

Distributing Batch Output in PeopleSoft

(Last updated 10/15/2012 – examples from 8.51 PeopleTools)

Viewing output from a batch process in PeopleSoft is typically limited to the person who submitted the process or to an id with special privileges. There is, however, a way for a user to inform others that a process has run and in some cases, to view the output of the process.

When scheduling a query or some other process, there will be a place to select 'Distribution'. When that is selected, a screen like the following will be shown:

The screenshot displays the 'Distribution Detail' screen in PeopleSoft. The interface includes a top navigation bar with links like 'Main Menu', 'PeopleTools', 'Process Scheduler', and 'System Process Requests'. The main content area contains the following fields and options:

- Process Name:** XRFWIN
- Process Type:** SQR Report
- Folder Name:** (dropdown menu)
- Retention Days:** 10
- Email Only:** (checked)
- Email Subject:** (text field)
- Email With Log:** (checked)
- Email Web Report:** (checked)
- Message Text:** (text area)
- Email Address List:** (text area)

At the bottom of the screen, there is a 'Distribute To' section with a 'Distribution ID' and a 'User' dropdown menu currently set to 'JOHNSP'.

By default, the 'Distribute To' contains the id of the submitter, but more can be added. All those in the 'Distribute To' list can view the output of the process, but if nothing else is checked on the page, they would have to know to look for the output.

If the 'Email Web Report' checkbox is checked, then an email is sent out with a link to the report. The 'Email Subject' and 'Message Text' information should be filled. The 'Email With Log' checkbox is a special case to also include a link to an SQR Log file when appropriate. This usually remains unchecked.

The behavior of 'Email Address List' in conjunction with 'Distribute To' deserves special mention. If 'Email Web Report' is checked, then the people in the 'Distribute To' list are sent an email if their id has an email associated with it. If 'Email Address List' is also populated, those recipients are **in addition to** the ones in the 'Distribute To' list. A person in both fields will get two emails. However, only a person in the 'Distribute To' list can successfully view the

output. A recipient in the 'Email Address List' who is *not* in the 'Distribute To' list will get the email, but will not be able to successfully click on the included link. So if there was value in letting someone know that the job ran, but not allow them to see the output, they would be in the 'Email Address List' but not the 'Distribute To' list.

Recipients in the 'Email Address List must be separated by semicolons and one space. Do not put recipients on separate lines.

To view the output of the report from the email link, the recipient can click on the included link. He or she must already be logged into the MaineStreet system containing the output. A person not already logged in, or that doesn't have authority to view the file, will get thrown to the default logon screen for that system. Since that is not the MaineStreet Portal login screen that users are required to log in from, login is not allowed from that screen. So the only way to view the output of the report is for the user to be authorized (by being in the 'Distribute To' list) and be logged into the system already when clicking on the link.