Running Batch Degree Progress Reports using External File

Step	Action
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. Add a New Value
5.	Otherwise, enter your SMU ID number and click the **Search** button. 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 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 **External File**. Selection Tool: External File
11.	Click the **Upload File** button. Upload File
12.	Click the **Browse…** button. Browse...
13.	Select the external file to upload. **The external file must be a text file that contains the students' SMU ID numbers. If the file contains additional fields, make sure the SMU ID is the first field.** Click the **Open** button. Open
14.	Click the **Upload** button. Upload
15.	Enter or select AA_BATCH for **File Mapping**. File Mapping: AA_BATCH

Step	Action
16.	Click the **Save** button. Save
17.	Click the **Run** button. Run
18.	On the **Process Scheduler Request** page, check the **Advisement Report Request** checkbox. ☑ Advisement Report Request
19.	Click the **OK** button to process the request. OK
20.	To check the status of your process, click the **Process Monitor** link. Process Monitor
21.	When **Run Status** for SAA_RPT_RQST says Success, click the **Go back to Generate Report Requests** link. Go back to Generate Report Requests
22.	Navigate back to **Advisement Processes**. Click the **Generate Advisement Reports** link. Academic Advisement > Advisement Processes > Generate Advisement Reports
23.	Leave **Academic Institution** as SMETH.
24.	Enter **From** & **To** dates based on **Report Date** from the previous process (**Generate Report Request**).
25.	Click the **Save** button. Save
26.	Click the **Run** button. Run
27.	On the **Process Scheduler Request** page, check the **Batch DPR Processes** checkbox. ☑ Batch DPR Processes
28.	Click the **OK** button to process the request. OK
29.	To check the status of your process, click the **Process Monitor** link. Process Monitor
30.	When **Run Status** for U_AABCH1 says Success, click the **Go back to Generate Advisement Reports** link. Go back to Generate Advisement Reports
31.	Click the **Report Manager** link. Report Manager
32.	Click the **Administration** tab. Administration

Step	Action
33.	Select the **SAA_BATCH_DS - SAA_BATCH_DS.pdf** link to view DPRs. SAA_BATCH_DS - SAA_BATCH_DS.pdf
34.	The students' Degree Progress Reports are now displayed. Scroll down to view the entire document.
35.	Select the **U_AA_UGBATCH – U_AA_UGBATCH.pdf** link to view UG Summary Reports. U_AA_UGBATCH - U_AA_UGBATCH.pdf
36.	The students' Undergraduate Summary Reports are now displayed. Scroll down to view the entire document.
37.	Navigate back to **Advisement Processes**. Click the **Purge Report Results** link. Academic Advisement > Advisement Processes > Purge Report Results
38.	Enter your SMU ID number and click the **Search** button. Search
39.	Leave **Academic Institution** as SMETH.
40.	Enter **From** & **To** dates based on **Report Date** from the previous process (**Generate Report Request**).
41.	Click the **Save** button. Save
42.	Click the **Run** button. Run
43.	On the **Process Scheduler Request** page, check the **Purge Advising Report Results** checkbox. ☑ Purge Advising Report Results
44.	Click the **OK** button to process the request. OK
45.	To check the status of your process, click the **Process Monitor** link. Process Monitor
46.	**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