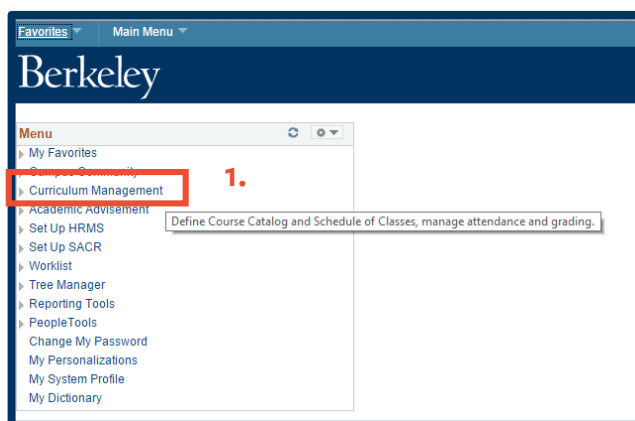


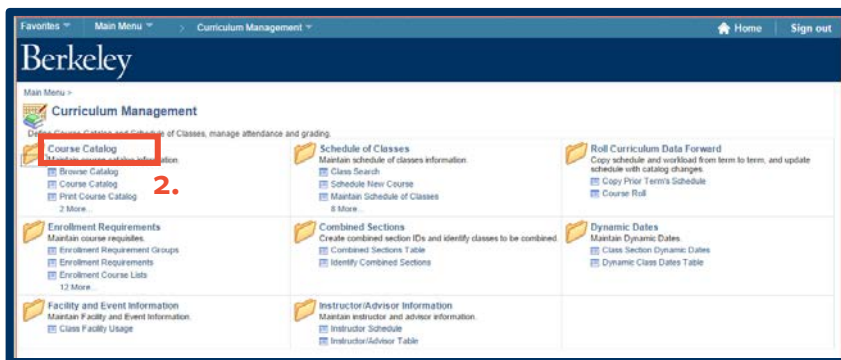
Printing the Course Catalog

The following steps demonstrate (a) how to set up a Run Control for the purpose of printing an iteration of the Course Catalog, and (b) how to generate a pdf of a Course Catalog. The Run Control configuration is an essential step in printing the catalog, as a run control can be used time and again—with minor changes, if necessary—to run a print job.

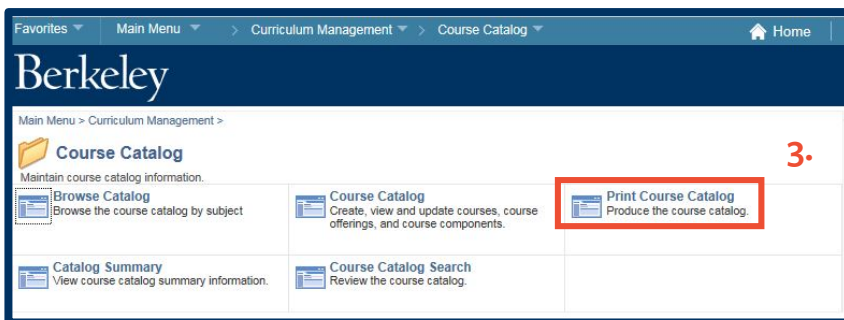
- From the *Campus Solutions Main Menu*, click the **Curriculum Management** link.



- Click the **Course Catalog** link.

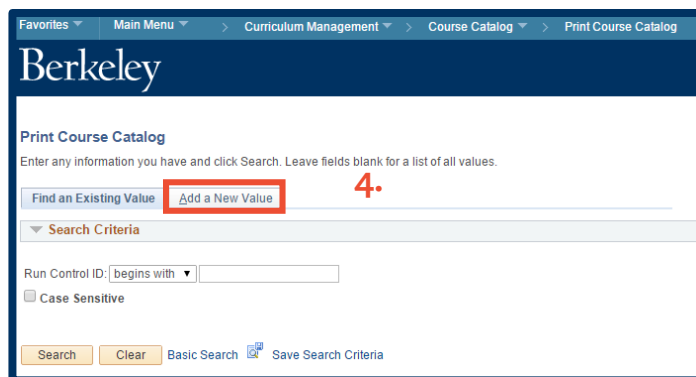


- Click the **Print Course Catalog** link.



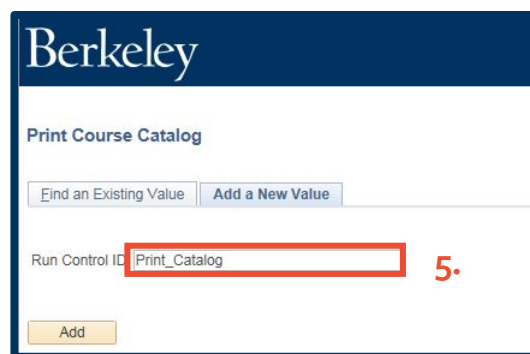
- Click the **Add a New Value** tab.

NOTE: If you want to use an existing Run Control ID, see **Steps 24–26**.



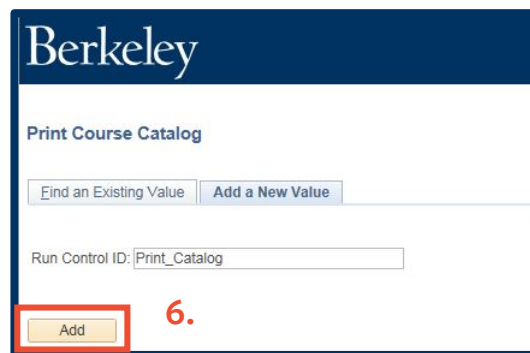
- Type a **Run Control ID** for the catalog printing.

NOTE: Run Control ID names can include alpha and numeric characters as well as underscores. No other characters are allowed.



- Click the **Add** button.

NOTE: Run controls are specific to the user and only need to be set up once. The user can use the same run control for subsequent runs, modifying as necessary..



- The **Print Course Catalog** page appears. Enter **From** and **End** dates.

NOTE: The format should be “08/14/15”, or you can enter dates by using the pop-up calendars. “From” could be 1/1/1901, and the “End” date should be whichever the point in time is that you want the catalog data.

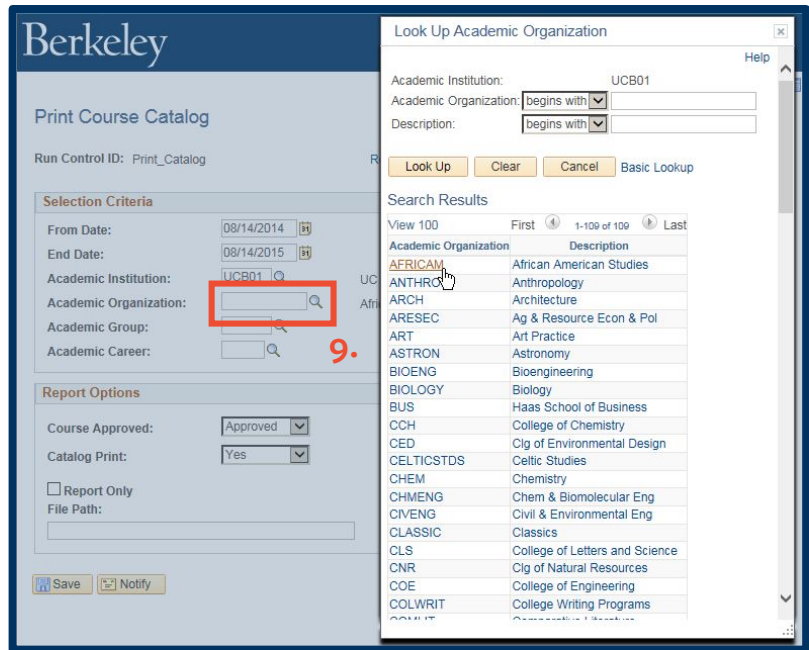
The screenshot shows the 'Print Course Catalog' interface. The 'Selection Criteria' section includes 'From Date' and 'End Date' fields, both containing '08/14/2014' and '08/14/2015' respectively, which are highlighted with a red box and labeled with a red '7.'. Below this, there are fields for 'Academic Institution', 'Academic Organization', 'Academic Group', and 'Academic Career'. The 'Report Options' section includes a 'Course Approved' dropdown set to 'Approved', a 'Catalog Print' dropdown set to 'Yes', and several checkboxes: 'Print Course Topics' (unchecked), 'Print Require Group' (checked), 'Print Course Attributes' (checked), 'Print Course Equivalent' (checked), 'Print Requirement Designation' (checked), 'Print Component Characteristic' (checked), and 'Print OEE Designator' (unchecked). At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

- The **Academic Institution** field will likely already be populated with “UCBo1”.

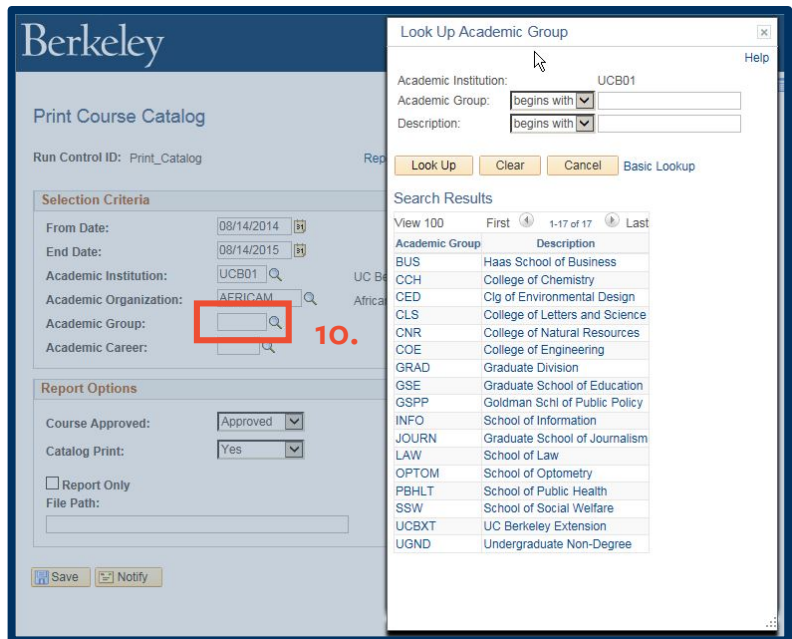
NOTE: In the event that it is not populated, use the Lookup magnifying glass (🔍), and select “UCBo1”, or you can type “UCBo1” in the text field.

The screenshot shows the 'Print Course Catalog' interface with a 'Look Up Academic Institution' dialog box open. The 'Academic Institution' field in the dialog is highlighted with a red box and labeled with a red '8.'. The dialog includes search criteria for 'Academic Institution', 'Description', and 'Short Description', each with a 'begins with' dropdown. Below the search criteria are 'Look Up', 'Clear', and 'Cancel' buttons. The 'Search Results' section shows a table with columns 'Academic Institution', 'Description', and 'Short Description'. The first row is 'UCB01', 'UC Berkeley', and 'Berkeley'. A red arrow points to the 'UCB01' entry. The dialog also has a 'Basic Lookup' checkbox and a 'Print OEE Designator' checkbox at the bottom.

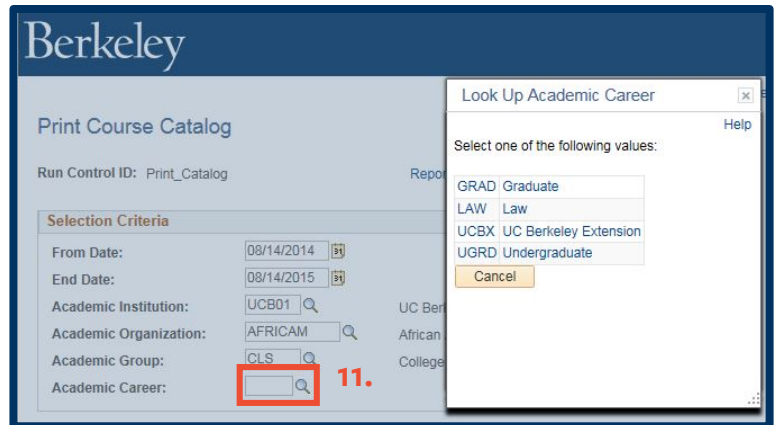
- Using the **Academic Organization Lookup** button, select the appropriate **Academic Organization**.



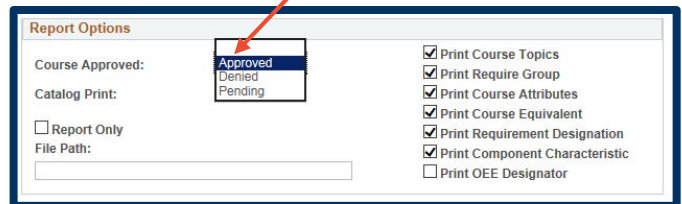
- Using the **Academic Group Lookup** button, select the appropriate **Academic Group**. *(This field is optional.)*



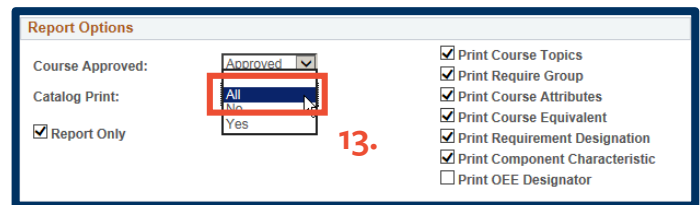
- Using the **Academic Career Lookup** button, select the appropriate **Academic Career**. *(This field is optional.)*



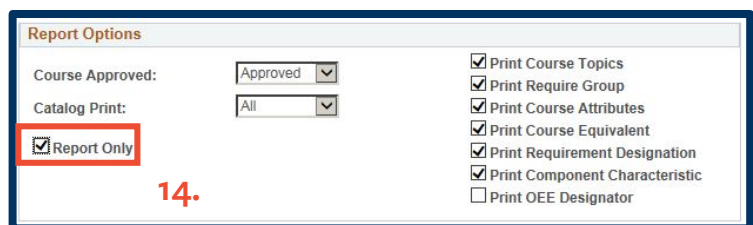
- Configure the **Report Options** as warranted. Select the appropriate option under **Course Approval**, choosing from “Approved”, “Denied”, or “Pending”.



- Set **Catalog Print** to **All**.



- Check **Report Only**.



- When done with the **Print Course Catalog** configurations, click the **Run** button.

Berkeley New Window | Help

Print Course Catalog

Run Control ID: Print_Catalog Report Manager Process Monitor **Run**

Selection Criteria

From Date: 08/14/2014

End Date: 08/14/2015

Academic Institution: UCB01 UC Berkeley

Academic Organization: AFRICAM African American Studies

Academic Group: CLS College of Letters and Science

Academic Career: UGRD Undergraduate

Report Options

Course Approved: Approved

Catalog Print: Yes

Report Only

File Path:

- Print Course Topics
- Print Require Group
- Print Course Attributes
- Print Course Equivalent
- Print Requirement Designation
- Print Component Characteristic
- Print OEE Designator

- After clicking **OK**, you will return to the **Print Course Catalog** page.

Click the **Save** button if you want to save your Run Control for later use.

Berkeley New Window | Help

Print Course Catalog

Run Control ID: Print_Catalog_3 Report Manager Process Monitor **Run**

Process Instance:2440

Selection Criteria

From Date: 01/26/2015

End Date: 08/26/2015

Academic Institution: UCB01 UC Berkeley

Academic Organization: AFRICAM African American Studies

Academic Group: CLS College of Letters and Science

Academic Career: UGRD Undergraduate

Report Options

Course Approved: Approved

Catalog Print: Yes

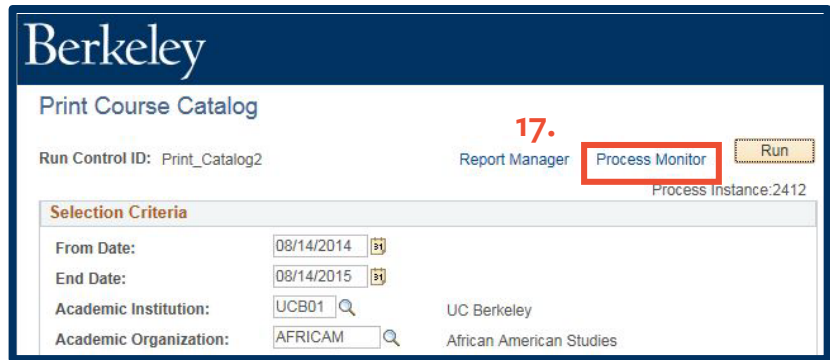
Report Only

- Print Course Topics
- Print Require Group
- Print Course Attributes
- Print Course Equivalent
- Print Requirement Designation
- Print Component Characteristic
- Print OEE Designator

16.

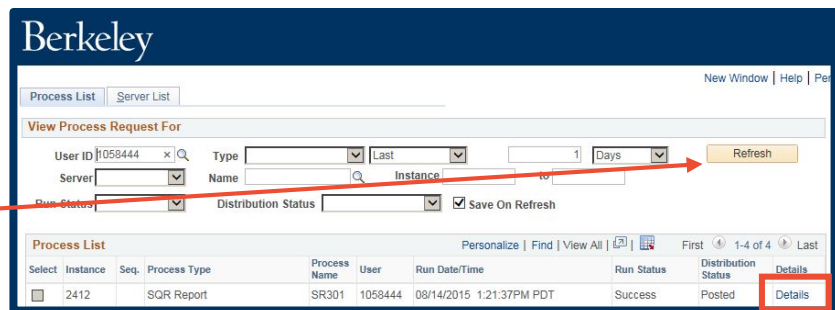
Save

- Click the **Process Monitor** link.



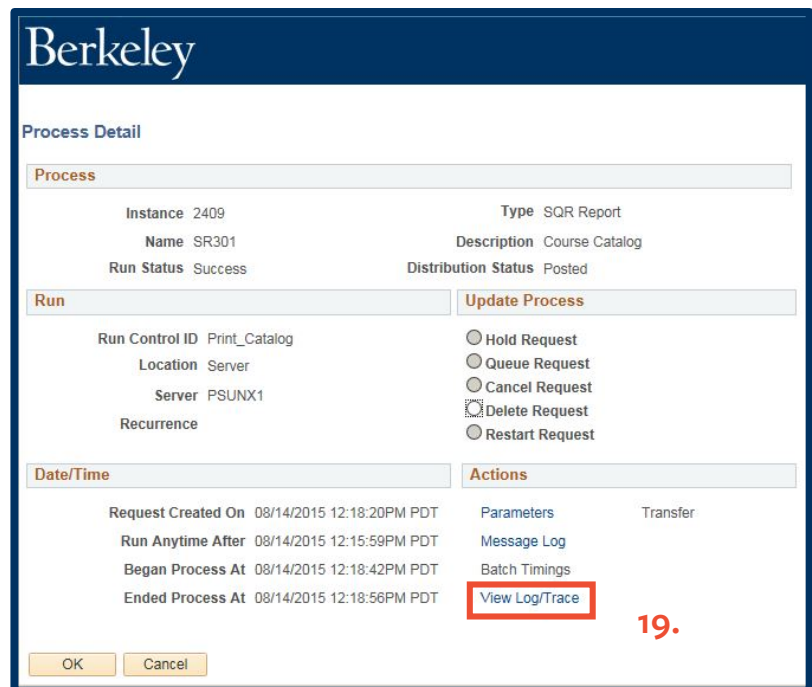
- The **Process List** page appears. Click the **Details** link.

NOTE: If necessary, click the **Refresh** button to make the queued print job appear as “Posted”.



18.

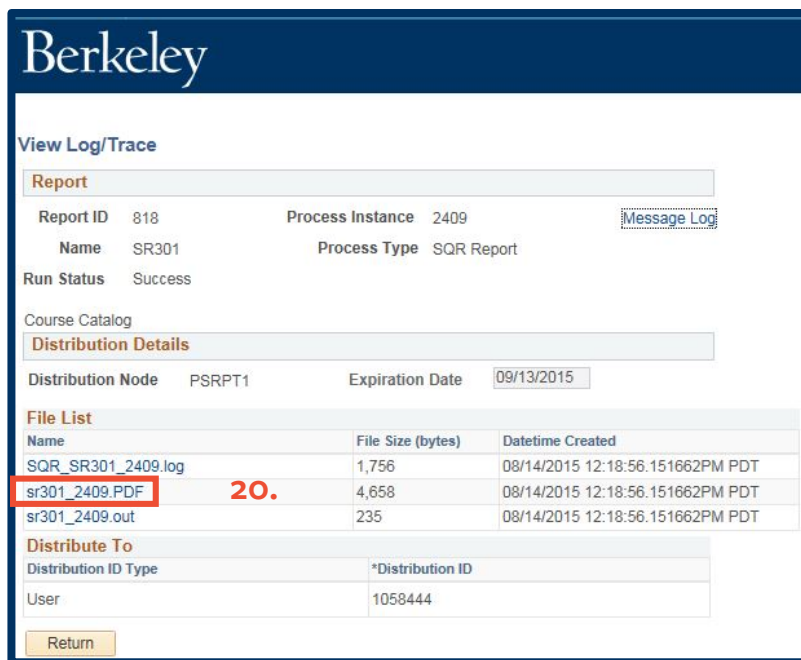
- The **Process Detail** page appears. Click the **View Log/Trace** link.



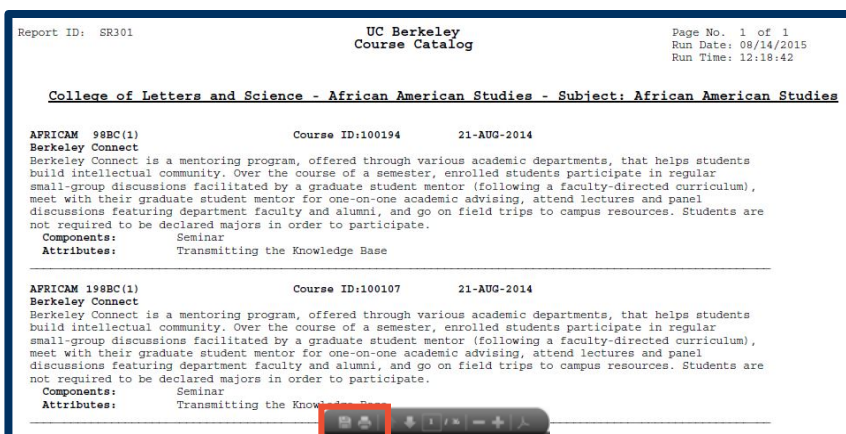
19.

20. Select the **PDF** from the **File List**.

Once you select the PDF, that PDF file will appear in a new browser tab or window.

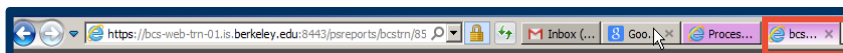


21. You will view the output in a browser tab or window separate from *Campus Solutions*. From that *Adobe Acrobat .pdf* view, you can also print or save the output.



21.

22. When done, close the catalog's browser tab or PDF window to exit the catalog print.



22.

23. Click **Sign out** to exit *Campus Solutions*.



23.

Searching for an Existing Catalog Print Run Control ID

24. If you need to generate a report using an existing Run Control ID, click the **Print Course Catalog** link in the **Navigation Bar**.



24.

25. Click the **Search** button in the Print Course Catalog window to search for all Run Control IDs.

The 'Print Course Catalog' search form includes a title, a search instruction, two buttons ('Find an Existing Value' and 'Add a New Value'), a 'Search Criteria' section with a dropdown menu set to 'begins with' and an empty text input, a 'Case Sensitive' checkbox, and a row of buttons: 'Search' (highlighted with a red box), 'Clear', 'Basic Search', and 'Save Search Criteria'.

25.

26. Locate the desired Run Control ID, and then click on it to open and run it or to reconfigure and run it.

The search results section shows a table with two columns: 'Run Control ID' and 'Language Code'. The first row is highlighted with a red box. Below the table are navigation controls for the results.

Run Control ID	Language Code
Print_Catalog	English
Print_Catalog2	English

Search Results navigation: View All, First, 1-6 of 6, Last.

26.