# Process Monitor

## Step 1
After logging into PeopleSoft Financials, you will access Budget Details via the Home screen under **Reports and Query Viewer** and then click on **Process Monitor**. You can also get to the screen via **Nav Bar > Navigator > People Tools > Process Scheduler > Process Monitor**

## Step 2
Use the fields in the Actions section to narrow your search criteria as follows:

- **User ID** – This will default to your user ID. However, you can also leave this field blank to view all processes that you are authorized to view.

- **Type** – Leave this field blank. PeopleSoft Process Monitor knows the type of process that needs to be ran and it will be defaulted.

- **Last/Date Range Drop-Down Menu** – If you wish to search within a specific date range, select Date Range. Then enter the appropriate information in the From and To field. If you wish to see reports that were created between a time in the past and now, select Last. If you select Last, enter a number in the field to the right, then select Days, Hours, Minutes, or Years. You can also select “All” to view all process requests.

- **Server** – This field allows you to narrow your search to processes run on a specific server.

- **Name** – This field allows you to narrow your search to specific process names. Note, to use this field, you must also select a value in the Type field.

- **Instance** – This field allows you to search within a range of instances.

- **Run Status** – This field allows you to search by the status of the processes. For example, if you are searching for processes with errors, you would select “Error.”

- **Distribution Status** – This field allows you to search by the Distribution Status of the processes, ex: Processing, Not Posted, Posted.

## Step 3
After entering any information in the Actions section, click refresh. Your results will appear at the bottom of the screen.
To view more information about a specific process, or, as applicable, to Hold, Queue, Cancel, Delete, or Restart a process, click the corresponding Details link.

The availability of Update Process options is dependent on the status of the process as well as your level of authorization.

To view any output or error files, Click View Log/Trace. These can be desired reports from the process or any log files that may be helpful in troubleshooting any problems.

Click OK to save changes and return to the Process List page.