

# COACH DESIGNATION IN ORACLE

## HOW TO RUN REPORTS

### STEP 1: Log into Oracle – Click on Manager Self-Service New

Oracle Applications Home Page

Navigation Menu:

- DISD AP Inquiry 001
- DISD Budget Revision Approver 001
- DISD Budget User 001
- DISD Campus/Org Inquiry and Reports
- DISD Contractor Management
- DISD Employee Self-Service
- DISD Gift Enrollment Representative
- DISD GL Acctg Inquiry Reports 001
- DISD GL Budget User 001
- DISD Grants Accounting Inquiry Reports
- DISD HR Principal/Dept Head 001
- DISD I-Procurement User 001
- DISD Manager Self-Service New**
- DISD Online Evaluation Appraiser
- DISD Online Evaluation Supervisor
- DISD OTA Inquiry Reports
- DISD OTA Training Administrator Self-Service
- DISD OTL Approve Timecards 001
- DISD OTL SUPPL Supplemental Pay 001
- DISD Requisitioner/Requisition Approver 001
- DISD Risk Management Portal
- DISD User Access Management

Worklist Table:

From	Type	Subject	Sent	Due
TILLERY, VICKIE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
JONES, LATASHA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
MENDOZA MARQUEZ, AARON	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HOCKMAN, LEANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
COY, LAURA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
GARCIA CHAVEZ, SYLVIA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
VALLES, CINDY	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
ROBERTS, SCOTT	DISD HRMS Self-Service	Please approve or reject the request.	03-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
TAYLOR, CATHERYN	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
ESPINOZA, STEPHANIE	Requisition	Purchase Requisition 1236451 for ESPINOZA, STEPHANIE (1,209.50 USD)	04-Apr-2018	

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.

### STEP 2: Click on Academic & Athletic Coach Designation

Oracle Applications Home Page

Navigation Menu:

- DISD Manager Self-Service New
- All Actions Awaiting Your Attention
- Change Employee Work Hours
- My Employee Information
- Worklist
- DISD Manager Ethnicity and Race
- DISD 4 Day Work Week Setup
- DISD Employee Charitable Donations
- Report
- DISD Manager Overtime Request
- DISD Manager Overtime Report
- DISD Principal Appraisal
- DISD Teacher Certification Report
- DISD Class Waiver
- DISD Approve Timecards
- DISD Admin Transfers
- DISD TEI Summative Performance
- Evaluation
- DISD TEI Scorecards
- DISD - Notice of Intent Survey Results
- Report
- DISD Time And Effort
- DISD Academic & Athletic Coach Designation**

Worklist Table:

From	Type	Subject	Sent	Due
TILLERY, VICKIE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
JONES, LATASHA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
MENDOZA MARQUEZ, AARON	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
HOCKMAN, LEANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
COY, LAURA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
GARCIA CHAVEZ, SYLVIA	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
VALLES, CINDY	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
ROBERTS, SCOTT	DISD HRMS Self-Service	Please approve or reject the request.	03-Apr-2018	
HUGHES, JO ANNE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
TAYLOR, CATHERYN	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
BELLEW, MIKE	DISD HRMS Self-Service	Please approve or reject the request.	04-Apr-2018	
ESPINOZA, STEPHANIE	Requisition	Purchase Requisition 1236451 for ESPINOZA, STEPHANIE (1,209.50 USD)	04-Apr-2018	

TIP Vacation Rules - Redirect or auto-respond to notifications.  
 TIP Worklist Access - Specify which users can view and act upon your notifications.

# COACH DESIGNATION IN ORACLE

## HOW TO RUN REPORTS

**STEP 3: Click on View Report**

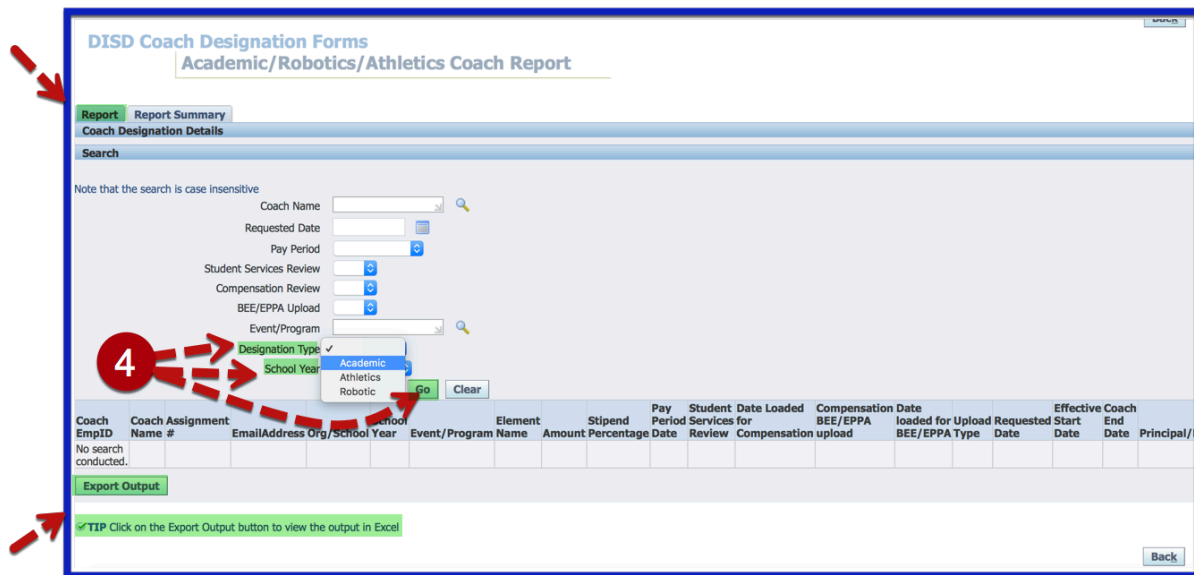


**STEP 4A: Report is selected as the default**

**Select Designation Type**

**Select School Year**

**Click Go**



# COACH DESIGNATION IN ORACLE

## HOW TO RUN REPORTS

**REPORT: Detailed summary including payment information**

**View online or click Export Output to download to Excel**

Coach EmpID	Coach Name	Assignment #	Email Address	Org/School	School Year	Event/Program	Element Name	Amount	Stipend Percentage	Pay Period	Student Services Review	Date Loaded	Compensation BEE/EPPA upload	Date loaded for BEE/EPPA	Upload Type	Requested Date
68525	ALEXANDER, TIFFANY C.	68525	TIFALEXANDER@dallasisd.org	001-ADAMS HS	2018-2019	ACADEMIC DECATHLON	ADDI AC DEC DEST IMAGIN		100		N		N			Pending 29-Jul-2018
82050	ARMSTRONG, DONNELL LEI	82050	DOARMSTRONG@dallasisd.org	001-ADAMS HS	2018-2019	ACADEMIC PENTATHLON	PENTATHLON	33.3			N		N			Pending 29-Jul-2018
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	001-ADAMS HS	2018-2019	ACADEMIC DECATHLON	ADDI AC DEC DEST IMAGIN	777	100		Y	30-Jul-2018	N			Pending 29-Jul-2018
84857	BECKER, STUART	84857-2	STBECKER@dallasisd.org	001-ADAMS HS	2018-2019	DESTINATION IMAGINATION	ADDI AC DEC DEST IMAGIN		25		N		N			Pending 29-Jul-2018
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	001-ADAMS HS	2018-2019	CHESS	CHES CHESS		25		N		N			Pending 30-Jul-2018
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	001-ADAMS HS	2018-2019	ACADEMIC PENTATHLON	PENTATHLON		25		N		N			Pending 30-Jul-2018
85467	BORN, AUBRY MARIE	85467	AUBORN@dallasisd.org	001-ADAMS HS	2018-2019	ACADEMIC DECATHLON	ADDI AC DEC DEST IMAGIN	800	100		N		N			Pending 30-Jul-2018
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	001-ADAMS HS	2018-2019	DESTINATION IMAGINATION	ADDI AC DEC DEST IMAGIN		25		N		N			Pending 30-Jul-2018
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	001-ADAMS HS	2018-2019	UIL COACH	UIL COACH COORDINATOR		25		N		N			Pending 30-Jul-2018
71645	ASHMORE, GRANT	71645	GASHMORE@dallasisd.org	001-ADAMS HS	2018-2019	NEWSPAPER	NEWS NEWSPAPER		25		N		N			Pending 30-Jul-2018

### STEP 4B: Select Report Summary

Select any of the searchable fields or Click Go to see all designations

# COACH DESIGNATION IN ORACLE

## HOW TO RUN REPORTS

**REPORT SUMMARY:** Summary of coach designations

**View online or click Export Output to download to Excel**

**DISD Coach Designation Forms**  
Academic/Robotics/Athletics Coach Report

Report **Report Summary**

**Simple Search**  
Note that the search is case insensitive

Coach Name

Designation Type

Event/Program

School Year **2018-2019**

Employee Name	Employee ID	School Year	Location	Event/Program	Effective Start Date	Effective End Date	Approval Status	Approved Date	Coach Sign Date	Designation Type
ALEXANDER, TIFFANY C.	68525	2018-2019	001-ADAMS HS	ACADEMIC DECATHLON	01-Sep-2018					Academic
ASHMORE, GRANT	71645	2018-2019	001-ADAMS HS	ACADEMIC DECATHLON	01-Sep-2018	16-Oct-2018	Approved	30-Jul-2018	30-Jul-2018	Academic
BECKER, STUART	84857	2018-2019	001-ADAMS HS	FRC ROBOTICS LEAGUE	01-Sep-2018				30-Jul-2018	Robotic
BROWN, RODNEY DARNELL	73084	2018-2019	001-ADAMS HS	HS FOOTBALL ASSISTANT	01-Sep-2018					Athletics
MCDUGLE, JIMMY D	54751	2018-2019	001-ADAMS HS	HS BASEBALL ASST/JV/ FR	01-Sep-2018				31-Jul-2018	Athletics
MCDUGLE, JIMMY D	54751	2018-2019	001-ADAMS HS	MS FOOTBALL ASSISTANT	01-Sep-2018				31-Jul-2018	Athletics
MCDUGLE, JIMMY D	54751	2018-2019	001-ADAMS HS	HS WRESTLING HEAD B/G	01-Sep-2018				31-Jul-2018	Athletics
ALEXANDER, TIFFANY C.	68525	2018-2019	001-ADAMS HS	CHEERLEADER - VARSITY	01-Sep-2018					Academic
ALEXANDER, TIFFANY C.	68525	2018-2019	001-ADAMS HS	CAMPUS ACTIVITY COORDINATOR	01-Sep-2018					Academic
ASHMORE, GRANT	71645	2018-2019	001-ADAMS HS	DESTINATION IMAGINATION	31-Jul-2018				31-Jul-2018	Academic

✓TIP Click on the Export Output button to view the output in Excel