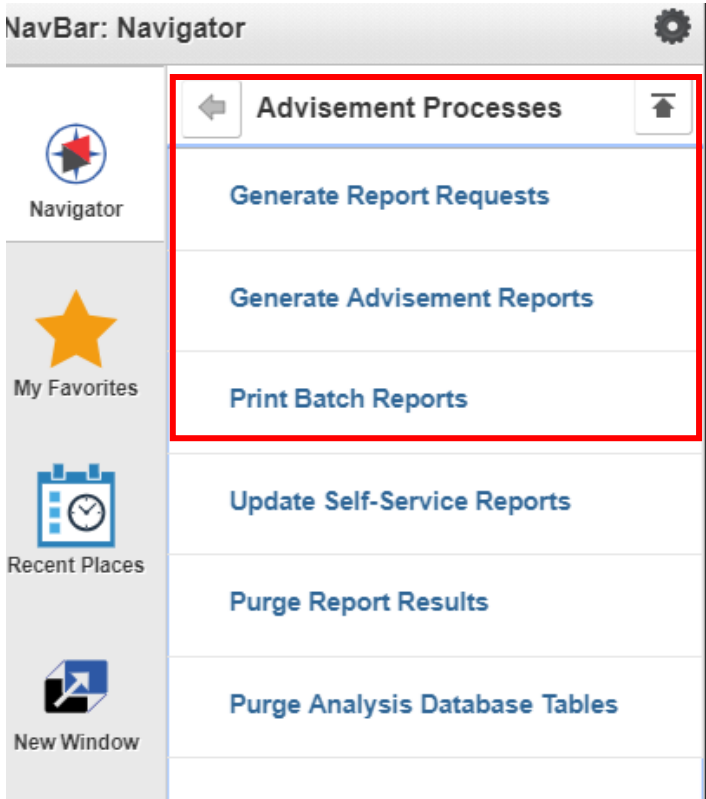


Batch Printing for Academic Advisement

Printing in Batch for Academic Advisement involves a three steps process - Generate the report requests, Generate the advisement reports and Print Audit Reports. (This process will allow immediate analysis of degree requirements for reporting purposes as well as allow new students to view Academic Advisement Reports via self service.)



1. Generate Report Requests

Navigation: Academic Advisement> Advisement Processes>Generate Report Requests

Generate Report Requests

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Run Control ID

Report Date

Report Identifier

Case Sensitive

A. Enter or Add Run Control ID.

Batch Printing for Academic Advisement

Generate Report Requests

Run Control ID tap

Report Manager

Process Monitor

Run

Advisement Report Request Data

*Academic Institution: Emory University

*Report Type: **ADVSS** (Advisement Report)

*Report Identifier: **BATCH** (Generic Batch)

*Report Date: 09/13/2018

*As of Date: 01/01/3000

Freeze Record:

Population Selection

Population Selection

Selection Tool: PS Query

Query Name: SAA_RPT_PROGPLAN

[Edit Prompts](#)

[Launch Query Manager](#) [Preview Selection Results](#)

Student Select List

Use Student Select [Clear List](#)

[Save](#) [Add](#) [Update/Display](#)

Select Freeze Record to prevent this request from being purged during a subsequent academic

Use Student Select - Select if you want specific IDs for inclusion in the process.

Delivered PS Queries Include:

Several queries have been created as "default" queries to enable you to select students in the same manner as delivered in 9.2. They are:

- SAA_RPT_ACADLEVEL (AA Report Query by Acad Level).
- SAA_RPT_ADVISOR (AA Report Query by Advisor).
- SAA_RPT_CAREER (AA Report Query by Career).
- SAA_RPT_PROGPLAN (AA Report Query by Plan).
- SAA_RPT_PROGRAM (AA Report Query by Program).
- SAA_RPT_STUDENT_GROUPS (AA Report Query by Student Grp).

When selecting [Edit Prompts](#), the following appears: (Enter the information)

Query Prompts

Academic Institution: EMORY

Report Type: ADVSS

Academic Career: UCOL

Academic Program: LIBAS

Academic Plan: CHEMBS

[OK](#) [Cancel](#)

Batch Printing for Academic Advisement

Select [Preview Selection Results](#) to view students.

Preview Selection Results

[Return](#)

	Name
1	Afobunor,Afoma Deborah
2	Al-Obaidi,Abdullah Faisal
3	Albarino,Patrick George
4	Alshehri,Rawan Abdullah
5	Altangerel,Otgonjargal
6	Anand,Netra
7	Bi,Andrew Tuo
8	Boamah,Michelle N
9	Briggs,Laura
10	Busby,Jason Allen
11	Chen,Steven Wen
12	Chen,Zachary Yixin

B. Run the Process.

Generate Report Requests

Run Control ID tap

[Report Manager](#) [Process Monitor](#)

[Run](#)

Advisement Report Request Data

*Academic Institution Freeze Record:
*Report Type Advisement Report
*Report Identifier Generic Batch
*Report Date
*As of Date

Population Selection

Population Selection
Selection Tool Edit Prompts
Query Name [Launch Query Manager](#) [Preview Selection Results](#)

Student Select List

Use Student Select

Batch Printing for Academic Advisement

Process Scheduler Request

User ID TNPHAM5

Run Control ID tap

Server Name

Run Date 09/13/2018

Recurrence Name

Run Time 10:20:53AM

[Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Advisement Report Request	SAA_RPT_RQST	Application Engine	Wel	TXT	Distribution

[OK](#)

[Cancel](#)

[Process List](#)

[Server List](#)

View Process Request For

User ID TNPHAM5

Type

Last

1 Days

[Refresh](#)

Server PSUNX

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

<input type="checkbox"/>	10375188	Application Engine	SAA_RPT_RQST	TNPHAM5	09/13/2018 8:44:17AM EDT	Success	Posted	Details
--------------------------	----------	--------------------	--------------	---------	--------------------------	---------	--------	-------------------------

Select [Details](#) link to validate student were requested.

Batch Printing for Academic Advisement

Process Detail

Process

Instance	10375188	Type	Application Engine
Name	SAA_RPT_RQST	Description	Advisement Report Request
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	tap
Location	Server
Server	PSUNX
Recurrence	

Update Process

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

Date/Time

Request Created On	09/13/2018 8:44:35AM EDT
Run Anytime After	09/13/2018 8:44:17AM EDT
Began Process At	09/13/2018 8:44:57AM EDT
Ended Process At	09/13/2018 8:45:12AM EDT

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

View Log/Trace

Report

Report ID	9273524	Process Instance	10375188	Message Log
Name	SAA_RPT_RQST	Process Type	Application Engine	
Run Status	Success			

Advisement Report Request

Distribution Details

Distribution Node	SATEST	Expiration Date	09/20/2018
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File List

Name	File Size (bytes)	Datetime Created
AE_SAA_RPT_RQST_10375188.stdout	9,383	09/13/2018 8:45:12.608545AM EDT
AE_SAA_RPT_RQST_10375188.trc	813,579	09/13/2018 8:45:12.608545AM EDT

Batch Printing for Academic Advisement

PeopleTools 8.56.10 - Application Engine Server
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PSAESRV started service request at 08.44.57 2018-09-13

PeopleTools SQL Trace value: 131 (0x83): /u01/app/psoft/SATEST/sa856/appserv/prcs/SATEST/log_out

Advisement Report Batch Request Generation started on 2018-09-13 at 08.44.57.000000 (14500,20)

Advisement report request created for 2098761 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2115823 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2116910 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2119212 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2121947 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2123792 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2124597 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2126638 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2157479 on 2018-09-13 at 08.44.59.000000; (14500,19)

Advisement report request created for 2172205 on 2018-09-13 at 08.45.00.000000; (14500,19)

Advisement report request created for 2183323 on 2018-09-13 at 08.45.00.000000; (14500,19)

2. Generate Advisement Reports

Navigation Academic Advisement> Advisement Processes>Generate Advisement Reports

Generate Advisement Reports

Run Control ID tap Report Manager Process Monitor Run

*Academic Institution EMORY Emory University

*Report Type ADVSS Advisement Report

Additional Run Control Parameters				Personalize	Find	First	1 of 1	Last
	From	To	Report Identifier					
1	09/13/2018	09/13/2018	BATCH	Generic Batch				

Save Add Update/Display

A. Click Run after filling in the info

Batch Printing for Academic Advisement

Process Scheduler Request

User ID TNPHAM5

Run Control ID tap

Server Name

Run Date 09/13/2018

Recurrence Name

Run Time 10:32:49AM

[Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Advising Report Generation	SRPCAAPR	COBOL SQL	(No)	(Nor)	Distribution

[OK](#)

[Cancel](#)

B. Click Process Monitor and then Details

Generate Advisement Reports

Run Control ID tap

Report Manager

[Process Monitor](#)

[Run](#)

*Academic Institution Emory University

*Report Type Advisement Report

Additional Run Control Parameters

From	To	Report Identifier	
1 09/13/2018	09/13/2018	BATCH	Generic Batch

[Save](#)

[Add](#)

[Update/Display](#)

[Process List](#)

[Server List](#)

View Process Request For

User ID

Type

Last

Days

[Refresh](#)

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

<input type="checkbox"/>	10375189	COBOL SQL	SRPCAAPR	TNPHAM5	09/13/2018 8:47:45AM EDT	Success	Posted	Details
--------------------------	----------	-----------	----------	---------	--------------------------	---------	--------	-------------------------

Batch Printing for Academic Advisement

Process Detail

Process

Instance 10375189 Type COBOL SQL
Name SRPAAAPR Description Advising Report Generation
Run Status Success Distribution Status Posted

Run

Run Control ID tap
Location Server
Server PSUNX
Recurrence

Update Process

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

Date/Time

Request Created On 09/13/2018 8:48:00AM EDT
Run Anytime After 09/13/2018 8:47:45AM EDT
Began Process At 09/13/2018 8:48:15AM EDT
Ended Process At 09/13/2018 8:55:59AM EDT

Actions

- [Parameters](#) Transfer
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)

View Log/Trace

Report

Report ID 9273525 Process Instance 10375189 [Message Log](#)
Name SRPAAAPR Process Type COBOL SQL
Run Status Success

Advising Report Generation

Distribution Details

Distribution Node SATEST Expiration Date 09/20/2018

File List

Name	File Size (bytes)	Datetime Created
CBL_SRPAAAPR_10375189.log	21,524	09/13/2018 8:55:59.926571AM EDT
cobsq_10375189.trc	336,704,331	09/13/2018 8:55:59.926571AM EDT

Batch Printing for Academic Advisement

```

> 2018-09-13-08.48.14.580000 INFO(14500,26) PI(10375189) Program(SRPCAAPR)
Advisement Report Batch Generation Process started on 2018-09-13 at 08.48.14
> 2018-09-13-08.48.27.290000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
Advisement report processed for 2098761 on 2018-09-13 at 08.48.27
> 2018-09-13-08.48.32.430000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
Advisement report processed for 2115823 on 2018-09-13 at 08.48.32
> 2018-09-13-08.48.37.760000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
Advisement report processed for 2116910 on 2018-09-13 at 08.48.37
> 2018-09-13-08.48.42.540000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
Advisement report processed for 2119212 on 2018-09-13 at 08.48.42
> 2018-09-13-08.48.47.970000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
Advisement report processed for 2121947 on 2018-09-13 at 08.48.47
> 2018-09-13-08.48.52.700000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
Advisement report processed for 2123792 on 2018-09-13 at 08.48.52
> 2018-09-13-08.48.57.600000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
Advisement report processed for 2124597 on 2018-09-13 at 08.48.57
> 2018-09-13-08.49.02.530000 INFO(14500,35) PI(10375189) Program(SRPCAAPR)
    
```

Message Log

Process

Instance: 10375189 Type: COBOL SQL
 Name: SRPCAAPR Description: Advising Report Generation

Severity	Log Time	Message Text	Explain
10	8:48:14AM	Advisement Report Batch Generation Process started on 2018-09-13 at 08.48.14	<input type="button" value="Explain"/>
10	8:48:27AM	Advisement report processed for 2098761 on 2018-09-13 at 08.48.27	<input type="button" value="Explain"/>
10	8:48:32AM	Advisement report processed for 2115823 on 2018-09-13 at 08.48.32	<input type="button" value="Explain"/>
10	8:48:37AM	Advisement report processed for 2116910 on 2018-09-13 at 08.48.37	<input type="button" value="Explain"/>
10	8:48:42AM	Advisement report processed for 2119212 on 2018-09-13 at 08.48.42	<input type="button" value="Explain"/>
10	8:48:47AM	Advisement report processed for 2121947 on 2018-09-13 at 08.48.47	<input type="button" value="Explain"/>
10	8:48:52AM	Advisement report processed for 2123792 on 2018-09-13 at 08.48.52	<input type="button" value="Explain"/>

Batch Printing for Academic Advisement

3. Go to the Print the PDFs

Navigation Academic Advisement> Advisement Processes>Print Batch Reports

Print Batch Reports


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

▼ **Search Criteria**

Run Control ID begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

A. Enter or Add Run Control ID.

Print Batch Reports

Run Control ID tap [Report Manager](#) [Process Monitor](#) [Run](#)

*Academic Institution Emory University

*Report Type Advisement Report

Additional Run Control Parameters

From Request Date To Request Date

Report Identifier Generic Batch

[Save](#) [Add](#) [Update/Display](#)

B. Click Run and then OK.

Batch Printing for Academic Advisement

Process Scheduler Request

User ID TNPHAM5

Run Control ID tap

Server Name Run Date

Recurrence Name Run Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Advising Batch Report Print	SAA_BATCH_DS	BI Publisher	Wel ▼	PDF ▼	Distribution

View Process Request For

User ID Type Last Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List

1-3 of 3 | View All

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	10375190		BI Publisher	SAA_BATCH_DS	TNPHAM5	09/13/2018 9:00:00AM EDT	Success	Posted	Details
<input type="checkbox"/>	10375189		COBOL SQL	SRPCAAPR	TNPHAM5	09/13/2018 8:47:45AM EDT	Success	Posted	Details
<input type="checkbox"/>	10375188		Application Engine	SAA_RPT_RQST	TNPHAM5	09/13/2018 8:44:17AM EDT	Success	Posted	Details

Batch Printing for Academic Advisement

Process Detail

Process

Instance	10375190	Type	BI Publisher
Name	SAA_BATCH_DS	Description	Advising Batch Report Print
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	tap
Location	Server
Server	PSUNX
Recurrence	

Update Process

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

Date/Time

Request Created On	09/13/2018 9:00:06AM EDT
Run Anytime After	09/13/2018 9:00:00AM EDT
Began Process At	09/13/2018 9:00:31AM EDT
Ended Process At	09/13/2018 9:02:16AM EDT

Actions

- [Parameters](#)
- [Message Log](#)
- [Batch Timings](#)
- [View Log/Trace](#)
- [Transfer](#)
- [View Locks](#)

C. Click Report Manager to view PDF

Print Batch Reports

Run Control ID tap

[Report Manager](#)

[Process Monitor](#)

*Academic Institution Emory University

*Report Type Advisement Report

Additional Run Control Parameters

From Request Date

To Request Date

Report Identifier Generic Batch

Batch Printing for Academic Advisement

- List
- Explorer
- Administration
- Archives

View Reports For

Folder Instance to

Name Created On Last 1 Day

Reports

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 SAA_BATCH_DS - SAA_BATCH_DS.pdf	SAA_BATCH_DS - SAA_BATCH_DS.PDF	General	09/13/18 9:02AM	9273527	10375190
2 SAA_RPT_RQST	ADVISEMENT REPORT REQUEST	General	09/13/18 8:45AM	9273524	10375188

[Go back to Print Batch Reports](#)

← List
Report Index

Report

Report ID 9273527 **Process Instance** 10375190 [Message Log](#)
Name XMLP **Process Type** XML Publisher
Run Status Success

SAA_BATCH_DS - SAA_BATCH_DS.pdf

Distribution Details

Distribution Node SATEST **Expiration Date** 09/20/2018

File List

Name	File Size (bytes)	Datetime Created
SAA_BATCH_DS.pdf	1,899,099	09/13/2018 9:02:16.608613AM EDT

Advisement Report

For **Afoma Afobunor** prepared on **09/13/2018**

Requested by **Tram-Anh Pham**

<u>Program</u>	<u>Requirement Term</u>	<u>Requirement Status</u>
Undergraduate Emory College Career	Summer 2017	Not Satisfied
Liberal Arts & Sciences Program	Summer 2017	Not Satisfied
Chemistry Major	Summer 2017	Satisfied
French Studies Major No Priority	Summer 2017	Not Satisfied

UCOL General Education Requirements Global Limits

Satisfied: THE FOLLOWING DEGREE AUDIT IS AN ADVISING DOCUMENT ONLY. STUDENTS ARE COMPLETELY RESPONSIBLE FOR FULFILLING THE DEGREE REQUIREMENTS AS OUTLINED IN THE EMORY COLLEGE CATALOG.

LMT 16

Satisfied: Emory College limit on courses transferred from the Robert C. Goizueta Business School and the Nell Hodgson School of Nursing in effect: No more than 16 hours of credit will count toward the Emory College degree from the Business and Nursing careers.

UCOL LIMIT 17 DANCE