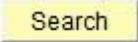


Batch Degree Progress Reports Using Query

1. Click the **Academic Advisement** link.
[Academic Advisement](#)
2. Click the **Advisement processes** link.
[Advisement Processes](#)
3. Click the **Generate Report Requests** link.
[Generate Report Requests](#)
4. Your **Run Control ID** must be your SMU ID number. If you do not already have your SMU ID set up as a **Run Control ID**, create one by clicking on the **Add A New Value** tab.
5. Otherwise, enter your SMU ID number and click the **Search** button.

 Search

6. Leave **Report Date** as today's current date.
7. Leave **As of Date** as today's current date.
8. Leave **Academic Institution** as Southern Methodist University.
9. Check the **Population Selection** checkbox to use an external file to select students' IDs.

Population Selection

10. Click the drop down arrow for **Selection Tool** to view a list of options. Select **PS Query**.

Selection Tool:

11. Enter the **Query Name** or click the magnifying glass to select from a list of available queries.
12. Click the **Save** button.

 Save

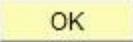
13. Click the **Run** button.

 Run

14. On the **Process Scheduler Request** page, check the **Advisement Report Request** checkbox.

Advisement Report Request

15. Click the **OK** button to process the request.

 OK

16. To check the status of your process, click the **Process Monitor** link.

[Process Monitor](#)

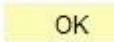
17. When **Run Status** for SAA_RPT_RQST says Success, navigate back to **Advisement Processes**. Click the **Generate Advisement Reports** link.

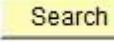
[Academic Advisement](#) > [Advisement Processes](#) > [Generate Advisement Reports](#)

18. Leave **Academic Institution** as SMETH.
19. Enter today's date in the **From & To** fields.
20. Click the **Save** button.

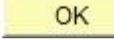


- 
21. Click the **Run** button.

 22. On the **Process Scheduler Request** page, check the **Batch DPR Processes** checkbox.
 [Batch DPR Processes](#)
 23. Click the **OK** button to process the request.

 24. To check the status of your process, click the **Process Monitor** link.
[Process Monitor](#)
 25. When **Run Status** for U_AABCH1 says Success, navigate back to **Advisement Processes**. Click the **Generate Advisement Reports** link.
[Academic Advisement](#) > [Advisement Processes](#) > [Generate Advisement Reports](#)
 26. Click the **Report Manager** link.
[Report Manager](#)
 27. Click the **Administration** tab.

 28. Select the **SAA_BATCH_DS - SAA_BATCH_DS.pdf** link to view DPRs.
[SAA_BATCH_DS - SAA_BATCH_DS.pdf](#)
 29. The students' Degree Progress Reports are now displayed. Scroll down to view the entire document.
 30. Select the **U_AA_UGBATCH – U_AA_UGBATCH.pdf** link to view UG Summary Reports.
[U_AA_UGBATCH - U_AA_UGBATCH.pdf](#)
 31. The students' Undergraduate Summary Reports are now displayed. Scroll down to view the entire document.
 32. Navigate back to **Advisement Processes**. Click the **Purge Report Results** link.
[Academic Advisement](#) > [Advisement Processes](#) > [Purge Report Results](#)
 33. Enter your SMU ID number and click the **Search** button.

 34. Leave **Academic Institution** as SMETH.
 35. Enter today's date in the **From & To** fields.
 36. Click the **Save** button.

 37. Click the **Run** button.

 38. On the **Process Scheduler Request** page, check the **Purge Advising Report Results** checkbox.
 [Purge Advising Report Results](#)
 39. Click the **OK** button to process the request.


40. To check the status of your process, click the **Process Monitor** link.

[Process Monitor](#)

41. End of Procedure.

Note: For additional assistance please contact Academic Advisement Module Team at DESAA@smu.edu.

Related Tutorials:

Understanding the Degree Progress Report

Understanding the Undergraduate Summary Report

