

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.

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[LESSON 1: RUN AND SAVE THE DEPARTMENT/MAJOR ADDRESS REPORT.....PG. 2](#)

[LESSON 2: EMAIL THE DEPARTMENT/MAJOR ADDRESS REPORT.....PG. 7](#)

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

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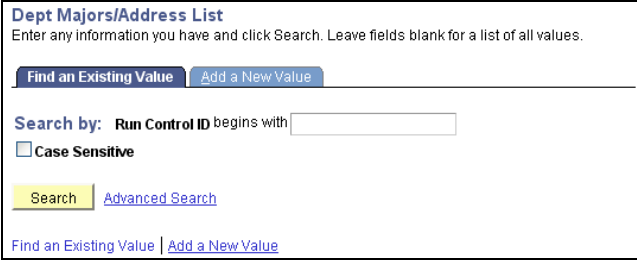

under Student Administration.

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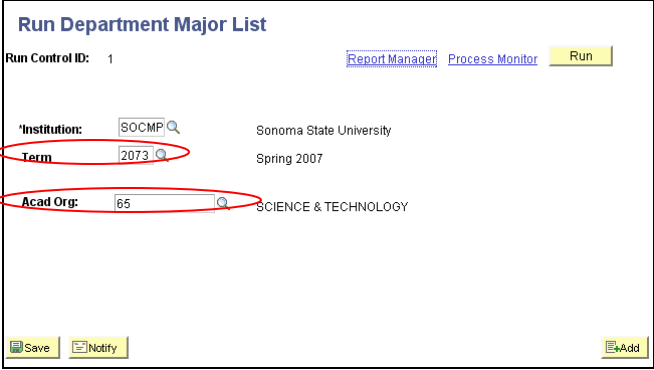
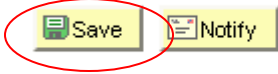

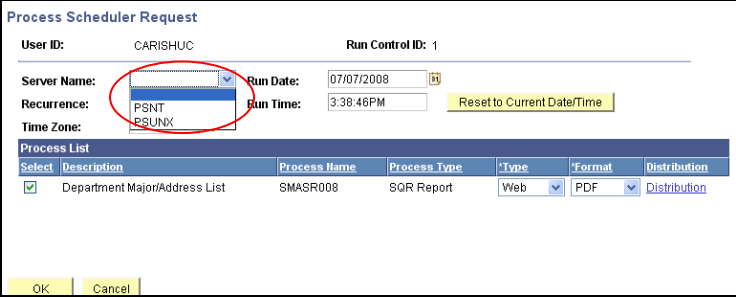
Lesson 1: Run and Save the Department/Major Address Report

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	Click on the Add a New Value , enter a new Run Control ID, and click Add . NOTE: If you have previously run this report click on Find an Existing Value and click Search to locate a previous run control.	

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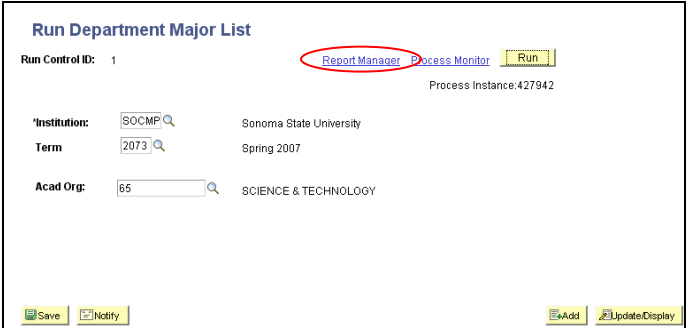
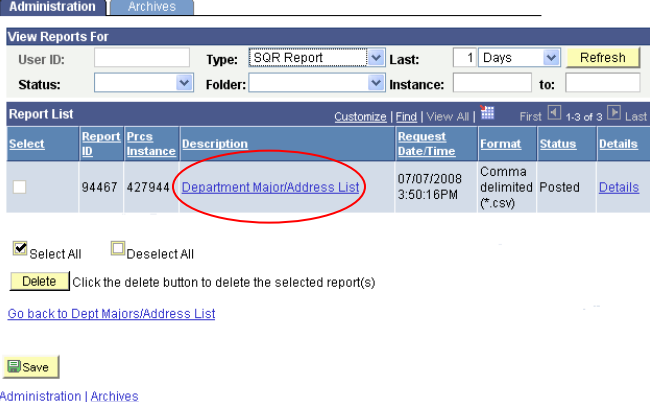
<p>3</p>	<p>Enter Term and Acad Org. for which you want to run the report. The Institution will default to SOCMP.</p> <p>NOTE: The Term and Acad Org can be looked up from their respective tables by clicking on the magnifying glass. </p>	
<p>4</p>	<p>Click on Save.</p>	
<p>5</p>	<p>Click on Run. This will take you to the Process Scheduler.</p>	
<p>6</p>	<p>In the Server Name drop down select PSUNX.</p>	

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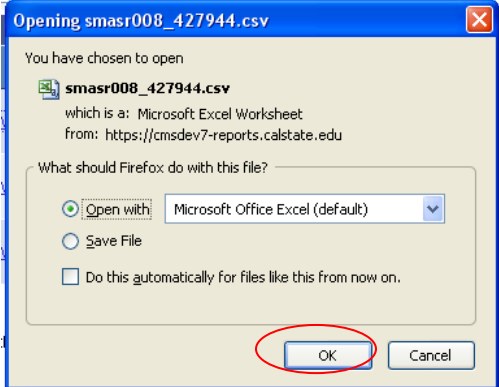
7	<table border="1"> <thead> <tr> <th data-bbox="228 363 451 401">If</th> <th data-bbox="451 363 673 401">Then</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 401 451 548">You would like to view the report online...</td> <td data-bbox="451 401 673 548">Go to step 8.</td> </tr> <tr> <td data-bbox="228 548 451 730">You would like to have the report emailed to you.</td> <td data-bbox="451 548 673 730">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.	
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.							
8	In the Type drop down select Web .							

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9	In the Format drop down select CSV .	
10	Click the Ok button.	
11	Click on the Report Manager link.	
12	Click on the Department Major/Address List link.	

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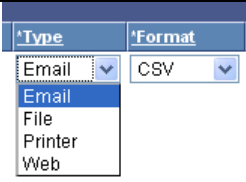
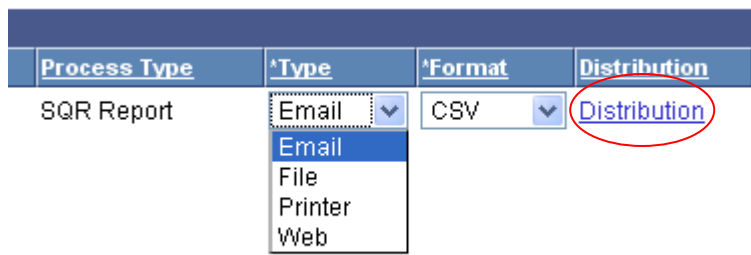
13	Click the Ok button to either open the file in Excel or Save it to a specific destination.	
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Lesson 2: Email the Department/Major Address Report

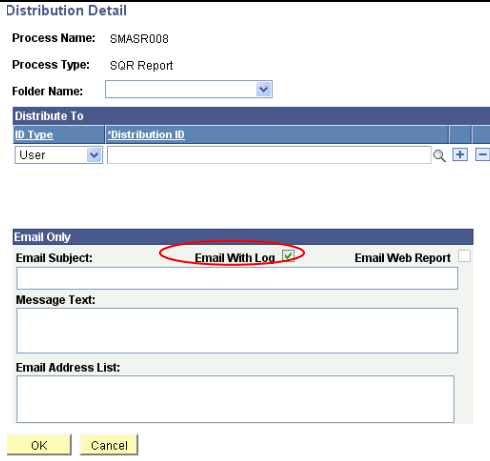
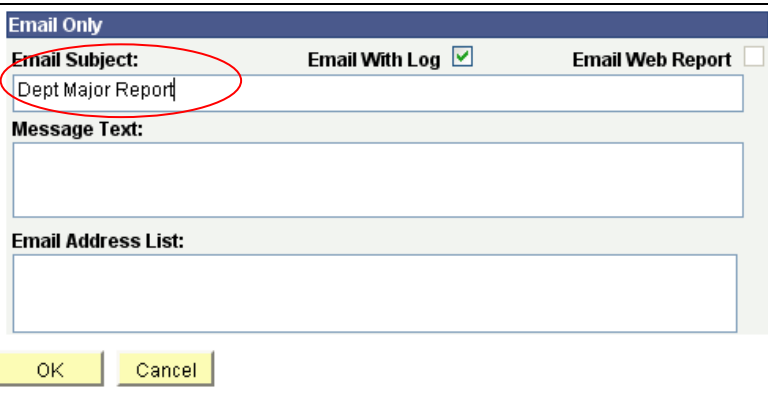
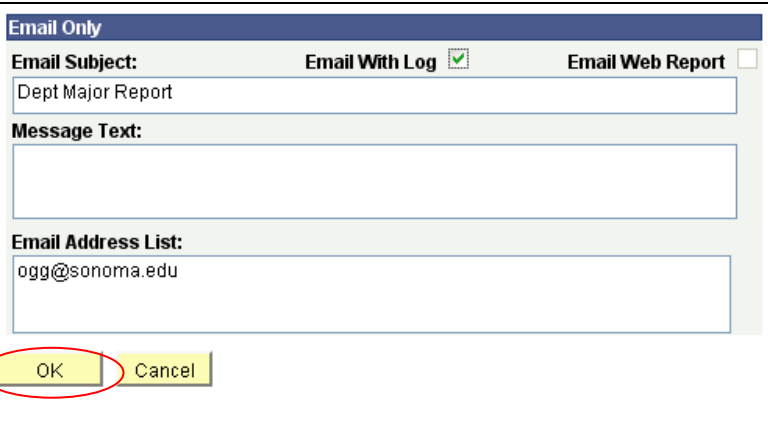
Navigation: SON Customizations>SON Campus Solutions>Student Records>Reports>Dept Major/Address List

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

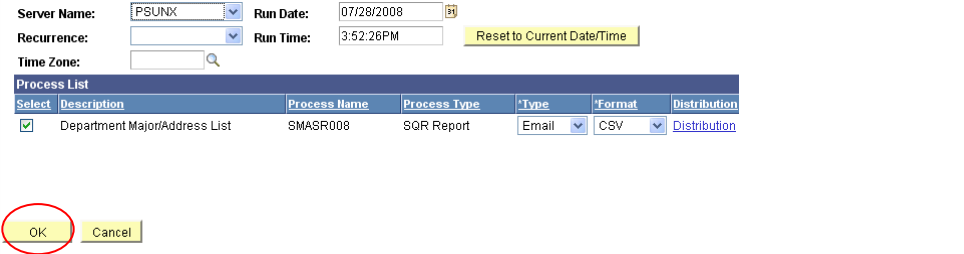
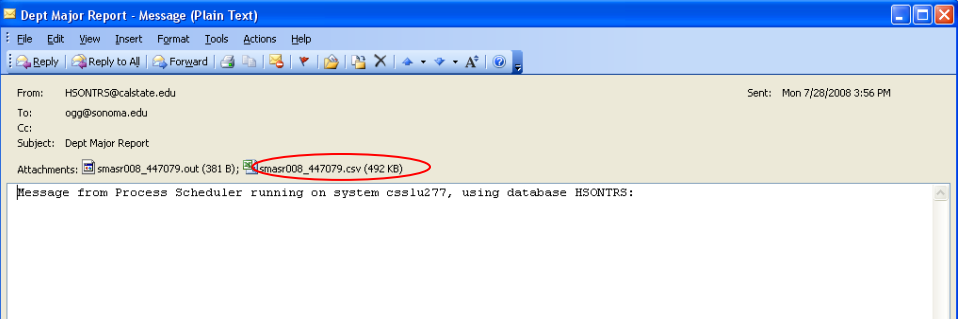
NOTE: In order for this process to work lesson one must be followed through step 6.

Step	Action	Screenshot
1	Select Email as the type and CSV as the format.	
2	Click on Distribution .	

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3	Check Email with Log box.	 <p>Distribution Detail Process Name: SMASR008 Process Type: SQR Report Folder Name: <input type="text"/> Distribute To ID Type *Distribution ID User <input type="text"/> <input type="button" value="Search"/> <input type="button" value="+"/> <input type="button" value="-"/> Email Only Email Subject: <input type="text"/> Email With Log <input checked="" type="checkbox"/> Email Web Report <input type="checkbox"/> Message Text: <input type="text"/> Email Address List: <input type="text"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
4	Enter an Email Subject	 <p>Email Only Email Subject: <input type="text" value="Dept Major Report"/> Email With Log <input checked="" type="checkbox"/> Email Web Report <input type="checkbox"/> Message Text: <input type="text"/> Email Address List: <input type="text"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
5	Enter an email address to send it to in the Email Address List box and click Ok .	 <p>Email Only Email Subject: <input type="text" value="Dept Major Report"/> Email With Log <input checked="" type="checkbox"/> Email Web Report <input type="checkbox"/> Message Text: <input type="text"/> Email Address List: <input type="text" value="ogg@sonoma.edu"/> <input type="button" value="OK"/> <input type="button" value="Cancel"/></p>

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6	Click Ok .	
7	Wait for the email to be received in your inbox. The .csv file will be attached.	

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