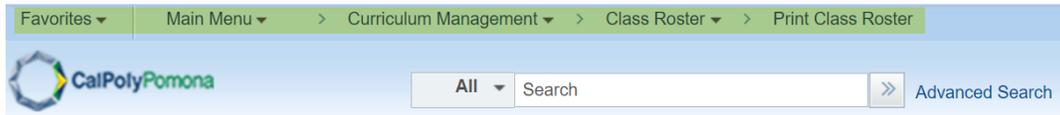


Print Class Roster

1. Navigate to Print Class Roster
2. Run Control ID
 - a. Click on the Search button to view a list of your Run Control IDs. Select the appropriate ID from your list. If you do not have a run control ID for 'Print Class Roster' proceed to D
 - b. If you do have a run control ID, select search and continue to number 3
 - c. Note: You may use the same Run Control ID to print Class Rosters for different terms, sessions, academic organization, subject areas, and class nbr.



Print Class Roster

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

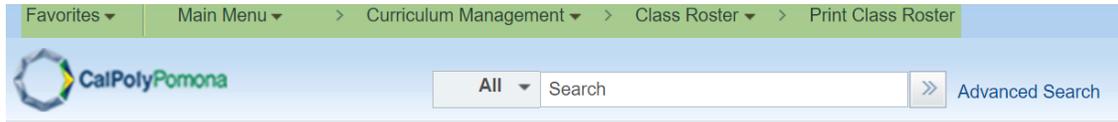
Search by: Run Control ID begins with

Case Sensitive

[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

- d. Click on 'Add a New Value' tab/link and enter a Run Control ID. A Run Control ID cannot have any spaces; an underscore should be used in place of a space. Click on the Add button after you have entered a Run Control ID.



Print Class Roster

Find an Existing Value | **Add a New Value**

Run Control ID

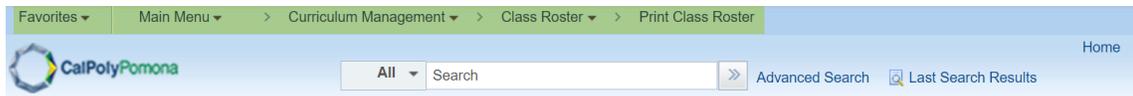
Add

Recommendation
 The Run Control ID should reflect the type of report you're running. Do not include information such as term/qr., department name, etc. in your ID. We recommend one of the following IDs for the Class Roster report.

1) Class_Roster_Report
 2) Print_Class_Roster

[Find an Existing Value](#) | [Add a New Value](#)

3. Report Criteria (Required Fields):
 - a. Term
 - b. Session
 - c. Academic Organization, or Subject Area, or Class Nbr
 - d. Students In The Report
4. Save
5. Click on Run



Print Class Roster

Run Control ID Print_class_roster Report Manager Process Monitor **Run**

*Academic Institution Cal Poly Pomona 1.

*Term Fall Semester 2020

Assignment Find | View All 1 of 1

*Session Display Permissions

*Sort Option

Select One of the Following

Academic Organization

Subject Area

Class Nbr 2.

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

OEE Start Date Range

From:

To:

Save **Return to Search** **Notify** **Add** **Update/Display**

3.

6. When you select run it will take you to the Process Scheduler Request window
 - a. Server name: PSUNX
 - b. Type: Web
 - c. Format: PDF
 - d. Ok

Process Scheduler Request

User ID 012884898

Run Control ID Print_class_roster

Server Name ▾

Run Date 

Recurrence ▾

Run Time

Time Zone  Pacific Time (US)

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Roster	SRCLSRST	SQR Report	<input type="text" value="Web"/> ▾	<input type="text" value="PDF"/> ▾	Distribution

If you select a report type of Email and would like to send the report to multiple people, click on Distribution. Email addresses should be separated by commas.

7. When you select it will take you back to the Print Class Roster page, but it will now have generated a Process Monitor number
 - a. Select Process Monitor

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Class Roster](#) > [Print Class Roster](#)



[Advanced Search](#) [Last S](#)

Run Control ID Print_class_roster Report Manager **Process Monitor**

Process Instance:4250934

*Academic Institution Cal Poly Pomona
 *Term Fall Semester 2020

Assignment [Find](#) | [View All](#) **1 of 1**

*Session Display Permissions

*Sort Option

Select One of the Following

Academic Organization

Subject Area

Class Nbr

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

OEE Start Date Range

From:

To:

8. It will then take you to the View Process Request For page
 - a. Click on the Refresh button periodically until the Run Status shows "Success" and Distribution Status shows Posted"
 - b. Click on the Details link to view report processing details

[Favorites](#) > [Main Menu](#) > [Curriculum Management](#) > [Class Roster](#) > [Print Class Roster](#) > [Process Monitor](#)



[Advanced Search](#) [Last Search Results](#)

[New Window](#) | [Help](#)

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last 1 All

Server Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4250934		SQR Report	SRCLSRST	012884898	11/12/2020 12:35:51PM PST	Success	Posted	Details

9. Then select View Log/Trace

Favorites ▾ | Main Menu ▾ > Curriculum Management ▾ > Class Roster ▾ > Print Class Roster > Process Monitor

 All ▾ Search [] >> Advanced Search []

Process Detail

Process

Instance 4250934 **Type** SQR Report
Name SRCLSRST **Description** Class Roster
Run Status Success **Distribution Status** Posted

Run

Run Control ID Print_class_roster
Location Server
Server PSUNX
Recurrence

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Re-send Content
- Restart Request

Date/Time

Request Created On 11/12/2020 12:36:16PM PST
Run Anytime After 11/12/2020 12:35:51PM PST
Began Process At 11/12/2020 12:36:34PM PST
Ended Process At 11/12/2020 12:37:00PM PST

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)

OK Cancel

