

# PeopleTools | Process Monitor Enhancements

After you submit a job using the Process Scheduler Request page, use **Process Monitor** to review the status of scheduled or running processes.

You can view all processes to see the status of any job in the queue and control processes that you initiated.

To access the Process List page, select **PeopleTools > Process Scheduler > Process Monitor**.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below them is a section titled 'View Process Request For' with various filters: 'User ID' (QEDMO), 'Type' (dropdown), 'Last' (dropdown), '1' (input), 'Days' (dropdown), 'Refresh' button, 'Server' (dropdown), 'Name' (input), 'Instance From' (input), 'Instance To' (input), 'Clear' button, 'Run Status' (dropdown), 'Distribution Status' (dropdown), 'Save On Refresh' checkbox, 'Report Manager' link, and 'Reset' button. Below this is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains three rows of process instances.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4830		Application Engine	PTSF_GENFEED	QEDMO	01/06/2021 1:01:01AM PST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	4829		Application Engine	PSXP_DIRCLN	QEDMO	01/06/2021 1:01:01AM PST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	4828		Application Engine	PSXPARCHATTR	QEDMO	01/06/2021 1:01:00AM PST	Success	Posted	Details	▼ Actions

## New Buttons

There are two new buttons: Clear and Reset.

Clicking the **Clear** button clears the Process Request criteria.

Clicking the **Reset** button resets the Process Request criteria to that last saved.

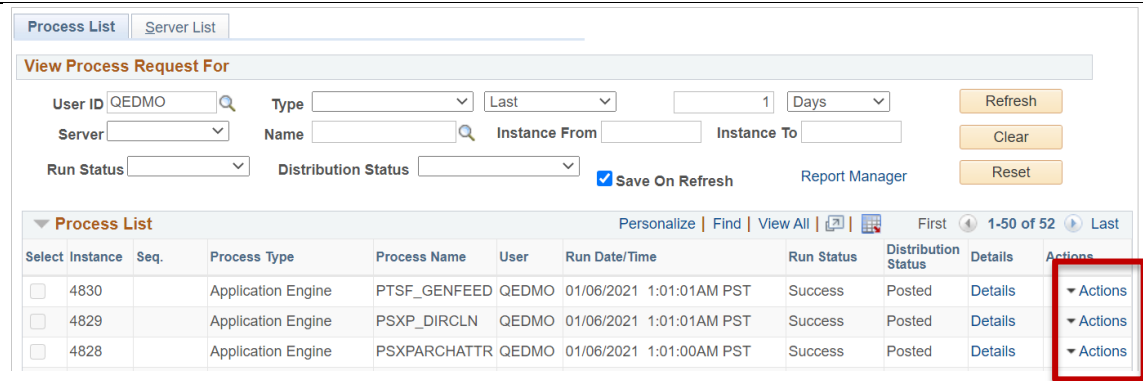
This screenshot is identical to the one above, but with a red rectangle highlighting the 'Clear' and 'Reset' buttons in the 'View Process Request For' section.

## Actions Menu

You can use the **Actions** Menu on the Process List page to apply options based on the run status and the distribution status of the processes.

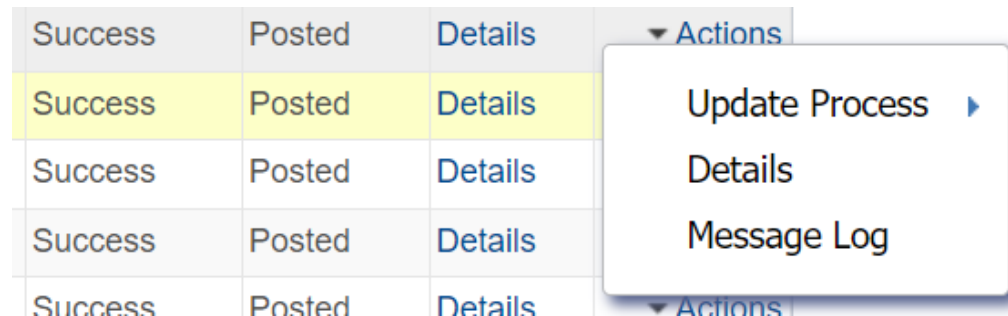
You can also use the **Actions** Menu to navigate to the **Message Log** and **View Log/Trace** links. These are the same actions that can be performed either elsewhere on this page or on the Details subpage.

Click the **Actions** menu for a list of related actions that can be performed on the current process.



The screenshot shows the 'Process List' tab selected. Below the tab is a 'View Process Request For' section with search filters: User ID (QEDMO), Type (Last), 1 Days, Refresh, Clear, Reset, Save On Refresh (checked), and Report Manager. Below this is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains three rows of data. The 'Actions' column for each row is highlighted with a red box.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	4830		Application Engine	PTSF_GENFEED	QEDMO	01/06/2021 1:01:01AM PST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	4829		Application Engine	PSXP_DIRCLN	QEDMO	01/06/2021 1:01:01AM PST	Success	Posted	Details	▼ Actions
<input type="checkbox"/>	4828		Application Engine	PSXPARCHATTR	QEDMO	01/06/2021 1:01:00AM PST	Success	Posted	Details	▼ Actions



The screenshot shows a table with columns: Success, Posted, Details, and Actions. The 'Actions' column is highlighted with a red box. A dropdown menu is open for the 'Actions' column, showing options: Update Process, Details, and Message Log.

Success	Posted	Details	Actions
Success	Posted	Details	▼ Actions
Success	Posted	Details	▼ Actions
Success	Posted	Details	▼ Actions
Success	Posted	Details	▼ Actions

Update Process ▶

Details

Message Log