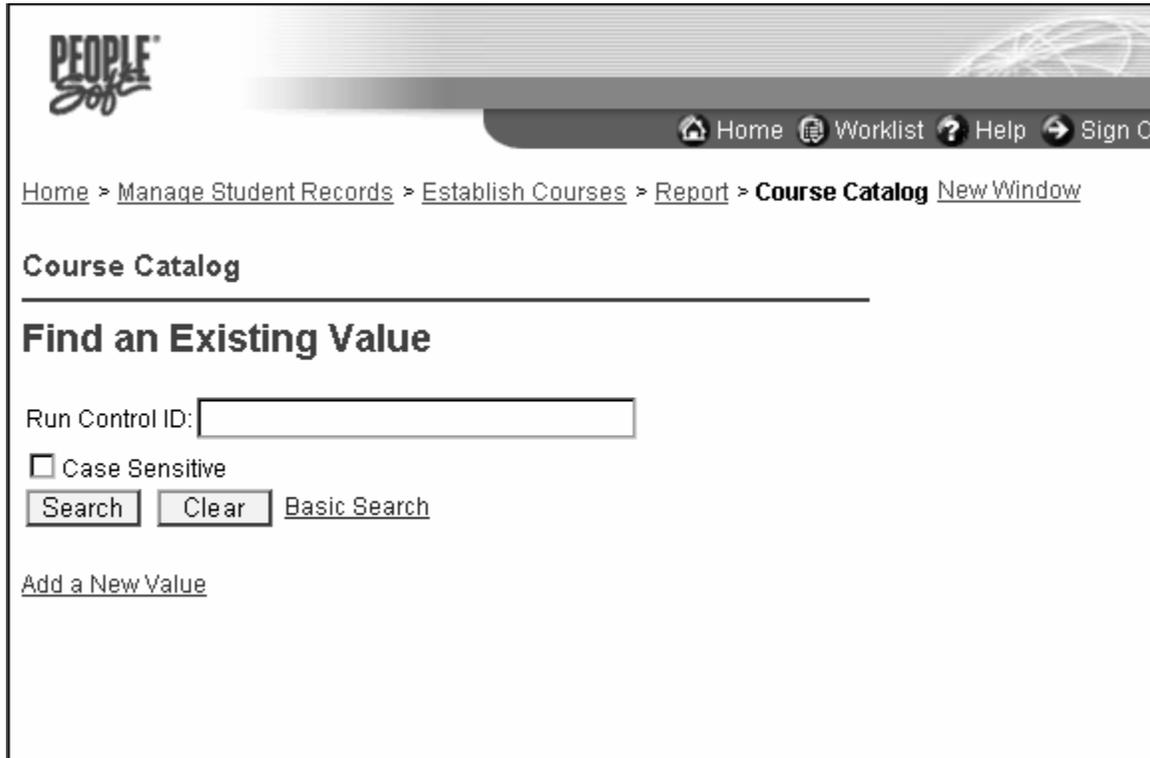


Printing the Course Catalog

Process Flow Steps:

Navigation: Manage Student Records, Establish Courses, Report, Course Catalog



The screenshot shows the PEOPLE SOFT web application interface. At the top left is the PEOPLE SOFT logo. To the right is a navigation bar with icons and links for Home, Worklist, Help, and Sign Out. Below the navigation bar is a breadcrumb trail: Home > Manage Student Records > Establish Courses > Report > **Course Catalog** New Window. The main heading is "Course Catalog". Below this is a section titled "Find an Existing Value". Underneath is a form with a label "Run Control ID:" followed by a text input field. Below the input field is a checkbox labeled "Case Sensitive". At the bottom of the form are three buttons: "Search", "Clear", and "Basic Search". Below the form is a link labeled "Add a New Value".

1. **Run Control ID:** Enter a Run Control ID
Run Control ID's cannot contain any spaces

Course Catalog

Run Control ID: cistu

[Report Manager](#)

[Process Monitor](#)

[Run](#)

Selection Criteria

Start Date: 01/01/1901

End Date: 03/25/2003

Academic Institution: CICMP Channel Islands

Academic Organization: 160 Business

Academic Group: CI Channel Islands

Academic Career: UGRC Undergraduate

Report Options

Course Approved: Approved

Catalog Print: Yes

Report Only

Print Course Topics

Print Require Group

Print Course Attributes

Print Course Equivalent

Print Requirement Designation

Print Component Characteristic

Print OEE Designator

1. **From Date:** Enter a From Date
This date uses the effective date on the course to know which row of data to print.
2. **Thru Date:** Enter a Thru Date.
This date uses the effective date on the course to know which row of data to print.
3. **Academic Institution:** The system defaults the institution if it is defined in the Operator Defaults Page

To print the catalog you must select at least an Academic Organization. However you can refine even further the print output by selecting an Academic Group and/or an Academic Career.

4. **Academic Organization:** Select an Academic Organization.
5. **Academic Group:** Select the Academic Group, if desired.
6. **Academic Career:** Select the Academic Career, if desired.
7. **Course Approved:** Select whether you want to display Approved, Denied, or Pending courses in the Course Approved field.
8. **Catalog Print:** Select whether you want to view courses designated as Catalog Print courses.
If you select Yes, all courses that have the Catalog Print option selected in the Course Catalog Offerings page are displayed. If you choose No only those courses without the Catalog Print will print. If you choose All you will get every course no matter what the Catalog Print is set to.
9. **Report Only:** Select this if you only want to view the report, not get a file back.
10. **File Path:** Enter the file path where the report output should go.

Check only the following print options you want to display on the report:

11. **Print Course Topics:** Select to display any associated Course Topics
12. **Print Require Group:** Select to display any associated Requirement Group
13. **Print Course Attributes:** Select to display any associated Course Attributes
14. **Print Course Equivalent:** Select to display any Course Equivalents
15. **Print Requirement Designation:** Select to display any Requirement Designations
16. **Print Component Characteristic:** Select to display Component Characteristics
17. **Print OEE Designator:** Select to display whether or not courses allow Open Entry/Open Exit enrollment.
18. Run the process by clicking the **Run** button.

PEOPLE
Soft

Home Worklist Help Sign O

Home > Manage Student Records > Establish Courses > Report > Course Catalog [New Window](#)

Process Scheduler Request

User ID: PS Run Control ID: PS

Server Name: [] Run Date: 07/23/2002 [BT]

Recurrence: [] Run Time: 11:03:09AM

Time Zone: [] [Reset to Current Date/Time](#)

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Course Catalog	SR301	SQR Report	Web	[] [BT]

OK Cancel

19. **Server Name:** Select the Server where the report should be run.
20. **Type:** Select the type of output you want. Options are Email, File, Printer, and Web.
21. **Format:** Select the file format that should be used for output. PDF is the most common choice.
22. Click OK to run the report.
23. The Process Monitor and Report Manager can be used to check the status and results of the report.