Academic Management Manual

Section F

On-Line Reports

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On-Line and Batch Printing Instructions

This manual contains basic instructions on how to print PantherNet documents such as unofficial transcripts, class master reports and class rosters directly to a networked laser printer. A "networked" printer is a laser printer that is connected to the mainframe, not a laser printer connected to a desktop computer.

There are two types of printing on PantherNet: "online" and "batch." *Online* printing is used directly from a menu and produces information about a student or a class – student schedules, transcripts and class rosters. *Batch* printing refers to report-style printouts that give information about many students or classes – (class masters, building and room report).

Every networked laser printer can print in three styles depending on the layout of the PantherNet document. The three styles are:

1. Portrait-Large: used for class rosters (12 point text)
2. Landscape-Small: used for class master reports and other wide reports that would usually print on green-bar paper
3. Portrait-Small: used for unofficial transcripts

Two additional styles occasionally used are:

1. Landscape-Large: used in Financial Aid
2. Portrait-Extra Large: used for class rosters

Each of these different styles is identified by a printer number. Each style listed above has a different style number. Please contact the IT Help Desk to find your closest network printer and obtain the correct printer numbers.

On-Line Printing

On-line printing in the student system can be used for 1) unofficial transcripts; 2) rosters; and 3) student schedules. The default spacing for on-line printing is double-spaced.

TRANSCRIPTS

The direct command for unofficial transcripts from the Student Information System
Main Menu is as follows:

SR TR DT – along with the student's ID number

```
STS400P0         ***** PBSC Student Information System *****      STS400M0
 Feb 13,05                  - Transcripts Menu -                  7:57 PM
               Code Function
               ---- --------------------------------------------
               DT   Display Student Transcripts
               RI   Send Transcript to Institution
               RR   Request Electronic Transcript fm Institution
               RS   Send Transcript to Student
               RO   Send Transcript to Other
               DL   Display Log of Transcripts Out
               DR   Display Log of Transcripts In
               EX   External Credentials/Transcripts Menu
               RP   Batch Transcript Request/Report Menu
               FH   FASTER Hold Maintenance
               FE   Faster Request and Response Errors
               ?    Help                   .  Terminate
               ---- --------------------------------------------
           Code: __
     *Student ID: _____     *Term: _____
          *Name: _____ _____ _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit                                            main
```

Press enter. Transcript is displayed. Press 'PF5' to print. Print screen is shown below.

```
 +------------------------------------------------------------------+ STS410M1
 | STS410N1 ***** PBSC Student Information System *****   STS410M2 | 8:01 PM
 | Feb 13,05      Print Student Unofficial Transcript    8:01 PM  |
 |                                                                | ESIDENT
 | Student ID: 000-00-000  SAMPLE, STUDENT                         |
 |                                                                |
 | Available Transcripts                                          |
 |          Credit........: X                                     |
 |          Voc Credit....: _                                     |
 |          High School...: _                                     | pa
 |          Non-Credit....: _ Print Descriptions(Y/N): _          |
 | Personal Options                                               | 06/24/98
 |          Suppress SSN.....: N (Y/N)                            |
 |          Suppress DOB.....: N (Y/N)                            | 3.0
 |          Suppress Gender..: N (Y/N)                            | GPA 2.00
 |          Suppress Address.: N (Y/N)                            | GPA 2.00
 |                                                                |
 |  Copies: 1   *Printer: D172____                                | 08/06/98
 | Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10- |
 |     help  retrn                                                | 3.0
 | 8072 - Extended information displayed                          | _____
 +------------------------------------------------------------------+ --PF12---
     help  retrn quit       print     bkwrd frwrd     srch     main
```

Enter the type of transcript desired, number of copies and the printer location, if required. The printer ID's can be accessed through the 'F1' key. Press Enter. You will be given a message at the bottom of the screen indicating that the transcript has been printed.

```
STS410P1         ***** PBSC Student Information System *****        STS410M1
 Feb 13,05            - Display Student Transcript -               8:04 PM
 Student ID.....: 000-00-0000  Name: SAMPLE, STUDENT
 Birth Date.....: 07/23/1975  Sex.: M         Fee Residency: FLORIDA RESIDENT
 High School....: EDGEWATER HIGH SCHOOL       Graduation Date:
 Admission Basis: COLLEGE TRANSFER


 Line 1__ of 22
 Crse ID   Equiv Crs    Course Title      Cmp  Typ Grd Att     Ern    Gpa

 SPRING 1997-98 (19983 ) PBSC     001512    BEGINNING 05/13/98  ENDING 06/24/98
 PROG: (3001 ) ND  ND-TRANSIENT (OBS)
 SPC2052   SPC2052    VOICE AND DICTION            C   03.0   03.0   03.0
 Term Totals:   Att:   3.00; Ern:  3.00; For GPA:  3.00; Pts:   6.00; GPA 2.00
 Cuml Totals:   Att:   3.00; Ern:  3.00; For GPA:  3.00; Pts:   6.00; GPA 2.00


 SUMMER 1997-98 (19984 ) PBSC     001512    BEGINNING 06/29/98  ENDING 08/06/98
 PROG: (3001 ) ND  ND-TRANSIENT (OBS)
 LIT2110   LIT2110   W LIT BEF RENAISANCE          B   03.0   03.0   03.0
```

CLASS ROSTERS

The direct command for class rosters from the Student Information System Main Menu is as follows:

RG CA PR – along with the course reference number

Enter the reference number or browse by term. The reference numbers and printer ID's can be browsed with the 'F1' key. Enter the printer ID, if required. Press 'Enter.' You will be given a message at the bottom of the screen indicating that the roster has been printed.

```
STR500P0         ***** PBSC Student Information System *****        STR500M0
 Feb 13,05               - Class Administration Menu -             8:08 PM

                    Code  Function
                    ----  --------------------------
                    VR    View Class Roster
                    PR    Print Class Roster
                    MR    Maintain Class Roster
                    ?     Help
                    .     Terminate
                    ----  --------------------------
              Code: VR *Reference Number: _____
                       *Printer: D174____ (for option 'PR' only)




 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                              main
```

STUDENT SCHEDULES

The direct command for student schedules from the Student Information System Main Menu is as follows:

RG RS PS – along with the student's ID number

Fill in the student ID, term and printer ID, if required. Press 'Enter.' You will be given a message at the bottom of the screen indicating that the schedule has been printed.

```
STR300P0          ***** PBSC Student Information System *****        STR300M0
 Feb 13,05              - Registration Support Menu -               8:09 PM
                  Code Function
                  ---- --------------------------------------------
                  MT   Maintain Student Term Info
                  VC   Browse Classes by Day & Time
                  HO   View Student Registration Holds
                  CS   Display Student's Schedule
                  VP   View Student Test Scores/Placement
                  OV   Maintain Student Overrides
                  HI   View Registration History Menu
                  AS   Admission Status
                  PS   Print Student Class Schedule
                  FI   Student Credit & Collection Inquiry Menu
                  ?    Help
                  .    Terminate
                  ---- --------------------------------------------
             Code: __
*Student ID: 592-78-6336 *Term: _____              *Printer: D174____
     *Name: AAGARD_____ DAVID_____ C_____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     help  retrn quit                                              main
```

Batch Printing

Batch printing can be used for Curriculum Requests and Registration Requests.

Curriculum Request Samples (see screen below)
- Class Master
- Class Master Responsible Division and Department
- Non-Credit Coordinator Report
- Building and Room Report
- Open Class List

Direct command from the Student Information System Main Menu is as follows: **JS CU**

```
STS010P1          ***** PBSC Student Information System *****
 Feb 13,05               - Browse Student Batch Jobs -               8:11 PM

      Batch                                                       Job
 Act  Name                  Description               Prior Process Step
 ---  --------  -----------------------------------   ----- ------- ----
 __   STC166J1 Course Special Designator              99    REPORT  50
 __   STC167J1 Responsible Division and Department     99    REPORT  50
 __   STC168J1 STC168J1 COURSES NOT OFFERED SINCE TERM 'X'  99  REPORT  50
 __   STC169J1 Course Status                          99    REPORT  50
 __   STC192J1 STC192J1 PRE/CO REQUISITE COURSES      99    REPORT  50
 __   STC232J1 STC232J1 MISSING CLASS DATE CODE REPORT  50  REPORT  50
 __   STC235J1 STC235J1 CLASS FEES REPORT             99    REPORT  50
 __   STC271J1 STC271J1 CLASS MASTER                  99    REPORT  50
 __   STC272J1 Class Master Responsible Division And Departm 99 REPORT 50
 __   STC274J1 STC274J1 NON-CREDIT COORDINATOR REPORT  99   REPORT  50
 __   STC276J1 Instructor Schedules by Term           99    REPORT  50
 __   STC277J1 STC277J1 INSTRUCTOR SCHEDULES BY DIV/DEPARTME 99 REPORT 50
 __   STC278J1 Instructor Schedule - Individual       99    REPORT  50
Batch Job Name: _____  System Area: _____  System Area Ind: _
Direct command...: _____
 Display Runs    Submit
```

Tab to the report you wish to run and choose submit (S) to bring you to the following screen to enter your parameters. Each parameter allows you to choose options on how the report will run.

1. Make sure 'Run Now' indicates 'Y.'
2. To see a description of the options for each parameter, tab to the '>' sign, select the parameter by typing an 'X' and press the Enter key to see the options.

```
UTL830N2                 ***** Utility System *****                UTL830M1
 Feb 13,05                  - Maintain Run Jobs -                   1 more >
                                   Run Status..: Pending
  *Action (A,M,P,N,D,C)     AD      Requested on: 02/13/2005 at: 20:13:39.9
                 Job Name: STC271J1 STC271J1 CLASS MASTER          >
                 Run Nbr.:        Run Now: _ (N/Y)
                 Parameters            Value            Text
  1  of 18 1  Effective Term...............: _____         >
           2  Class Type (C,N,T,A).........: _              >
           3  Campus/Center Code...........: ____           >
           4  Course Id....................: _____     >
           5  Time Block (D,E,W,O).........: _              >
           6  Course Responsible Division Cd ____           >
           7  Course Responsible Dprtmnt Cd: ____           >
           8  Print Totals Indicator.......: _____          >
           9  Session Code.................: ____           >
          10  CLASS STATUS.................: _              >
          11  INSTRUCTOR STATUS............: _              >
          12  SPECIAL DESIGNATOR 01........: __             >
          Number of Report Copies: 1_ *PrinterDest: S173_____
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit        Cnfrm Dflt bkwrd frwrd      left  right main
```

Press 'PF2' to exit the description. You have two options on how you may print the report. You can print the report directly to the printer or you may view the report on-line before printing.
Note the Run Number so that you can check the run status if needed (see page 10).

Please note: To print without viewing, in the printer destination field, type 'S' and three digits for the printer ID (e.g. printer D14 would now be S014). To view your job on the Intranet web, in the printer destination field, type WEB.
Batch printing will be single-spaced on regular white 8-1/2 x 11" paper. Printing to the web is the preferred method because you can view the report prior to printing, or you may not need to print the entire report. You can view the report and then delete it without printing.

Printing Reports from the Web

To print reports from the web, follow these steps:

1. Logon to Employeeweb with your User-ID and password that you use for signing onto PantherNet and email at the following web address:

http://www.palmbeachstate.edu/EmployeeWeb

2. You will see the following screen:
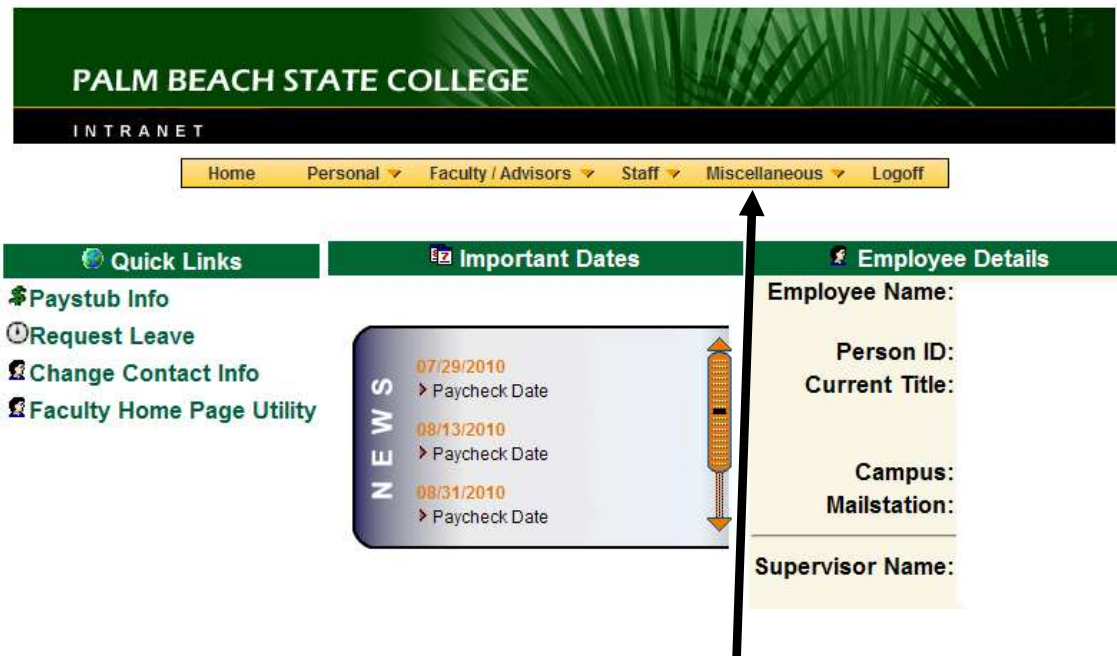
On the Yellow Menu Bar is an entry marked "Miscellaneous" – this is where the menu is located for printing reports – hold your mouse over this part of the menu bar.

Click on the menu entry that is marked PantherNet Reports
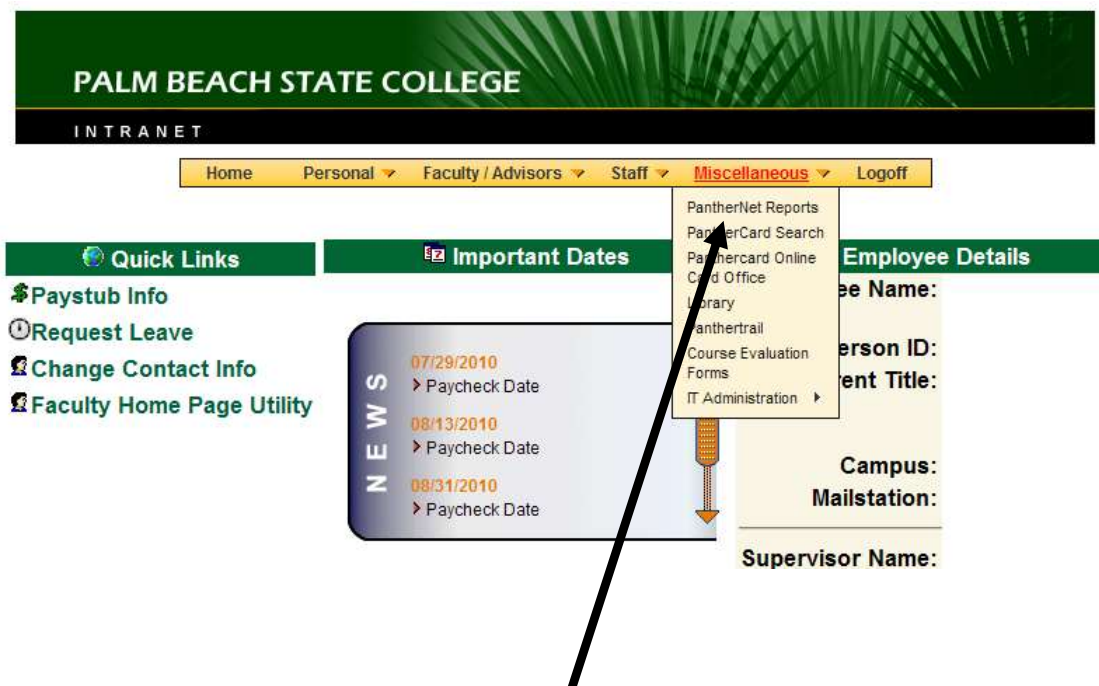
You will be prompted to sign in with the same user id and password that you use for email and PantherNet.
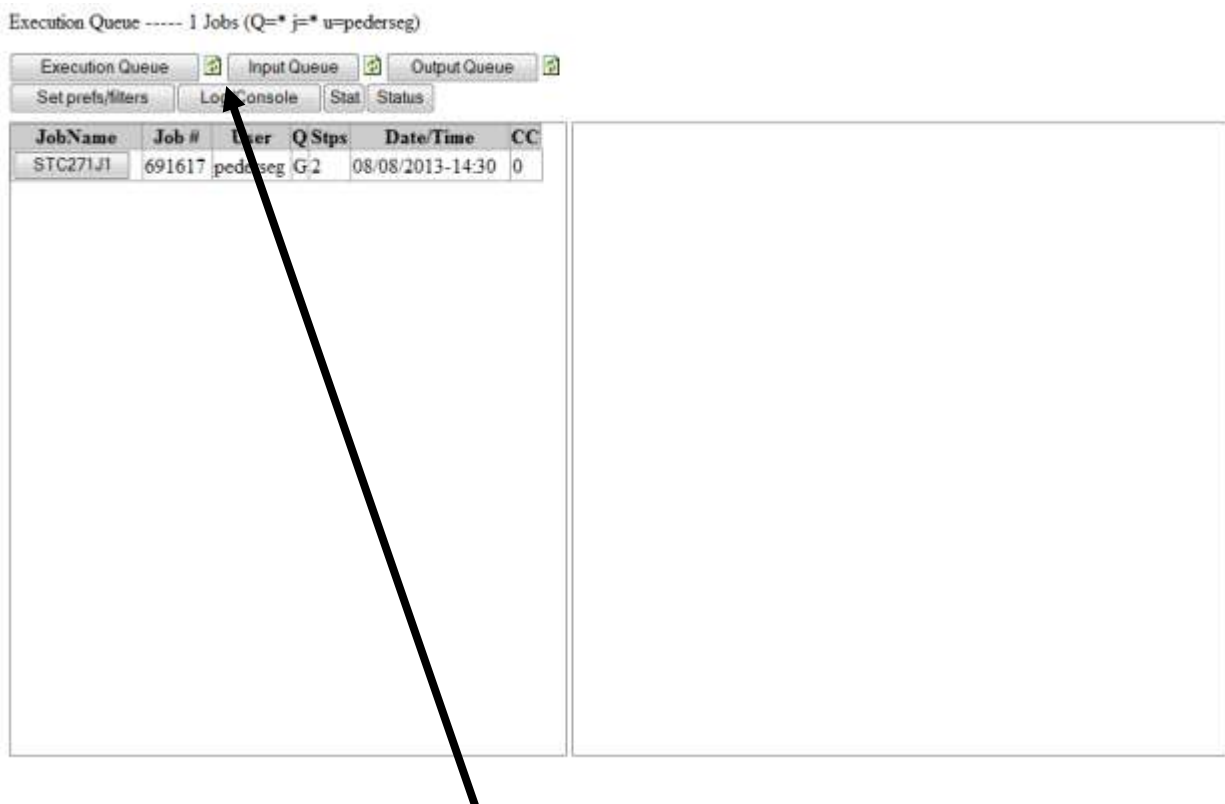
The screen above will appear. The **Execution Queue** shows jobs that are currently running. The **Output Queue** shows jobs that have finished. Click on the appropriate tab, typically the **Output Queue** to see your completed batch job.
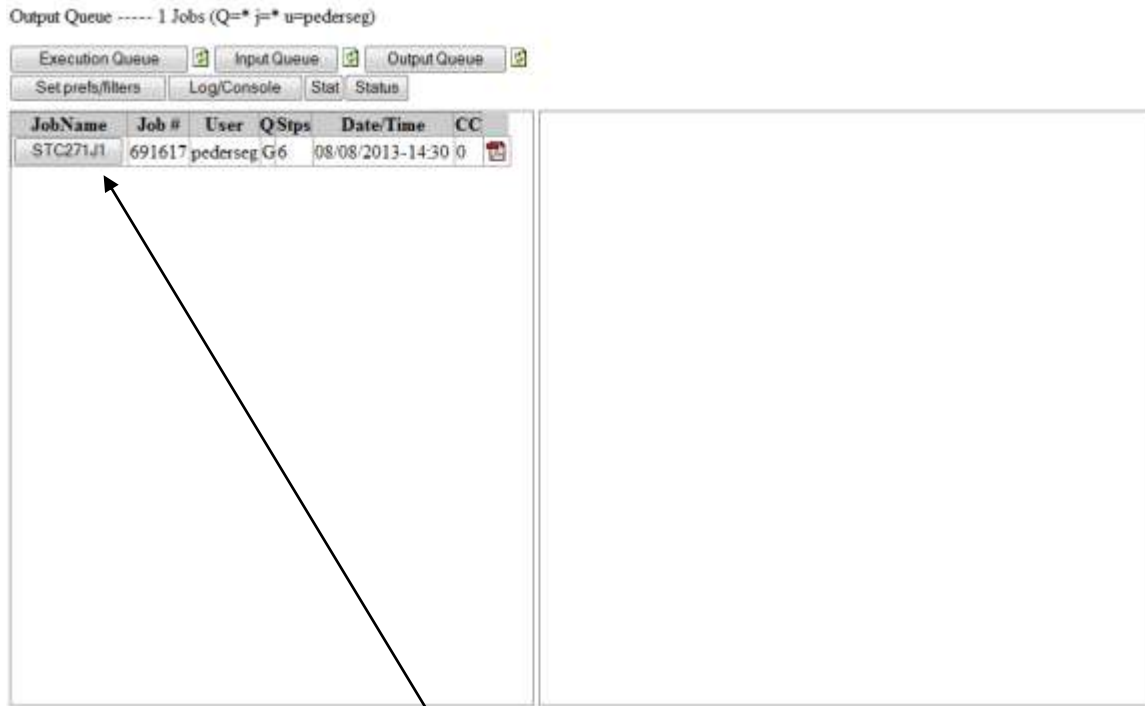
To view the output from a report, click on the button with the report name.
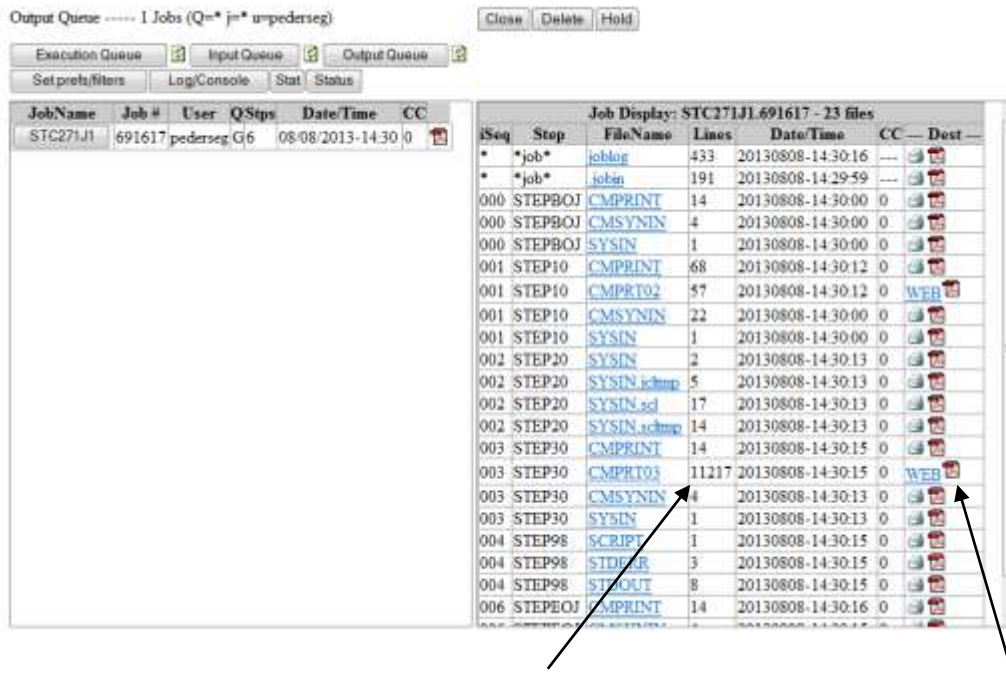
All of the job output is listed – look for the one that has the most "lines" – this is typically your actual report output. Click on the PDF symbol and a popup will appear on your screen. You may print the output or view it on the screen.

Other Reports available on Employeeweb:

Under the Staff Tab on the Yellow Menu bar are additional reports.

Click on the report you would like to run – Example:

These are the same reports that are available from the PantherNet "green screens" but the report can be run from the web.

QCLASS

QCLASS is a quick utility that can provide short summary reports.

Direct Command: CU QC QC

After you enter this command, the following screen is displayed:

```
STC710P0          ***** PBSC Student Information System *****        STC710M0
 Feb 13,05                  - Query Class File (Online) -              08:31 PM
                           Retrieve Request...: N  Save Request...: N
 Totals Only.................: N
 Cred, Noncred, Both or Test: C
 *Terms...(Range).....From..: _____  Thru..: _____
        or (Specific)........: _____ _____ _____ _____ _____ _____
 Sessions....................: ____ ____ ____ ____ ____ ____
 *Credit Type................: __ __ __ __ __ __ __ __ __ __ __ __
 *Special Designators........: __ __ __ __ __ __ __ __ __ __ __ __
 Status..............(OFCHU).: _ _ _ _ _
 *Campus/Center..............: _____
 *Course.....................: _____
 Enrollment..................: 000 Thru 999
 *Budget Number......(Local): _____    (State): _____
 *Division...................: ____    Department.: ____
 Building....................: ____    Room.......: _____
 *Instructor(Last,First,Mi).: _____
 Dates...............From..:         Thru..:
 Times...............From..:         Thru..:
 Days.............(MTWRFSU).: _ _ _ _ _ _ _  Time Block..........(DEWO).: _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  reset                                        main
```

On this screen, you enter the parameters you want to run to produce a customized report. Some of the fields have the asterisk so you can use the F1 key to find out about those values.

Some Details:

TOTALS ONLY – if the field is set to "Y", the summary screen is produced. An "N" produces detailed listings.

Examples:

Find the current FTE, enrollment and occupancy of all ENC1101 classes in 2005-2.

```
STC710P0          ***** PBSC Student Information System *****        STC710M0
 Feb 13,05                  - Query Class File (Online) -              08:31 PM
                           Retrieve Request...: N  Save Request...: N
 Totals Only.................: y
 Cred, Noncred, Both or Test: C
 *Terms...(Range).....From..: 20052_ Thru..: 20052_
        or (Specific)........: _____ _____ _____ _____ _____ _____
 Sessions....................: ____ ____ ____ ____ ____ ____
 *Credit Type................: __ __ __ __ __ __ __ __ __ __ __ __
 *Special Designators........: __ __ __ __ __ __ __ __ __ __ __ __
 Status..............(OFCHU).: u f o h _
 *Campus/Center..............: _____
 *Course.....................: enc1101___
 Enrollment..................: 000 Thru 999
 *Budget Number......(Local): _____    (State): _____
 *Division...................: ____    Department.: ____
 Building....................: ____    Room.......: _____
 *Instructor(Last,First,Mi).: _____
 Dates...............From..:         Thru..:
 Times...............From..:         Thru..:
 Days.............(MTWRFSU).: _ _ _ _ _ _ _  Time Block..........(DEWO).: _
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help  retrn quit  reset                                        main
```

The following report is produced:

```
 STC710P0        ***** PBSC Student Information System *****        STC710M2
 Feb 13,05               - Query Class File (Online) -              08:36 PM

 Panel 1 of 5                          20052  /                    /
 Terms.............. 20052
 Total Classes......    79          0       0.0+         0       0.0+
        Open.........     1          0       0.0+         0       0.0+
        Full.........     1          0       0.0+         0       0.0+
        Cancelled....     0          0       0.0+         0       0.0+
        Unavailable..    77          0       0.0+         0       0.0+
 Total FTE.......... 147.450     0.000       0.0+     0.000       0.0+
 Average Enrollment.  24.8         0.0       0.0+       0.0       0.0+
 Total Seats........ 2038           0       0.0+         0       0.0+
 Total Enrolled..... 1966           0       0.0+         0       0.0+
        Enr/Seats %..  96.4         0.0       0.0+       0.0       0.0+
 Total Paid......... 1953           0       0.0+         0       0.0+
        Paid/Enr %...  99.3         0.0       0.0+       0.0       0.0+

 Records Read.......      80
 Records Selected...      79

 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       help  retrn quit                                    left   right main
```

Running the same report with Totals only = N produces:

```
 STC710N1        ***** PBSC Student Information System *****
 Feb 13,05               - Query Class File (Online) -              2 more >

         C            Camp          S  Tot Paid Max
 Term    N Course     Cntr  Sess Ref#   t  Enr Enr Seats Instructor
 ------  - --------- ----- ---- ------ - ---- ---- ---- -------------------
 20052   C ENC1101    1     1    071426 U   26   26   26 WILSON,WILLIAM,J
 20052   C ENC1101    1     1    071427 U   26   26   26 CECERE,GREGORY,D
 20052   C ENC1101    1     1    071428 U   26   26   26 CECERE,GREGORY,D
 20052   C ENC1101    1     1    071429 U   26   26   26 WILSON,WILLIAM,J
 20052   C ENC1101    1     1    071430 U   26   26   26 DILGEN,REGINA,M
 20052   C ENC1101    1     1    071431 U   26   26   26 ADAMS,JOHN
 20052   C ENC1101    1     1    071432 U   26   26   26 AGUILA,SUSAN,D
 20052   C ENC1101    1     1    071433 U   24   24   26 BECK,BRUCE,M
 20052   C ENC1101    1     1    071434 U   25   25   26 GEOGHEGAN,ELIZABETH,
 20052   C ENC1101    1     1    071435 U   26   26   26 AGUILA,SUSAN,D
 20052   C ENC1101    1     1    071436 U   26   26   26 BECKFORD,JOY,F
 20052   C ENC1101    1     1    071437 U   26   26   26 BECK,BRUCE,M
 20052   C ENC1101    1     1    071438 U   23   23   24 WILSON,WILLIAM,J
```

If you become familiar with the parameters, the number of different quick reports you can run is limitless. Because this program takes some system resources, it is not recommended to be run frequently during peak registration.

PALM BEACH STATE
COLLEGE

ONLINE INTERACTIVE REPORTS

Users may generate reports online through additional reporting tools. These tools are accessed from: http://www.palmbeachstate.edu/ire/online-research-and-data/Interactive-Reports.aspx

Interactive reports are customized reports that are generated on demand, allowing users to specify parameters, such as term, campus, session, etc.

Data for these reports come from Palm Beach State's data warehouse, which is refreshed at least once a day, normally by 7:30 AM. Please note these reports may not be accessible from off campus computers.

How to Use Interactive Reports

Step 1: Point your web browser to: http://www.palmbeachstate.edu/ire/online-research-and-data/Interactive-Reports.aspx

Step 2: Click on one of the report names you wish to run.

Step 3: Select Criteria for your report

Each report you click on will have different selection criteria. This example is the Low Enrollment Report. On this report you select **TERM, CAMPUS, CLASS ENROLLMENT** and **SESSION CODE**. After selecting the values you want, click the **VIEW REPORT** button.

Step 4: View Report

Your report is now viewable on the screen. You may also select to save the report as a different format. Click the **SELECT A FORMAT** button.

Step 5: Save Report (if needed)
Select the format in which you would like to save the report.

Please check the web page at http://www.palmbeachstate.edu/ire/online-research-and-data/Interactive-Reports.aspx frequently as new reports will be added.