Navigation and Instructions on How to Print Schedule Proof

Navigation: Main Menu>UofL Custom Menu>UL Student Records>Report>UL Course Catalog

When you navigate to this page for the first time, please click on "Add a New Value" to create a Run Control ID. For example: Schedule_of_Courses_Proof. (Note make sure there are no spaces between word in the Run Control ID). Click Add. When you go to the menu the second and subsequent time, you need to click on "Find an Existing Value, then enter your run control ID.

Find an Existing Value Add a New Value

Enter the Term and Subject Area; Then click the "Run" button

Favorites Main Menu > UofL Cus	tom Menu 🚿 UL Student Records 🗧	Report > UL Course (Catalog		
L Coucat					<u>New V</u>
Run Control ID:	Schedule_of_Courses	<u>Report Manager</u>	Process Monitor	Run	
Course Catalog Term: 4175	Q Subject Area: PHUN				
Save AReturn to Search	-Notify		■+Add	2Update/Display	

Enter the Server Name: PSUNX; makes sure you select "Web" for Type; "PDF" for Format; then click "OK".

Favorites Main Menu > UofL Custom Menu > UL Student Records > Report > UL Course Catalog									
							New Windov		
Process Scheduler Request									
User ID L0BRAG01 Run Control ID Schedule_of_Courses									
Server Name	Server Name PSUNX - Run Date 11/29/2016								
Recurrence	Recurrence Run Time 12:23:01PM Reset to Current Date/Time								
Time Zone	0								
Process List									
Select Description		Process Name	Process Type	*Түре	<u>*Format</u>	Distribution			
Creates Cours	se Catlog Report	ULSRCC01	SQR Report	Web 👻	PDF 🚽	Distribution			

OK Cancel

Click on the Process Monitor button, then click the Refresh button until the run status is "Success" and Distribution Status is "Posted"

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Server		▼ Name	Q	instand				
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lect Instance	<u>Seq.</u>	Process Type	<u>Process</u> <u>Name</u>	<u>User</u>	Run Date/Time	Run Status	Distribution Status	<u>Details</u>
5277655		SQR Report	ULSRCC01	L0BRAG01	11/29/2016 12:25:38PM EST	Queued	N/A	<u>Details</u>
5277652		SQR Report	ULSRCC01	L0BRAG01	11/29/2016 12:23:01PM EST	Success	Posted	<u>Details</u>
5277623		SQR Report	ULSRCC01	L0BRAG01	11/29/2016 12:09:14PM EST	Success	Posted	<u>Details</u>
5277507		SQR Report	ULSRCC01	L0BRAG01	11/29/2016 10:26:02AM EST	Success	Posted	Details
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Favorites 🗄 Main Menu 🗧 UofL Custom Menu 🏱 UL Student Records 🏱 Report 🏱 UL Course Catalog 🏱 Process Monitor 👘

Save Notify

Process List | Server List

Click on the "Details" Link; then click on "View Log/Trace link.

Favorites | Main Menu > UofL Custom Menu > UL Student Records > Report > UL Course Catalog > Process Monitor

Nev

Process Detail

Process	
Instance 5277655 Name ULSRCC01 Run Status Success Distribution	Type SQR Report Description Creates Course Catlog Report ution Status Posted
Run Run Control ID Schedule_of_Courses Location Server Server PSUNX Recurrence	Update Process Hold Request Queue Request Cancel Request Delete Request Re-send Content Restart Request
Date/Time	Actions
Request Created On 11/29/2016 12:25:41PM EST Run Anytime After 11/29/2016 12:25:38PM EST Began Process At 11/29/2016 12:26:01PM EST Ended Process At 11/29/2016 12:26:15PM EST	Parameters Transfer Message Log Batch Timings View Log/Trace Image: Comparison of the second
OK Cancel	

Then Click on the middle file that ends with ".PDF".

Favorites Main Menu > UofL Custom Menu > UL Student Records > Report > UL Course Catalog > Proc

View Log/Trace

Report						
Report ID	3759652	Process I	rocess Instance 527765			Message Log
Name	Name ULSRCC01 P			SQR Rep		
Run Status	Success					
Creates Cour	se Catlog Report					
Distribution D)etails					
Distribution N	lode csprod	E	Expiration	Date	12/06/2016	
File List						
<u>Name</u>			File Size	(bytes)	Datetime Cr	eated
SQR ULSRC	C01 5277655.log		1,704		11/29/2016 1	12:26:15.121372PI
ulsrcc01 527	7655.PDF		3,410		11/29/2016 1	12:26:15.121372PI
ulsrcc01 527	7655.out		255		11/29/2016 1	12:26:15.121372PI
Distribute To						
Distribution I	О Туре		*Distribu	ution ID		
User			LOBRAG	01		

Return

It should then open up to your pdf report:

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