## Dispatching RTV

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| 1.   | Begin by navigating to the **Dispatch RTVs** page.  
      | Click the **Purchasing** link. |
| 2.   | Click the **Dispatch RTVs** link. |
| 3.   | A **Run Control ID** is an identifier that, when paired with your User ID, uniquely identifies the process you are running. The Run Control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt you for additional values.  
      | You can run this process by searching for an existing Run Control ID or you can add a new value. Creating a Run Control ID that is relevant to the process may help you remember it for future use.  
      | Click the **Add a New Value** tab. |
| 4.   | Enter the desired information into the **Run Control ID** field. Enter a valid value e.g. "DISP_RTV".  
      | Click the **Add** button. |
| 5.   | Use the **Dispatch RTVs** page to enter the request parameters. These parameters will be used to define the processing rules and data to be included when the process is run.  
      | Enter the desired information into the **Business Unit** field. Enter a valid value e.g. "US001".  
      | Enter the desired information into the **RTV ID** field. Enter a valid value e.g. "0000000005".  
      | Click in the **Business Unit** field.  
      | Click in the **RTV ID** field. |
| 6.   | Click in the **Business Unit** field.  
      | Enter the desired information into the **Business Unit** field. Enter a valid value e.g. "US001".  
      | Enter the desired information into the **RTV ID** field. Enter a valid value e.g. "0000000005".  
      | Click the **Run** button.  
<pre><code>  | Use the **Process Scheduler Request** page to enter or update parameters, such as server name and process output format. |
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| 14.  | You must select a **Server Name** to identify the server on which the process will run. If you use the same Run Control ID for subsequent processes, the server name that you last used will default in this field.  
Click the **Server Name** list. |
| 15.  | Click an entry in the list. |
| 16.  | Click the **Process List** option. |
| 17.  | Click the **Process List** option. |
| 18.  | Click the **OK** button. |
| 19.  | Notice the **Process Instance** number appears. This number helps you identify the process you have run when you check the status. |
| 20.  | Click the **Process Monitor** link. |
| 21.  | Use the **Process List** page to view the status of submitted process requests. |
| 22.  | The current status of the process is **Processing**. The process is finished when the status is **Success**. Continue to click the **Refresh** button until the status is **Success**. |
| 23.  | Click the **Refresh** button. |
| 24.  | Notice the status for the requested process is **Success**. |
| 25.  | You have successfully dispatched an RTV. **End of Procedure.** |