




Background Processing with Large Amounts of data

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Occasionally you may have a need to run a report in the background, if it will take longer than a few minutes to run the report. For example, OSUP and OSRAP require that agencies report on Fringe Benefits each year (see [OSUP memo 07-16](#)) and several reports must be run for an entire year. Please see our on-line [reports manual](#) for executing a report in the background.

Once you are viewing the spool output, you may see a message that says “**Only page 1 to page 10 of 334 displayed**”. (The system default is to display only 10 pages at a time.) To display the remaining pages:

- Click . The **Settings for Spool Request Display** pop-up box appears.
- Change the **Display area** page numbers and click , the pages will be displayed.
- A message may display concerning memory overflow, click . This is only a warning and should **not** present a problem in displaying report.

At this point, you can review the data, print the report or export to a local file, as needed.