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.

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

2. Click the Course Catalog link.

3. Click the Print Course Catalog link.
4. Click the Add a New Value tab.

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

5. 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.

6. 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.
7. 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.

“The **From**” could be 1/1/1901, and the “**End**” date should be whichever the point in time is that you want the catalog data.

8. The **Academic Institution** field will likely already be populated with “**UCB01**”.

**NOTE:** In the event that it is not populated, use the Lookup magnifying glass (🔍), and select “**UCB01**”, or you can type “**UCB01**” in the text field.
9. Using the **Academic Organization Lookup** button, select the appropriate **Academic Organization**.

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

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

13. Set **Catalog Print** to **All**.

14. Check **Report Only**.
15. When done with the **Print Course Catalog** configurations, click the **Run** button.

16. 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.
17. Click the **Process Monitor** link.

18. 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”.

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

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

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

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

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