

How to run the Class Scheduling Report in Cardinal Station

The report is available in Cardinal Station, navigate to CUA Custom > Student Records > Custom Reports > the report name is Class Scheduling Report.

Here are the steps to running this report: In Cardinal Station, follow the navigation listed above. It will take you to the report run page.

The screenshot shows the 'Class Scheduling Report' page in Cardinal Station. The header features the CUA logo and the text 'The Catholic University of America Cardinal Station'. A left-hand menu lists various reports, with 'Class Scheduling Report' selected. The main content area is titled 'Class Scheduling Report' and includes instructions: 'Enter any information you have and click Search. Leave fields blank for a list of...'. Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' dropdown menu is expanded, showing 'Search by: Run Control ID begins with' followed by an empty text input field. There is a checkbox for 'Case Sensitive' and a text input for 'Limit the number of results to (up to 300):' with the value '300' entered. At the bottom, there are 'Search' and 'Advanced Search' buttons.

Simply click search without entering anything in the Run Control ID box. Your name should then appear in the search results below.

Class Scheduling Report

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

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

[Advanced Search](#)

Search Results

View All First 1-7 of 7 Last

Run Control ID	Language Code
JERABEK	English

Click on your name. This will bring up the report prompt page.

Class Scheduling Report

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

*Academic Organization: Psychology ←

*Term: Fall 2013 ←

Use the magnify glass to identify your academic organization, and enter 1138 as the term.

Click the Run button.

The Process screen will come up.

Process Scheduler Request

User ID: JERABEK Run Control ID: JERABEK

Server Name: PSNT Run Date: 02/04/2013
Recurrence: Run Time: 8:54:53AM
Time Zone: EST Eastern Time

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Class Scheduling Report	CUSR0065	SQR Report	Web	PDF	Distribution

OK Cancel

Simply ensure the Sever Name field is populated with PSNT. Then Click OK.

You will be redirected back to the report prompt page. Now click on Process Monitor

Class Scheduling Report

Run Control ID: JERABEK [Report Manager](#) [Process Monitor](#) Run
Process Instance: 2598490

*Academic Organization: PSYCH Psychology
*Term: 1138 Fall 2013

Save Return to Search Previous in List Next in List Notify Add Update/Display

Your process list will populate. This report will appear as Process Type = SQR report. When it has been generated, the Run Status will = posted. To view the report click on the blue underlined Details link.

Process List Server List

Actions

User ID: JERABEK Type: Last: 1 Days Refresh

Server: PSNT Name: Instance: to: Run Status: Distribution Status: Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2598490		SQR Report	CUSR0065	JERABEK	02/04/2013 8:54:53AM EST	Success	Posted	Details

On the next page, click on the blue underlined View Log/Trace link.

Process Detail

Process

Instance: 2598490 Type: SQR Report
 Name: CUSR0065 Description: Class Scheduling Report
 Run Status: Success Distribution Status: Posted

Run Update Process

Run Control ID: JERABEK Hold Request
 Location: Server Queue Request
 Server: PSNT Cancel Request
 Recurrence: Delete Request
 Restart Request

Date/Time Actions

Request Created On: 02/04/2013 8:59:13AM EST Parameters Transfer
 Run Anytime After: 02/04/2013 8:54:53AM EST Message Log
 Began Process At: 02/04/2013 8:59:29AM EST Batch Timings
 Ended Process At: 02/04/2013 8:59:44AM EST [View Log/Trace](#)

OK Cancel

On the next page, click on the PDF that is generated. Each report will have a different filename, simply select that one that ends in PDF.

View Log/Trace

Report

Report ID: 1092974 **Process Instance:** 2598490 [Message Log](#)
Name: CUSR0065 **Process Type:** SQR Report
Run Status: Success

Class Scheduling Report

Distribution Details

Distribution Node: XCOPY **Expiration Date:** 05/05/2013

File List

Name	File Size (bytes)	Datetime Created
CUSR0065_2598490.PDF	6,552	02/04/2013 8:59:44.319000AM EST
CUSR0065_2598490.out	17,683	02/04/2013 8:59:44.319000AM EST
SQR_CUSR0065_2598490.log	1,680	02/04/2013 8:59:44.319000AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	JERABEK

The report will then pop-up in a separate browser. You can view and print the report from there.