

## Running the Schedule of Classes Report

Security access to the Report Manager option in UAConnect is necessary to run this report. The process used to run this report is similar to all report processes in UAConnect.

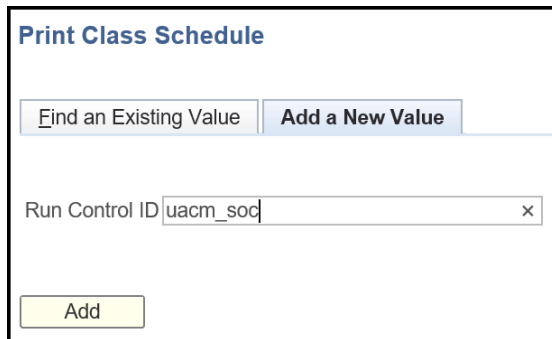
### Run Control ID

**Navigation:** Curriculum Management > Schedule of Classes > Print Class Schedule

1. If this is the first time to use your Schedule of Classes Run Control ID:
  - Click the Add a New Value tab.
  - Type the name in the Run Control ID field.
  - Click Add to create your Schedule of Classes ID
  - Once created, this run control id is available for use at any time.

NOTE: The Run Control ID is a name *you* assign to your report. However, we recommend that you use your department code and the Schedule of Classes (SOC) abbreviation as your Run Control ID name.

*Example: econ\_soc for Economics Schedule of Classes.*



The screenshot shows a web interface titled "Print Class Schedule". At the top, there are two tabs: "Find an Existing Value" and "Add a New Value", with the latter being selected. Below the tabs is a text input field labeled "Run Control ID" containing the text "uacm\_soc". To the right of the input field is a small "x" icon. At the bottom of the form is a yellow "Add" button.

2. If you have already created a Run Control Id:
  - From the Find an Existing Value tab
  - Type the name of the run control id
  - Click Search
  - Your existing run control opens to the Print Class Schedule page

**Print Class Schedule**

From the Print Class Schedule page, indicate the reporting parameters for your report. Define your query from this page before running the report.

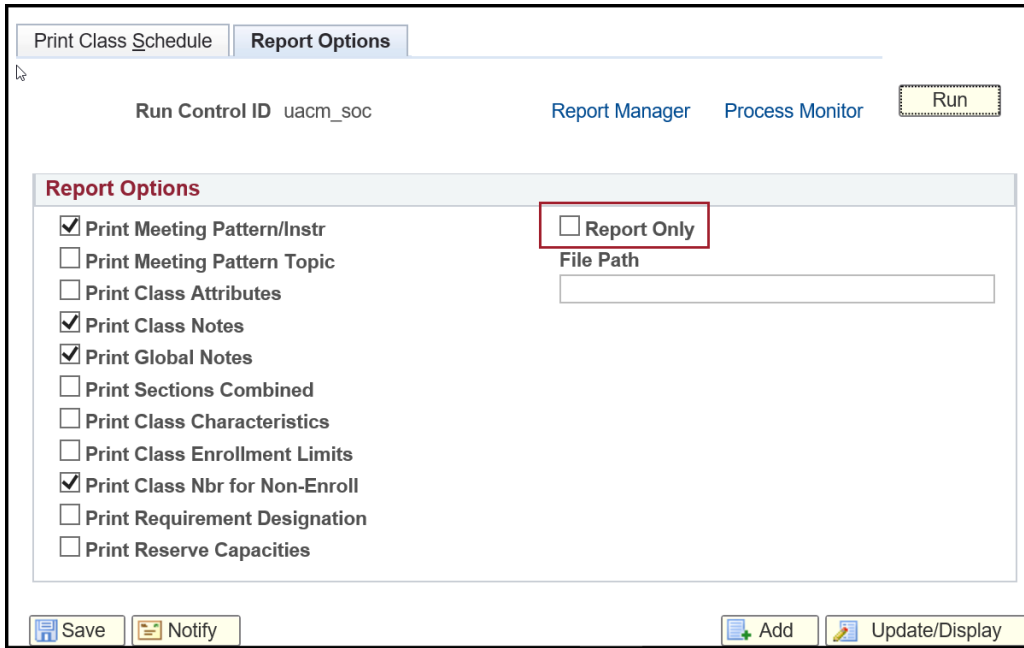
1. Input **THEUA** in the Academic Institution field.
2. Input the **Term** code or click the magnifying glass icon to look up a list of available values.
3. Input the **Academic Organization Node** or click the magnifying glass icon to look up a list of available values. *This is your department code.*
4. Leave the **Session** field blank to search for all classes offered for that semester.
5. Select a value from the **Schedule Print** drop-down menu. Available values are:
  - **Yes** – all the classes with this check box selected on the Basic Data page will appear on the report.
  - **No** – all the classes with this check box cleared on the Basic Data page will *not* appear on the report.
  - **All** – all the classes appear on the report, regardless of the check box setting on the Basic Data page.
6. Select a value from the Print Instructor in Schedule drop-down menu. Available values are:
  - **Yes** – all instructors with this check box selected on the Meetings page will appear on the report.
  - **No** – all instructors with this check box cleared on the Meetings page will *not* appear on the report.
  - **All** – all instructors appear on the report regardless of the check box setting on the Meetings page.
7. Check the **Print By Location** check box for specific locations (i.e. Global Campus Rogers).

**NOTE:** Once the report is created with this Run Control ID, the department code defaults during future use.

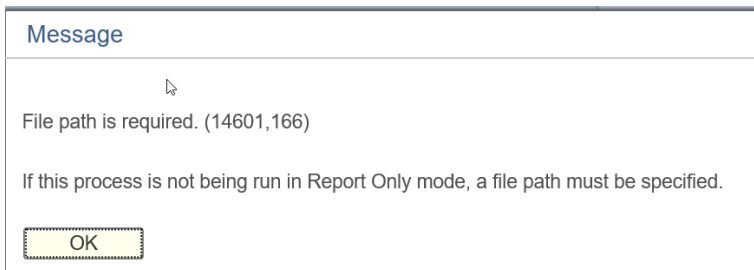
**NOTE:** In the Class Status group box, you will find additional options for viewing active classes (**Active**), cancelled classes, (**Cancelled**), tentative (**Tentative**), or classes where enrollment has been stopped (**Stop Enrl**).

Report Print and Delivery Options

1. Click the **Report Options** tab to define what information appears on the report.



**NOTE:** Check the **Report Only** check box to eliminate the **File Path** field or this error message will appear:



2. After selecting the report options, click **RUN**. This action opens the Process Scheduler Request page.
  - Select the **Type** and **Format** to view the report from UAConnect.
    - Select **WEB** from the **Type** drop-down menu
    - Select **PDF** from the **Format** drop-down menu
3. Click **Distribution** to view options that allow other users to view the report when logging in to UAConnect, or send the report to them through email (when the Type is set to EMAIL).
4. Click **OK** to leave the Distribution page and return to the Process Scheduler.
5. Click **OK** to run the report and return to the Schedule of Classes page.

**Process Scheduler Request**

User ID  Run Control ID uacm\_soc

Server Name  Run Date 10/20/2017

Recurrence  Run Time 10:07:04AM

Time Zone

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Schedule of Classes	SR201	SQR Report	Web	PDF	Distribution

### Report Options

After submitting the job via the Process Scheduler Request page, use Process Monitor to review the status of scheduled or running processes. View all processes to see the status of any job in the queue and control any processes you have initiated.

1. Click the **Process Monitor** link on either the Print Class Schedule page or the Report Options page. This action opens the Process List page where you may view the Run Status of the report.

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

Run Control ID uacm\_soc [Report Manager](#) **Process Monitor**

Process Instance:4233

**Report Options**

Print Meeting Pattern/Instr  Report Only

Print Meeting Pattern Topic

**NOTE:** The Process Monitor is comprised of two pages: *Process List* and *Server List*.

- *Process List* allows you to monitor the process requests you have submitted.
- *Server List* allows you to monitor the Process Scheduler Server Agents within UAConnect.

**Process List** [Server List](#)

**View Process Request For**

User ID  Type  Last  1 Days

Server  Name  Instance From  Instance To

Run Status  Distribution Status   Save On Refresh

**Process List** [Personalize](#) | [Find](#) | [View All](#) |  |  First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	4233		SQR Report	SR201		10/20/2017 10:07:04AM CDT	Success	Posted	<a href="#">Details</a>

[Go back to Print Class Schedule](#)

2. The **Run Status** field cycles through these statuses:
  - ✓ Queued
  - ✓ Process
  - ✓ Posted
  - ✓ Success
3. Click **Refresh** at the top of the Process List page to check the current status of a process.
4. Once the **Run Status** indicates **Success** and the **Distribution Status** indicates **Posted**, click the [Details](#) link to view the Process Detail page

**Process Detail**

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**Process**

Instance 4233	Type SQR Report
Name SR201	Description Schedule of Classes
Run Status Success	Distribution Status Posted

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<p><b>Run</b></p> <p>Run Control ID uacm_soc</p> <p>Location Server</p> <p>Server UNIX1</p> <p>Recurrence</p>	<p><b>Update Process</b></p> <p><input type="radio"/> Hold Request</p> <p><input type="radio"/> Queue Request</p> <p><input type="radio"/> Cancel Request</p> <p><input checked="" type="radio"/> Delete Request</p> <p><input type="radio"/> Re-send Content</p> <p><input type="radio"/> Restart Request</p>
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<p><b>Date/Time</b></p> <p>Request Created On 10/20/2017 10:10:24AM CDT</p> <p>Run Anytime After 10/20/2017 10:07:04AM CDT</p> <p>Began Process At 10/20/2017 10:10:51AM CDT</p> <p>Ended Process At 10/20/2017 10:12:03AM CDT</p>	<p><b>Actions</b></p> <p>Parameters Transfer</p> <p>Message Log</p> <p>Batch Timings</p> <p><a href="#">View Log/Trace</a></p>
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5. Click the [View Log/Trace](#) link in the Process Detail page to open a new window displaying a link to view the Schedule of Classes Report.

**View Log/Trace**

**Report**

**Report ID:** 2914661      **Process Instance:** 735      [Message Log](#)

**Name:** SR201      **Process Type:** SQR Report

**Run Status:** Success

Schedule of Classes

**Distribution Details**

**Distribution Node:** ftpm2      **Expiration Date:** 11/18/2012

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">SQR_SR201_735.log</a>	1,535	10/19/2012 11:01:04.408342AM CDT
<a href="#">sr201_735.PDF</a>	20,607	10/19/2012 11:01:04.408342AM CDT
<a href="#">sr201_735.out</a>	1,374	10/19/2012 11:01:04.408342AM CDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	

- Click the .PDF file to open Acrobat Reader and view the report.

Report ID: SR201

**The University of Arkansas**  
**Schedule of Classes for Fall 2017**  
**Regular Academic Session**

Page No. 1 of 1573  
Run Date: 10/20/2017  
Run Time: 10:10:51

Bumpers Col Agri,Food,Life Sc - Department of Agri Economics & Agribusiness - Subject: Agricultural Economics

Subject	Catalog Nbr	Section	Class Nbr	Course Title	Component	Units	Topics
AGEC	1103	001	12014	PRIN AGRI MICROECONOMICS	Lecture	3	
				(Face to Face)			
<b>Bldg:</b> Agricultural, Food				<b>Room:</b> 0107E	<b>Days:</b> MWF	<b>Time:</b> 10:45 - 11:35	<b>Instructor:</b> [REDACTED]
<b>Bldg:</b> TBA				<b>Room:</b> TBA	<b>Days:</b> TuTh	<b>Time:</b> 09:30 - 10:45	<b>Instructor:</b> [REDACTED]