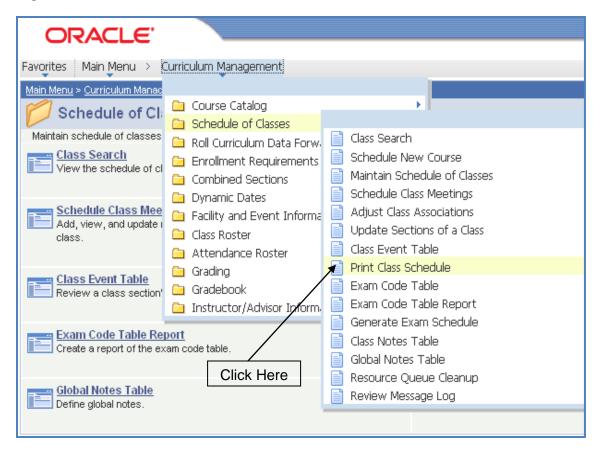
This guide will help you generate a Schedule of Classes report.

1.0 PeopleSoft Production Logon

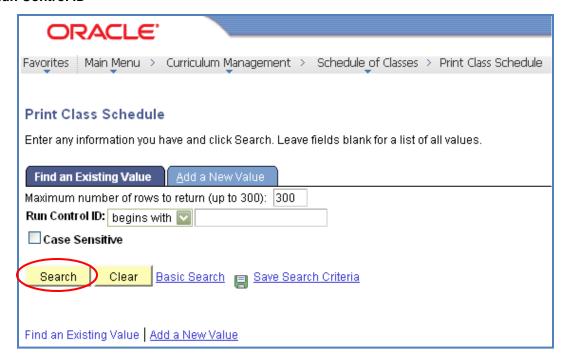
Navigate to https://cms.csupomona.edu/psp/HPOMPRD/?cmd=login&languageCd=ENG as shown below.



2.0 Navigate to Print Class Schedule



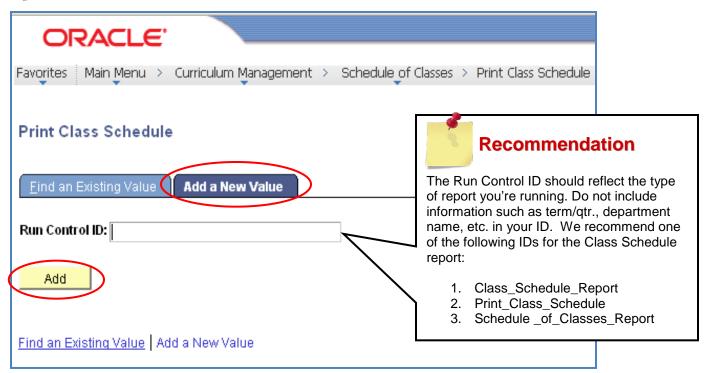
3.0 Run Control ID



Step 1 Click the Search button to view a list of your Run Control IDs. Select the appropriate ID from your list. If you do not have a run control ID for 'Print Class Schedule' proceed to Step 2; otherwise proceed to section 4.0.



You may use the same Run Control ID to print Class Schedules for different terms, sessions, academic organization (node), and class statuses.



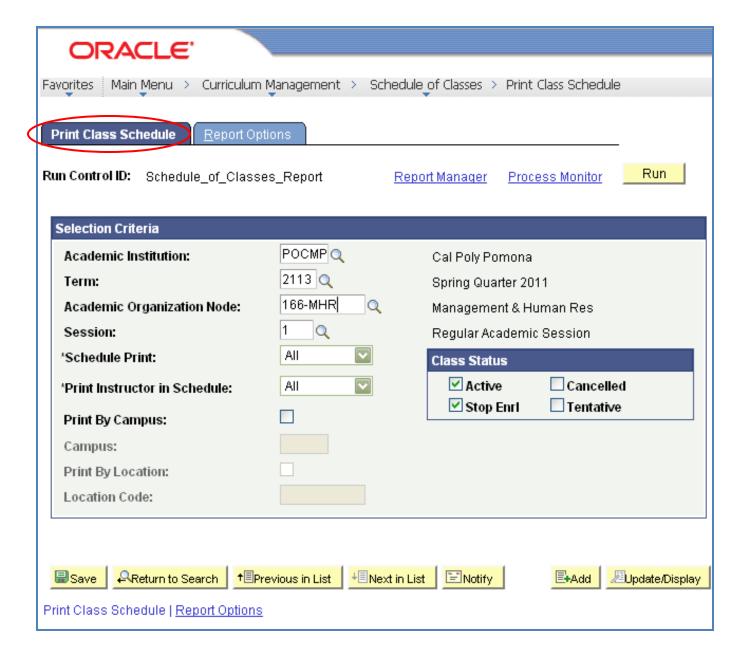
Step 2 Click on 'Add a New Value' tab and enter a Run Control ID. A Run Control ID cannot have any spaces; an underscore should be used in place of a space. Click on the Add button after you have entered a Run Control ID.

4.0 Report Criteria

The Print Class Schedule tab and Report Options tab must be filled out prior to running your report.

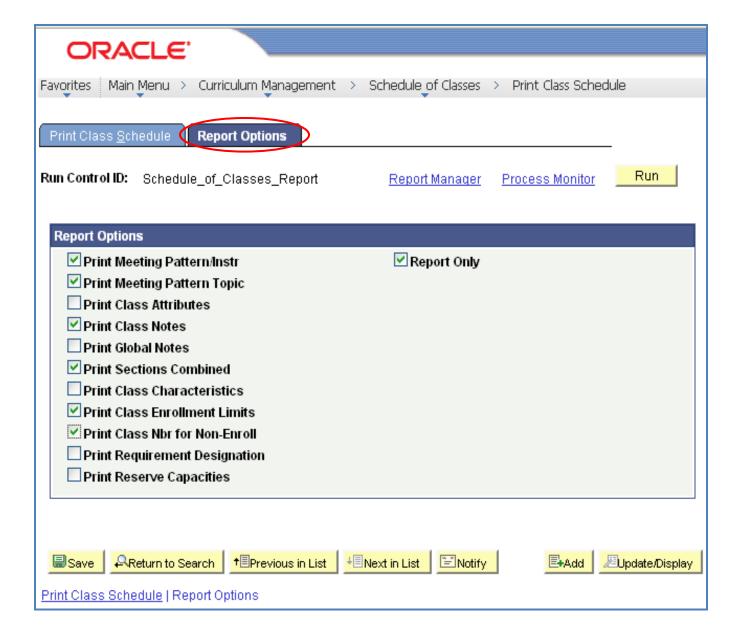
4.1 Fill in the following required fields on the Print Class Schedule tab:

- Academic Institution
- Term
- Academic Organization Node
- Session
- Schedule Print (located in the Maintain Schedule of Classes Basic Data tab)
- Print Instructor in Schedule (located in the Maintain Schedule of Classes Meetings tab)
- Class Status

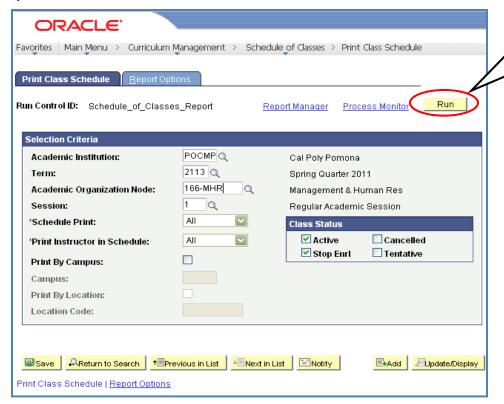


4.2 Fill in the following required fields on the Report Options tab:

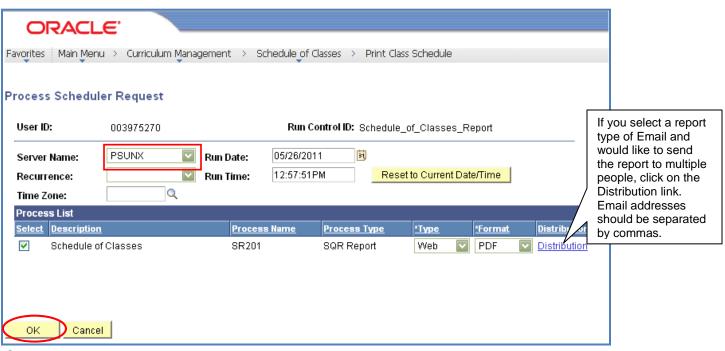
- Print Meeting Pattern/Instr
- Print Meeting Pattern Topic
- Print Class Notes
- Print Sections Combined
- Print Class Enrollment Limits
- Print Class Nbr for Non-Enroll
- Report Only



5.0 Run Report



5.1 Process Scheduler Request



Step 1

- Select "PSUNX" from the Server Name drop-down box.
- In the Type column, select either Web or Email. Selecting Web will allow you to return at a future date to review this report request. If selecting Email, the report will not be saved in the PeopleSoft report repository; therefore, you will only be able to access the report if saved in your email inbox.
- In the Format column, select either PDF or CSV.
- Click the OK button. This will return you to the Report Criteria page.

Proceed to section 6.0 if you selected a report type of Web; otherwise proceed to section 7.1 to view a sample report.

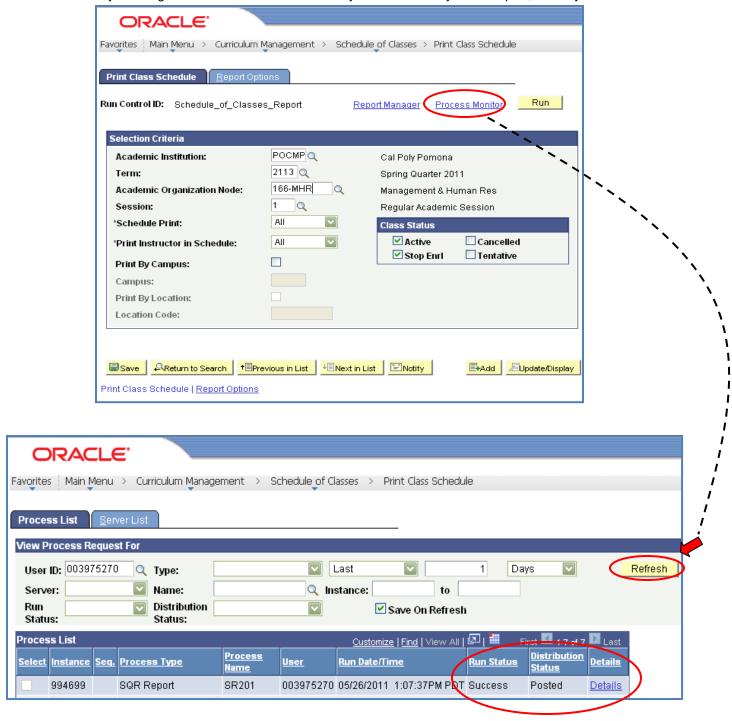
Click the Run button on

either the Print Class

Schedule or Report Options tab to run report.

6.0 Process Monitor

If you have selected a Web type report, click on the Process Monitor link on either the *Print Class Schedule* or *Report Options* tab to view status and download report. If you have chosen an Email type report, it is not necessary to navigate to Process Monitor as the system will email you the report; check your e-mail inbox.



Step 1

- Click on the Refresh button periodically until the Run Status shows "Success" and Distribution Status shows "Posted".
- Click on the Details link to view report processing details.

6.1 Report Process Detail



7.0 View Report

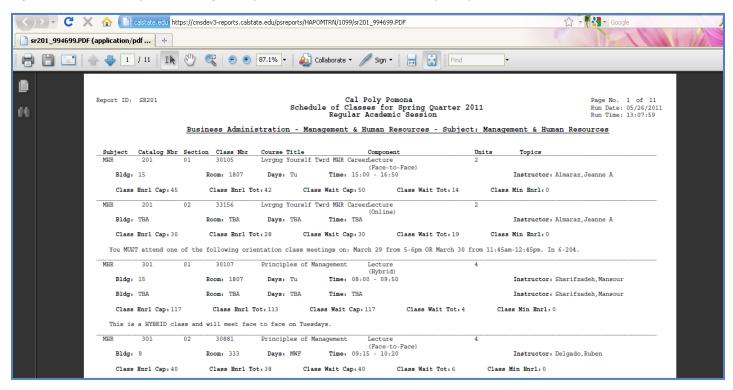


If you selected the PDF report format, your file extension will end with ".PDF". If you selected the CSV report format, your file extension will end with ".CSV".

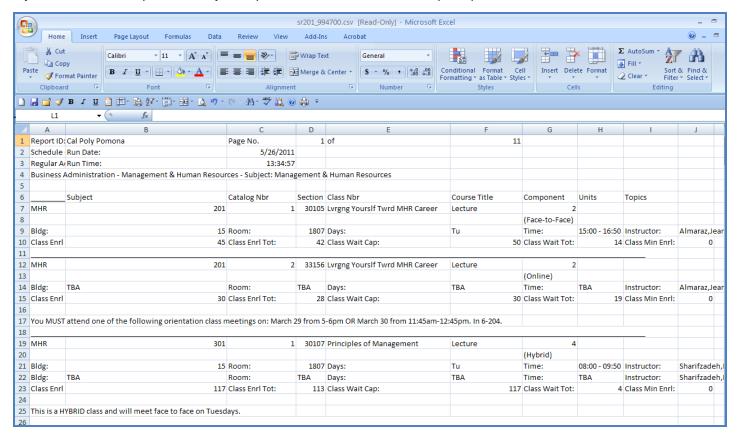
If no information meets your report criteria, you will not see a link to your report in the file list.

7.1 Report File

If you chose a PDF report format, your report will look similar to the sample report below.



If you chose a CSV report format, your report will look similar to the sample report below.



Your report will provide information included in the report criteria.