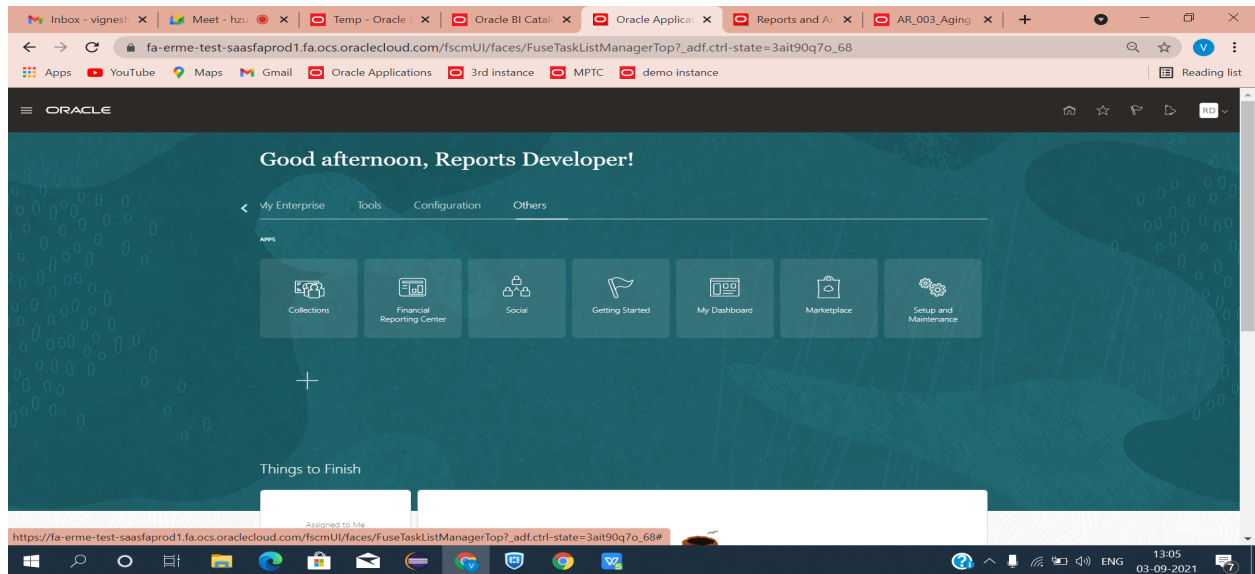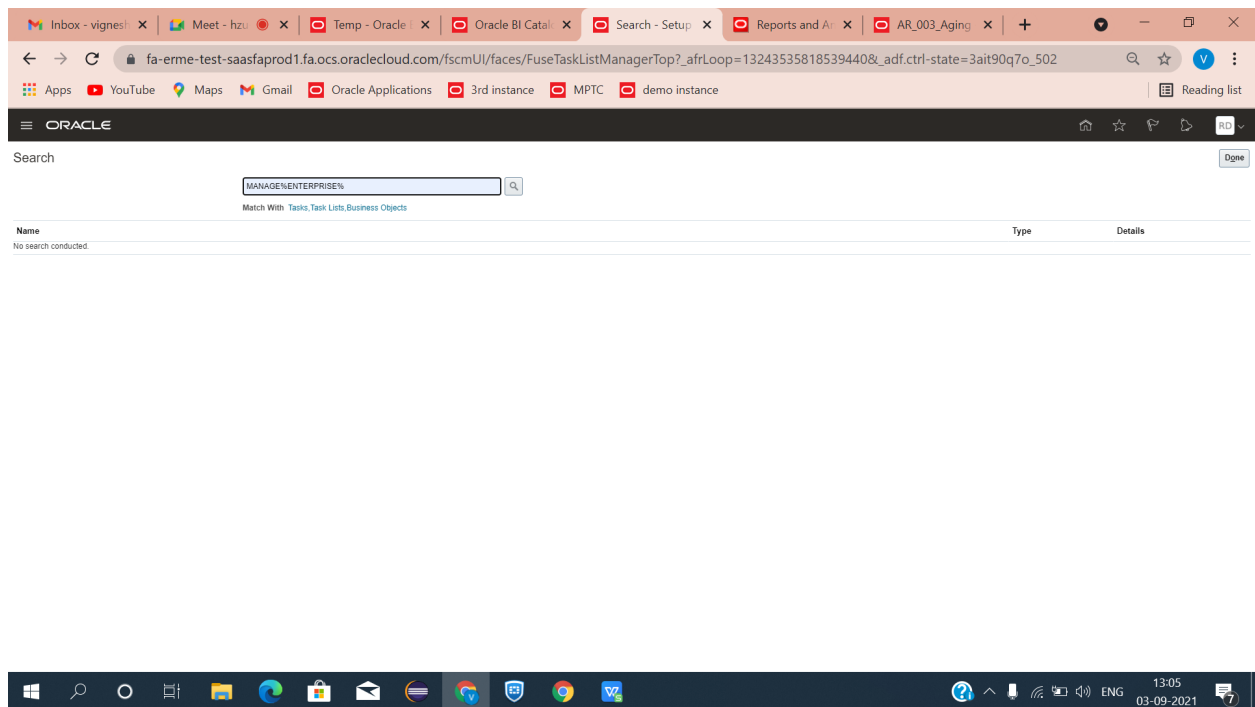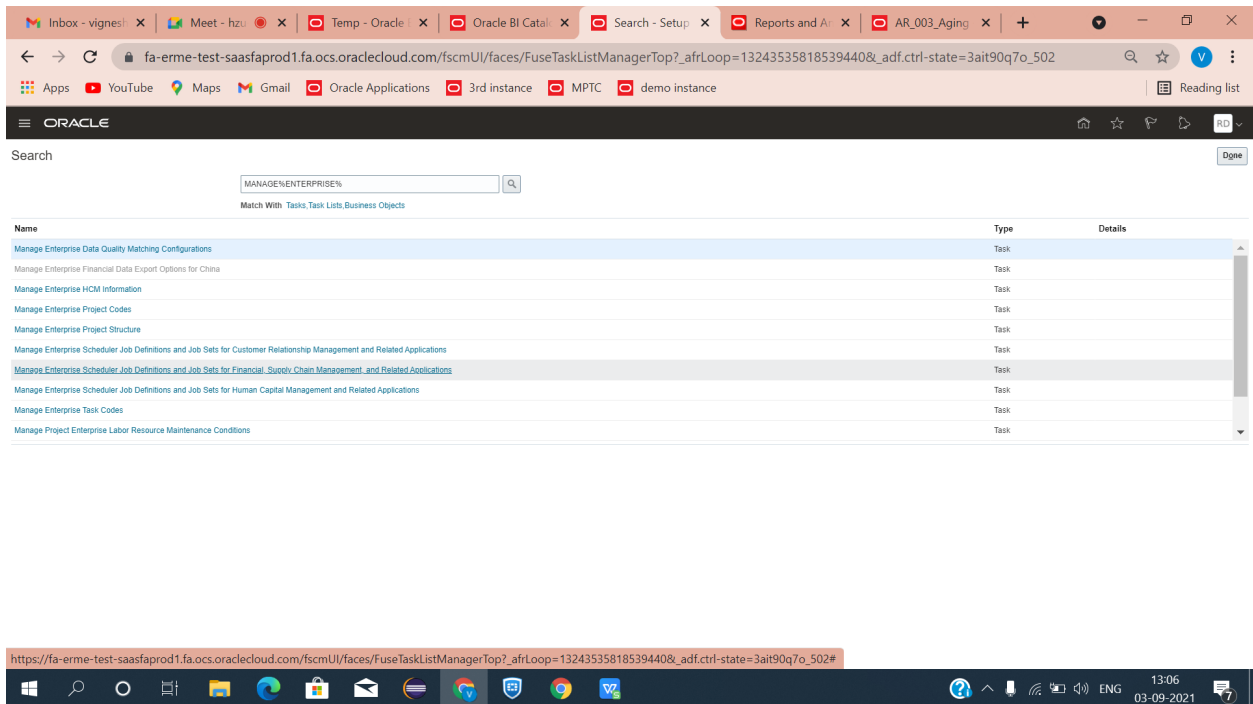# ESS JOB NAVIGATION
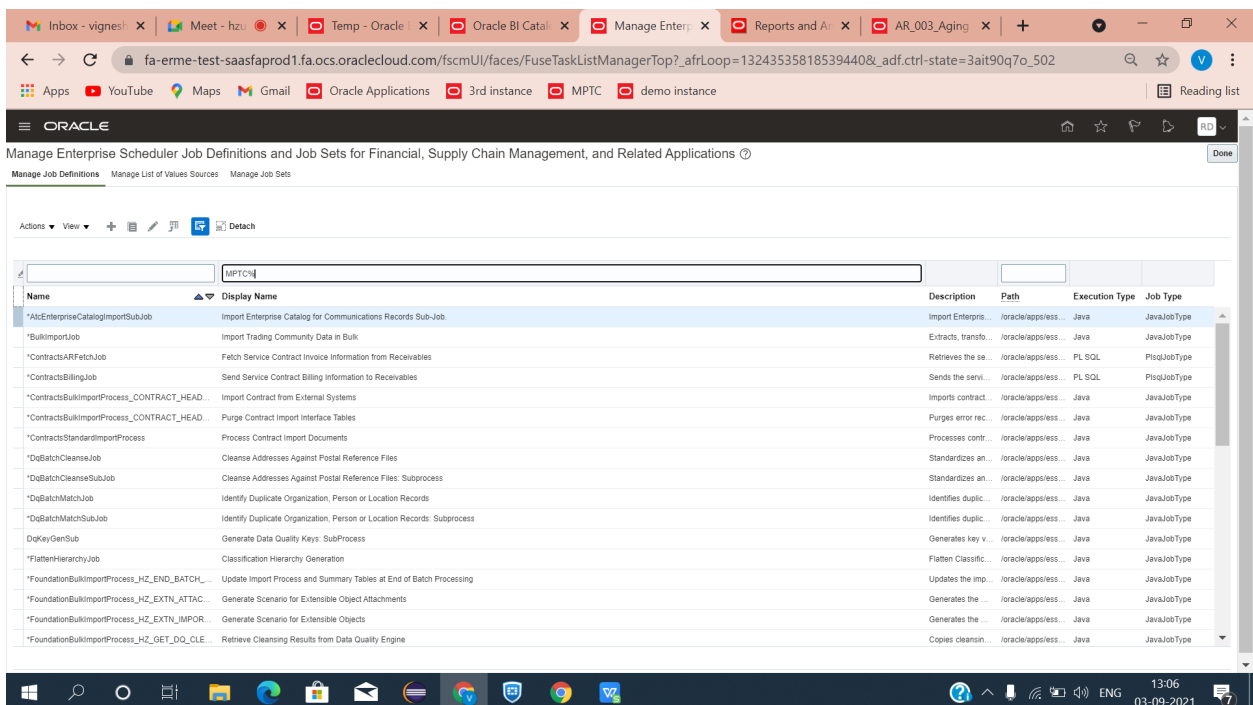

STEP 1: To create the ESS job, we need to open the 'Setup&Maintenance' tab in the instance home page.

STEP 2: After selecting the 'Setup&Maintenance' tab, in the search bar we need to type the the tasks that we need to do.

STEP 3: Select the job/task from the list shown above.

STEP 4: After selecting the task, a new page will appear. Under the 'manage job definitions' tab,Search the name of the Enterprise that we are working on.

STEP 5: After selecting the enterprise, go to the 'manage list of values source' tab which is shown above and click on '+'.

STEP 6: A new tab will appear after clicking on '+'.
In the application name, select 'Application Toolkit'.

In the User list of values source name, type the name of the Client/the Module/parameter name as displayed in the DM.

The description can be the same as the 'user list of values source name'.

In the LOV type column, 'User Defined ' should be selected.

In the Query Column, the query which is used in the list of values in the Data Model should be pasted.

And 'Save and Close'.
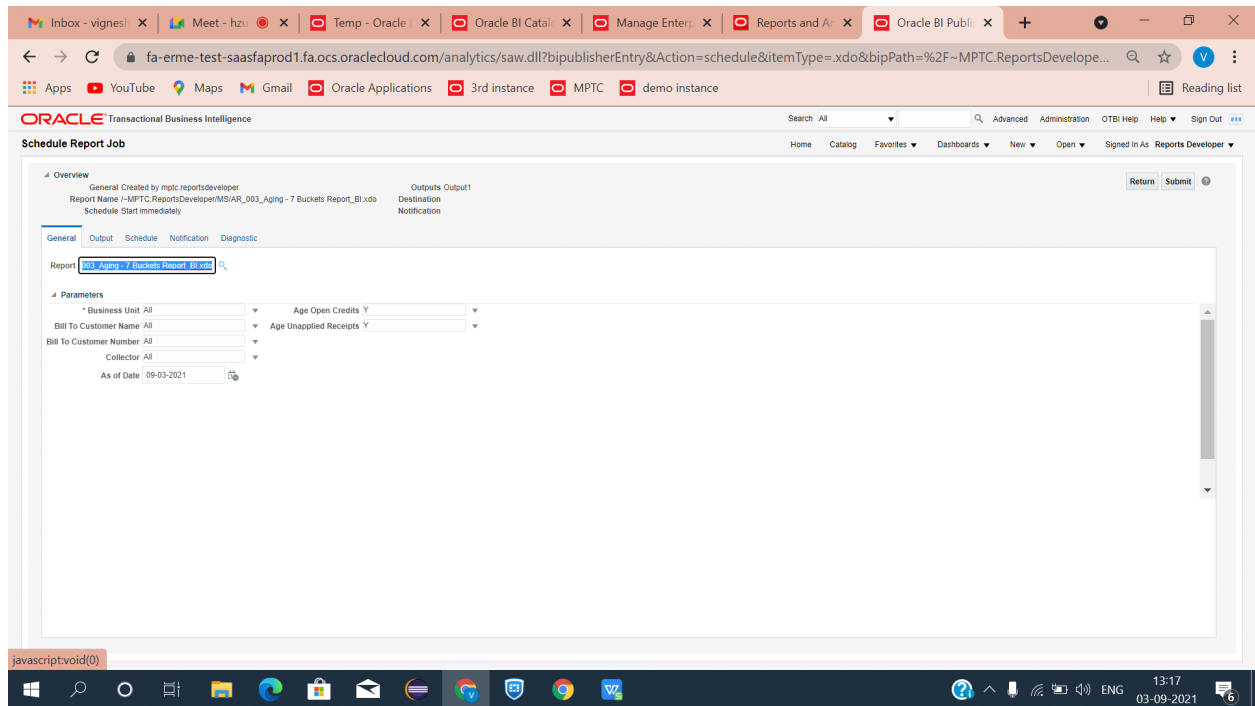
STEP 7: To get the Report ID and the path details, go to the report we are working on, click on 'more' and 'schedule'. Copy the the details which is present in the Report column.

STEP 8: Now click on the manage job definitions tab. A 'Create Job Definition' page will open.

In the display name insert the name of the report as shown in the screenshot.

In the 'Name' column, insert the same information as in the 'Display name' with '_' in between.

In the 'path' column, type/insert the path as shown in the screenshot.

The Description can be the same as the 'Display name'.

In the 'Job Application Name' column, select 'FscmEss'.

In the 'Job Type' column, select 'BIPJobType'.

In the 'Default Output Format' column, select the output format accordingly.

In the 'Report ID' column, paste the information copied from the previous screenshot.

STEP 9: Select 'True' from the 'Allow Multiple Pending Submissions' tab and enable the 'Enable Submission from scheduled Processes'.

STEP 10: After filling out the information above, now go to the parameter prompt seen below and click on '+'.

A tab will open as shown in the screenshot.

Paste the parameter name in the 'Parameter prompt tab' and select its Data type below.

You can select the type of date format you need.

Now click on 'Save and Create Another'.

STEP 11: In the same way, fill out the parameters that are necessary for the report.

If the data type is anything other than date type, the pop-up will be as shown above.

Click on the necessary data type.

Select 'List Of Values' in the 'Page element' tab.

Now select the name in the 'List of Values Source'.

Now move the column from the 'Available Attributes' to 'Display Attributes'.

If there are more parameters to be filled then 'save and create another' else 'save and close'.

STEP 12: Now the parameters will be displayed below, we can arrange it accordingly as given in the DM by using up & down arrows.

STEP 13: After checking and filling out the columns and inserting the necessary parameters.

You can 'save and close'.