

Faculty Workload Detail Report

How to run it.

OBJECTIVE:

CONTENTS:

[LESSON 1 FACULTY WORKLOAD DETAIL REPORT PG. 2](#)

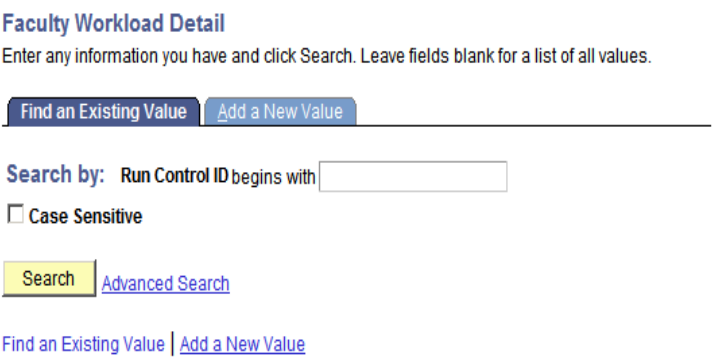
NEED ADDITIONAL INFORMATION?

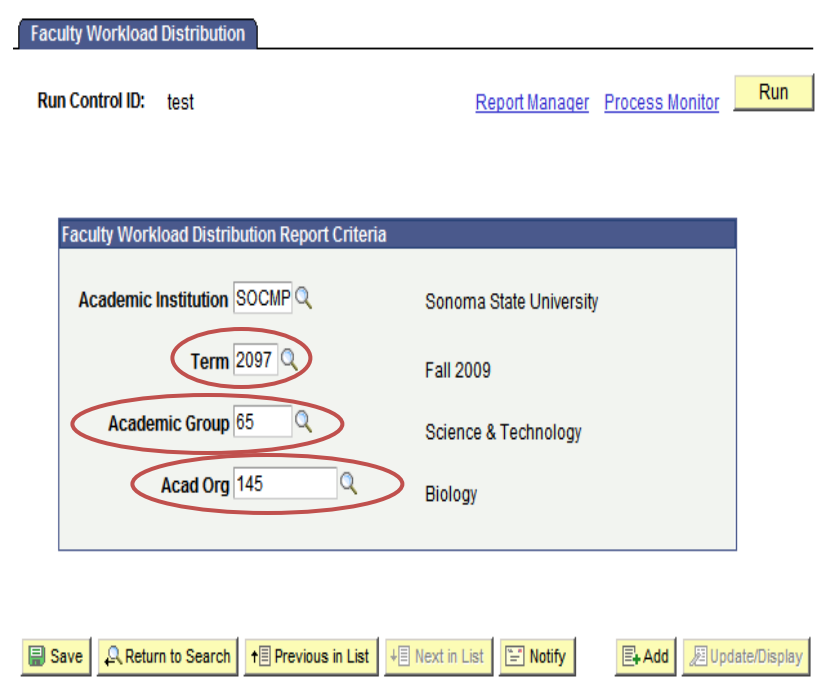
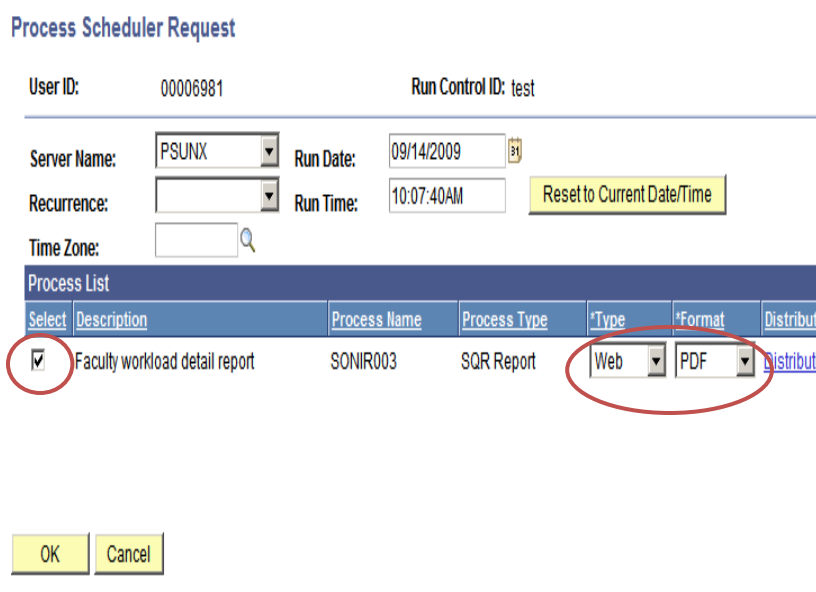
For further questions on this process please contact cms@sonoma.edu

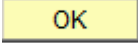
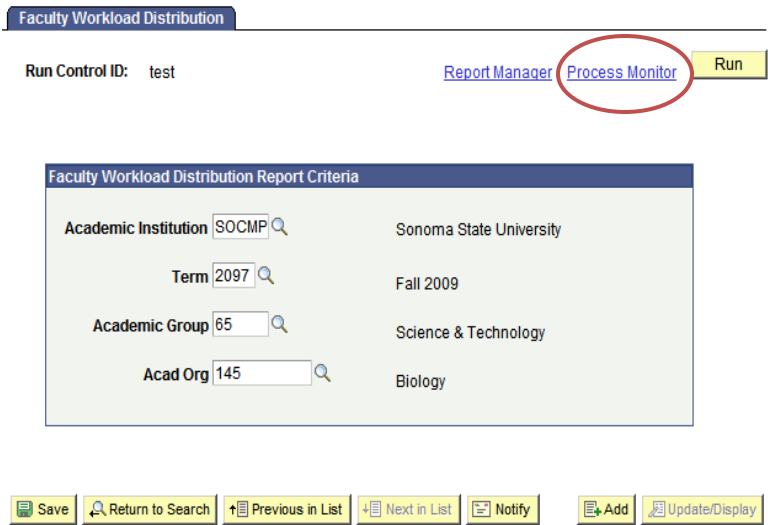
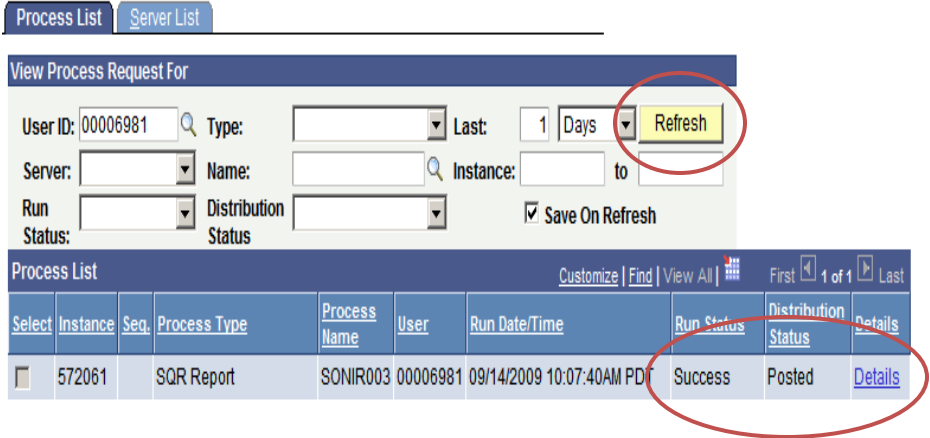
Lesson 1: Faculty Workload Detail Report

Navigation: Son Customizations>Son Campus Wide>Faculty Workload Detail Report

Faculty Workload Detail Report

Step	Action	Screenshot						
1	<p>Enter the run control ID for this process or search for an existing run control to use.</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>A run control exists and you know the ID....</td> <td>Enter it in the Run Control ID box and click Search.</td> </tr> <tr> <td>A new run control needs to be created</td> <td>Click on Add a New Value, enter a name for the run control, and click Add.</td> </tr> </tbody> </table>	If	Then	A run control exists and you know the ID....	Enter it in the Run Control ID box and click Search .	A new run control needs to be created	Click on Add a New Value , enter a name for the run control, and click Add .	
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A new run control needs to be created	Click on Add a New Value , enter a name for the run control, and click Add .							

<p>2</p> <p>Enter the term you wish to run the process for.</p> <p>Enter the Academic Group.</p> <p>Enter the Acad Org.</p>	 <p>The screenshot shows the 'Faculty Workload Distribution Report Criteria' form. The 'Run Control ID' is 'test'. The form contains several input fields: 'Academic Institution' (SOCMP), 'Term' (2097), 'Academic Group' (65), and 'Acad Org' (145). Each of these four input fields is circled in red. The corresponding values are: Sonoma State University, Fall 2009, Science & Technology, and Biology. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'.</p>														
<p>3</p> <p>For the server name please select PSUNX.</p> <p>It is important that the box is checked and that under Type you have Web selected and under Format you have PDF selected.</p>	 <p>The screenshot shows the 'Process Scheduler Request' dialog box. The 'User ID' is '00006981' and the 'Run Control ID' is 'test'. The 'Server Name' is set to 'PSUNX'. The 'Run Date' is '09/14/2009' and the 'Run Time' is '10:07:40AM'. There is a 'Reset to Current Date/Time' button. Below this is a 'Process List' table:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Faculty workload detail report</td> <td>SONIR003</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> <p>The 'Select' checkbox, the 'Web' dropdown, and the 'PDF' dropdown are circled in red. At the bottom are 'OK' and 'Cancel' buttons.</p>	Select	Description	Process Name	Process Type	*Type	*Format	Distribution	<input checked="" type="checkbox"/>	Faculty workload detail report	SONIR003	SQR Report	Web	PDF	Distribution
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4	Click OK	
5	Click on the Process Monitor	
6	<p>Click the yellow Refresh button until the Run Status reads Success and the Distribution Status reads Posted</p> <p>Click on the blue Details Link.</p>	

STUDENT RECORDS

<p>7</p> <p>Click on the View Log/Trace Link</p>		<p>Process Detail</p> <table border="1"> <thead> <tr> <th colspan="2">Process</th> </tr> </thead> <tbody> <tr> <td>Instance:</td> <td>572061</td> </tr> <tr> <td>Type:</td> <td>SQR Report</td> </tr> <tr> <td>Name:</td> <td>SONIR003</td> </tr> <tr> <td>Description:</td> <td>Faculty workload detail report</td> </tr> <tr> <td>Run Status:</td> <td>Success</td> </tr> <tr> <td>Distribution Status:</td> <td>Posted</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Run</th> <th>Update Process</th> </tr> </thead> <tbody> <tr> <td>Run Control ID: test</td> <td><input type="radio"/> Hold Request</td> </tr> <tr> <td>Location: Server</td> <td><input type="radio"/> Queue Request</td> </tr> <tr> <td>Server: PSUNX</td> <td><input type="radio"/> Cancel Request</td> </tr> <tr> <td>Recurrence:</td> <td><input type="radio"/> Delete Request</td> </tr> <tr> <td></td> <td><input type="radio"/> Restart Request</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Date/Time</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Request Created On: 09/14/2009 10:13:37AM PDT</td> <td>Parameters Transfer</td> </tr> <tr> <td>Run Anytime After: 09/14/2009 10:07:40AM PDT</td> <td>Message Log</td> </tr> <tr> <td>Began Process At: 09/14/2009 10:13:57AM PDT</td> <td>Batch Timings</td> </tr> <tr> <td>Ended Process At: 09/14/2009 10:14:26AM PDT</td> <td>View Log/Trace</td> </tr> </tbody> </table>	Process		Instance:	572061	Type:	SQR Report	Name:	SONIR003	Description:	Faculty workload detail report	Run Status:	Success	Distribution Status:	Posted	Run	Update Process	Run Control ID: test	<input type="radio"/> Hold Request	Location: Server	<input type="radio"/> Queue Request	Server: PSUNX	<input type="radio"/> Cancel Request	Recurrence:	<input type="radio"/> Delete Request		<input type="radio"/> Restart Request	Date/Time	Actions	Request Created On: 09/14/2009 10:13:37AM PDT	Parameters Transfer	Run Anytime After: 09/14/2009 10:07:40AM PDT	Message Log	Began Process At: 09/14/2009 10:13:57AM PDT	Batch Timings	Ended Process At: 09/14/2009 10:14:26AM PDT	View Log/Trace
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<p>8</p> <p>Click on the CSV file.</p> <p>Your CSV file should automatically display for you in Microsoft Excel.</p>		<p>View Log/Trace</p> <table border="1"> <thead> <tr> <th colspan="2">Report</th> </tr> </thead> <tbody> <tr> <td>Report ID: 209708</td> <td>Process Instance: 572061 Message Log</td> </tr> <tr> <td>Name: SONIR003</td> <td>Process Type: SQR Report</td> </tr> <tr> <td>Run Status: Success</td> <td></td> </tr> </tbody> </table> <p>Faculty workload detail report</p> <table border="1"> <thead> <tr> <th colspan="2">Distribution Details</th> </tr> </thead> <tbody> <tr> <td>Distribution Node: HSONPRD</td> <td>Expiration Date: 10/14/2009</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="3">File List</th> </tr> <tr> <th>Name</th> <th>File Size (bytes)</th> <th>Datetime Created</th> </tr> </thead> <tbody> <tr> <td>SONIR003_CSV</td> <td>40,325</td> <td>09/14/2009 10:14:26.000000AM PDT</td> </tr> <tr> <td>SONIR003.pdf</td> <td>55,877</td> <td>09/14/2009 10:14:26.000000AM PDT</td> </tr> <tr> <td>SQR_SONIR003_572061.log</td> <td>1,591</td> <td>09/14/2009 10:14:26.000000AM PDT</td> </tr> <tr> <td>sonir003_572061.out</td> <td>216</td> <td>09/14/2009 10:14:26.000000AM PDT</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Distribute To</th> </tr> <tr> <th>Distribution ID Type</th> <th>*Distribution ID</th> </tr> </thead> <tbody> <tr> <td>User</td> <td>00006981</td> </tr> </tbody> </table>	Report		Report ID: 209708	Process Instance: 572061 Message Log	Name: SONIR003	Process Type: SQR Report	Run Status: Success		Distribution Details		Distribution Node: HSONPRD	Expiration Date: 10/14/2009	File List			Name	File Size (bytes)	Datetime Created	SONIR003_CSV	40,325	09/14/2009 10:14:26.000000AM PDT	SONIR003.pdf	55,877	09/14/2009 10:14:26.000000AM PDT	SQR_SONIR003_572061.log	1,591	09/14/2009 10:14:26.000000AM PDT	sonir003_572061.out	216	09/14/2009 10:14:26.000000AM PDT	Distribute To		Distribution ID Type	*Distribution ID	User	00006981
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