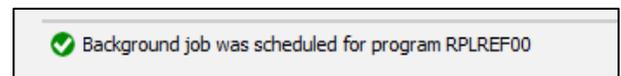
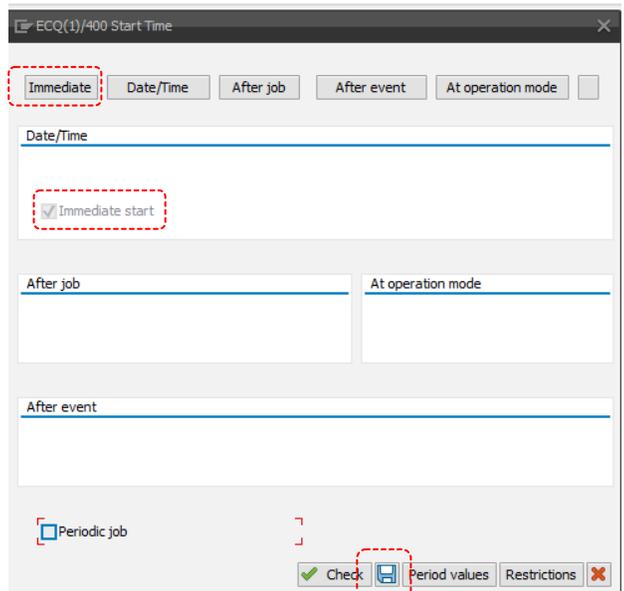
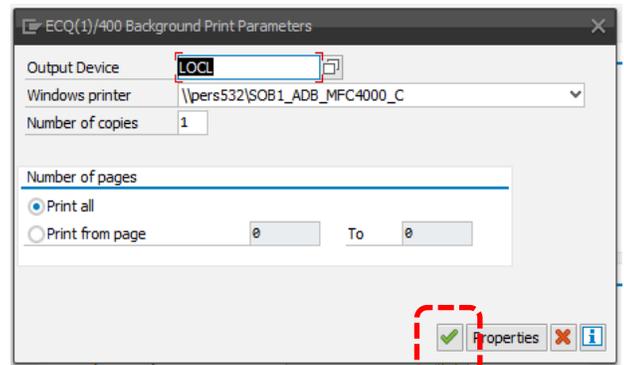
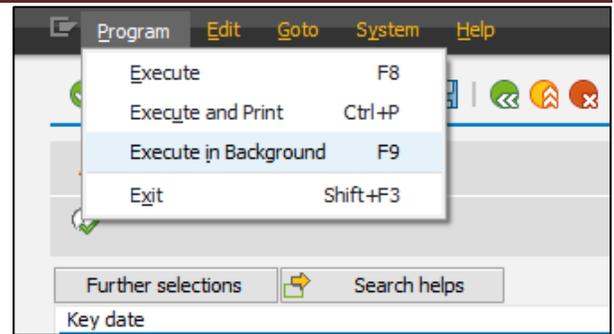




## How to Schedule a Transaction/Report to Execute in the Background

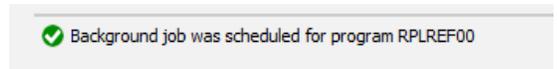
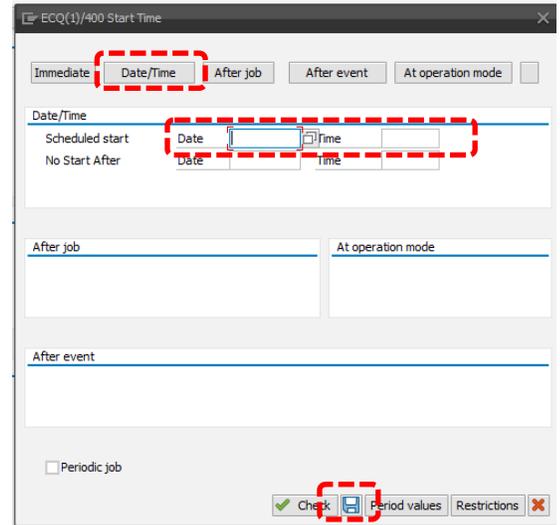


1. Launch your transaction code
2. Complete the selection screen as desired
3. When you are ready to execute the report, choose **Program** from the main menu
4. Choose **Execute in Background** from the drop down menu (or press **F9**). The **Background Print Parameters** dialog will launch. (Note: while the dialogue will state your Windows printer is your computers default, the background job will not actually print)
5. Choose the **Green Check Box**. The **Start Time** dialogue will launch
6. Decide when you want the job to be run by using the icons at the top (note: agency staff should select only **Immediate** or **Date/Time**)
7. a) If **Immediate** is chosen, *Immediate Start* is populated in the **Date/Time** section of the dialogue
8. a) Choose the **Save** icon. The Start Time dialogue box will close and confirmation of the scheduled job will display in the in the bottom left of the transaction screen



7. b) If Date/Time is chosen, complete the **Date** and **Time** fields for **Scheduled Start**. (Note: **Time** should *always* be selected between the hours of 01:00:00 and 06:00:00). **No Start After** should *not* be completed

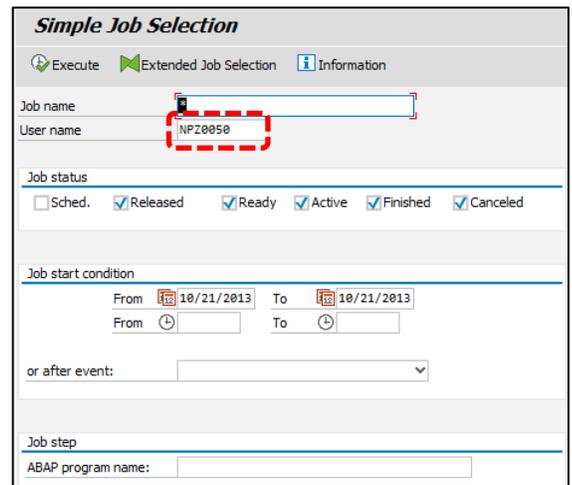
8. b) Choose the **Save** icon. The Start Time dialogue box will close and confirmation of the scheduled job will display in the in the bottom left of the transaction screen



Once the job has been scheduled:

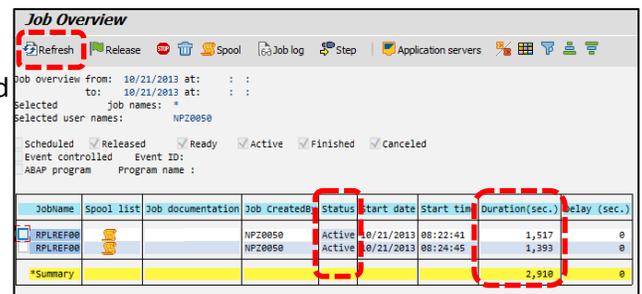
9. Launch transaction code **SM37 – Simple Job Selection**

10. **User Name** (KHRIS Employee ID) will auto-populate, and *Today's Date* will default in the **Job Start Condition**



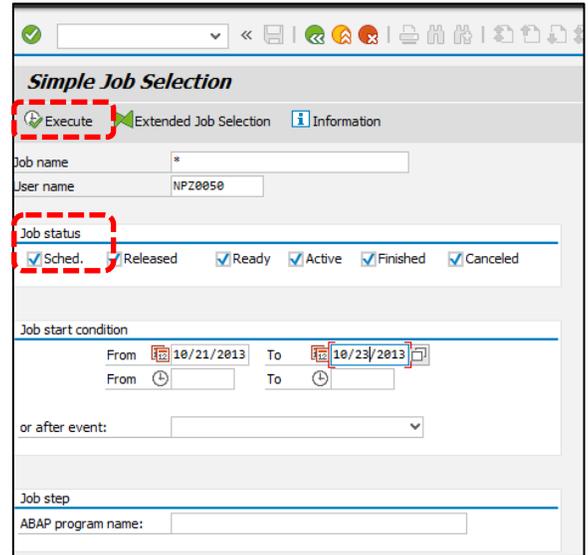
11. a) If Immediate was chosen, click the **Execute** icon

12. a) The **Job Overview** screen will display all jobs for the selected user

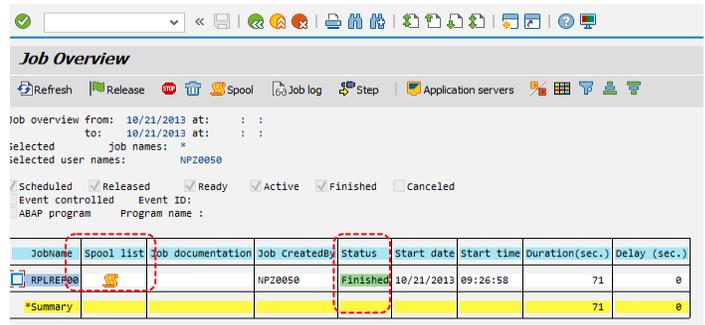


13. a) The **Refresh** icon can be chosen to refresh the screen which will update the **Duration** column until the job completes in the **Status** column

11. b) If **Date/Time** was chosen, click the **Sched** check box, update the **Job Start Condition** to include the date range in which the job was scheduled and click the **Execute** icon

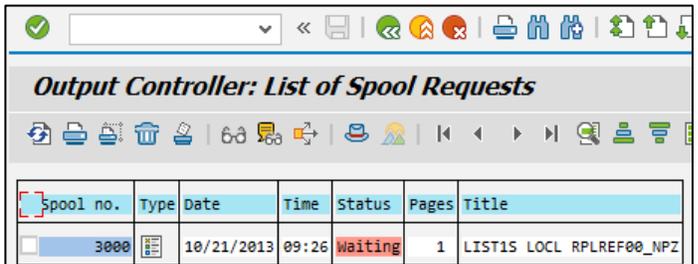


12. The screen will refresh to the **Job Overview** screen displaying all scheduled jobs for the selected user during the selected period (note: Job will be in **Status = Released** until the day/time selected for execution)



13. Once the job is complete, **Status = Finished**, the report/query results can be visualized by double-clicking the **Spool** icon

14. The screen will refresh to the **Output Controller** screen



15. Double-click the **Type** icon to present the report/query output

16. The screen will refresh to the Graphical Display screen which will contain the report/query output (note: in this example there is not any report output data)

17. If there is a need to export the output for additional manipulation, choose the Save to Local File icon and choose the desired format in the dialogue, click the green check and name/save the file to an approved, secure location on your network

18. NOTE: KHRIS will try to save the file its defined SAP GUI default directory on your workstation. KHRIS houses both sensitive data and Personnel Health Information (PHI) and you, the Human Resources Professional, not the Personnel Cabinet are ultimately responsible for saving this file in a secure directory as per your agency's defined guidelines. If you are not aware of where your agency's secure network drive local is, please contact your agency's HR Executive Leadership.

