

Department/Major Address Report

How to Run and Access the Report

OBJECTIVE: This document will detail how to run the Department/Major report. It will also explain how to access and save a copy of the report.

CONTENTS:

[LESSON 1: RUN & SAVE DEPT./MAJOR ADDRESS REPORT..... PG. 2](#)

[LESSON 2: EMAIL DEPT./MAJOR ADDRESS REPORT..... PG. 8](#)

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/cms/contact.shtml> to locate the

STUDENT RECORDS FUNCTIONAL LEAD

under Student Administration.

STUDENT RECORDS

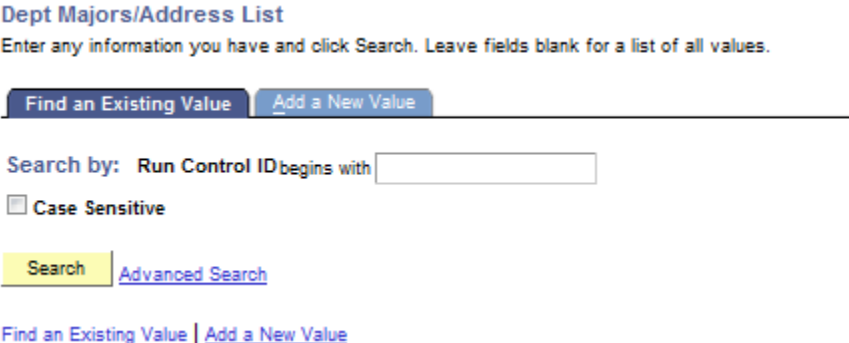
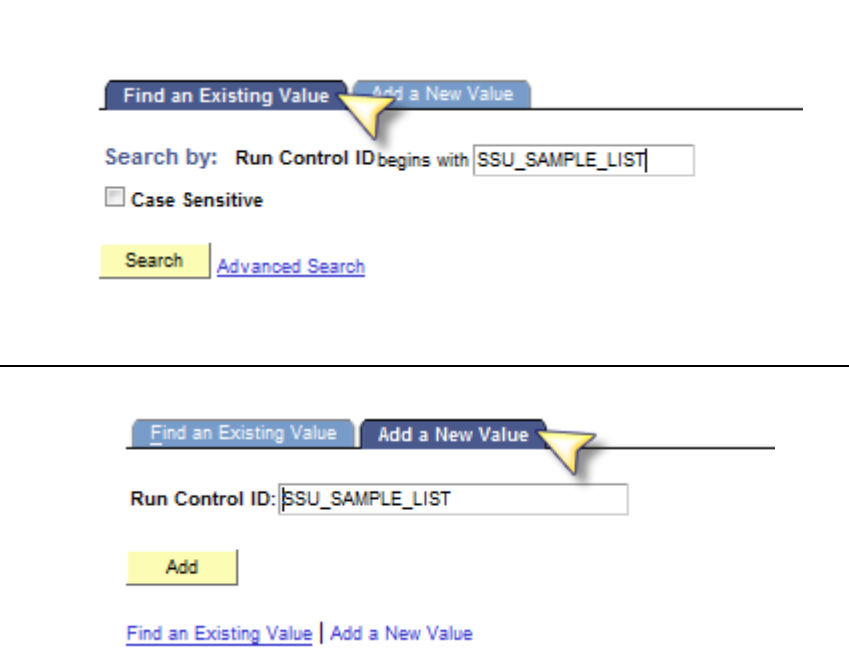
STAFF - <http://www.sonoma.edu/cms/documentation/>

Last Update: 7/5/11

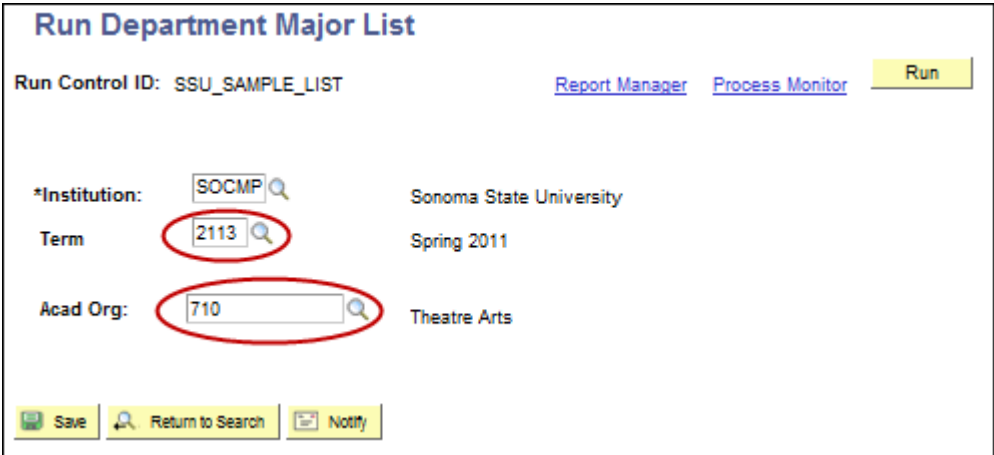
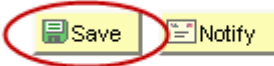

Lesson 1: Run and Save the Department/Major Address Report

Navigation: SON Customizations>SON Campus Solutions>Student Records>Reports>Dept Major/Address List

Introduction: The table below will outline how to run the report as well as how to save the report for customization and future use.

Step	Action	Screenshot						
1	Navigate to SON Customizations>SON Campus Solutions>Student Records>Reports>Dept Major/Address List							
2	<table border="1"> <thead> <tr> <th data-bbox="191 1115 358 1146">If</th> <th data-bbox="367 1115 550 1146">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="191 1150 358 1482">You have previously run this report.</td> <td data-bbox="367 1150 550 1482">Click on Find an Existing Value and click Search to locate a previous run control.</td> </tr> <tr> <td data-bbox="191 1486 358 1774">You would like to add a new value.</td> <td data-bbox="367 1486 550 1774">Click on the Add a New Value, enter a new Run Control ID, and click Add.</td> </tr> </tbody> </table>	If	Then	You have previously run this report.	Click on Find an Existing Value and click Search to locate a previous run control.	You would like to add a new value.	Click on the Add a New Value , enter a new Run Control ID, and click Add .	
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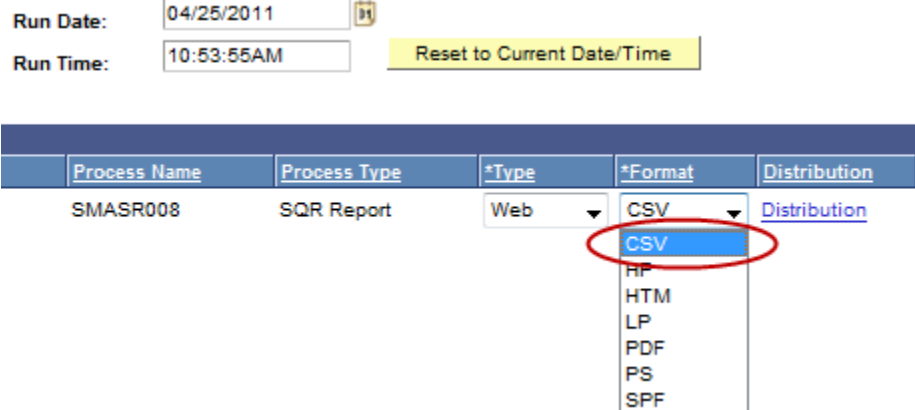

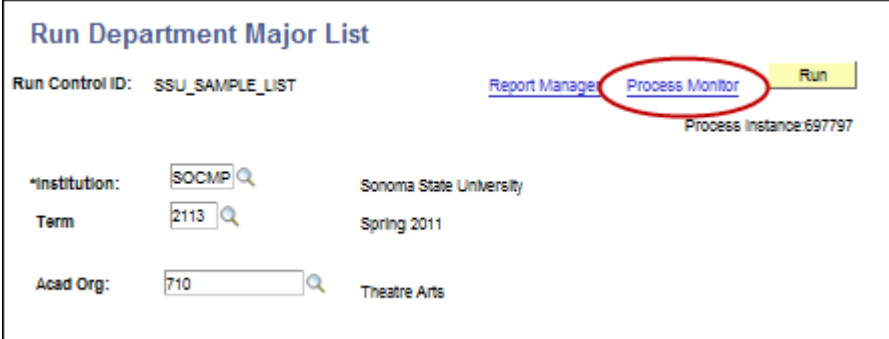
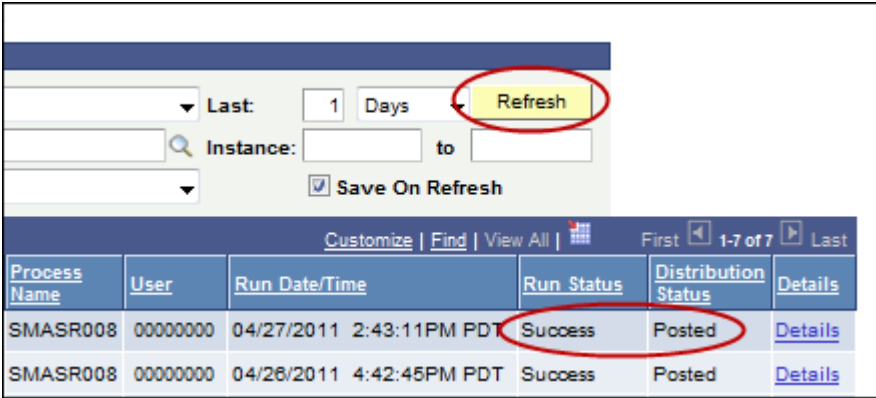
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<p>3</p> <p>If you are adding a Run Control then enter the Term and Acad Org for which you want to run the report, otherwise these fields should already be populated. The Institution will default to SOCMP.</p> <p>NOTE: The Term and Acad Org can be looked up from their respective tables by clicking on the magnifying glass.</p>	 <p>Run Department Major List</p> <p>Run Control ID: SSU_SAMPLE_LIST Report Manager Process Monitor Run</p> <p>*Institution: <input type="text" value="SOCMP"/> Sonoma State University</p> <p>Term: <input type="text" value="2113"/> Spring 2011</p> <p>Acad Org: <input type="text" value="710"/> Theatre Arts</p> <p>Save Return to Search Notify</p>
<p>4</p> <p>If adding a value, click on Save.</p>	 <p>Save Notify</p>
<p>5</p> <p>Click on Run in the upper right corner. This will take you to the Process Scheduler.</p>	 <p>Report Manager Process Monitor Run</p>

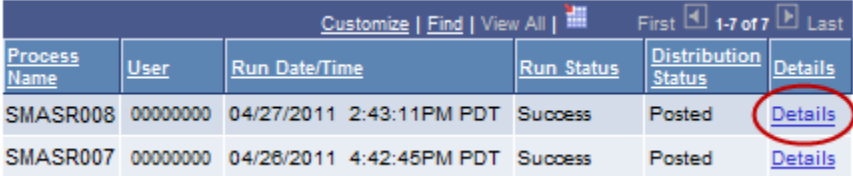
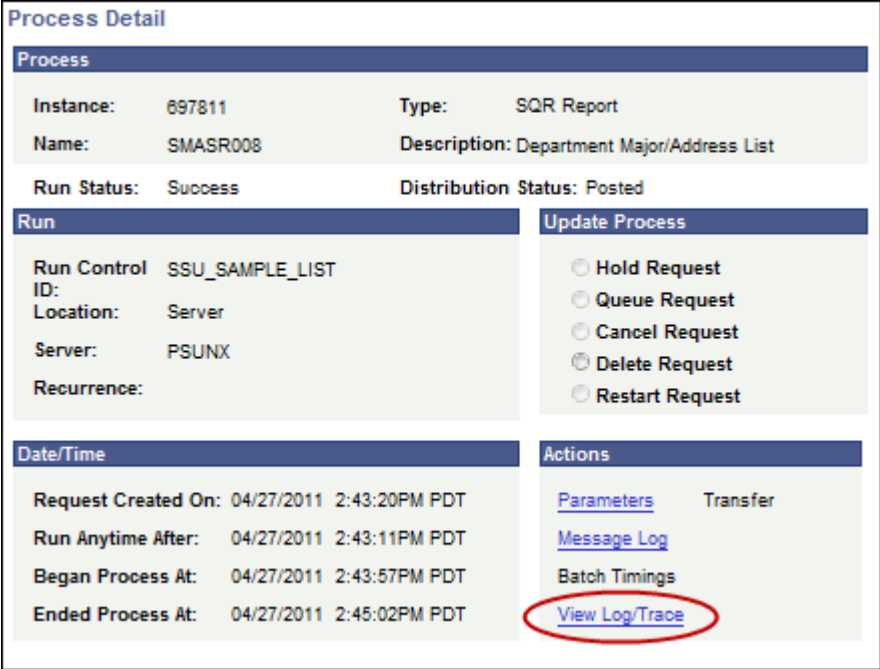
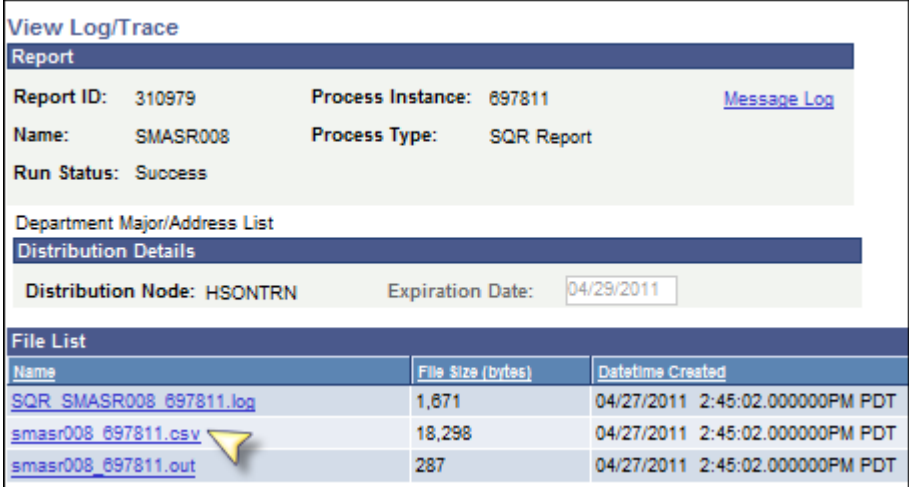
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6	In the Server Name drop down select PSUNX .	<p>Process Scheduler Request</p> <p>User ID: 02219599 Run Control ID: SSU_SAMPL</p> <hr/> <p>Server Name: PSUNX Run Date: 04/25/2011</p> <p>Recurrence: Run Time: 10:53:55AM Reset</p> <p>Time Zone: </p> <p>Process List</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Department Major/Address List</td> <td>SMASR008</td> <td>SQR Report</td> </tr> </tbody> </table>	Select	Description	Process Name	Process Type	<input checked="" type="checkbox"/>	Department Major/Address List	SMASR008	SQR Report		
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7	<table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>You would like to view the report online...</td> <td>Go to step 8.</td> </tr> <tr> <td>You would like to have the report emailed to you.</td> <td>Go to Lesson 2.</td> </tr> </tbody> </table>	If	Then	You would like to view the report online...	Go to step 8.	You would like to have the report emailed to you.	Go to Lesson 2.					
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8	In the Type drop down select Web .	<p>Run Date: 04/25/2011 </p> <p>Run Time: 10:53:55AM Reset to Current Date/Time</p> <table border="1"> <thead> <tr> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td>SMASR008</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p><i>(Note: The 'Web' option in the *Type dropdown is circled in red in the original image.)</i></p>	Process Name	Process Type	*Type	*Format	Distribution	SMASR008	SQR Report	Web	PDF	Distribution
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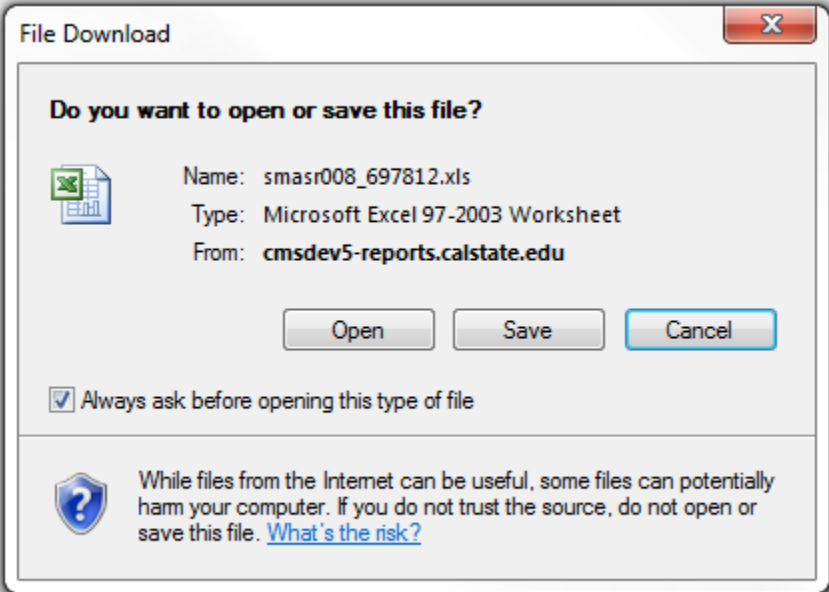
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<p>9</p>	<p>In the Format drop down select CSV.</p>	
<p>10</p>	<p>Click the Ok button.</p>	
<p>11</p>	<p>Click on the Process Monitor link.</p>	
<p>12</p>	<p>Click the yellow Refresh button until the status reads Success and the Distribution Status reads Posted.</p>	

Continued on the next page...

13	Click on the Details link.	 <p>Customize Find View All First 1-7 of 7 Last</p> <table border="1"> <thead> <tr> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Distribution Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>SMASR008</td> <td>00000000</td> <td>04/27/2011 2:43:11PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> <tr> <td>SMASR007</td> <td>00000000</td> <td>04/26/2011 4:42:45PM PDT</td> <td>Success</td> <td>Posted</td> <td>Details</td> </tr> </tbody> </table>	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	SMASR008	00000000	04/27/2011 2:43:11PM PDT	Success	Posted	Details	SMASR007	00000000	04/26/2011 4:42:45PM PDT	Success	Posted	Details
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14	At the bottom of the page click the View Log/Trace link.	 <p>Process Detail</p> <p>Process</p> <p>Instance: 697811 Type: SQR Report Name: SMASR008 Description: Department Major/Address List Run Status: Success Distribution Status: Posted</p> <p>Run Update Process</p> <p>Run Control: SSU_SAMPLE_LIST ID: Location: Server Server: PSUNX Recurrence:</p> <p><input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request</p> <p>Date/Time Actions</p> <p>Request Created On: 04/27/2011 2:43:20PM PDT Run Anytime After: 04/27/2011 2:43:11PM PDT Began Process At: 04/27/2011 2:43:57PM PDT Ended Process At: 04/27/2011 2:45:02PM PDT</p> <p>Parameters Transfer Message Log Batch Timings View Log/Trace</p>																		
15	Under File List there will be a file ending in .csv . Click on this link.	 <p>View Log/Trace</p> <p>Report</p> <p>Report ID: 310979 Process Instance: 697811 Message Log Name: SMASR008 Process Type: SQR Report Run Status: Success</p> <p>Department Major/Address List</p> <p>Distribution Details</p> <p>Distribution Node: HSONTRN Expiration Date: 04/29/2011</p> <p>File List</p> <table border="1"> <thead> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SQR_SMASR008_697811.log</td> <td>1,671</td> <td>04/27/2011 2:45:02.000000PM PDT</td> </tr> <tr> <td>smasr008_697811.csv</td> <td>18,298</td> <td>04/27/2011 2:45:02.000000PM PDT</td> </tr> <tr> <td>smasr008_697811.out</td> <td>287</td> <td>04/27/2011 2:45:02.000000PM PDT</td> </tr> </tbody> </table>	Name	File Size (bytes)	Datetime Created	SQR_SMASR008_697811.log	1,671	04/27/2011 2:45:02.000000PM PDT	smasr008_697811.csv	18,298	04/27/2011 2:45:02.000000PM PDT	smasr008_697811.out	287	04/27/2011 2:45:02.000000PM PDT						
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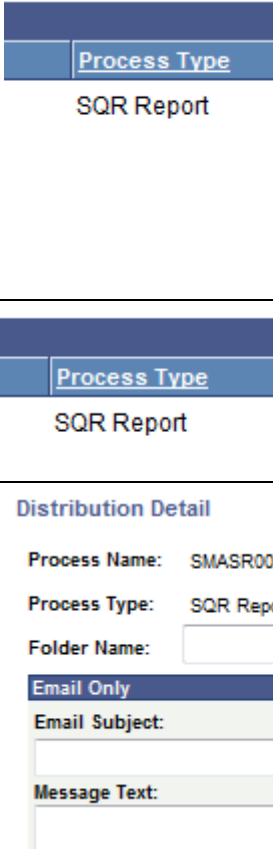
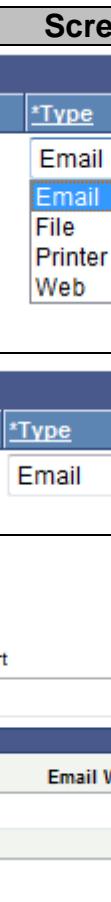
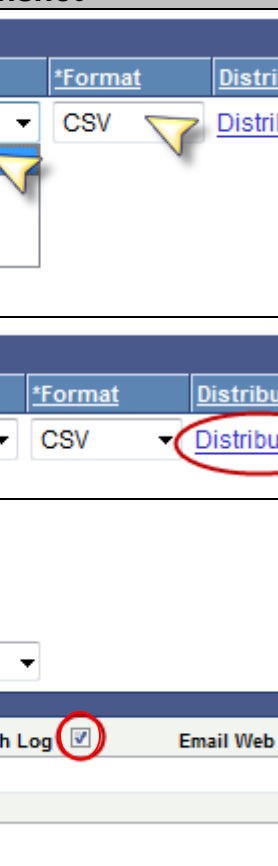
16	A new browser window will open. Click on the option you prefer and the file will begin to download.	
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Lesson 2: Email the Department/Major Address Report

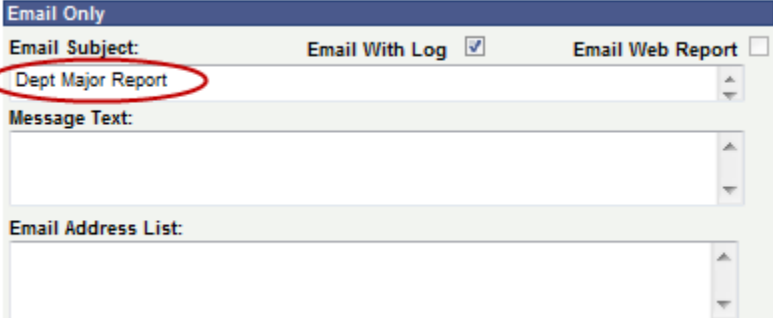
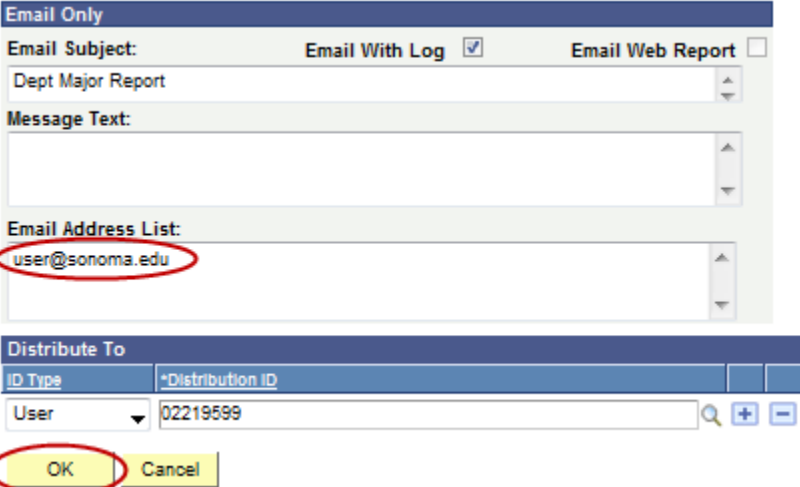
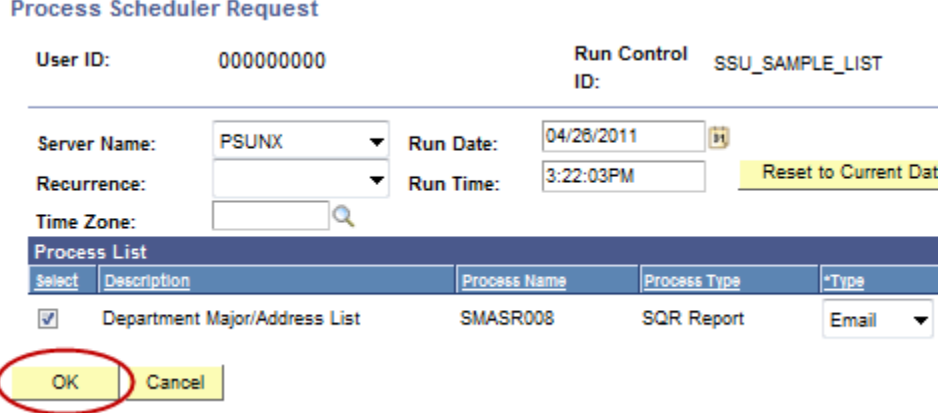
Navigation: SON Customizations>SON Campus Solutions>Student Records>Reports>Dept Major/Address List

Introduction: The lesson below will detail how to have the results of a department/major address report emailed to the requester rather than having to monitor the report manager or process monitor.

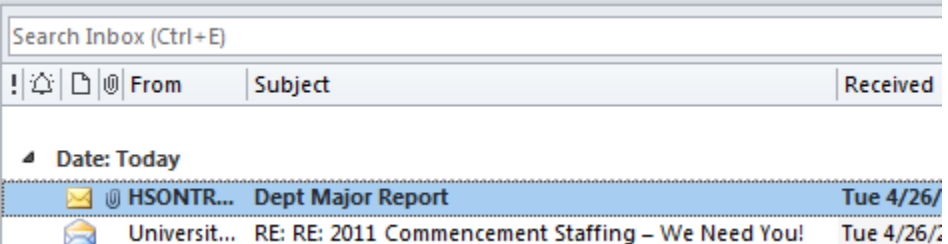
NOTE: In order for this process to work lesson one must be followed through step 6.

Step	Action	Screenshot
1	Select Email as the type and CSV as the format.	
2	Click on Distribution .	
3	Check Email with Log box.	

Continued on the next page...

4	Enter an Email Subject	
5	Enter an email address to send it to in the Email Address List box and click OK .	
6	On the following page click OK .	

Continued on the next page...

7	Wait for the email to be received in your inbox. The .csv file will be attached.	 <p>Search Inbox (Ctrl+E)</p> <table border="1"> <thead> <tr> <th>From</th> <th>Subject</th> <th>Received</th> </tr> </thead> <tbody> <tr> <td colspan="3">Date: Today</td> </tr> <tr> <td>HSONTR...</td> <td>Dept Major Report</td> <td>Tue 4/26/</td> </tr> <tr> <td>Universit...</td> <td>RE: RE: 2011 Commencement Staffing – We Need You!</td> <td>Tue 4/26/;</td> </tr> </tbody> </table>	From	Subject	Received	Date: Today			HSONTR...	Dept Major Report	Tue 4/26/	Universit...	RE: RE: 2011 Commencement Staffing – We Need You!	Tue 4/26/;
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