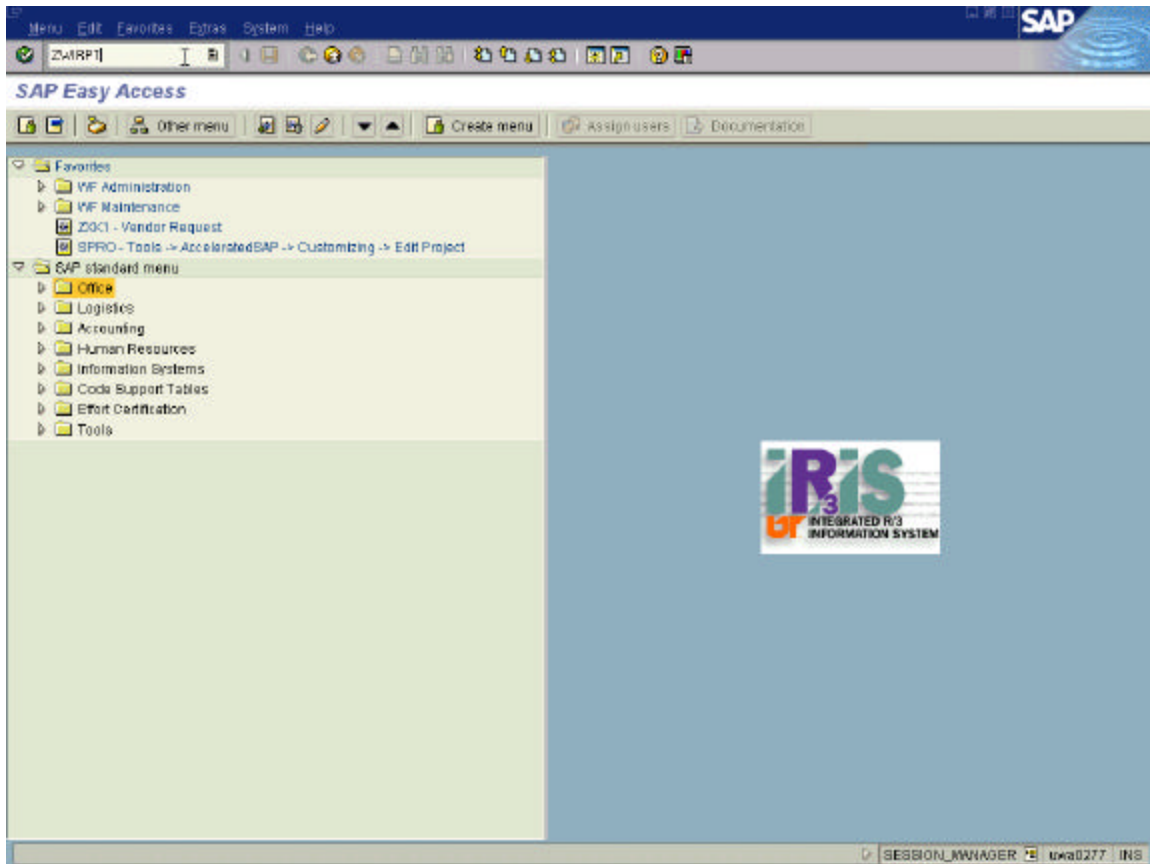


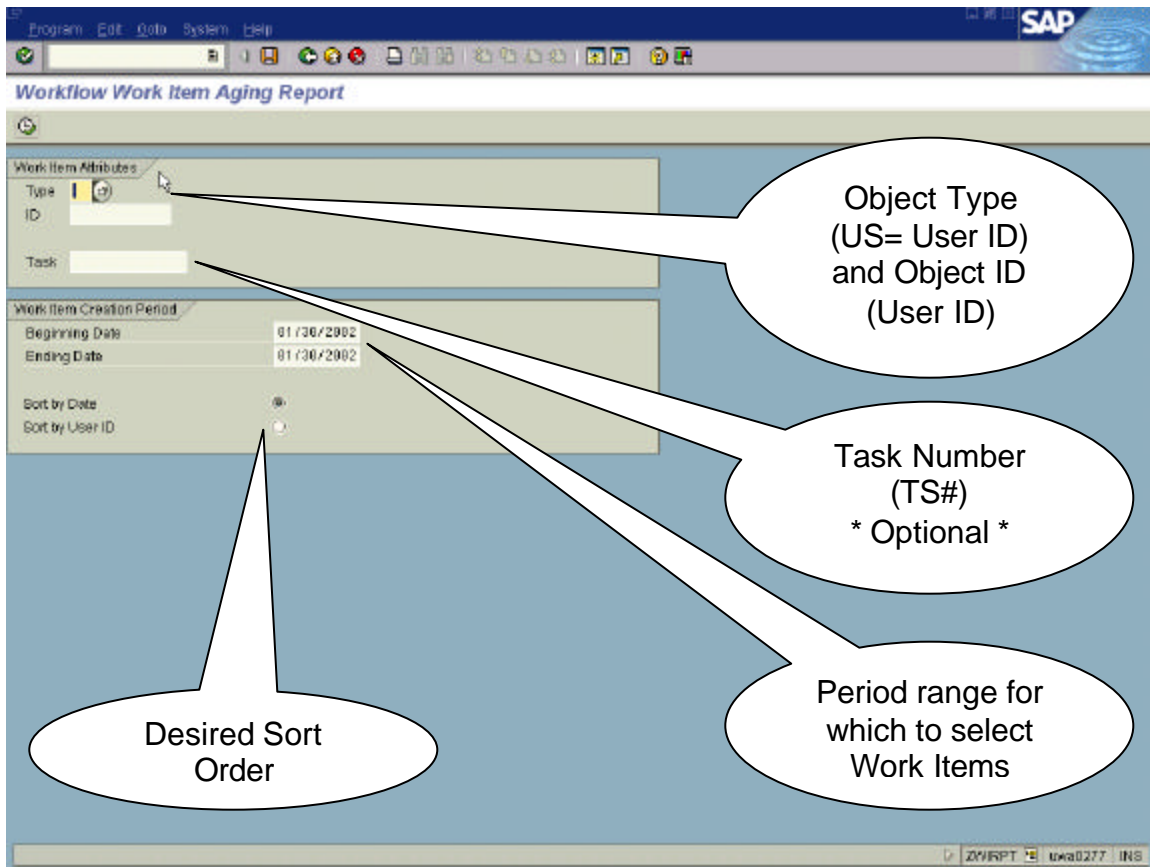
Workflow Work Item Aging Report

To run the Workflow Work Item Aging Report, use the **ZWIRPT** transaction as shown below.



Execute transaction **ZWIRPT** (Workflow Work Item Aging Report) by typing the transaction code in the Command Window [as shown above] and pressing ENTER. If the Command Window is not currently visible, open it by single clicking on the small white triangle.

The screen for transaction **ZWIRPT** is shown below. When you have entered all desired parameters, click on the Execute icon.



If you leave *Type* and *ID* blank, the report is generated for all Users. If you leave the *Date Range* blank, the system defaults to the current. The report can either be sorted by *Date* or *User ID*. The parameter *Task* is the internal Workflow task number (usually beginning with TS) and can be used to narrow the search to Requisitions or Parked Documents for example. Although one can use F4 to get a list, it is difficult to identify the proper task number relating to the various document types. Check with the Workflow Administrator for more information.

Workflow Work Item Aging Report

Report: ZWF_WI_AGING_RPT The University of Tennessee Page: 1
 User: SAUCEMAN Work Item Aging Date: 01/30/2002
 Sys/Unit: DEV/110 01/30/1999 through 01/30/2002 Time: 13:17:27

Creation Date	Creation Time	Status	Agent	Agent Name	Work Item Text	Work Item ID
01/10/2002	14:25:02	COMMITTED	JHICKMAN	Janet S Hickman	Test 9099 Janet Immigration Status Change	54843
01/10/2002	14:25:02	COMMITTED	JHICKMAN	Janet S Hickman	Test 9099 Janet Immigration Status Change	54844
01/10/2002	14:25:17	COMMITTED	JHICKMAN	Janet S Hickman	Test 9099 Janet Immigration Status Change	54848
01/10/2002	14:25:17	COMMITTED	JHICKMAN	Janet S Hickman	Test 9099 Janet Immigration Status Change	54847
01/10/2002	16:54:47	READY	SAUCEMAN	Jim Saucedan	Test Friend Janet Hired	54969
01/11/2002	13:22:38	READY	DEPT68B1	DEPT68B1	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	DMARKS	David E Marks	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	JHICKMAN	Janet S Hickman	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	MCHINKR	Kimberly McInnis	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	NEELYMR	Nichelle Neely	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	PORTMH	Pamela Griss	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	SAUCEMAN	Jim Saucedan	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	USER1	User 1	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:22:38	READY	WNIGHT	Wystt A Knight	Jody L Swearingen Recurring Payment Change	54977
01/11/2002	13:23:06	READY	DEPT68B1	DEPT68B1	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	DMARKS	David E Marks	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	JHICKMAN	Janet S Hickman	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	MCHINKR	Kimberly McInnis	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	NEELYMR	Nichelle Neely	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	PORTMH	Pamela Griss	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	SAUCEMAN	Jim Saucedan	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	USER1	User 1	Jody L Swearingen Additional Payment Change	54979
01/11/2002	13:23:06	READY	WNIGHT	Wystt A Knight	Jody L Swearingen Additional Payment Change	54979
01/14/2002	09:01:41	READY	3333335		Workflow - Controllers 01/16/L account document 010000258	55017
01/14/2002	09:05:14	READY	3333331B		Workflow - UT Foundation 06/16/L account document 010000259	55023
01/14/2002	09:05:19	READY	3333335		Workflow - Controllers 01/16/L account document 010000260	55030
01/14/2002	10:37:02	COMMITTED	SAUCEMAN	Jim Saucedan	Ms Andrea Marie Hodge Pay Change	55033
01/14/2002	10:43:00	COMMITTED	SAUCEMAN	Jim Saucedan	Ms Andrea Marie Hodge Pay Change	55036
01/18/2002	11:26:24	READY	NEELYMR	Nichelle Neely	Requisition 0010000312 for \$1.00	55040
01/18/2002	11:26:24	READY	PORTMH	Pamela Griss	Requisition 0010000312 for \$1.00	55049

ZWRPT MW0277 INS

This is an example of the report sorted by work item creation date.

Workflow Work Item Aging Report

Report: ZWF_WI_AGING_RPT The University of Tennessee Page: 1
 User: SAUCERMAN Work Item Aging Date: 01/30/2002
 Sys/Obj: DEV/110 01/23/2002 through 01/30/2002 Time: 13:53:05

Creation Date	Creation Time	Status	Agent	Agent Name	Work Item Text	Work Item ID
01/28/2002	14:34:20	READY	33333318	WorkFlow - UT Foundation	Appl account document 0100000255 test wf TEST WF	55174
01/23/2002	13:53:38	READY	CSTOCKDR	Dynthia E Stockdale	Vendor CAT HOUSE (0001010236) created from request	55057
01/23/2002	14:04:31	READY	CSTOCKDR	Dynthia E Stockdale	Vendor ELAINE MIDDLE WILLIAMS (0001010237) create	55001
01/23/2002	14:14:41	READY	CSTOCKDR	Dynthia E Stockdale	Vendor OOG HOUSE (0001010238) created from request	55085
01/23/2002	14:17:39	READY	CSTOCKDR	Dynthia E Stockdale	Vendor CAT HOUSE REMIT TO (0002000218) created fr	55089
01/23/2002	14:30:14	SELECTED	CSTOCKDR	Dynthia E Stockdale	Vendor VENDOR TO REJE RESUBMIT (0001010239) crea	55076
01/23/2002	15:09:13	READY	CSTOCKDR	Dynthia E Stockdale	Vendor MAIN VENDOR (0001010240) created from requ	55093
01/23/2002	15:31:47	READY	CSTOCKDR	Dynthia E Stockdale	Vendor SAME TAX CODE 2 (0001010241) created from	55100
01/23/2002	15:41:27	READY	CSTOCKDR	Dynthia E Stockdale	Vendor BOOKSTORE VENDOR (0000000002) created from	55104
01/24/2002	09:13:37	READY	CSTOCKDR	Dynthia E Stockdale	Vendor LEE TESTING AGAIN - CHG (0001010242) creat	55125
01/24/2002	14:31:00	STARTED	CSTOCKDR	Dynthia E Stockdale	Vendor Request 000000426	55134
01/25/2002	09:52:02	READY	CSTOCKDR	Dynthia E Stockdale	Vendor TRY AGAIN REJECT - CHG (0001010243) create	55147
01/25/2002	10:50:26	STARTED	CSTOCKDR	Dynthia E Stockdale	Vendor Request 000000430	55195
01/25/2002	14:09:49	STARTED	CSTOCKDR	Dynthia E Stockdale	Vendor Request 000000431	55181
01/25/2002	15:55:53	STARTED	CSTOCKDR	Dynthia E Stockdale	Vendor Request 000000432	55163
01/24/2002	08:45:45	READY	JHICKMAN	Janet S Hickman	Test Hire Janet Hired	55107
01/24/2002	10:20:54	READY	JHICKMAN	Janet S Hickman	Test Rehire Casual Laborer Janet Hired	55128
01/24/2002	10:21:28	READY	JHICKMAN	Janet S Hickman	Test Rehire Casual Laborer Janet Position Change	55130
01/24/2002	10:23:58	READY	JHICKMAN	Janet S Hickman	Test Rehire Casual Laborer Janet Additional Payment	55132
01/25/2002	00:15:39	READY	JHICKMAN	Janet S Hickman	Test Rehire as Friend Janet Position Change	55138
01/25/2002	11:19:43	READY	JHICKMAN	Janet S Hickman	Test Rehire Casual Laborer Janet Position Change	55157
01/25/2002	11:21:29	READY	JHICKMAN	Janet S Hickman	Test Rehire Casual Laborer Janet Additional Payment	55159
01/24/2002	09:13:37	READY	LFRONROE	Lee F Monroe	Vendor LEE TESTING AGAIN - CHG (0001010242) creat	55125
01/25/2002	00:10:16	READY	LFRONROE	Lee F Monroe	*** Vendor Request 000000427 was Rejected: Incompl	55140
01/25/2002	09:49:08	READY	LFRONROE	Lee F Monroe	*** Vendor Request 000000428 was Rejected: SAP Ven	55143
01/25/2002	09:52:02	READY	LFRONROE	Lee F Monroe	Vendor TRY AGAIN REJECT - CHG (0001010243) create	55147
01/25/2002	10:38:46	READY	LFRONROE	Lee F Monroe	*** Vendor Request 000000429 was Rejected: SAP Ven	55190
01/25/2002	10:49:18	READY	LFRONROE	Lee F Monroe	*** Vendor Request 000000430 was Rejected: SAP Ven	55192
01/23/2002	14:43:27	READY	MAPLESB	Ron Maples	Requisition 0010000313 for \$5.00	55085
01/29/2002	16:03:58	READY	MCNINKA	Kimberly McNinn	Requisition 0010000199 for \$100.00	55190

This is an example of the report sorted by User ID.