# Running Batch Degree Progress Reports using PS Query

| Step | Action |
|---|---|
| 1. | Click the **Academic Advisement** link.<br>▷ Academic Advisement |
| 2. | Click the **Advisement processes** link.<br>Advisement Processes |
| 3. | Click the **Generate Report Requests** link.<br>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.<br>Add a New Value |
| 5. | Otherwise, enter your SMU ID number and click the **Search** button.<br>Search |
| 6. | Leave **Report Date** as today's date. |
| 7. | Leave **As of Date** as default date (01/01/3000). |
| 8. | Leave **Academic Institution** as Southern Methodist University. |
| 9. | Check the **Population Selection** checkbox to use query to select students' IDs.<br>☑ Population Selection |
| 10. | Click the drop down arrow for **Selection Tool** to view a list of options. Select **PS Query**.<br>Selection Tool: PS Query |
| 11. | Enter the **Query Name** or click the magnifying glass to select from a list of available queries. |
| 12. | Click the **Save** button.<br>Save |
| 13. | Click the **Run** button.<br>Run |
| 14. | On the **Process Scheduler Request** page, check the **Advisement Report Request** checkbox.<br>☑ Advisement Report Request |
| 15. | Click the **OK** button to process the request.<br>OK |
| 16. | To check the status of your process, click the **Process Monitor** link.<br>Process Monitor |

| Step | Action |
|---|---|
| 17. | When **Run Status** for SAA_RPT_RQST says Success, click the **Go back to Generate Report Requests** link.<br>Go back to Generate Report Requests |
| 18. | Navigate back to **Advisement Processes**. Click the **Generate Advisement Reports** link.<br>Academic Advisement > Advisement Processes > Generate Advisement Reports |
| 19. | Leave **Academic Institution** as SMETH. |
| 20. | Enter **From** & **To** dates based on **Report Date** from the previous process (**Generate Report Request**). |
| 21. | Click the **Save** button.<br>Save |
| 22. | Click the **Run** button.<br>Run |
| 23. | On the **Process Scheduler Request** page, check the **Batch DPR Processes** checkbox.<br>☑ Batch DPR Processes |
| 24. | Click the **OK** button to process the request.<br>OK |
| 25. | To check the status of your process, click the **Process Monitor** link.<br>Process Monitor |
| 26. | When **Run Status** for U_AABCH1 says Success, click the **Go back to Generate Advisement Reports** link.<br>Go back to Generate Advisement Reports |
| 27. | Click the **Report Manager** link.<br>Report Manager |
| 28. | Click the **Administration** tab.<br>Administration |
| 29. | Select the **SAA_BATCH_DS - SAA_BATCH_DS.pdf** link to view DPRs.<br>SAA_BATCH_DS - SAA_BATCH_DS.pdf |
| 30. | The students' Degree Progress Reports are now displayed. Scroll down to view the entire document. |
| 31. | Select the **U_AA_UGBATCH – U_AA_UGBATCH.pdf** link to view UG Summary Reports.<br>U_AA_UGBATCH - U_AA_UGBATCH.pdf |
| 32. | The students' Undergraduate Summary Reports are now displayed. Scroll down to view the entire document. |
| 33. | Navigate back to **Advisement Processes**. Click the **Purge Report Results** link.<br>Academic Advisement > Advisement Processes > Purge Report Results |

| Step | Action |
|---|---|
| 34. | Enter your SMU ID number and click the **Search** button.<br>Search |
| 35. | Leave **Academic Institution** as SMETH. |
| 36. | Enter **From** & **To** dates based on **Report Date** from the previous process (**Generate Report Request**). |
| 37. | Click the **Save** button.<br>Save |
| 38. | Click the **Run** button.<br>Run |
| 39. | On the **Process Scheduler Request** page, check the **Purge Advising Report Results** checkbox.<br>☑ Purge Advising Report Results |
| 40. | Click the **OK** button to process the request.<br>OK |
| 41. | To check the status of your process, click the **Process Monitor** link.<br>Process Monitor |
| 42. | **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