NDU Course Enrollment Section Status Report

Instructions for Set-up and Running

PeopleSoft Navigation:

1. NDU Applications
2. NDU Student Records
3. Report
4. NDU Course Enroll Sect Status
5. This navigation will take you to a Run Control page.
6. If you have not run this report before:
   - Click on the Add New Value link
   - In the box, enter UNDSectionStatus, followed by your department abbreviation (no spaces), then click the ADD button (e.g., "SectionStatusCHEM")
   - UND01 should be pre-filled; also enter 0910 for the term, click the Save button
   - Click the Run button
   - Select PSNT for the Server Name
   - If you wish, you may change the date and time that you want the report to run (you can leave the date/time and the report will run immediately, or you can schedule it in advance).
   - In the Process List section, you can specify the format of the output. The Type should always be "Web." The Format should either be PDF for a ready to print report, or CSV if you want the output as an Excel file.
   - Click OK.
   - Click the Process Monitor link near the top of the screen
   - Click the Refresh button periodically until the status of the report has changed to "Success"
   - Click on the Details link to the right of the report
   - Click on the View Log/Trace link at the bottom of the next screen
   - Click on the link to the NDU001SR_xxxxxx.PDF file (or CSV file)
   - The file will open with Adobe Acrobat, and you can save it to your desktop or other desired location by clicking on the Adobe diskette icon ("Save a Copy"); if you selected a CSV file, it will open with Excel and be saved as a spreadsheet.
7. If you already have run this report before:
   - Leaving Run Control ID field blank, click on the Search button
   - The list of (types of) reports you have run before will be listed. Select the UNDSectionStatusxxxx link
   - All the values that you have entered before will have been saved. You can change the term if you need to run this for a different term.
   - Click the Save button if you want to save your term parameter for next time.
   - Click the Run button; on the next screen, click the OK button.
   - Follow steps 9 to 14 with Process Monitor as indicated above.

Tip: Whenever you are running a report for the first time, follow steps 1-13 described above. It is important for you to create a meaningful Run Control ID name for each different report, one that you will recognize easily later The Run Control ID is specific to your user ID. Once you create a Run Control ID for a report, you cannot delete it, so make sure you name it meaningfully.

Run Control ID's are not allowed to have any spaces or special characters except for the Underscore. The name in the example above was meaningful and used no spaces. It could also have been entered as "UNDSection_Status_CHEM," but could not have been entered as "UNDSection Status CHEM" or "Section-Status-CHEM."

RETRIEVING REPORTS FROM PROCESS MONITOR IN PEOPLESOFT

You can run reports immediately or schedule then in advance. You do not have to save the reports to your PC unless you want to keep them indefinitely; instead, you can retrieve them later by using the following navigation:

1. PeopleTools – Process Scheduler

2. Process Monitor
   This navigation will display the reports that you have run. Parameters on the Process List screen that appears will include your UserID, the Server Name PSNT, and the "Last:" field. The "Last" field controls how far back you want to see the list of reports that you have run. If you set the parameter to "None," then the list will include all the reports you ever ran and did not delete. Alternatively, you can set the parameter to Days or Hours or Minutes and enter a number in the box to the left of the parameter, to denote "Last 7 Days", for example, to display all the reports you have run in the last 7 days.

3. Click on the Refresh button, and the list of reports will be displayed.

4. Find the report you are looking for. They are listed in reverse chronological order. You will also need to know the process name (e.g., NDU001SR for the Section status report).

5. Click on the Details link at the right of the report line

6. Click on the View Log/Trace link at the bottom of the next page.

7. Click on the link to the PDF (or CSV for some reports), and the report will be opened by Adobe (or Excel for CSV files).

Revised 6/30/08