

Department Major/Address List

OBJECTIVE:

To inform users of the Department Major/Address List and demonstrate how to set up, process, and retrieve the data output.

CONTENTS:

LESSON 1: GENERATE A DEPARTMENT MAJOR/ADDRESS LIST 2

NEED ADDITIONAL INFORMATION?

For further questions on this process please go to the CMS webpage at <u>http://www.sonoma.edu/it/cms/contact.html</u> to locate the **STUDENT RECORDS FUNCTIONAL LEAD**.



Lesson 1: The Department Major/Address List

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

Introduction:

The Department Major/Address List provides detailed information for *currently enrolled* students in an identified major or academic group. Depending on the number of students, the process will take between 5 minutes and 1 hour and will be emailed to the user.

Step	Directions	Screenshot
1	Follow the navigation to the Department Majors/Address List.	SON Customizations > SON Campus Solutions > Student Records > Reports > Dept Major/Address List
2	Click on 'Add a New Value'. Enter the title of your 'Run Control' with no spaces . Click Add. This new Run Control will be saved to your profile.	Dept Majors/Address List Find an Existing Value Add a New Value Run Control ID: Dept_Major_List
3	Enter the Run Control Settings. Institution is SOCMP. Select the appropriate Term and Acad Org using the magnifying glass as necessary. Click Run.	Run Department Major List Report Manager Process Monitor *Institution: SOCMPQ Sonoma State University Term 2127 Fall 2012 Acad Org: 239 Environmental Studies Image: Save Notify



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Step	Directions	Screenshot
4	Set the Process details as indicated in the screen shot. Set up your Distribution by clicking the link. This only needs to be done the first time as it will save with your Run Control.	Process Scheduler Request User ID: EDGE Server Name PSUNX Recurrence: Time Zone: Process List Select Description Process List Select Description OK Cancel
5	The Email Address List and Distribute To areas must be completed for an email to be sent. Other fields can be completed as desired. Click OK. The results will be emailed to the user submitting the request.	Distribution Detail Process Name: SMASR008 Process Type: SQR Report Folder Name: General GENERAL Retention Days: 30 Email Only Email Subject: Email With Log: Email Web Report: Department Major Report Message Text: Email Address List: jaime.russell@sonoma.edu Distribute To User Conce OK Cancel
6	Click the Process Monitor to view the Status of the request.	Run Department Major List Report Manager Process Monitor *Institution: SOCMPQ Sonoma State University *Institution: SOCMPQ Sonoma State University Term 2127 Fall 2012 Acad Org: 239 Environmental Studies Image: Process Monitor Environmental Studies



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7	Refresh the Process Monitor until the Run Status/Distribution Status have changed to Success/Posted. At this point, an email should have been received by the user.	Process List Server List View Process Request For User ID: EDGE Type: • Last • Server: • • Distribution • Save On Refresh Process List Customize Find View All Image: • Distribution • Save On Refresh Process List Customize Find View All Image: • Process List • Save • Solotack to Dept Majors/Address List • Save • Notify
8	An <i>email</i> from PeopleSoft similar to this one will display in the Inbox. If necessary, check your Junk E-Mail.	Date: Today ⊠ ⊎ HSONPRD@calstate.edu Output from SMASR008 (#866027) Fri 7/13/2012 11:
9	Open the email attachment in Excel. Results can be modified as desired.	
10	To run the report again, locate the previously set- up and saved Run Control, i.e. in this example Dept_Major_List. Review the saved settings and change as necessary.	