

Run Curriculum Management Report CU-SIS Instructions

Navigate to the following CU-SIS screen (Curriculum Management- Schedule of Classes- CU Curriculum Management Rprt) and click **Add a New Value** to create a run control (or find a previous ran report under Find an Existing Value).

Note= A new Run Control ID can be added under anything that the person running the report could easily locate again if needed. Click **Add** button:

Curriculum Management Report

Find an Existing Value | Add a New Value

*Run Control ID

Add

Find an Existing Value | Add a New Value

The Print Class Schedule tab will then display. Fill in the following values using COMM as an example and select Active under Class Status options:

CU Curriculum Management Rprt

Print Class Schedule | Report Options

Run Control ID COMMON/OLExample Report Manager Process Monitor Run

Selection Criteria

*Academic Institution: CUSPG CU Colorado Springs

*Campus: COSPG Colorado Springs Main Campus

*Term: 2227 Fall 2022

Session:

Academic Group: CLAS

Academic Organization: C-COMM Communication

Subject: COMM

Catalog Nbr:

Class Nbr:

*Schedule Print: All (For Wildcard Courses use-2#,2##)

*Print Instructor in Schedule: Yes

Class Status

Active Cancelled

Stop Enrl Tentative

Save Return to Search Previous in List Next in List Notify Add Update/Display

Print Class Schedule | Report Options

Next navigate over to the Report Options tab and fill in the following values including Report Only. Once report options are selected, click the **Run** button:

CU Curriculum Management Rprt

Print Class Schedule | **Report Options**

Run Control ID COMMON/OLExample Report Manager Process Monitor **Run**

Report Options

- Display Meeting Pattern/Instr Report Only
- Display Meeting Pattern Topic
- Display Class Attributes
- Display Class Notes
- Display Global Notes
- Display Sections Combined
- Display Class Characteristics
- Display Class Enrollment Limits
- Display Class Nbr for Non-Enroll
- Display Requirement Designation
- Display Reserve Capacities
- Display Class Consent
- Display Class Requisites
- Display Run Control Information on Report
- Display Student Enrolled Credit Hours

Save Return to Search Previous in List Next in List Notify Add Update/Display

[Print Class Schedule](#) | [Report Options](#)

Once the Process Scheduler Request screen is displayed, click **OK**.

CU Curriculum Management Rprt

Process Scheduler Request

User ID SCHW001475 Run Control ID COMMON/OLExample

Server Name [] Run Date [05/03/2022] []
Recurrence [] Run Time [3:15:09PM] **Reset to Current Date/Time**
Time Zone []

| Select | Description | Process Name | Process Type | *Type | *Format | Distribution |
|-------------------------------------|-------------|--------------|--------------|---------|---------|--------------|
| <input checked="" type="checkbox"/> | CUSR201 | CUSR201 | SQR Report | Web [] | PDF [] | Distribution |

OK Cancel

You are returned to the Report Options screen. Click **Process Monitor**.

CU Curriculum Management Rprt

Report Options

Print Class Schedule Report Options

Run Control ID COMMON/OLExample Report Manager Process Monitor Run

Process Instance:91352911

Report Options

The Process List is displayed with the most recent run controls on top. The process you have just ran should display "Queued" under Run Status. Click the **Refresh** button until "Posted" is displayed in Distribution Status:

Process List Server List

View Process Request For

User ID SCHW001475 Type Last 1 Days Refresh

Server PSUNX Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------------|--------------|------------|---------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 75011752 | | SQR Report | CUSR201 | SCHW001475 | 07/15/2020 11:25:04AM MDT | Queued | N/A | Details |
| <input type="checkbox"/> | 75011702 | | SQR Report | CUSR201 | SCHW001475 | 07/15/2020 11:21:02AM MDT | Success | Posted | Details |
| <input type="checkbox"/> | 75011367 | | SQR Report | CUSR201 | SCHW001475 | 07/15/2020 10:53:18AM MDT | Success | Posted | Details |
| <input type="checkbox"/> | 75011251 | | SQR Report | CUSR201 | SCHW001475 | 07/15/2020 10:50:19AM MDT | Success | Posted | Details |
| <input type="checkbox"/> | 74992621 | | Application Engine | CU_BTHCLS_AE | SCHW001475 | 07/14/2020 4:50:39PM MDT | Success | Posted | Details |

Then Click **Details**. The Process Detail page is displayed.

Process Monitor

Print Class Schedule

Process List Server List

View Process Request For

User ID SCHW001475 Type Last 1 Days Refresh

Server PSUNX Name Instance From Instance To Report Manager

Run Status Distribution Status Save On Refresh

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------------------------|----------|------|--------------|--------------|------------|--------------------------|------------|---------------------|---------|
| <input type="checkbox"/> | 91352911 | | SQR Report | CUSR201 | SCHW001475 | 05/03/2022 3:16:06PM MDT | Success | Posted | Details |
| <input type="checkbox"/> | 91352335 | | SQR Report | CUSR201 | SCHW001475 | 05/03/2022 3:00:15PM MDT | Success | Posted | Details |
| <input type="checkbox"/> | 91352322 | | SQR Report | CUSR201 | SCHW001475 | 05/03/2022 2:58:02PM MDT | Success | Posted | Details |

Go back to Curriculum Management Report

Save Notify

Process List | Server List

Click **View Log/Trace**. The File List is displayed:

< Process ListProcess Monitor

New

Process Detail

Process

| | | | |
|------------|----------|---------------------|------------|
| Instance | 91352911 | Type | SQR Report |
| Name | CUSR201 | Description | CUSR201 |
| Run Status | Success | Distribution Status | Posted |

Run

| | |
|----------------|------------------|
| Run Control ID | COMMON/OLExample |
| Location | Server |
| Server | PSUNIX |
| Recurrence | |

Update Process

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

Date/Time

| | |
|--------------------|--------------------------|
| Request Created On | 05/03/2022 3:16:08PM MDT |
| Run Anytime After | 05/03/2022 3:16:06PM MDT |
| Began Process At | 05/03/2022 3:16:22PM MDT |
| Ended Process At | 05/03/2022 3:16:26PM MDT |

Actions

- Parameters
- Transfer
- Message Log
- Batch Timings
- View Log/Trace

OKCancel

From the File List select the **CU Curriculum Management Report.pdf** file. Download and save the PDF file:

< Process ListProcess Monitor

View Log/Trace

Report

| | | | | |
|------------|----------|------------------|------------|-----------------------------|
| Report ID | 49105122 | Process Instance | 91352911 | Message Log |
| Name | CUSR201 | Process Type | SQR Report | |
| Run Status | Success | | | |

CUSR201

Distribution Details

| | | | |
|-------------------|-----------|-----------------|------------|
| Distribution Node | psreports | Expiration Date | 06/07/2022 |
|-------------------|-----------|-----------------|------------|

File List

| Name | File Size (bytes) | Datetime Created |
|--|-------------------|---------------------------------|
| CU Curriculum Management Report.pdf | 96,840 | 05/03/2022 3:16:26.023220PM MDT |
| SQR_CUSR201_91352911.log | 1,806 | 05/03/2022 3:16:26.023220PM MDT |
| cusr201_91352911.out | 1,461 | 05/03/2022 3:16:26.023220PM MDT |

Distribute To

| | |
|----------------------|------------------|
| Distribution ID Type | *Distribution ID |
| User | SCHW001475 |

Return

