279	05/19/2018 3:00:00AM PDT	Queued	N/A	Details
<input type="checkbox"/>	5600430		Application Engine	PSQUERY	1055279	05/18/2018 3:00:00AM PDT	Success	Posted	Details
<input type="checkbox"/>	5600429		Application Engine	PSQUERY	1055279	05/18/2018 4:17:25PM PDT	Success	Posted	Details
<input type="checkbox"/>	5600428		Application Engine	PSQUERY	1055279	05/18/2018 4:07:08PM PDT	Success	Posted	Details
<input type="checkbox"/>	5600422		Application Engine	PSQUERY	1055279	05/18/2018 5:00:00PM PDT	Queued	N/A	Details

Process Detail

Process

Instance	5397159	Type	Application Engine
Name	PSQUERY	Description	PSQUERY
Run Status	Success	Distribution Status	Posted

Run **Update Process**

Run Control ID	PrintSched_KAM	<input type="radio"/> Hold Request
Location	Server	<input type="radio"/> Queue Request
Server	PSUNX1	<input type="radio"/> Cancel Request
Recurrence		<input type="radio"/> Delete Request
		<input type="radio"/> Re-send Content
		<input type="radio"/> Restart Request

Date/Time **Actions**

Request Created On	05/16/2018 2:51:37PM PDT	Parameters	Transfer
Run Anytime After	05/16/2018 2:48:36PM PDT	Message Log	View Locks
Began Process At	05/16/2018 2:52:01PM PDT	Batch Timings	
Ended Process At	05/16/2018 2:53:31PM PDT	View Log/Trace	

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

Schedule Query

Run Control ID PrintSched_KAM **Report Manager** Process Monitor Run

Query Name Search Process Instance:5397319

*Description

Update Parameters

Prompt Name	Value
STRM	<input type="text" value="2188"/>

Save Return to Search Add Update/Display

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

Administration

View Reports For

User ID Type Last Days Refresh

Status Folder Instance to

Report List Personalize Find View All First 1-2 of 2 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	2398253	5908383	SF Processes run/scheduled	07/11/2018 11:58:45AM	Text Files (*.txt)	Posted	Details
<input type="checkbox"/>	2397977	5907936	UC_R_CSIR_RE - UC_R_CSIR_RE.pdf	07/06/2018 3:43:36PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Save

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>