



Manual

Introduction to PeopleSoft





Date created: 11 September 2009

Last updated: 06 September 2023

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Section 1: Contextual Information

This document introduces the Online Student Administration System namely Campus Solution 9.0, also known as PeopleSoft (PS), to University of Cape Town (UCT) staff. This system manages applications and student records from the time a person has applied to UCT until the time the student graduates at UCT.

1.1: Target Audience

This course targets staff that will access and update student information on the Student Administration system.

1.2: Specific Outcomes

- Logging into PeopleSoft
- Navigating in PeopleSoft
- To view student information
- To understand the Student Life Cycle at UCT and its relation to the Student Administration system
- To cover PeopleSoft Terminology, Academic Terms and Course Code Structure.
- To view grades, unofficial transcripts and the number of students enrolled in a course.
- To view Personal Information, Passport and Visa Permit Data, Accommodation Data and Service Indicators
- To view the database of UCT courses
- To view Student Fee Accounts
- To run useful reports and queries
- To set up User Defaults

1.3: Your Role as a Staff Member

- **Course Bookings** – Staff must complete a PS01 form with approval from a Line Manager/Head of Department with all courses required for their operational role. This must be sent to the Student Systems Support (SSS) End User Support Administrator.
- **Security** – To protect your password.

Note Access to the Student Administration Systems is granted within 72 hours after you have attended a PeopleSoft course.

1.4: Functions and Navigational Paths

Function	Navigation Path/Folder
Add/Update a Person	Campus Community>Personal Information>Add/Update Person
Adding a Process Scheduler Request	PeopleTools>Process Scheduler>Process Monitor
Addresses	Campus Community>Personal Information>Biographical>Addresses/Phones>Addresses
Adhoc Photo List	Campus Community>Personal Information(Student)>Adhoc Photo List
Audit Service Indicators	Campus Community>Service Indicators>Person>Audit Service Indicators



Biographical Information	Campus Community>Personal Information>Biographical
Function	Navigation Path/Folder
Citizenship and Passport Data Information	Campus Community>Personal Information>Identification>Citizenship>Citizenship and Passport
Class list with Photos	Curriculum Management> Class Roster>Print with Photos
Class Search	Self Service>Search >Class Search
Counts Per Course	Self Service>Course Counts
Course Catalog Search	Curriculum Management>Course Catalog
Setting up User Defaults	Setup SACR>User Defaults
Electronic Addresses	Campus Community>Personal Information>Biographical>Addresses/Phones>Electronic Addresses
Emergency Contacts	Campus Community>Personal Information>Biographical>Emergency Contacts
Extracurricular Activities	Campus Community>Personal Information>Participation Data>Extracurricular Activities
Individual Photo List	Campus Community>Personal Information(Student)> Photo
Languages	Campus Community>Personal Information>Biographical>Personal Attributes>Languages
Manage Service Indicators	Campus Community>Service Indicators>Person>Manage Service Indicators
Memberships	Campus Community>Personal Information>Participation Data>Accomplishments>Memberships
Names	Campus Community>Personal Information>Biographical>Names
Performing a Search Match	Campus Community>Personal Information>Search Match
Phones	Campus Community>Personal Information>Biographical>Addresses/Phones>Phones
Relationships	Campus Community>Personal Information>Biographical>Relationships>Relationships
Residency Data	Campus Community>Personal Information>Identification>Residency
UCT Clubs and Societies	Campus Community>Personal Information>Participation Data>Accomplishments>UCT Clubs and Societies
UCT Clubs and Societies Report	Campus Community>Personal Information>Participation Data>Accomplishments>UCT Clubs and Societies Report
UCT Course list without Photos	Curriculum Management>UCT Course List
View an Unofficial Transcript for a student	Self Service>View My Advisees>Student Center>Unofficial Transcript
View Schedule of Classes	Curriculum Management >Schedule of Classes>Class Search <div style="background-color: red; color: white; padding: 2px; display: inline-block;">▶ Note</div> This is the same information you would access when performing a class search under the Self Service folder.
View Student Bank Accounts	Campus Community>Personal Information>Biographical>UCT Student Bank Account Details
View Student Fee Account	Student Financials>View Account Summary



UCT Course List	Curriculum Management>Grading>UCT Course List
Viewing Grades	Self Service>View My Advisees>Student Center>Grades
Viewing student information	Self Service>View My Advisees
Visa/Permit Data	Campus Community>Personal Information>Identification>Citizenship>Visa Permit Data
UCT at Risk Report	Curriculum Management>Grading>UCT at Risk Report

1.5: Useful Terminology

1.5.1: Academic Structure

Term	Description
Admitted	UCT has made an academic offer to the applicant
Admit Term	The year for which the person applies to UCT
Enrolment	Registering students onto a programme and courses
Matriculate	Matriculation is the process in PeopleSoft whereby applicants become students, and have student records created as opposed to application records. This process takes place after a person is offered an academic place at UCT
Registration	A process whereby students are enrolled in a programme/s and courses
Term Activate	Activating the student for the year in which they are enrolling. This is done annually when students enrol into courses
Transcripts	An academic record of a student

1.5.2: Curriculum Management

Term	Description
Course Catalog	Database of courses offered at UCT.
Course List	A course list is a report that specifies all the students enrolled in all the classes for a specific course, in a particular year.
Grade Point Average (GPA)	An average percentage, weighted across all courses which have results (final grades)
Holds	Items preventing students from enrolling in classes e.g. a hold for an outstanding fee balance
To do lists	Checklist items assigned to a student <div style="background-color: #4CAF50; color: white; padding: 2px; display: inline-block;">▶ Example</div> If an applicant has not submitted their school leaving results to the Admissions Office, a checklist item will be assigned to the applicant in the system
Unit	Credit count
Academic Record	The academic record is intended to provide a view of the student's full UCT academic record. <div style="background-color: #F44336; color: white; padding: 2px; display: inline-block;">▶ Note</div> Academic records are printed and provided to the student by the Student Records Office



Course	A course record stores master information such as faculty and subject area ▶ Example Humanities Faculty (HUM), Political Studies(POL) What the course consists of e.g. lectures, tutorials, field trips Courses are not tied to an academic year and are therefore not used for enrolment purposes
Course Offering	An instance of a course that uses the master data held in the course. A course offering has a catalogue number (the UCT course code) and can be scheduled as one or more classes into a term and session
Class	A class is a scheduled course offering and is linked to a specific academic year (referred to as a term in PS). Classes draw their information from courses. Unlike courses, they can be assigned times and venues. Students are enrolled into valid classes for a particular academic year (i.e. registration).
Term	Description
Run Control ID	This is a unique value that is connected to specific parameters (criteria) for a report or process. It is user-defined.
User Preferences	When you set your user preferences, your preferred values automatically appear in certain fields when you log into the system. User preferences can be changed at any time.
Process Scheduler	Process Scheduler is the system within PeopleSoft that runs and manages processes and reports. This includes reports created in Crystal, PDF files and text files.
Process Instance	This is a unique number that PeopleSoft attaches to each process that you request to be run in the Process Scheduler.

1.5.3: Campus Community

Term	Description
Extracurricular Activities	Used at UCT to record a student's participation in activities external to UCT. ▶ Example It can be used to specify that a student took a gap year to travel or to work.
Issuing Authority	The place where a student's visa was granted
Issuing Place	The company that issued the student's visa
Memberships	Memberships is used to indicate that a person in the Campus Community is a member of an organisation external to UCT ▶ Example If a student is a member of the Health Professional Council of South Africa, the system's Memberships page can be used to record his or her membership dates and membership number.



Names	<p>The Names page allows you to add an extra name type for a person. It also allows you to alter the entries for an existing name type.</p> <p>▶ Example You can specify that a person used an alternative name on his or her senior certificate.</p> <p>Every person in PeopleSoft has a record for a primary name type and a preferred name. The primary name is the name that is in a person's ID document (his or her legal name). A preferred name is the name that is to be used in informal communications.</p> <p>When a new person is added to the system, it automatically creates both a primary and a preferred name. At this stage, these names are identical. You may need to update the preferred name, where necessary.</p>
Personal Attributes	Home language information
Regional Details	Ethnic group information
Relationships	<p>Stores relationships between two people within the Campus Community, or between a person in the Campus Community and someone external.</p> <p>UCT will use Relationships to store parent/guardian information for applicants and students under the age of 21 years.</p>
Residency Data	Residency is used to record a student's fee payer status, i.e. international fee-payer or South African fee-payer.
Service Indicators	Service indicator functionality allows an individual to either be denied or have access to a particular service. At UCT, the uses of service indicators will include denying services such as enrolment and printing of transcripts to students who have not paid fees. Access for maintaining this functionality is limited to Faculties,
Term	Description
	<p>Admissions Office, Fees Office and International Academic Programmes Office (IAPO).</p> <p>When a service indicator has been assigned to an individual, an icon will appear on system pages related to that individual. Details relating to the service indicator can be viewed by clicking the service indicator icon.</p>
Biographical Information	Personal information of a student.
Campus Community	<p>Individuals and organisations are the foundation of Student Administration. Use Campus Community to create records for individuals and organisations that make up your institution's community. Thereafter, Campus Community can be used to update, maintain, and track information about the individuals and organisations associated with the institution. Campus Community is used to store the personal information of applicants, registered students and certain categories of academic staff (such as supervisors of postgraduate students). Among the organisations recorded in Campus Community will be high schools, other tertiary institutions and donor organisations.</p>
Campus ID	<p>A campus ID is equivalent to a UCT student number. It uses an alphanumeric convention. ▶ Example HLMDIO003</p>
Emergency Contacts	Next-of-kin information is stored in Emergency Contacts.



System / EMPL ID	Every person who has been added to Campus Community will have a unique system ID. On the search pages, fields that ask for ID or Empl ID are asking for this value. A system ID is generated by the system and consists of digits only. ▶ Example 1074926
User ID	A user ID is the sign-in name that you use to access the system. This is equivalent to your eight digit staff number or your temporary staff number. ▶ Example 01406221 or T0010178

1.5.4: View Students Fee Account

Term	Description
Account Summary	A summary of a student’s fee account information.
Business Unit	University of Cape Town, UCT01 .

1.6: Understanding Student Life Cycle at UCT

Student Applies To UCT: Applicants can apply to UCT via the Online Applications function on the UCT website. Hard copy applications are captured into the system via the **Rapid Capture Component (RACC)** in PeopleSoft by the Admissions Office. All applications will have a row of **APPL** (application) status on their record with a first (**FRST**) and/or second (**SCND**) application choice. The applicant’s record will then be assessed by the respective Faculty for a possible offer.

Admitted by Faculty: If an applicant meet the requirements for admission at UCT, the respective Faculty will change the applicant’s status to **ADMIT/FIRM** (Admit Firm Offer) or **DATA/CONF** (Data Change Offer Confirmed) where a conditional offer is confirmed. Once an offer/s has been made (an applicant can apply to two programmes at UCT), the Admissions Office will indicate that the applicant has accepted UCT’s offer by adding a **DEIN** (Intention to Matriculate) row on their record where applicable.

Registered by Faculty: Matriculation is the process whereby a student record is created for an applicant. Matriculation and Term Activation is necessary in order to “activate” and register/enrol the student onto a programme and plan at UCT, thereby making applicants students on the system.

Enrolled into Classes: The Faculties will then enrol students into courses. Up until the Friday of the first week of term, students can make changes to their programmes of study and courses for various reasons without fee penalties. This first week is also known as the change of curriculum week.

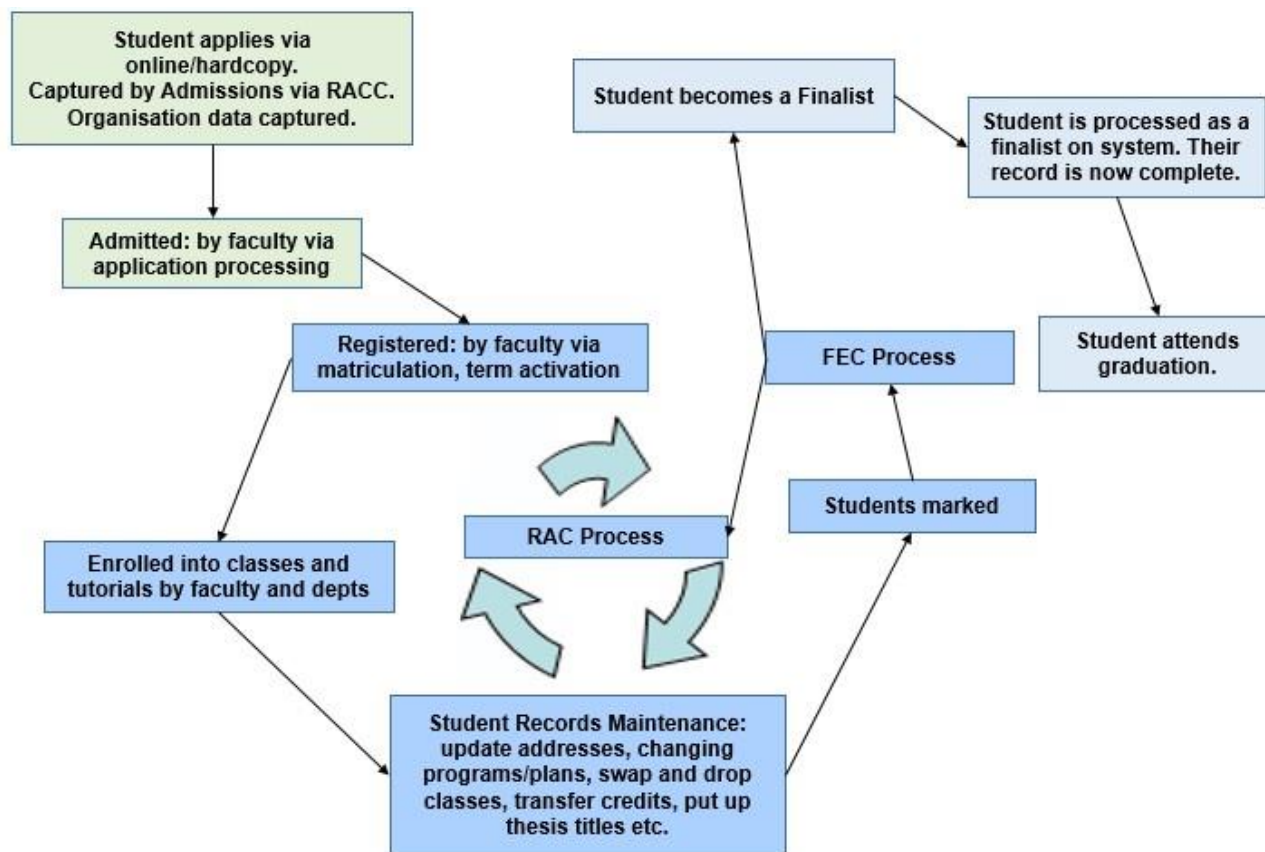
Student Records Maintenance: After registration and change of curriculum week, faculties will start assessing and cleaning up students’ records.

Students Marked: Students will be examined with various assessments designed for each programme offered. Approved exam results will be captured by departmental administrators. The results will then be published on the department’s notice boards and student grades in PeopleSoft via Student Self Service.

FEC Process, Student Becomes a Finalist and Attends Graduation: Students graduate after they have completed the requirements of their programmes. All graduates will receive an official academic record (Official Transcript) from the Student Records Office.



RAC Process: Students who did not complete certain academic requirements for the academic year will go through a Readmissions Appeal Process.



1.7: Academic Terms at UCT

The main academic term (11X1) at UCT is from February to November. Health Sciences courses start earlier in January. There are three terms that students are enrolled into, namely the Full Year, Winter Term and Summer Term.

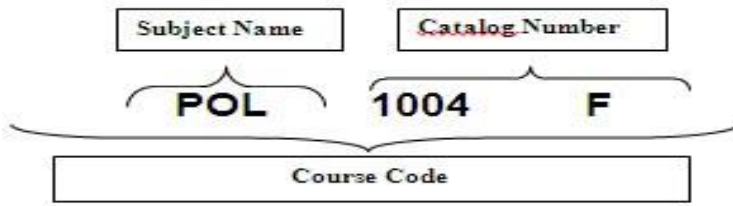
There are three sessions into which courses are scheduled: the full year, Semester 1 and Semester 2. Summer Term and Winter Term courses occur annually in vacation period in June and December.

Academic Terms: 1221			
Sessions	Full Year (1) 1221	Winter Term 1223	Summer Term 1225
	Semester 1		Cont. Ed Third Term* 1220
	Semester 2		

*This occurs between semesters and offers students the opportunity to gain course credits. Thus semester courses are compressed into a four-week block of lectures that occur during June/July (Winter Session) and November/December (Summer Session).



1.7.1: Course Code Structure



Note The last letter of the Course Code denotes the session in which the course is offered.

Example F – First Semester, S – Second Semester, W/H/X/Z– full year.

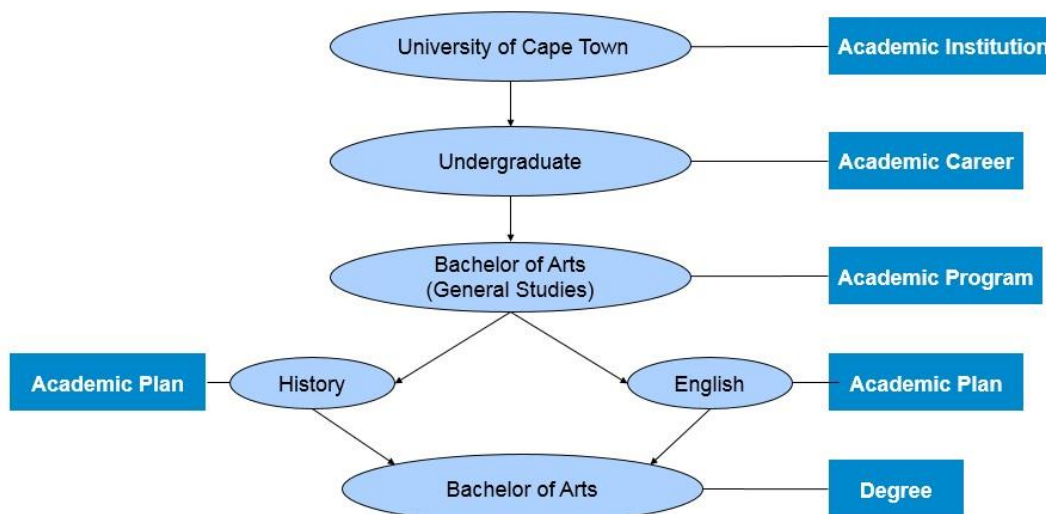
1.8: Academic Structure

UCT offers a full range of undergraduate and postgraduate programmes in six faculties: Commerce, Engineering and the Built Environment, Health Sciences, Humanities, Law and Science. Undergraduate programmes are first degrees such as certificates, diplomas and degrees.

Postgraduate programmes are also pursued for higher qualification by students who have accomplished their first degree programmes. Postgraduate programmes consist of postgraduate diplomas, Honours degrees, Masters and Doctoral programmes.

In PeopleSoft terms, an undergraduate and postgraduate degree refers to the academic career that determines the level of study of a student e.g. Masters / Bachelors. An **Academic Programme** refers to the qualification the student is enrolled into e.g. Masters of Education / Bachelor of Commerce. Programmes have majors or specialisations known as **Plans** in PeopleSoft e.g. Adult Education / Accounting. Once a student has completed the requirements in their programmes, they can qualify for the award of the degree.

All faculties are supported by the Centre for Higher Education Development (CHED) for student development, by the Information Communication Technology Services (ICTS) for computing services, by UCT Libraries which offers a rich and diverse collection of study and research materials, and by Student Affairs for wellness, housing and residence life and to cater for students with disabilities. Refer to the following diagram.





Section 2: Basic Navigation

This section will cover the following so that you may familiarise yourself with navigating the system:

- Logging in and out
- Understanding navigational icons
- Open a new window
- Set up user defaults

2.1: Logging In and Out

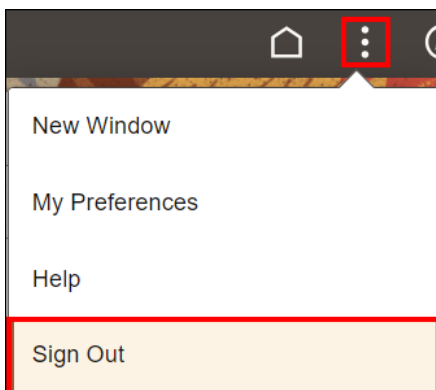
In order to login in PeopleSoft, you must have an eight-digit staff number and a network password.

- Go to the UCT website: www.uct.ac.za
- Click on the **Staff** tab
- Scroll down and click on the **Login to PeopleSoft Student Administration System** hyperlink

▶ Note

You will be required to enter Staff Number and Network Password.

- Your **Staff Homepage** will appear



- To sign out, click on the **Actions List** icon and select **Sign Out**



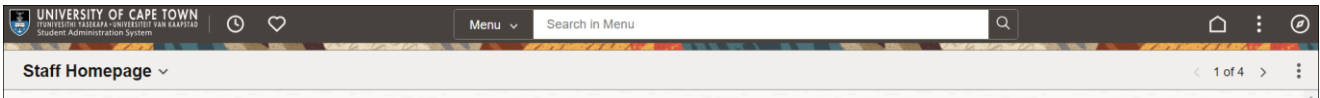
2.2: Navigational Icons

In the top right corner, you will notice the three navigational icons:



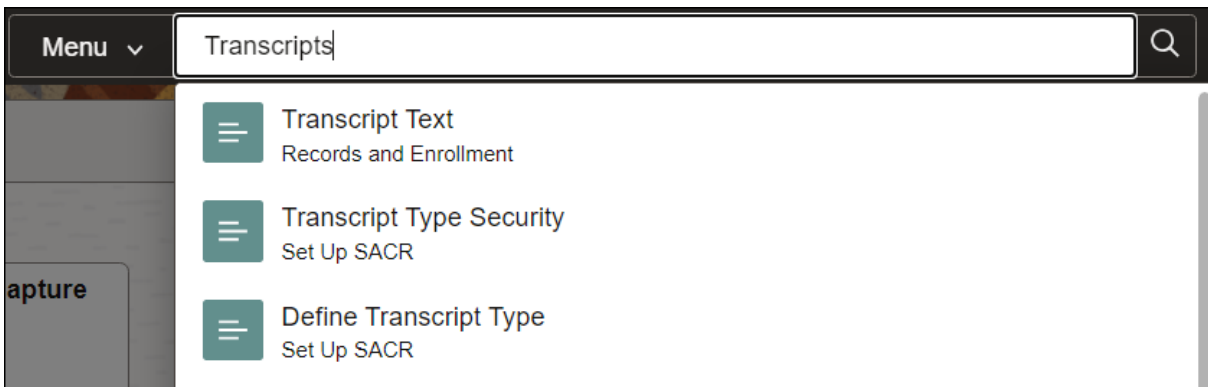
2.2.1: Home Icon

Clicking on this will take you back to your staff homepage.



2.2.2: Global Search Icon

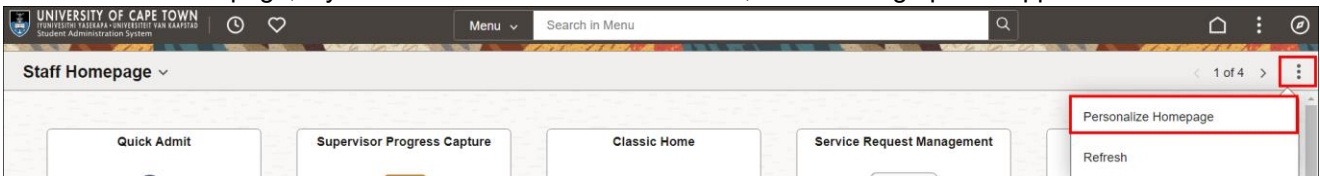
You can search for various components on PeopleSoft by typing in the search bar and clicking on the **Search** icon.



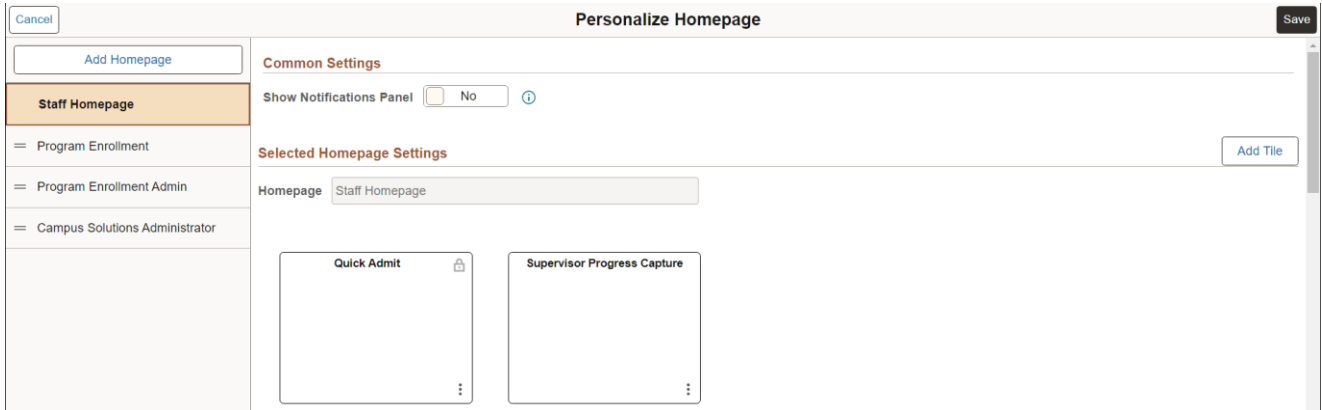
2.2.3: Actions List Icon

You can use the **Actions List** to personalise your navigation.

While on the Homepage, if you click on the Actions List icon on, the following options appear:

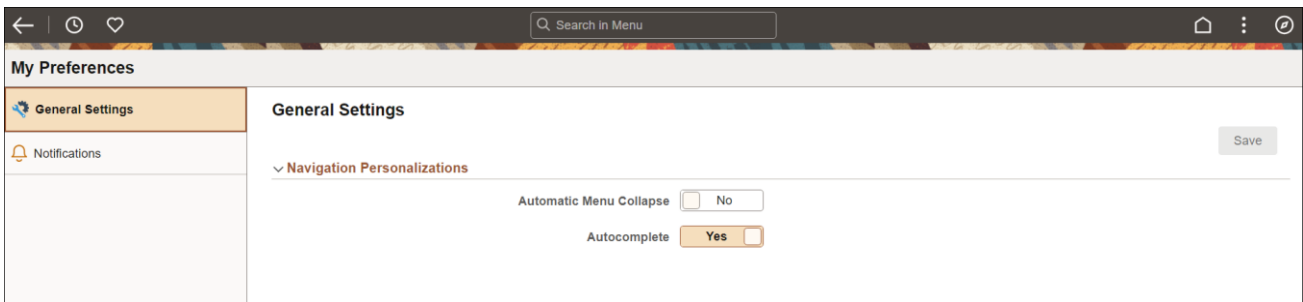


Note **Personalize Homepage** – this will allow you to edit the existing tiles on your homepage

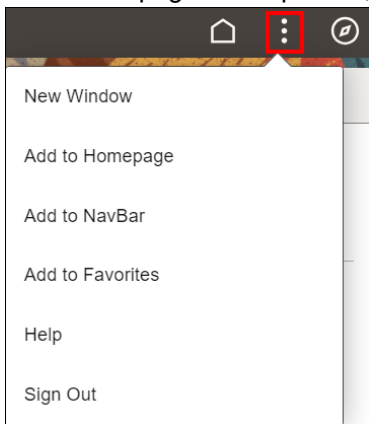


Note **My Preferences** – this allows you 2 options:

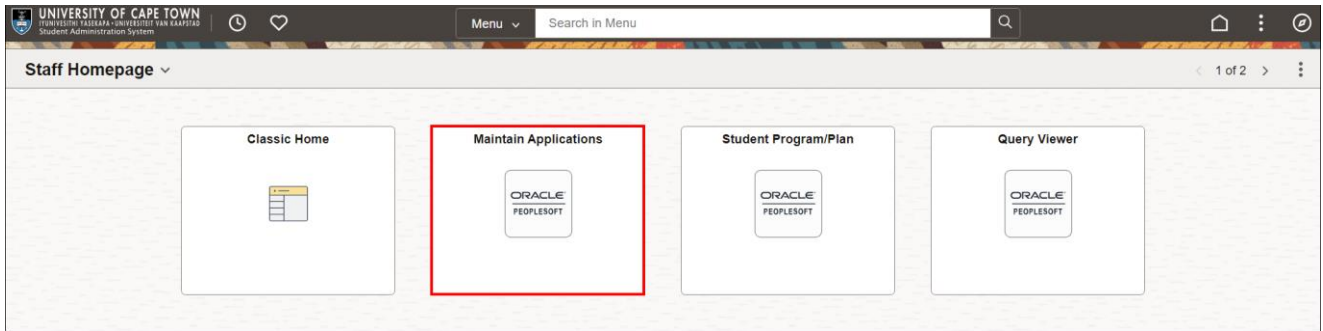
1. **Automatic Menu Collapse** – Enabling this personalization causes the left structure menu in **Classic Home** to automatically collapse when a transaction is selected.
2. **Autocomplete** – Autocomplete is enabled for any field with a prompt edit defined for it. The system will do a prompt lookup as you type to suggest appropriate values.



While on a page in PeopleSoft, if you click on the Actions List icon on, the following options appear:



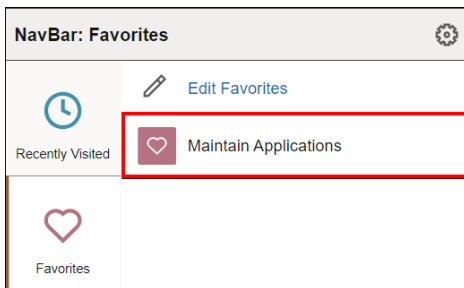
Note **Add to Homepage** – select the homepage you would like the PeopleSoft page e.g. **Maintain Applications** to be added on and it will appear as a tile on your **Staff Homepage**



Note Add to NavBar – the page will appear as a tile in your NavBar.

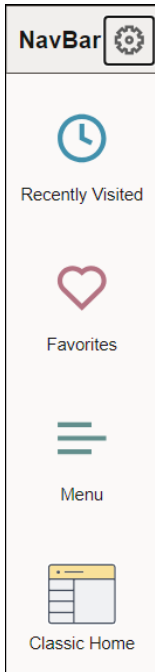




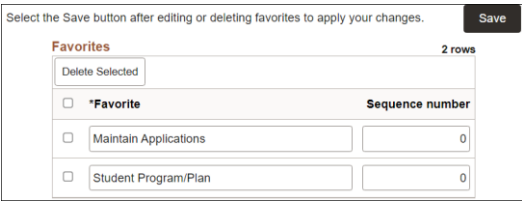

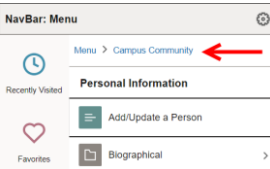
Note Add to Favourites – the page will appear in your Favourites.

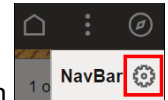




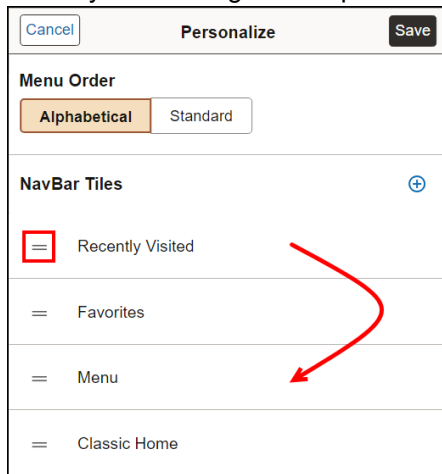
2.2.4: NavBar Icon



NavBar Menu	Description
	<p>This stores up to 10 of your most recently accessed pages on PeopleSoft.</p>
	<p>This will include the pages that you have added to favourites.</p> <p>You may edit your favourites by clicking on Edit Favourite. You will be able to change the sequence in which your favourites appear as well as remove previously added favourites. You may also rename the favourite.</p> 
	<p>The Menu displays a list of PeopleSoft screen options that you should be familiar with, furthermore the menu list is in alphabetical order. When you click on an item in the menu, it will expand the subcategories options. A category is indicated by an arrow icon</p>
	<p>To go back to a category, click on the path displayed in the Menu.</p>

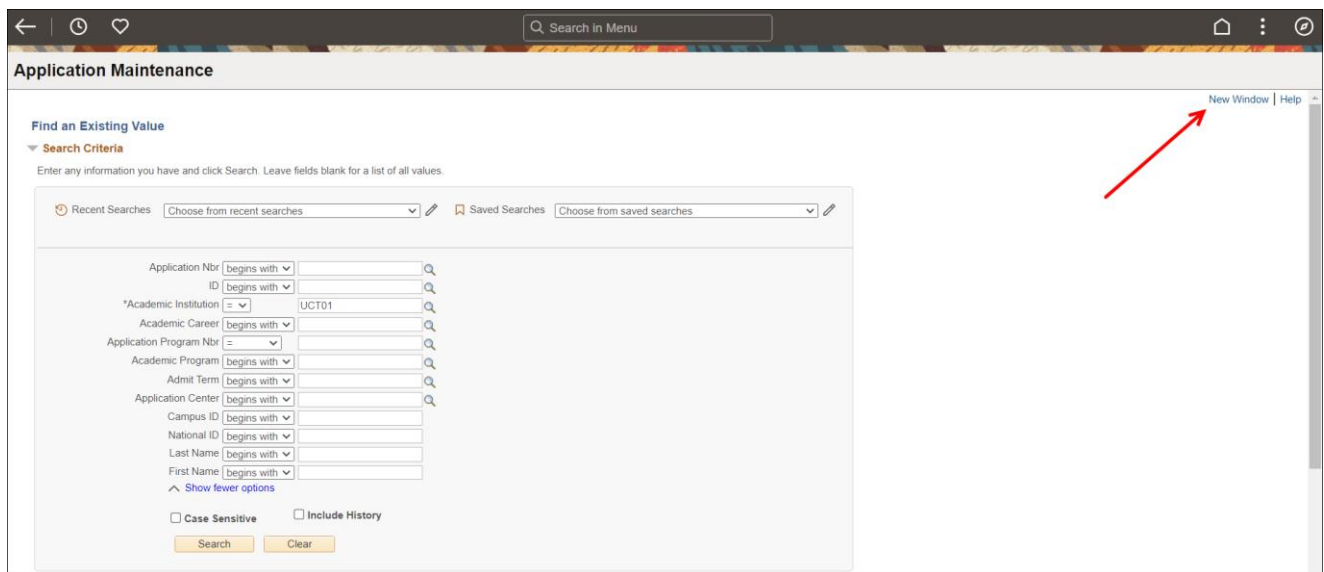


Note You can personalise the **NavBar** by clicking on the **Personalise NavBar** icon . After which you can drag and drop to reorder the existing tiles.



2.2: Opening a New Window

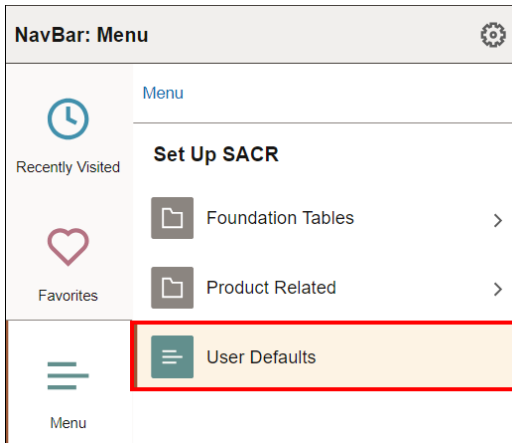
After you have navigated to a page on PeopleSoft, to open a new window, click on the **New Window** hyperlink.



2.3: Set Up User Defaults

User defaults can be set up in PeopleSoft to display default values on certain pages in PeopleSoft e.g. the Term on the **Quick Enrol a Student** page.

Navigational path: Set Up SACR>User Defaults



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Set Up SACR** category
- Click on **User Defaults**

User Defaults

User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | Enrollment Override Defaults

User ID INT20 Name

Academic Institution University of Cape Town

Career Group SetID

Facility Group SetID

Academic Career Undergraduate

Academic Group Engineering/ Built Environment

Subject Area

Term 2023

Academic Program

Academic Plan

Academic Sub-Plan

Note

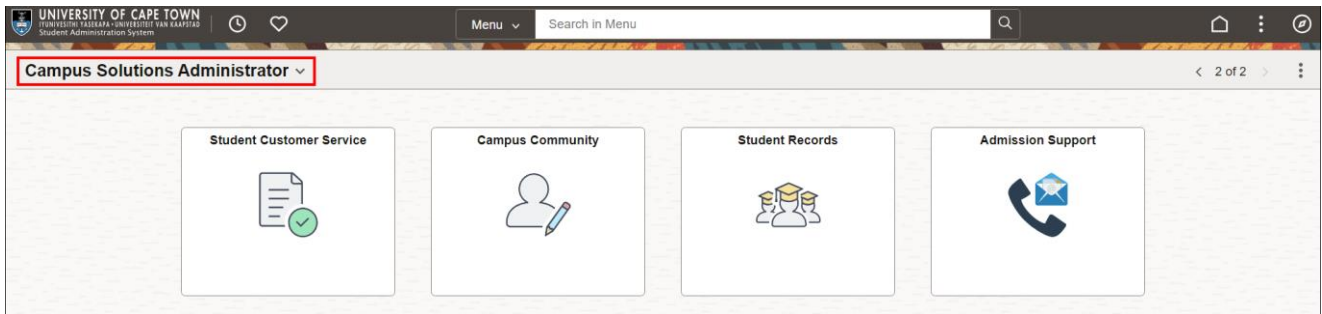
You may setup user defaults to fields that are relevant to your operational role. For example, if you deal with undergraduate students, set your Career to UGRD (see above screenshot).



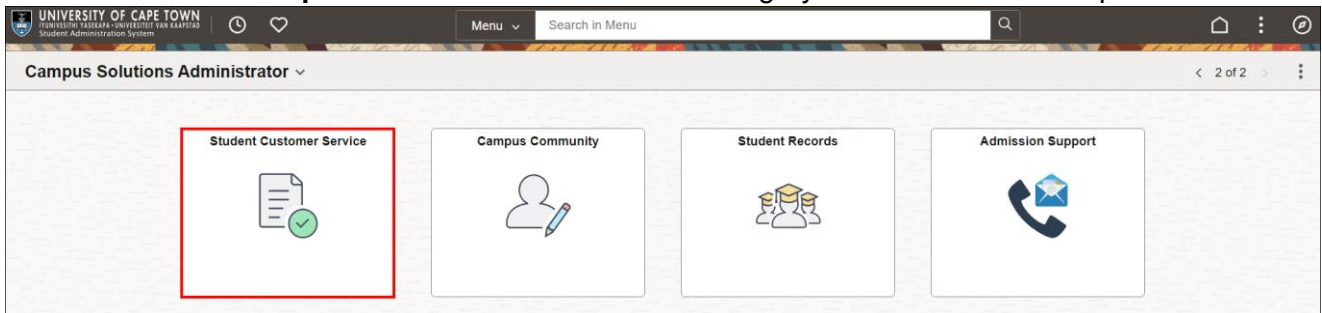
Section 3: Campus Solutions Administrator

You will be able to view student information in PeopleSoft such as a student to do lists, class schedule, emergency contact numbers, grades, academic records, personal information, class search, course counts by using the Self Service function.

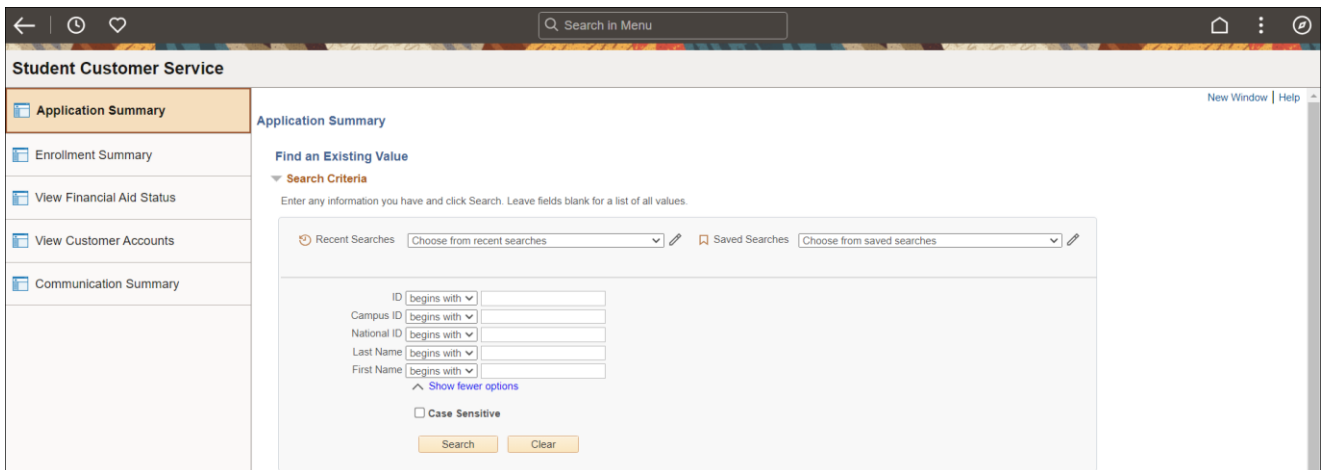
3.1: Viewing Student Personal Information



- Select the **Campus Solutions Administrator** category in the main menu drop-down



- Click on the **Student Customer Service** tile



The Student Customer Service tile allows to you view the **Application Summary, Enrolment Summary, View Financial Aid Status, View Customer Accounts and Communication Summary.**



▶ Note

The search page exists in all PeopleSoft modules to retrieve existing data on the Peoplesoft database. To perform a search in PeopleSoft you may use the following fields: PeopleSoft ID, Campus ID, National ID, Last Name and First Name.

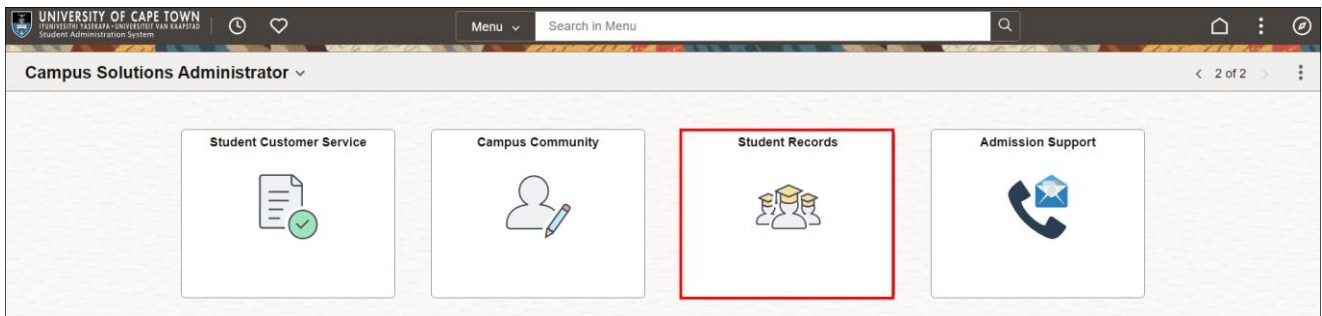
- Click on the **Search** button
- Click on the **Application Summary** category
- Enter the student number into the **Campus ID or Peoplesoft Id**
- Click on the **Search** button

▶ Note

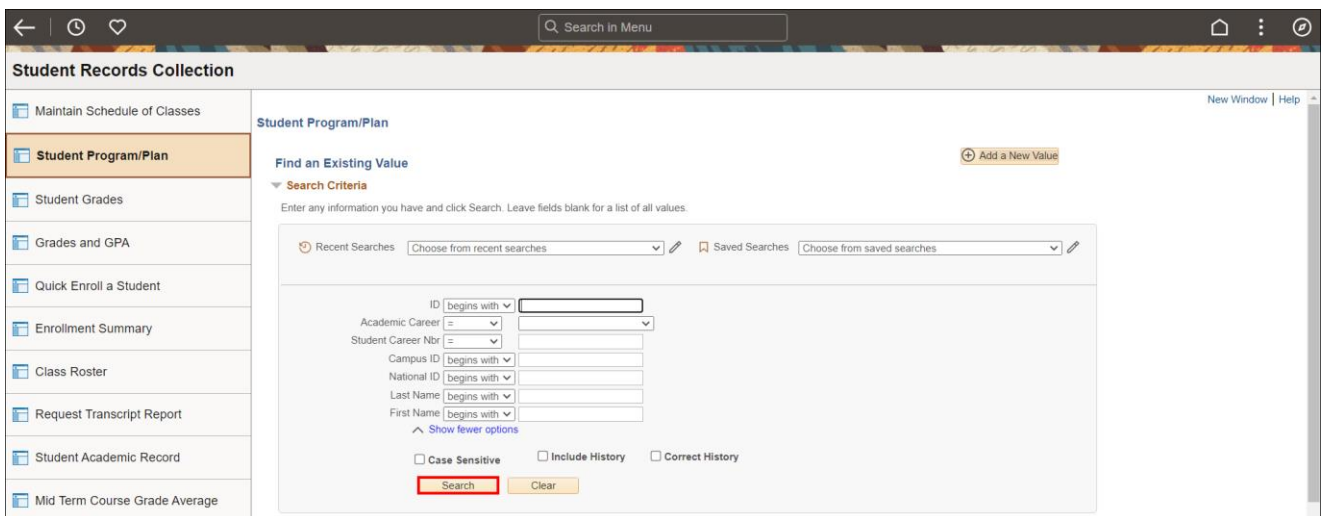
The search page exists in all PeopleSoft modules to retrieve existing data on the Peoplesoft database. To perform a search in PeopleSoft you may use the following fields: **PeopleSoft ID, Campus ID, National ID, Last Name** and **First Name**.



3.2 Student Records Tile



- Click on the Student **Records** tile

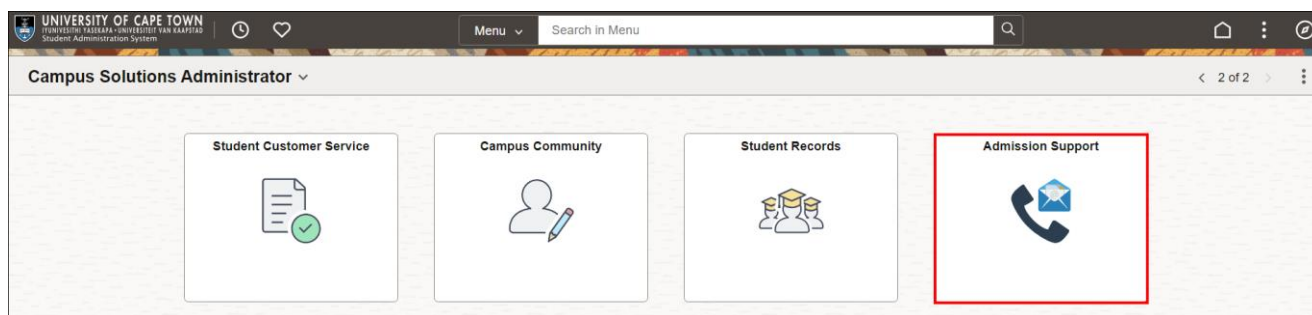


Note

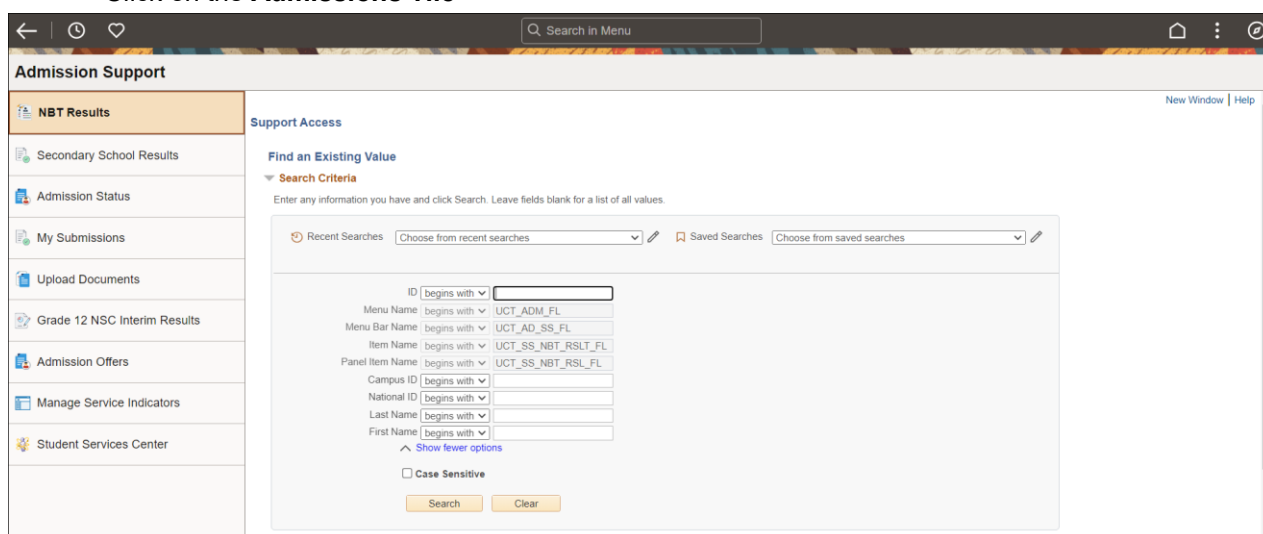
The student records tile allows you to view the Student Program/Plan, Student Grades, Grades and GPA, Enrollment Summary, Class Roster, Request Transcript Report, Student Academic Records and Mid Term Course Grades



3.3 Admissions Tile



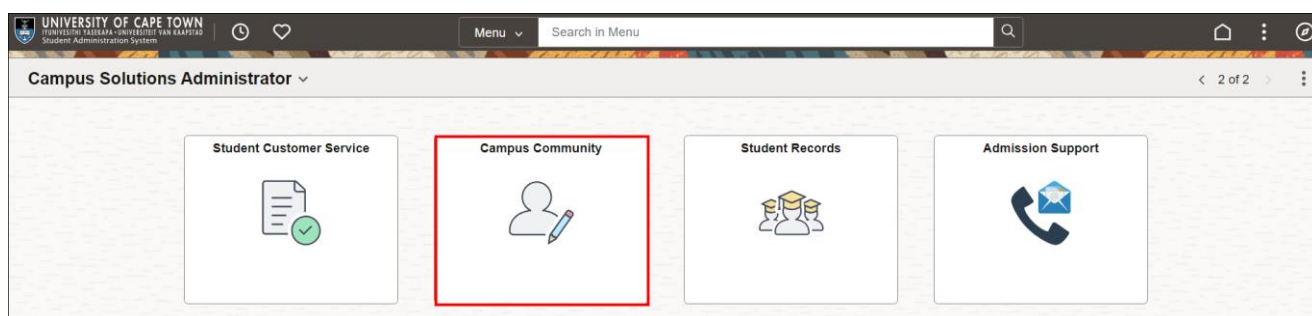
- Click on the **Admissions Tile**



Note

The Admission Support tile allows you to view applicant information. You can view an applicants NBT Results, Secondary School Results, Admission Status, My Submissions (documents that the applicant submitted), Upload documents, Grade 12 Interim Results, Admission Offers, Manage Service Indicators and Student Services Centre

3.4 Campus Community Tile



- Click on **Campus Community**

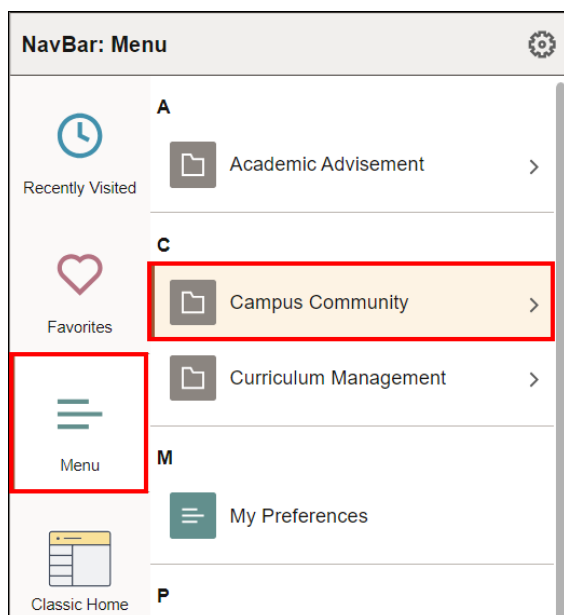


Note

The Campus Community tile allows you to Add/Update a Person biographical details, Addresses and Regional information. The Communication Management screen allows you to view the communication sent to the student and you can view the service indicators on the student record under Manage Service Indicators

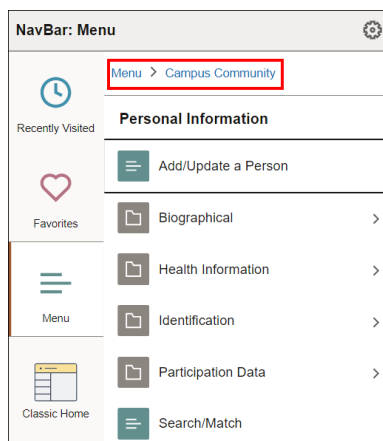
Section 4: Navigating to Campus Community

The Campus Community function is used to view a student's personal information and service indicators.



4.1: Viewing Personal Information

Navigational path: Campus Community>Personal Information



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category

The Personal Information component contains the following functionalities:

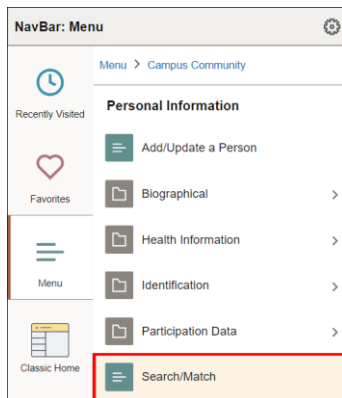
- Performing a Search Match
- Biographical Information – Student's personal information
- Identification Data – Student's citizenship and residency
- Participation Data – Student's affiliations in UCT clubs and societies



4.1.1: Performing a Search Match

The **Search Match** functionality enables you to perform a search to prevent duplicate records from being created in the system.

Navigational path: Campus Community>Personal Information>Search Match



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on **Search/Match**

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

Search Type

Search Parameter

Ad Hoc Search

Description

[Show fewer options](#)

- Select **Person** in the **Search Type** dropdown box
- Enter **UCT_SEARCH** in the **Search Parameter Lookup** field
- Click on the **Search** button



Search Type Person Ad Hoc Search

Search Parameter UCT_SEARCH UCT SEARCH

Search Result Rule

Search Result Code RACC RESULT PAGE
Default search result code

Search Clear All Carry ID Reset

Search Criteria

Search Fields	Value
First Name Search	<input type="text" value="JOHN"/>
Last Name Search	<input type="text" value="SMITH"/>
Date of Birth	<input type="text"/>
Campus Id	<input type="text"/>
Gender	<input type="text"/>
National Id	<input type="text"/>

- Enter **UCT_RACC_RESULT** in the **Search Result Code** field
- Enter **student first name** in the **First Name Search** field
- Enter **student last name** in the **Last Name Search** field
- Click on the **Search** button

▶ Note

Enter the first two search fields, First Name Search and Last Name Search. To move on to the next field, press the tab key on your keyboard. Clicking on the “tab” key verifies the search criteria you have entered against the PeopleSoft database.

- A **Search Results** page appears



Search Type Person Ad Hoc Search
Search Parameter UCT_SEARCH UCT SEARCH
Search Result Code UCT_RACC_RESULT RACC RESULT PAGE

▼ Search Results Summary [Return to Search Criteria](#)

Number of ID's Found 94
Search Order Number 90 First Name, Last Name

Search Results Personalize | Find | View 100 | [🔍] First 1-20 of 128 Last

Results	Results2	Additional Information	Empl ID	Name Type	Name Effective Date	First Name	Last Name	National ID
1	Carry ID		1211509	PRI	11/07/1954	John*****	Smith*****	999999999999999999*****
2	Carry ID		1211511	SEN	11/07/1987	John*****	Smith*****	5711145038003*****
3	Carry ID		1211513	PRI	02/09/1996	Joanne*****	Smith*****	5703065091005*****
4	Carry ID		1211514	PRI	29/05/2000	John*****	Smith*****	5711145038003*****
5	Carry ID		1211515	PRI	16/04/1951	John*****	Smith*****	999999999999999999*****
6	Carry ID		1211516	PRI	26/05/1951	John*****	Smith*****	6507015006008*****
7	Carry ID		1211518	PRI	06/03/1957	John*****	Smith*****	5703065091005*****
8	Carry ID		1211519	PRI	14/11/1957	John*****	Smith*****	5711145038003*****
9	Carry ID		1211520	PRI	21/04/1957	John*****	Smith*****	999999999999999999*****
10	Carry ID		1211523	PRI	01/07/1965	John*****	Smith*****	6507015006008*****

Note

You will notice that on the **Search Results** page, the entered name as well as similar names are displayed. You can also view more information on these records by clicking on the **Show all columns** [☰] icon.

Search Results Personalize | Find | View 100 | [🔍] First 1-20 of 128 Last

	Empl ID	Name Type	Name Effective Date	First Name	Last Name	National ID	Date of Birth	Gender	Campus ID		
1	Carry ID	1211509	PRI	11/07/1954	John*****	Smith*****	11/07/1954	F	06FJ06001*****	Person Organizational Summary	Relations With Institution
2	Carry ID	1211511	SEN	11/07/1987	John*****	Smith*****	11/07/1987	F	06FJ06001*****	Person Organizational Summary	Relations With Institution
3	Carry ID	1211513	PRI	02/09/1996	Joanne*****	Smith*****	02/09/1996	F	06FJ06001*****	Person Organizational Summary	Relations With Institution
4	Carry ID	1211514	PRI	29/05/2000	John*****	Smith*****	29/05/2000	F	06FJ06001*****	Person Organizational Summary	Relations With Institution
5	Carry ID	1211515	PRI	16/04/1951	John*****	Smith*****	16/04/1951	M	06FJ06001*****	Person Organizational Summary	Relations With Institution
6	Carry ID	1211516	PRI	26/05/1951	John*****	Smith*****	26/05/1951	M	06FJ06001*****	Person Organizational Summary	Relations With Institution

Note

When you click on the **Carry ID** button in PeopleSoft and navigate to a search page in PeopleSoft, PeopleSoft will remember the ID.

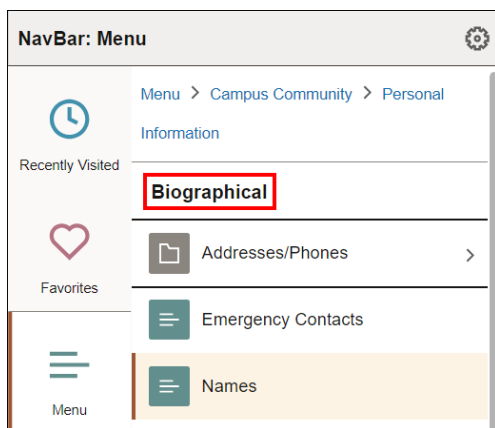


4.1.2: Biographical Information

Biographical Information contains the following information about student :

- Names
- Emergency Contact Numbers
- Addresses/Phones/Electronic Addresses
- Personal Attributes such as languages and communication preferences
- Relationships
- Student Bank Account Details

Navigational path: Campus Community>Personal Information>Biographical>Names



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on **Names**

Names

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎
🔖 Saved Searches ✎

ID

Campus ID

National ID

Last Name

First Name

[^ Show fewer options](#)

Case Sensitive
 Include History
 Correct History

- Enter the student number on the **Campus ID** field.
- Click on the **Search** button



Webster-Louis Campus ID: 11706480002 20230819

Current Names Personalize | Find | View All | Print | PDF | First 1-3 of 3 Last

Name Type	Name	Effective Date	Status	Updated By	Updated	Name History
Primary	Webster-Louis	19/08/2023	Active	Webster-Louis	19/08/2023 7:09:54PM	Name History
Preferred	Webster-Louis	19/08/2023	Active	Webster-Louis	19/08/2023 7:09:54PM	Name History
Former1	Webster-Webster-Louis	19/08/2023	Active	Webster-Louis	19/08/2023 7:09:54PM	Name History

Add/change a name

Type of Name

Effective Date Status

*Format Using English

Prefix

*First Name

Middle Name

*Last Name

Suffix

Note

Student’s primary and preferred names are displayed.

4.1.3: Emergency Contacts

Navigational path: Campus Community>Personal Information>Biographical>Emergency Contacts

NavBar: Menu

Menu > Campus Community > Personal Information

Recently Visited

Biographical

>

Favorites

Menu

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on **Emergency Contacts**



Emergency Contacts

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches [dropdown] [edit icon]
 Saved Searches: Choose from saved searches [dropdown] [edit icon]

ID: begins with [dropdown] [input]
 Campus ID: begins with [dropdown] [input]
 National ID: begins with [dropdown] [input]
 Last Name: begins with [dropdown] [input]
 First Name: begins with [dropdown] [input]

[Show fewer options](#)

Case Sensitive

[Search] [Clear]

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

Emergency Contact Information | Emergency Contact OtherPhones

Member Class: [dropdown] Campus ID: [input] [input]

Emergency Contact Find | View All First 1 of 1 Last [plus] [minus]

*Contact Name [input]
 *Relationship: Sister [dropdown] Primary Contact
 Same Address as Individual
 Same Phone as Individual

Contact Address

Country: ZAF [input] South Africa
 Address [input] [Edit Address]

Contact Phone

Phone [input] Extension [input] Country [input]

[Save] [Return to Search] [Notify]



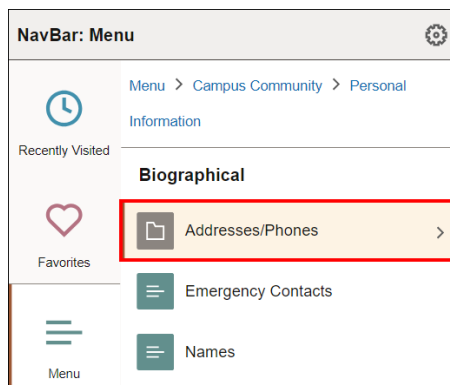
Emergency Contact Information	Emergency Contact OtherPhones
Campus ID: [REDACTED]	
Description Find View All First 1 of 1 Last	
Contact Name	<input type="checkbox"/> Primary Contact
Relationship: Sister	
Other Phone Numbers for Emergency Contact Find View All First 1 of 1 Last	
*Phone Type: SA Cellular	Phone: 1234567
Extension: 021	Country: +27

▶ Note

The student's emergency contact's details are displayed.

4.1.4: Addresses

Navigational path: Campus Community>Personal Information>Biographical>Addresses/Phones>Addresses

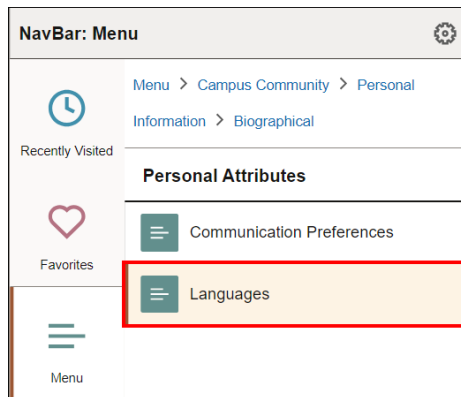


- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the **Addresses/Phones** category
- Click on **Addresses**



4.1.5: Languages

Navigational path: Campus Community>Personal Information>Biographical>Personal Attributes>Languages



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the **Personal Attributes** category
- Click on **Languages**

Languages

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎ **Saved Searches** ✎

ID

Campus ID

National ID

Last Name

First Name

[^ Show fewer options](#)

Case Sensitive

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ Note

Languages is for viewing Student's preferred language.



Student ID: [REDACTED] Campus ID: [REDACTED]

Languages

Language Code	Native	Translator	Teacher	Speak	Read	Write	Evaluation Date	Updated By	Updated
1 EN English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				19/08/2023	[REDACTED]	19/08/2023 7:10:15PM

Set Preferred Communication Language

Save Return to Search Notify Refresh Add

4.1.6: Relationships

Navigational path: Campus Community>Personal Information>Biographical>Relationships>Relationships

NavBar: Menu

Menu > Campus Community > Personal Information

Recently Visited

Biographical

- Addresses/Phones
- Emergency Contacts
- Names
- Personal Attributes
- Relationships**
- UCT Student Bank Acc Detail

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on the **Relationships** category
- Click on **Relationships**



Relationships

[+ Add a New Value](#)

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches Choose from recent searches ✎ 🔖 Saved Searches Choose from saved searches ✎

ID begins with

Relationship Nbr =

National ID begins with

Last Name begins with

First Name begins with

Relationship =

[^ Show fewer options](#)

Case Sensitive Include History Correct History

[Search](#) [Clear](#)

- Enter the student number on the **Campus ID**
- Click on the **Search** button

▶ Note

The screenshots below displays parent/guardian information such as address, contact number and electronic address.

Relationships | Relationship Address | Relationship Detail

Campus ID: XXXXXXXXXX XXXXXXXXXX

Relationship Find | View All First 1 of 1 Last

*Effective Date 19/08/2023 📅 *Status Active ▼

Related ID 🔍 *Relationship Father ▼

*Name

Prefix Mr ▼ Suffix 🔍

Sex ▼ Marital Status ▼ *Guardian Not Applicable ▼

NID Country ZAF 🔍 NID Type IDNUM 🔍 National ID XXXXXXXXXX

Comment

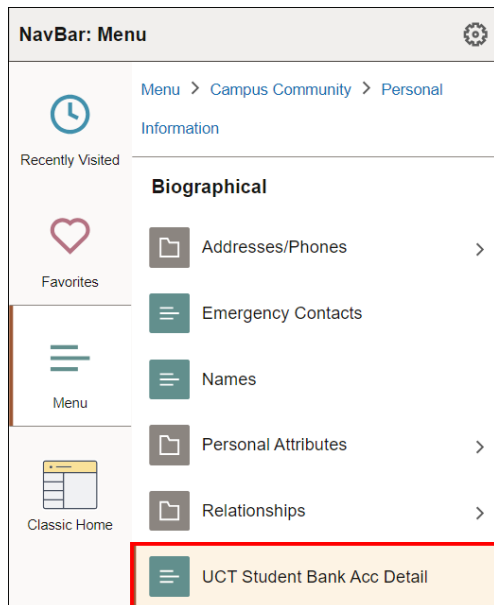
Biographical Details [Legacy](#) [Communication Recipients](#) [Joint Communication Management](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

Relationships | Relationship Address | Relationship Detail

4.1.7: UCT Student Bank Account Details

Navigational path: Campus Community>Personal Information>Biographical>UCT Student Bank Acc Details



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Biographical** category
- Click on **UCT Student Bank Acc Detail**

UCT Bank Details

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎
🔖 Saved Searches ✎

ID

Campus ID

National ID

Last Name

First Name

[^ Show fewer options](#)

Case Sensitive
 Include History

- Enter the student number on the **Campus ID** field
- Click on the **Search** button



Note

The **Student Bank Acc Details** page is displayed below.

The screenshot displays the 'Student Bank Account Details' page. At the top, there are tabs for 'UCT Direct Deposit' and 'Student Bank Account Details'. Below the tabs, there are search filters for 'Campus ID' and 'Person ID'. The main content area contains the following fields:

- Effective Date: 05/09/2023
- Status:
- Bank ID:
- Branch Code:
- Bank Account Number:
- Bank Account Name:
- Bank Account Type:
- Updated by:
- Date:
- Time:

At the bottom of the page, there are several action buttons: Save, Return to Search, Notify, Refresh, Update/Display, and Include History.

4.1.8: Identification Data

The **Identification** component displays citizenship, passport information and residency data of a student.

Navigational path: Campus Community>Personal Information>Identification

The screenshot shows the 'Identification' menu. The menu is titled 'Identification' and contains the following items:

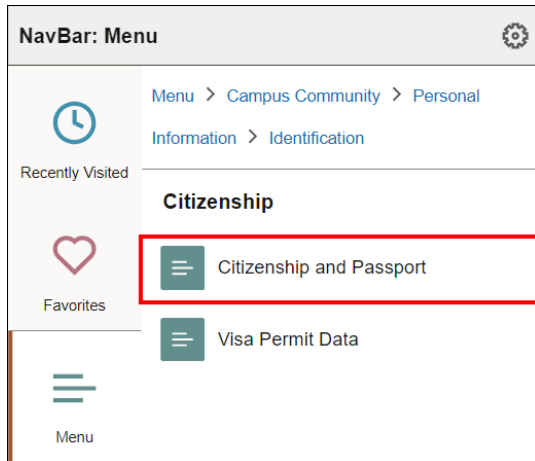
- Citizenship
- Residency Data

The 'Citizenship' item is highlighted with a red box. The menu is part of a larger navigation structure, with a breadcrumb trail showing 'Menu > Campus Community > Personal Information'.



4.1.8.1: Citizenship and Passport

Navigational path: Campus Community>Personal Information>Identification>Citizenship>Citizenship and Passport



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Identification** category
- Click on the **Citizenship** category
- Click on **Citizenship and Passport**

Citizenship and Passport Data

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎
🔖 Saved Searches ✎

ID	<input type="text" value="begins with"/>	<input type="text"/>
Campus ID	<input type="text" value="begins with"/>	<input type="text"/>
National ID	<input type="text" value="begins with"/>	<input type="text"/>
Last Name	<input type="text" value="begins with"/>	<input type="text"/>
First Name	<input type="text" value="begins with"/>	<input type="text"/>

[^ Show fewer options](#)

Case Sensitive

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ Note

On the **Citizenship/Passport** page you can view a student's citizenship and passport numbers.



Home Campus ID: [input]

Citizenship/Passport Find | View All First 1 of 2 Last

*Country Netherlands Search
 Citizenship Status + -

Passport Information Find | View All First 1 of 1 Last

*Passport Number + -

Issue Date 📅
 Expiration Date 📅

Country Netherlands Search

State Search

City

Issuing Authority

Comment 📄

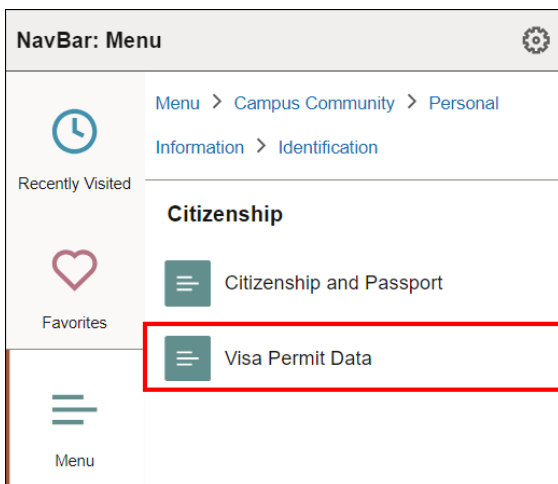
Passport Copy Submitted Updated UserID:

Passport Exception Last Updated:

Save Return to Search Notify

4.1.8.2: Visa Permit Data

Navigational path: Campus Community>Personal Information>Identification>Citizenship>Visa Permit Data

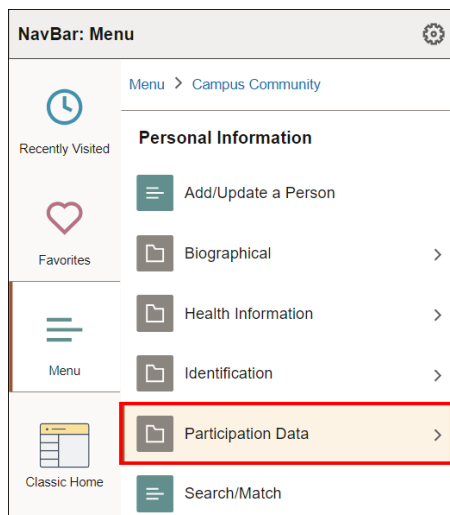


- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Identification** category
- Click on the **Citizenship** category
- Click on **Visa Permit Data**

4.1.9: Participation Data

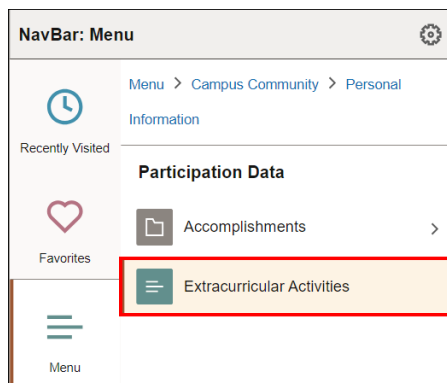
The **Participation Data** component enables you to view student's extracurricular activities and affiliations in UCT clubs and societies (e.g member of the Badminton Club).

Navigational path: Campus Community>Personal Information>Participation Data



4.1.9.1: Extracurricular Activities

Navigational path: Campus Community>Personal Information>Participation Data> Extracurricular Activities



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Participation Data** category
- Click on **Extracurricular Activities**



Extracurricular Activities

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches [dropdown] [edit icon]

Saved Searches: Choose from saved searches [dropdown] [edit icon]

ID: begins with [dropdown] [input]

Campus ID: begins with [dropdown] [input]

National ID: begins with [dropdown] [input]

Last Name: begins with [dropdown] [input]

First Name: begins with [dropdown] [input]

^ Show fewer options

Case Sensitive

[Search] [Clear]

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ Note

In the following **Extracurricular Activities** page, it shows the student was employed from 2010 - 2010.

Campus ID: [input]

Activity Detail Find | View All First 1 of 20 Last

*Internal / External: External [dropdown]

Activity: OTH [input] [search icon] Description: Other [input]

Start Date: 01/01/2010 [calendar icon] End Date: 31/12/2010 [calendar icon] Interest

Years Involved: Ninth Grade Eleventh Grade Postsecondary
 Tenth Grade Twelfth Grade

Academic Institution: University of Cape Town [dropdown]

Academic Career: [input] [search icon] Term: [input] [search icon]

Activity Type: [dropdown] Office Held: [dropdown]

Time Involvement

Time Unit 1: [input] *Time Unit: Hours per Week [dropdown]
 Time Unit 2: [input] *Time Unit: Weeks per Year [dropdown]

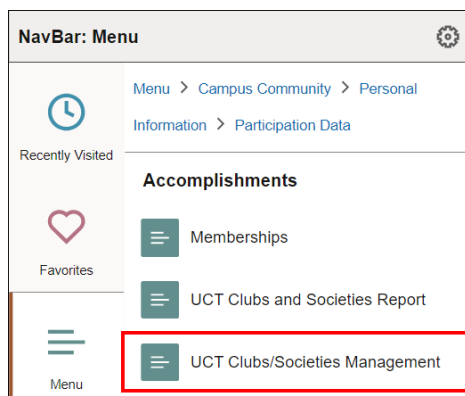
Comments: [text area]

[Save] [Return to Search] [Notify]



4.1.9.2: UCT Clubs & Societies

Navigational path: Campus Community>Personal Information>Participation Data>Accomplishments>UCT Clubs/Societies Management



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information** category
- Click on the **Participation Data** category
- Click on the **Accomplishments** category
- Click on **UCT Clubs/Societies Management**

UCT Clubs/Societies Management

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎

🔖 Saved Searches ✎

ID

Campus ID

National ID

Last Name

First Name

[^ Show fewer options](#)

Case Sensitive

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

▶ Note

On the Accomplishments category, you will find a UCT Clubs and Societies Report for viewing students who have joined UCT Clubs / Societies. The following screenshot shows that the student was affiliated with the Ballroom Dancing Society.



Display Student History

Home | Campus ID: 2020000001 | 10110000

Student is Enrolled for this Year: 2023
Go To Add Page

Only Super Users have access to the modify page.

Personalize Find View All First 1-14 of 14 Last				
Year	Club/Society	Description	Payment Method	Document No
1	2016	HSS	Fees	010838
2	2015	AOL	Art of Living Society	010667
3	2014	HSS	Fees	010276
4	2011	FIT	Fitness Centre	3801
5	2011	HSS	Fees	009219
6	2011	UNA	UNITED NATIONS ASSOC OF SA	009343
7	2010	BDS	Ballroom Dancing Society	008780
8	2010	HSS	Fees	008843
9	2010	SDA	Democratic Alliance Stud Org	008784
10	2009	DIS	Fees	008422
11	2009	FIT	Fitness Centre	
12	2009	HSS	Fees	008415
13	2009	RAG	Fees	008504
14	2008	FIT	Fitness Centre	Cash

4.1.10: Personal Information (Student)

The Personal Information (Student) component enables you to view a student’s photo and affiliations in UCT clubs and societies (e.g member of the Badminton Club).

Navigational path: Campus Community>Personal Information (Student)

NavBar: Menu ⚙️

Menu > Campus Community > Personal Information (Student)

Recently Visited

Favorites

Menu

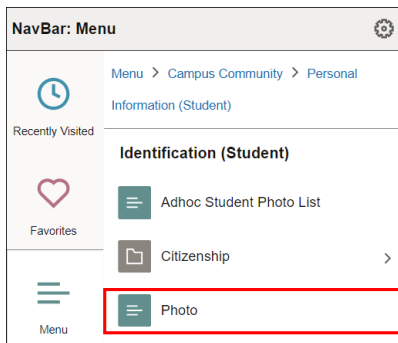
Identification (Student)

- Adhoc Student Photo List
- Citizenship >
- Photo



4.1.10.1: Downloading an Individual Photo

Navigational path: Campus Community>Personal Information (Student)>Identification (Student)>Photo



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information (Student)** category
- Click on the **Identification (Student)** category
- Click on **Photo**

Photo

Find an Existing Value

▼ **Search Criteria**

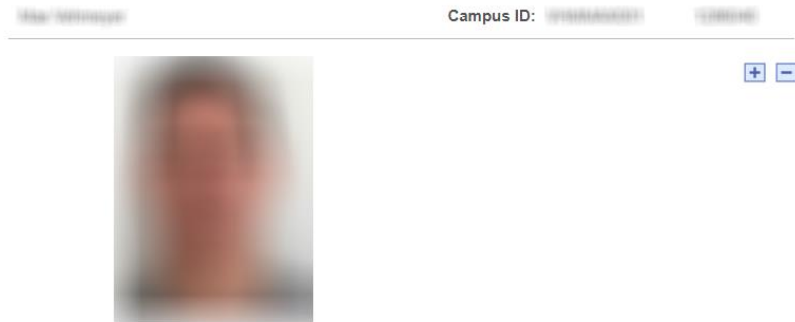
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches [dropdown] [edit icon]
Saved Searches: Choose from saved searches [dropdown] [edit icon]

ID [begins with dropdown] [input] [search icon]
Academic Career [dropdown] [input]
National ID [begins with dropdown] [input]
Campus ID [begins with dropdown] [input]
Last Name [begins with dropdown] [input]
First Name [begins with dropdown] [input]
[Show fewer options](#)

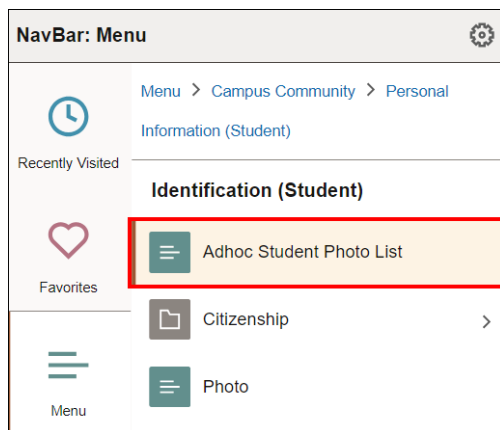
Case Sensitive

- Enter the student number on the **Campus ID** field
- A **Photograph** page appears

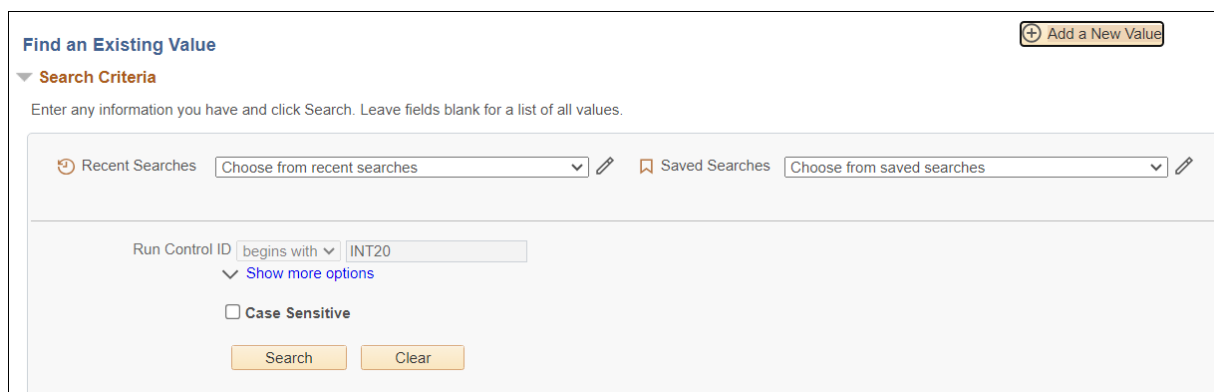


4.1.10.2: Downloading an Adhoc Student Photo List

Navigational path: Campus Community>Personal Information (Student)>Identification (Student)>Adhoc Student Photo List



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Personal Information (Student)** category
- Click on the **Identification (Student)** category
- Click on **Adhoc Student Photo List**



- Click on the **Add a New Value** tab if this is the first time you are running this process



▶ Note

Your **Run Control ID** will be your username i.e. your eight digit staff number.

- Click on the **Add** button

▶ Note

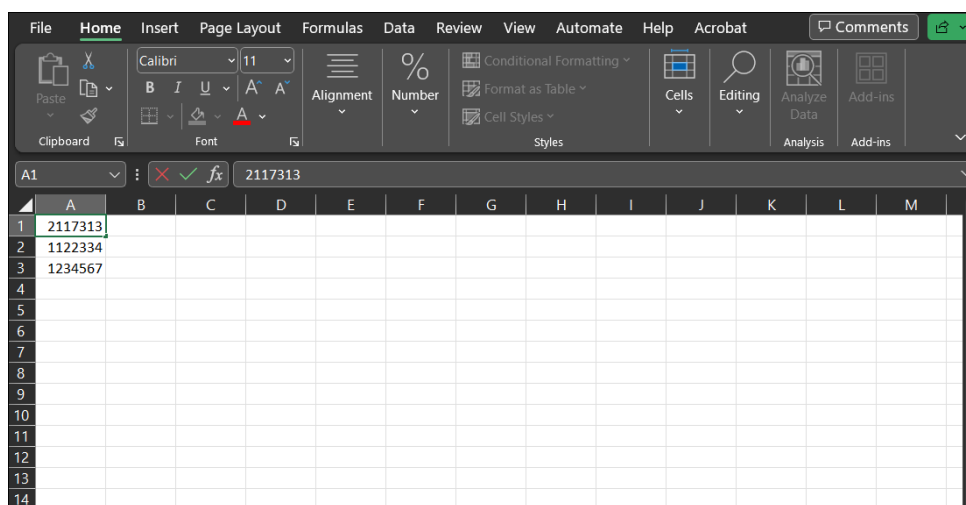
Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value, Search and select an existing Run Control ID from the search results lists.**

- The **Adhoc Student Photo List** page appears

- Enter a **Report Title Name** on the ***Report Title** field
- Select **UCT01** from the ***Institution** lookup button
- Select **Term** from the ***Term** lookup button
- Click on the **Run** button

▶ Note

Student numbers must be captured on a blank spreadsheet before upload. The spreadsheet file must be in .CSV format. You will have to browse for the file to be uploaded and then click the **Upload** button. See spreadsheet as illustrated:



- A **File Attachment** window appears



File Attachment ✕

Choose File [redacted].CSV

Upload
Cancel

- Browse for the .CSV file by clicking on the **Choose File** button
- Click on the **Upload** button
- A **Process Scheduler Request** page appears

Process Scheduler Request

User ID INT20 Run Control ID INT20

Server Name Run Date BT

Recurrence Run Time Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Adhoc Student Photo List	UCT_ADPH_LST	Application Engine	Web	PDF	Distribution

OK Cancel

- Select **PSNT3** from the **Server Name** dropdown box
- Please note that the ***Type** is set to **Web** and ***Format** to **PDF**
- Click on the **OK** button
- Click on the **Process Monitor** hyperlink

Note

You can also access the Process Monitor via [PeopleTools>Process Scheduler>Process Monitor](#)

Process Monitor New Window | Help | Personalize Page

Process List Server List

View Process Requests

User ID Type Last 1 Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5303795		INT20	Application Engine	UCT_ADPH_LST	INT20	05/09/2023 2:47:10PM PST	Success	Posted	Details	Actions

[Go back to Adhoc Student Photo List](#)

Save Notify

- You will be required to monitor the process on the **Process List** tab
- Click on the **Refresh** button
- The **Run Status** must read **Success** and the **Distribution Status** must read **Posted**



- Click on the **Go back to Adhoc Student Photo List** hyperlink
- Click on the **Report Manager** hyperlink

Report Manager

List **Administration** Archives

View Reports For

User ID: Type: Last: Days:

Status: Folder: Instance: to

Report List

 < < 1-1 of 1 > > | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3431452	5303795	Adhoc Student Photo List	05/09/2023 2:49:09PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

 Click the delete button to delete the selected report(s)

[Go back to Adhoc Student Photo List](#)

- Under the **Administration** tab, click on the **PDF** hyperlink

EDN1001H

<p>1356185 / [REDACTED]</p> <p>Second Year</p>	
<p>1370885 / [REDACTED]</p> <p>PGDipMan Information Systems Information Systems</p> <p>Second Year</p>	
<p>1377826 / [REDACTED]</p> <p>Bachelor of Science SB001 Oceanography & Marine Biology Ocean & Atmosphere Science</p> <p>Second Year</p>	

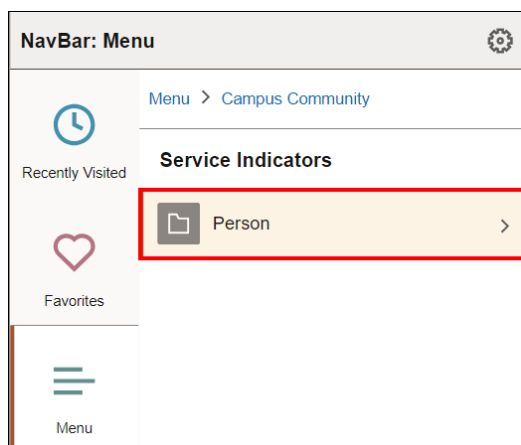


4.2: Viewing Service Indicators

A service indicator is a condition or flag that is recorded against a student's record. It can be negative or positive. A negative service indicator will be recorded against a student that owes fees and international students.

4.2.1: Navigating to Service Indicators

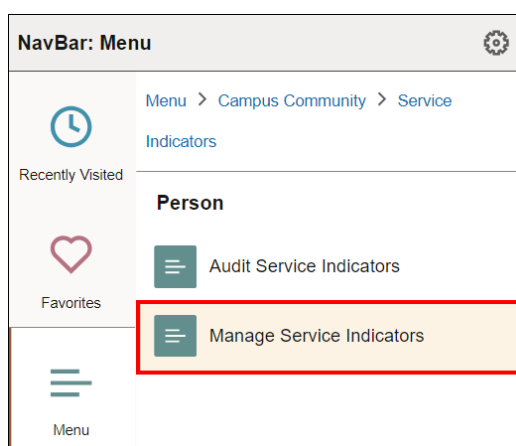
Navigational path: Campus Community>Service Indicators



Note

On the Service Indicators hyperlink you will find the Audit Service Indicators hyperlink that enables auditing of service indicators. Only certain users will have access on this e.g. the Fees Office, IAPO and the Admissions Office.

Navigational path: Campus Community>Service Indicators>Person>Manage Service Indicators



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Campus Community** category
- Click on the **Service Indicators** category
- Click on the **Person** category
- Click on **Manage Service Indicators**



Manage Service Indicators

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

ID
 Campus ID
 National ID
 Last Name
 First Name

[Show fewer options](#)

Case Sensitive

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

Peoplesoft / Peoplesoft Campus ID: 1592186 1592186

Display Effect Institution

Service Indicator Summary									
Code	Code Description	Reason Description	Institution	Start Term	End Term	End Term Description	Start Date	End Date	
ENR	No Enrollment Activities	Immigration document required	UCT01	1161	2016				
ENR	No Enrollment Activities	International Student	UCT01	0000	Begin Term		18/05/2013		

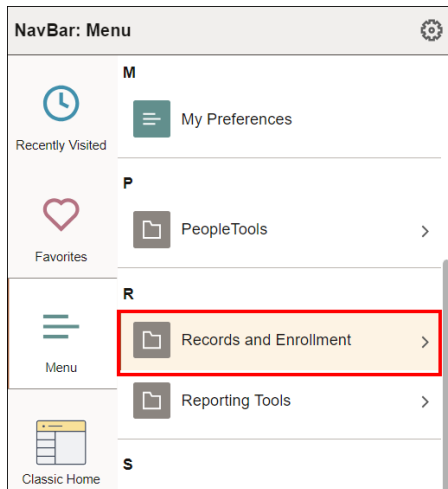
Note

A student who has a negative service indicator will have a icon next to their EMPL ID throughout their record on Peoplesoft. A student with a positive service indicator will have a icon next to their EMPL ID throughout their record on Peoplesoft. For Example: ID: 1252515 or ID: 1592186



Section 5: Navigating to Records and Enrollment

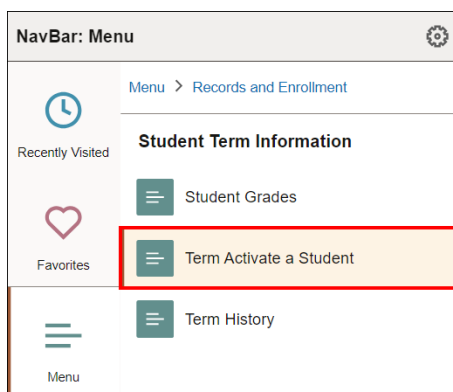
The **Records and Enrollment** page enables you to view a student's registration information such as the current term for which they are registered at UCT.



5.1: Term Activate a Student

A student is term activated by the faculty office once they have been made an offer to study at the University and a student record has been created for them in PeopleSoft via the Matriculation process. This process is done annually to activate the student for each year they enrol.

Navigational path: Records and Enrollment>Student Term Information>Term Activate a Student



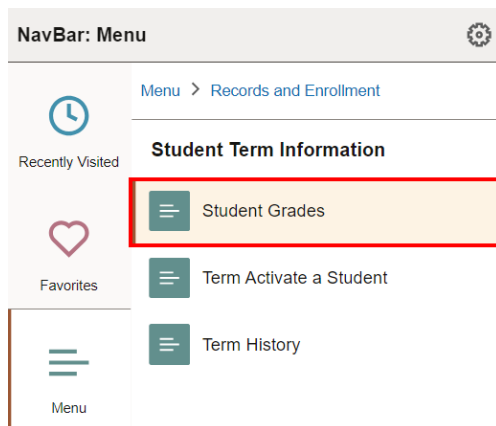
- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Student Term Information** category
- Click on **Term Activate a Student**



5.2: Viewing Student Grades via Records and Enrollment

The **Student Grades** hyperlink enables you to view marks obtained by a student for all courses that they are registered in per term as well as their GPA.

Navigational path: Records and Enrollment>Student Term Information>Student Grades



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Student Term Information** category
- Click on **Student Grades**

The screenshot shows the 'Student Grades' search interface. At the top, there is a header 'Student Grades' and a sub-header 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two search filters: 'Recent Searches' and 'Saved Searches', both with dropdown menus and edit icons. The main search area contains several input fields with dropdown menus and search icons: 'ID' (begins with), 'Academic Career' (dropdown), 'Academic Institution' (begins with), 'Term' (begins with), 'Campus ID' (begins with), 'National ID' (begins with), 'Last Name' (begins with), 'First Name' (begins with), and 'Term Alternate Key' (begins with). There is a link 'Show fewer options' and a checkbox for 'Case Sensitive'. At the bottom, there are 'Search' and 'Clear' buttons.

- Enter the student number on the **Campus ID** field
- Click on the **Search** button



Student Grade Inquiry | Term Statistics

Search Status Campus ID: 0000000000 0000000000 Print Report Manager

Program MM012 MPublic Health POTD

Plan(s) MM012PPH02 Epidemiology

Term 2022 Career Masters Institution University of Cape Town

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	9094	PPH	7015W	Thesis	RG01	GIP	GIP	Graded	60.00	Full Year	MPH minor diss (60 cred)

Return to Search Previous in List Next in List Notify

Student Grade Inquiry | Term Statistics

Note

You can view other terms for the student by clicking on the **Return to Search** button to go back to the **Search Parameters** page.

5.3: Viewing Student Program/Plan

The **Student Program/Plan** hyperlink enables you to view a student's academic program and plan information.

Navigational path: Records and Enrollment>Career and Program Plan Information>Student Program Plan

NavBar: Menu

Menu > Records and Enrollment

Recently Visited

Favorites

Menu

Career and Program Information

- Student Career
- Student Program/Plan**

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Career and Program Information** category
- Click on **Student Program/Plan**



Student Program/Plan

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches [dropdown] [edit icon] | Saved Searches: Choose from saved searches [dropdown] [edit icon]

ID begins with [input]
 Academic Career [dropdown] [input]
 Student Career Nbr [dropdown] [input]
 Campus ID begins with [input]
 National ID begins with [input]
 Last Name begins with [input]
 First Name begins with [input]

[Show fewer options](#)

Case Sensitive Include History

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

Note

You will be required to select the appropriate career in which the student is registered for.

Student Program | Student Plan | Student Sub-Plan | Student Attributes | Student Degrees

Campus ID: [input] [input]

Academic Career: GSB (Postgraduate Programmes) Career Requirement Term: Student Career Nbr: 0

Student Details Find | View All First 1 of 1 Last

Status: Active in Program
 Effective Date: 01/02/2023 Effective Sequence: 1
 Program Action: MATR Matriculation Action Date: 28/07/2023
 Action Reason:
 Academic Institution: UCT01 University of Cape Town
 Academic Program: CM006 MasterBus Admin (Full Time) Joint Program Approval:

Admit Term: 1231 2023
 Requirement Term: 1231 2023
 Expected Graduation Term:
 Year of Program: 01 - First Year
 APT Instance: 1
 Cohort Tag:
 Last Updated On: 28/07/2023 4:01:57PM
 By: [input]

Admissions

From Application
 Application Nbr: 01700751
 Application Program Nbr: 0
 Campus: MAIN Main
 Academic Load: Full-Time

Save Return to Search Notify Refresh Update/Display Include History

- Click on the **Student Plan** tab

Note

On the **Student Plan** tab, you can view the student’s academic plans as displayed in the screenshot below.



5.4: Useful reports

There various reports that you can run, such as the **Term Achievement Report** and **Academic Standing Report in PeopleSoft**.

5.4.1: Term Achievement Report

The **Term Achievement Report** can be used to access information on students enrolled in a particular programme. This report also contains information about student’s scholarships, population group, South African citizenship status, GPA, enrolled courses passed etc.

Navigational path: Records and Enrollment>Term Processing>End of Term Processing>Term Achievement Report



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Term Processing** category
- Click on the **End of Term Processing** category
- Click on **Term Achievement Report**

Term Achievement Extract

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: Run Control ID begins with

Show more options

Case Sensitive

Search Clear

- Click on the **Add a New Value** tab if this is the first time you are running this process

▶ Note

The **Run Control ID** field will be the name of the process that you are about to download. When entering the **Run Control ID**, do not leave spaces between words. You may use an underscore in place of a space (_). You can use an existing **Run Control ID** if you requested the same report previously.

- Enter **report name** in the **Run Control ID** field
- Click on the **Add** button

▶ Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search** and select an **existing Run Control ID** from the search results lists.

- The **Term Achievement Extract Parameters** tab appears



Term Achievement Extract

Run Control ID test
Report Manager Process Monitor
Run

Parameters

*Academic Institution: Include Supps?:

*Academic Group:

*Academic Career:

Term

OR

Academic Year:

Academic Program:

Note

The ***Academic Institution** will default as **UCT01**.

- Select **academic group** in the ***Academic Group** lookup
- Select **academic career** in the ***Academic Career** lookup
- Select **term** in the **Term** lookup
- Select **academic program** in **Academic Program** lookup

Note

You can tick the **Include Supps?** checkbox if you want to include students that have been granted supplementary examinations.

- Click on the **Run** button
- The **Process Scheduler Request** page appears

Process Scheduler Request

User ID INT20
Run Control ID test

Server Name

Recurrence

Time Zone

Run Date

Run Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Term Achievement Extract	UCTR0062	SQR Report	<input type="text" value="Web"/>	<input type="text" value="CSV"/>	Distribution

Note

Please ensure that the **Term Achievement Extract** checkbox is ticked.

- Select **Web** in the ***Type** column
- Select **CSV** in the ***Format** column
- Click on the **OK** button



Term Achievement Extract

Run Control ID test
Report Manager Process Monitor Run

Process Instance: 5303855

Parameters

*Academic Institution: University of Cape Town Include Supps?:

*Academic Group: Law

*Academic Career: Doctoral

Term: 2023

OR

Academic Year:

Academic Program: PhD

Save Notify
Add Update/Display

Note

Once you have clicked on the **Run** button, your report will be allocated an instance number.

- Click on the **Process Monitor** hyperlink

Note

You can also access the Process Monitor via:
PeopleTools>Process Scheduler>Process Monitor

Process List
Server List

View Process Requests

User ID Type Last Days Refresh

Server Name Instance Range Clear

Run Status Distribution Status Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5303855		test	SQR Report	UCTR0062	INT20	06/09/2023 11:31:25AM PST	Success	Posted	Details	Actions

Note

You will have to click on the **Refresh** button until your **Run Status** is **Success** and **Distribution Status** is **Posted**.

- Click on the **Details** hyperlink



Process Detail

Process

Instance	5303855	Type	SQR Report
Name	UCTR0062	Description	Term Achievement Extract
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	test
Location	Server
Server	PSNT
Recurrence	

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On	06/09/2023 11:32:56AM PST
Run Anytime After	06/09/2023 11:31:25AM PST
Began Process At	06/09/2023 11:33:16AM PST
Ended Process At	06/09/2023 11:33:30AM PST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

- Click on the **View Log/Trace** hyperlink

Process Monitor

Report

Report ID	3431509	Process Instance	5303855	Message Log
Name	UCTR0062	Process Type	SQR Report	
Run Status	Success			

Term Achievement Extract

Distribution Details

Distribution Node	DISTNODE	Expiration Date	06/10/2023
-------------------	----------	-----------------	------------

File List

Name	File Size (bytes)	Datetime Created
SQR_UCTR0062_5303855.log	1,809	06/09/2023 11:33:30.233000AM PST
UCTR0062_5303855.out	1,319	06/09/2023 11:33:30.233000AM PST
uctr0062.csv	32,390	06/09/2023 11:33:30.233000AM PST

- Click on the **uctrNNNN.csv** hyperlink

▶ Note

The report will be opened and displayed in a spreadsheet format.

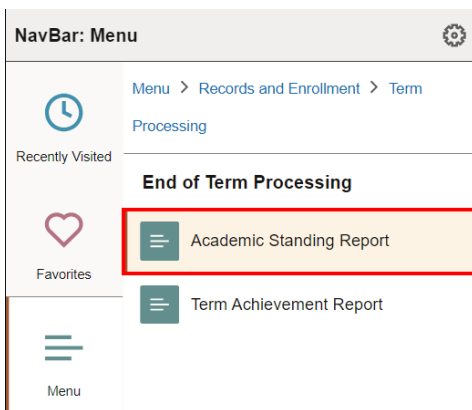


Clipboard	Font	Alignment	Number	Styles	Cells	Editing														
AI24																				
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	Empl ID,"Campus ID","Name","Programme","Career Number","Plan 1","Plan 2","Plan 3","Plan 4","Plan 5","Acad Level","Population Group","Gender","SA Citizenship Status","GPA Term","GPA Cum","Enrolled Course Count",																			
2	","LD001PBL09","Fourth Yr","Not Specified","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
3	1CML01","Fourth Yr","Coloured","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
4	01","LD001CML01","13th Yr","White","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
5	LD001RDL08","Elevnth Yr","Coloured","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
6	ML01","Sixth Year","Black","Female","SA Citizen",	0,00	0,00	1,00	1,00	0,00	0,00	0,00	0,00	360,00	360,00	0,00	0,00	0,00						
7	01","LD001RDL08","Sixth Year","White","Female","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
8	","LD001","LD001CML01","Fourth Yr","Coloured","Female","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
9	001PBL09","Tenth Yr","Black","Female","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
10	","LD001","LD001PVL08","First Year","Black","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	360,00	0,00	0,00				
11	","LD001CML01","Sixth Year","White","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
12	LD001CML01","Fifth Year","White","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
13	0","LD001PBL09","Fourth Yr","White","Female","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
14	","LD001RDL08","Seventh Yr","Black","Male","SA Citizen",	0,00	0,00	1,00	1,00	0,00	0,00	0,00	0,00	360,00	360,00	0,00	0,00	0,00						
15	1","LD001CML01","Ninth Yr","White","Female","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
16	LD001PBL09","Fifth Year","White","Female","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						
17	001CML01","First Year","White","Male","SA Citizen",	0,00	0,00	1,00	0,00	1,00	0,00	0,00	0,00	360,00	0,00	360,00	0,00	0,00						

5.4.2: Requesting an Academic Standing Report

The **Academic Standing Report** is used to access students who do not have an academic standing or who have a pending academic standing status. For flexibility, the **Academic Standing Status** will be selectable so that the report could also be used to identify all students with a particular status e.g. those who are dismissed etc.

Navigational path: Records and Enrollment>Term Processing>End of Term Processing >Academic Standing Report



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Term Processing** category
- Click on the **End of Term Processing** category
- Click on **Academic Standing Report**



Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: Run Control ID begins with

[Show more options](#)

Case Sensitive

Search Clear

+ Add a New Value

- Click on the **Add a New Value** tab if this is the first time you are running this process

Note

The **Run Control ID** field will be the name of the process that you are about to download. When entering the **Run Control ID**, do not leave spaces between words. You may use an underscore in place of a space (_). You can use an existing **Run Control ID** if you requested the same report previously.

- Enter report name in the **Run Control ID** field
- Click on the **Add** button

Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search** and select an **existing Run Control ID from the search results lists**.

- The **Academic Standing** parameter page appears

Academic Standing

Run Control ID Report Manager Process Monitor Run

*Term: 2022

*Academic Group: Health Sciences

Academic Standing Status

Dismissed None

Good Standing Not Eligible to Continue

Pending

Probation

Subject to Dismissal

Save Notify Add Update/Display

Note

Tick the checkbox for the academic standing(s) you would like to run the report for.

- Select term in the ***Term** lookup
- Select academic career in the ***Academic Career** lookup
- Click on the **Run** button
- A **Process Scheduler Request** page appears



Process Scheduler Request

User ID INT20 Run Control ID 1467903

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Academic Standing Report	UCTR0090	SQR Report	Web	CSV	Distribution

Note

Please ensure that the **Academic Standing Report** is ticked.

- Select **CSV** in the ***Format** Column
- Click on the **OK** button

Note

Once you clicked on the **Run** button, your report will be allocated and instance number.

Academic Standing

Run Control ID 1467903 Report Manager Process Monitor

Process Instance: 5303802

*Term: 2022

*Academic Group: Health Sciences

Academic Standing Status

Dismissed None
 Good Standing Not Eligible to Continue
 Pending
 Probation
 Subject to Dismissal

- Click on the **Process Monitor** hyperlink

Note

You can also access the Process Monitor via:
PeopleTools>Process Scheduler>Process Monitor



Process List Server List

View Process Requests

User ID: Type: Last: 1 Days: [Refresh](#)

Server: Name: Instance: Range: [Clear](#)

Run Status: Distribution Status: Save On Refresh Report Manager [Reset](#)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5303802		1467903	SQR Report	UCTR0090	INT20	05/09/2023 3:31:20PM PST	Success	Posted	Details	Actions

Note

You will have to click the **Refresh** button until your **Run Status** is **Success** and **Distribution Status** is **Posted**.

- Click on the **Details** hyperlink

Process Detail

Process

Instance: 5303802 Type: SQR Report
 Name: UCTR0090 Description: Academic Standing Report
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: 1467903
 Location: Server
 Server: PSNT
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On: 05/09/2023 3:32:30PM PST
 Run Anytime After: 05/09/2023 3:31:20PM PST
 Began Process At: 05/09/2023 3:32:47PM PST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

- Click on the **View Log/Trace** hyperlink



View Log/Trace

Report

Report ID 3431459 Process Instance 5303802 [Message Log](#)
 Name UCTR0090 Process Type SQR Report
 Run Status Success

Academic Standing Report

Distribution Details

Distribution Node DISTNODE Expiration Date 05/10/2023

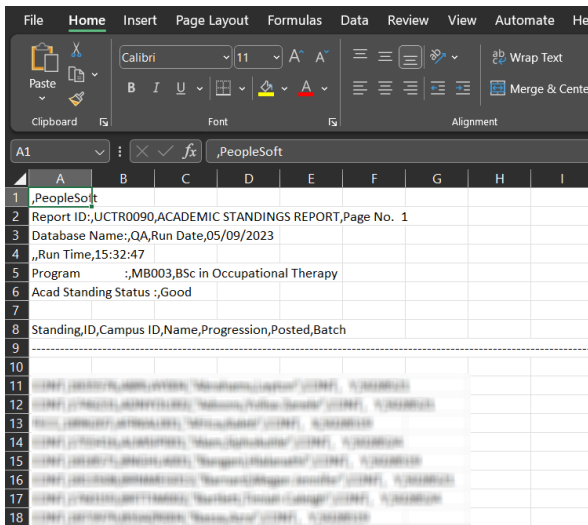
File List

Name	File Size (bytes)	Datetime Created
SQR_UCTR0090_5303802.log	1,815	05/09/2023 3:36:00.523000PM PST
UCTR0090_5303802.csv	272,269	05/09/2023 3:36:00.523000PM PST
UCTR0090_5303802.out	1,475	05/09/2023 3:36:00.523000PM PST

- Click on the **UCTRNNNN_ProcessInstanceNumber.csv** hyperlink

Note

The report will be open and displayed in a Spreadsheet format. It will show the latest academic standing record for **active students** for the selected term. **Completed (COMP)** students are no longer active. The **Progression, Posted** and **Batch** fields show the details of the progression code, the progression code status (if it has been captured) as well as **Academic Standing Report** batch number (process instance number) respectively.



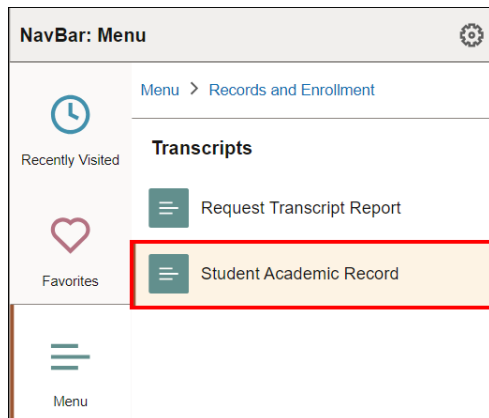


5.5: Viewing Students' Academic Record

The students' academic record functionality enables you to view the students' academic record.

The functionality does not allow you to print or download the transcript, it can only be used for reference purposes.

Navigational path: Records and Enrollment>Transcripts>Student Academic Record



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Transcripts** category
- Click on **Student Academic Record**

The screenshot shows the 'Academic Record' search interface. The 'Find an Existing Value' section is expanded to show 'Search Criteria'. Below this, there are two dropdown menus for 'Recent Searches' and 'Saved Searches'. The search criteria section contains several input fields: 'ID' (begins with), 'Academic Career' (dropdown), 'Student Career Nbr' (dropdown), 'Campus ID' (begins with), 'National ID' (begins with), 'Last Name' (begins with), and 'First Name' (begins with). The 'Campus ID' field is highlighted with a red rectangular box. There is also a 'Case Sensitive' checkbox and 'Search' and 'Clear' buttons at the bottom.

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

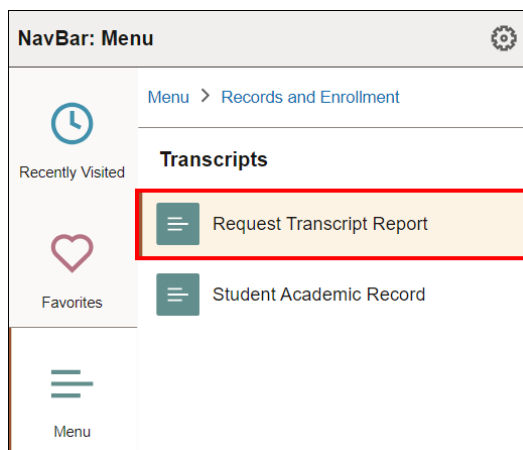


Academic Record														
Student Name:		XXXXXX		Campus ID:		XXXXXX		Empl ID:		XXXXXX				
Academic Program:		MM012 MPublic Health				Student Career Nbr:		0						
Specialisation:		MM012PPH02												
Year	Prog	Course	Grade info		Course	Grade info		Course	Grade info		Course	Grade info		
2023	MM012													
2022	MM012	POTD	PPH7015W	GIP GIP	PPH7016F	CX CX	PPH7018F	CX CX	PPH7021F	CX CX	PPH7022S	CX CX	PPH7029F	CX CX
			PPH7022S	CX CX	PPH7029F	CX CX	PPH7041F	CX CX	PPH7063S	CX CX	PPH7070S	CX CX	PPH7092S	CX CX
			PPH7070S	CX CX	PPH7092S	CX CX	PPH7095F	CX CX						
2020	MB014	QUAL	AAE6400X	79 1	CHM6300X	79 1	HSE4008Q	PA PA	HSE6004W	PA PA	MDN6100X	78 1	OBS6300X	69 2-
			MDN6100X	78 1	OBS6300X	69 2-	PED6500X	74 2+	PPH6200X	66 2-	PPH6401X	76 1	PPH6505X	PA PA
			PPH6401X	76 1	PPH6505X	PA PA	PPH7016F	76 1	PPH7022S	81 1	PRY6200X	81 1	PTY6412X	76 1
			PRY6200X	81 1	PTY6412X	76 1								
2019	MB014	CONT	CHM5204X	69 2-	CHM5205X	71 2+	CHM5208X	74 2+	CHM5303X	62 2-	CHM5407X	75 1	CHM5409X	94 1
			CHM5407X	75 1	CHM5409X	94 1	CHM5510X	71 2+	MDN5206X	75 1	MDN5403X	70 2+	MDN5405X	84 1
			MDN5403X	70 2+	MDN5405X	84 1	OBS5505X	65 2-	PED5101X	68 2-	PPH7029F	63 2-	PPH7041S	68 2-
			PPH7029F	63 2-	PPH7041S	68 2-	PPH7070S	74 2+	PPH7095F	66 2-	AAE4002W	77 1	MDN4011W	77 1
			AAE4002W	77 1	MDN4011W	77 1	MDN4015W	75 1	OBS4003W	76 1	PED4016W	76 1	PPH4056W	75 1
			PED4016W	76 1	PPH4056W	75 1	PPH7018F	77 1	PPH7021F	78 1	PPH7063S	78 1	PPH7092S	70 2+
			PPH7063S	78 1	PPH7092S	70 2+	PRY4000W	72 2+	SLL3003W	PA PA				

5.6: Requesting Multiple Unofficial Transcripts

This functionality enables you to request one or multiple transcripts at the same time.

Navigational path: Records and Enrollment > Transcripts > Request Transcript Report



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Records and Enrollment** category
- Click on the **Transcripts** category
- Click on **Request Transcript Report**



Request Transcript Report

Find an Existing Value + Add a New Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Report Request Nbr begins with

ID begins with

Academic Institution begins with

Transcript Type begins with

User ID begins with

Request Date =

Future Release =

Term begins with

Requested Print Date =

First Name begins with

Last Name begins with

[Show fewer options](#)

Case Sensitive Correct History

Search Clear

- Click on the **Add a new value** tab
- A **Transcript Request Header** page appears

Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr 000000000 Request Date 06/09/2023 User ID 111111111

Request Attributes

*Institution UCT01 University of Cape Town

*Transcript Type UNOFF Academic Record

Freeze Record

Override Service Indicator

Number of Copies 1

Future Release Immediate Processing

Academic Career

Term

Print Date 06/09/2023

Request Reason

Cancel Request

Save Notify Add Update/Display Correct History

- Select **UNOFF** in the **Transcript Type** dropdown box
- Click on the **Transcript Request Detail** tab
- Enter the **EMPL ID** in the **ID** field



Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr 000000000 On Request **Process Request**

Transcript Type UNOFF Academic Record Print

Report Manager

Personalize | Find | View All | First 1 of 1 Last

*Seq Nbr	*ID	Name	Number of Copies			
1			1	Send To	+	-

Save Notify Add Update/Display Correct History

Note

If you would like to request more than one transcript you will have to add a new row by clicking the **Add a New Row** **+** button. To remove a row, you will have to click the **Delete Row** **-** button.

- Click on the **Process Request** button

Transcript Request Header | **Transcript Request Detail** | Report Messages

Report Request Nbr 004643118 Completed Process Request

Transcript Type UNOFF Academic Record Print

Report Manager

Personalize | Find | View All | First 1 of 1 Last

*Seq Nbr	*ID	Name	Number of Copies			
1			1	Send To	View Report	+

Save Notify Add Update/Display Correct History

- A **View Report** hyperlink will appear next to each student, click on this hyperlink to view the academic record for a student



Academic Record

Name: [Redacted] **Student Records Office**
Campus ID: [Redacted] **University of Cape Town**
Birthdate: [Redacted] **Private Bag X3**
 Rondebosch
 7701
 South Africa
 Telephone +27 21 650 3595

Print Date: 06/09/2023
 Requestor: [Redacted]

----- **Beginning of Masters Record** -----

2022

Programme: MPublic Health
 Specialisation: Epidemiology Specialisation

Course	Description	NQF Level	NQF Credits	Results
PPH 7015W	MPH minor diss (60 cred)	09	0	GIP GIP

Transfer Credit from University of Cape Town
 Applied Toward MPublic Health

Course	Description	Grade
PPH 7092S	Biostatistics II	CX
PPH 7018F	Introduction to Epidemiology	CX
PPH 7021F	Biostatistics I	CX
PPH 7063S	Epidemiol of Infect Diseases	CX
PPH 7070S	Quantitative Research Methods	CX
PPH 7041F	Health Policy and Planning	CX
PPH 7029F	Advanced Epidemiology	CX
PPH 7095F	Biostatistics III	CX
PPH 7016F	Public Health and Society	CX
PPH 7022S	Evidence-based Health Care	CX

Potential December qualifier

Note

If you would like to print all the academic records for the list of students, click on the **Print** button in the **Transcript Request Detail** tab. The status next to the **Report Request Nbr** will change to Printed. After which click on the **Report Manager** hyperlink.

Transcript Request Header **Transcript Request Detail** Report Messages

Report Request Nbr 004643118 Printed ← Process Request

Transcript Type UNOFF Academic Record Print

→ [Report Manager](#)

*Seq Nbr	*JD	Name	Number of Copies	Send To	View Report	+	-
1	[Redacted]	South Africa	1	Send To	View Report	+	-

Save Notify Add Update/Display Correct History



Report List

< < 1-2 of 2 > > | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	3438045	5310654	UCT_SR_UNOFF - UCT_SR_UNOFF.pdf	06/09/2023 12:03:35PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	3438044	5310654	Transcript Request Print	06/09/2023 12:03:18PM	Acrobat (*.pdf)	Posted	Details

Select All Deselect All

 Click the delete button to delete the selected report(s)

- Click on the **Refresh** button until the PDF's **Status** is **Posted**
- Click on the **PDF** hyperlink to access the academic records

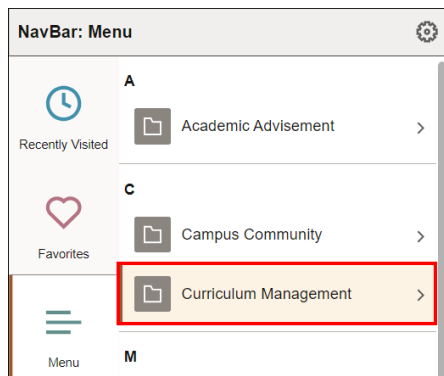
▶ Note

The academic records will load as a popup in PDF format. Please ensure that you have enabled the popup functionality on your browser.



Section 6: Navigating to Curriculum Management

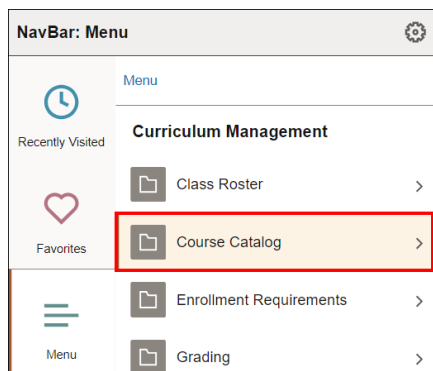
The **Curriculum Management** category allows you to view information in the course catalog, how to download a class list with and without photos for a course.



6.1: Viewing Course Catalog

A course catalog is a database of all courses that have been offered at UCT, that are currently offered at UCT and it also lists future courses that will be offered at UCT.

Navigational path: Curriculum Management>Course Catalog>Course Catalog Search



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Curriculum Management** category
- Click on the **Course Catalog** category
- Click on **Course Catalog Search**



Course Catalog Search

Search Criteria

Enter institution and subject. Catalog number is optional.

*Institution

*Subject Area Education

Catalog Nbr

* Required Field

- Enter the department code in the ***Subject Area** field or click on the **Lookup** button
- Enter the **Catalog Number** in the **Catalog Nbr** field
- Click on the **Search** button

Course Catalog Search

Catalog Search Results

University of Cape Town | Education [Return to Search](#)

EDN 5507F - Emerging Technologies & Educational Practices

Course Detail

Units	30 units										
Grading Basis	Graded										
Course Components	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>COVID-19 Tutorial</td> <td>Optional</td> </tr> <tr> <td>Supplementary Exam</td> <td>Optional</td> </tr> <tr> <td>COVID-19 Practical</td> <td>Optional</td> </tr> <tr> <td>Lecture</td> <td>Required</td> </tr> <tr> <td>COVID-19 Lecture</td> <td>Optional</td> </tr> </table>	COVID-19 Tutorial	Optional	Supplementary Exam	Optional	COVID-19 Practical	Optional	Lecture	Required	COVID-19 Lecture	Optional
COVID-19 Tutorial	Optional										
Supplementary Exam	Optional										
COVID-19 Practical	Optional										
Lecture	Required										
COVID-19 Lecture	Optional										

Enrollment Information

Course Attribute 09 Master's

Description

This course investigates emerging technologies and educational practices in developing context. This course focuses on the discourse of learning with technologies and ways that these different forms are theorised. Some of the concepts to be covered include frameworks, taxonomies, and new representations of digital learning including mobile and authentic learning etc. This course will investigate the inter-related issues of learning, technology and cognitive change. The course focuses on theories of learning and cognitive change as well as developing an understanding of the effects of technology on cognition. Course members will be involved in constructing/designing curricula that incorporate technology, informed by the theories of learning that we cover during the course. The intention of the course is to generate a view of learning and learners that incorporates current approaches to computer mediated teaching and learning with a view to understanding and theorising potential shifts in pedagogical practices arising from the introduction of novel technology into classrooms

[Return to Search](#)

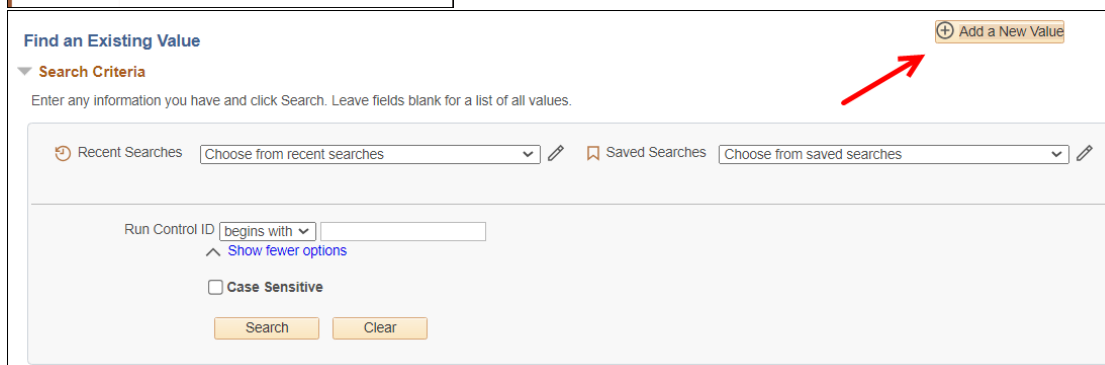
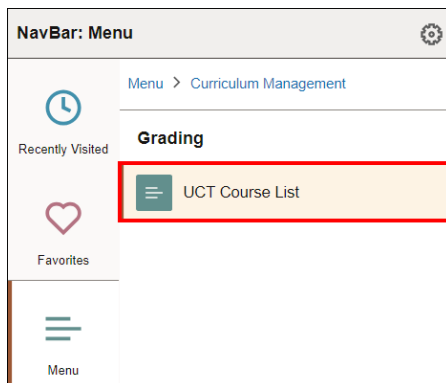
▶ Note

On the **Catalog Search Results** page, you can view the course convenor information, an outline of the course and the types of assessment/s for the course e.g. tests.

6.2: Downloading UCT Course List without Photos

Navigational path: Curriculum Management>Grading>UCT Course List

- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Curriculum Management** category
- Click on the **Grading** category
- Click on **UCT Course List**



- Click on the **Add a New Value** tab if it is your first time running the request / process
- Enter a **Run Control ID** in the **Run Control ID** field

▶ Note

A **Run Control ID** is the name assigned to the request / process by yourself.

- Click on the **Add** button

▶ Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search** and select an **existing Run Control ID** from the search results lists.



Run Control ID training Report Manager Process Monitor Run

Download Selection Criteria

Academic Institution: UCT01 University of Cape Town
 Term: 1231 2023
 Session: Semester 2
 Subject: ECO Economics
 Catalog Number: 1011S

Only show Students with Supplementary Exams granted
 Show Supplementary as Fail
 DE results only
 OS results only

Save Notify

Note

Please note that the three checkboxes can be ticked when downloading a class list for students who have been granted a supplementary exam, failed a supplementary exam or deferred an exam.

- Click on the **Run** button

Process Scheduler Request

User ID INT20 Run Control ID training

Server Name PSNT3 Run Date 05/09/2023 31
 Recurrence Run Time 3:55:58PM Reset to Current Date/Time
 Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course List	UCTU0024	SQR Report	Web	PDF	Distribution

- Select **PSNT3** on the **Server Name** dropdown box
- Select ***Type** to **Web** and ***Format** to **PDF** or **CSV**
- Click on the **OK** button

Run Control ID training Report Manager Process Monitor Run

Process Instance: 5303808

Download Selection Criteria

Academic Institution: UCT01 University of Cape Town
 Term: 1231 2023
 Session: Semester 2
 Subject: ECO Economics
 Catalog Number: 1011S

Only show Students with Supplementary Exams granted
 Show Supplementary as Fail
 DE results only
 OS results only

Save Notify

- A **Process Instance** number will be allocated
- Click on the **Process Monitor** hyperlink



Note

You can also access the Process Monitor via:
PeopleTools>Process Scheduler>Process Monitor

Process List Server List

View Process Requests

User ID: INT20 Type: Last: 1 Days: Refresh

Server: Name: Instance: Range Clear

Run Status: Distribution Status: Save On Refresh Report Manager Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5303808		training	SQR Report	UCTU0024	INT20	05/09/2023 3:55:58PM PST	Success	Posted	Details	▼ Actions

- Click on the **Refresh** button

Note

The **Run Status** must be **Success** and **Distribution Status** must be **Posted**.

- Click on the **Details** hyperlink

Process Detail

Process

Instance: 5303808 Type: SQR Report
 Name: UCTU0024 Description: Course List
 Run Status: Success Distribution Status: Posted

Run

Run Control ID: training
 Location: Server
 Server: PSNT
 Recurrence:

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time

Request Created On: 05/09/2023 3:56:45PM PST
 Run Anytime After: 05/09/2023 3:55:58PM PST
 Began Process At: 05/09/2023 3:57:12PM PST
 Ended Process At: 05/09/2023 3:57:26PM PST

Actions

Parameters Transfer
 Message Log
 Batch Timings
[View Log/Trace](#)

- Click on the **View Log/Trace** hyperlink



Report

Report ID 3431465 Process Instance 5303808 [Message Log](#)
 Name UCTU0024 Process Type SQR Report
 Run Status Success

Course List

Distribution Details

Distribution Node DISTNODE Expiration Date 05/10/2023

File List

Name	File Size (bytes)	Datetime Created
SQR_UCTU0024_5303808.log	1,793	05/09/2023 3:57:26.740000PM PST
UCTU0024_5303808.PDF	45,518	05/09/2023 3:57:26.740000PM PST
UCTU0024_5303808.out	115,538	05/09/2023 3:57:26.740000PM PST

- Click on the **UCTUNNNN_ProcessInstanceNumber.pdf** hyperlink



You can save the PDF or CSV file to your personal folder.

f:\ps_cfg_home\appserv\prcs\QA\log_output\SQR_UCTU0024_5303808\UCTU0024... 1 / 20 | 100% + | [Icons]

Emplid	Campus	ID	Name	Term	Class Nbr	Subject	Catalog Nbr	Acad	Prog	Grade
00000000	00000000	00000000	Adams, Forrest Patrick	1231	1620	ECO	1011S	CB003		
00000000	00000000	00000000	Adams, Sebastiana Science	1231	1621	ECO	1011S	CB015		
00000000	00000000	00000000	Adams, Vera Ann	1231	1622	ECO	1011S	CB024		
00000000	00000000	00000000	Adams, Rebecca	1231	1621	ECO	1011S	CB001		
00000000	00000000	00000000	Adams, Cecelia Snyder	1231	1620	ECO	1011S	CB011		
00000000	00000000	00000000	Adams, Helen Ann	1231	1620	ECO	1011S	CB023		
00000000	00000000	00000000	Adams, Lisa	1231	1620	ECO	1011S	CB015		
00000000	00000000	00000000	Adams, Susan	1231	1620	ECO	1011S	HB027		
00000000	00000000	00000000	Adams, Susan	1231	1620	ECO	1011S	CB004		
00000000	00000000	00000000	Adams, Francesca Thandi	1231	1621	ECO	1011S	CB004		
00000000	00000000	00000000	Adams, Kathleen	1231	1623	ECO	1011S	CB001		
00000000	00000000	00000000	Adams, Suzanne Ruth DeWitt	1231	1620	ECO	1011S	CB023		
00000000	00000000	00000000	Adams, Sage Megan	1231	1623	ECO	1011S	EB015		
00000000	00000000	00000000	Adams, Tracy Melissa	1231	1620	ECO	1011S	CB003		
00000000	00000000	00000000	Adams, Tamara Lawrence	1231	1620	ECO	1011S	CB001		
00000000	00000000	00000000	Adams, William	1231	1622	ECO	1011S	CB003		
00000000	00000000	00000000	Adams, Tracy Stephanie	1231	1620	ECO	1011S	CB023		

6.3: Downloading a Class List with Photos

Navigational path: Curriculum Management>Class Roster>Print with Photos

NavBar: Menu [Settings]

Menu > Curriculum Management

Recently Visited

Class Roster

- Class Roster
- Print with Photos**

Favorites

Menu



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Curriculum Management** category
- Click on the **Class Roster** category
- Click on **Print with Photos**

- Click on the **Add a New Value** tab if it is your first time running the request / process
- Enter a **Run Control ID** in the **Run Control ID** field

Note

A **Run Control ID** is the name assigned to the request / process by yourself.

- Click on the **Add** button

Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search** and select an **existing Run Control ID** from the search results lists.

- A selection criteria page appears.

- **UCT01** will be defaulted in the ***Institution** field
- Enter **Term** on the ***Term** field
- Enter **Subject Area** on the ***Subject Area** field
- Enter **Catalog Number** on the ***Catalog Nbr** field
- Enter **Class Number** on the ***Class Nbr** field



Process List [Server List](#)

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh [Report Manager](#)

▼ **Process List**

1-4 of 4 > > | View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5303809		training	PSJob	UCTCLPH	INT20	05/09/2023 4:04:30PM PST	Success	Posted	Details	Actions

- Click on the **Refresh** button.

Note

To check the process has ran successfully your **Run Status** must be **Success** and **Distribution Status** must be **Posted**.

- Click on the **Go back to Print with Photos** hyperlink

Process List [Server List](#)

View Process Requests

User ID Type Last Days

Server Name Instance Range

Run Status Distribution Status Save On Refresh [Report Manager](#)

▼ **Process List**

1-4 of 4 > > | View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5303809		training	PSJob	UCTCLPH	INT20	05/09/2023 4:04:30PM PST	Success	Posted	Details	Actions

- Click on the **Report Manager** hyperlink
- Click on the **Administration** tab
-

List [Administration](#) [Archives](#)

View Reports For

Folder Instance to

Name Created On Last Days

Reports

1-4 of 4 > > | View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 UCT_CLPH_LST	CLASS LIST PHOTO REPORT	General	05/09/23 4:05PM	3431466	5303810

Note

You will be required to click on the PDF file hyperlink for viewing the class list.



2022 Class Roster ECO 1006F

LG01 (Class 1383) Economics for Non-Specialists - Lecture Total Enrolment 83

Days and Times	Room	Instructor	Meeting Dates
MoTh 16:00 - 18:00			2022-02-14 - 2022-03-25
MoTh 16:00 - 18:00			2022-04-04 - 2022-05-20

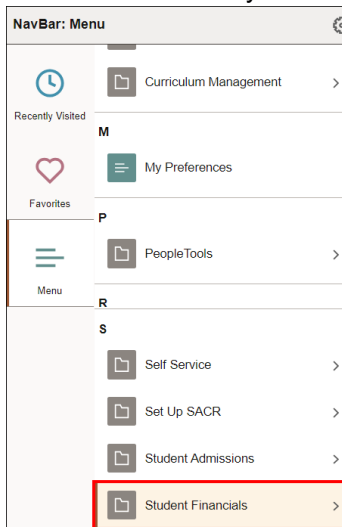
▶ Note

You can save the file to your personal folder



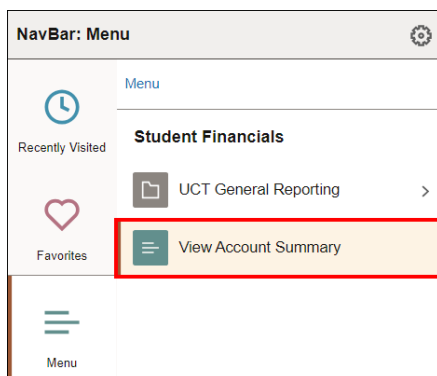
Section 7: Navigating to Student Financials

The Student Financials function to view student's fee information and all transactions that took place in the student's account. If you are a departmental administrator, you will not be able to view this.



7.1: Viewing Students' Fee Account

Navigational path: Student Financials>View Account Summary



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Student Financials** category
- Click on **View Account Summary**



Account Summary

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎ **Saved Searches** ✎

*Business Unit 🔍

ID 🔍

National ID

Campus ID

Last Name

First Name

^ Show fewer options

Case Sensitive

▶ Note

The **Business Unit** field is set to **UCT01**.

- Enter the student number on the **Campus ID** field
- Click on the **Search** button

Account Summary

Summary for all Terms

Search Status: UNPAID/PAID 14677653

University of Cape Town

Current Fee Account Balance **-330.00 ZAR**

Term	Term Balance
2023	-628.73 ZAR
2022	22,718.73
2020	31,240.00
2019	-5,717.50
2018	-3,227.50
2017	-8,685.00
2016	-10,617.50
2015	-12,327.50
2014	-13,085.00

▶ Note

The **Account Summary** page displays the following information:

- Student account **Term Balance(s)** – since the year they have registered at UCT
- Credit for a student – where you see an amount with a minus (-) sign next to it
- You can print the **Account Summary** by using the **Print Statement** button. This can only be used if a printer has been registered for printing Peoplesoft documents.

▶ Note

You can view the account activities for a particular term.

- Click on a term’s hyperlink e.g. 2023



▶ Note

You can view the student account in detail for that term.

Account Summary

Summary for Term 2023

[Print Statement](#) [Return to Current Fee Account Balance](#)

Search Student: [XXXXXXXXXX] [XXXXXXXXXX]

University of Cape Town

Charge Activity	2,859.98 ZAR	
Payment Activity	-3,488.71	
Financial Aid Activity	0.00	
Anticipated Aid Activity	0.00	
Admissions Deposit Activity	0.00	
Term Balance	-628.73 ZAR	View Account Detail

[Return](#)

- Click on the **View Account Detail** hyperlink

Account Summary

Account Detail for Term 2023 As of Date 06/09/2023

[Print Statement](#)

Search Student: [XXXXXXXXXX] [XXXXXXXXXX]

Account Summary

For Fees queries contact 021 650-1704, for Housing queries 021 650-2977

University of Cape Town

Charges

Date Posted	Item Description	Amount	Currency Code
31/12/2022	Interest on overdue fees	319.09	ZAR
31/01/2023	Interest on overdue fees	322.28	
28/02/2023	Interest on overdue fees	546.40	
31/03/2023	Interest on overdue fees	551.87	
30/04/2023	Interest on overdue fees	557.38	
31/05/2023	Interest on overdue fees	562.96	
Total Charges		2,859.98 ZAR	

▶ Note

On the **Account Detail for the Term** page, you can view all the transactions that took place on the student’s account.

▶ Note

Account summaries is only for internal use. The Fees Office sends official statements to students on a monthly basis after June.



▶ Note

Departmental Administrators are prohibited from viewing account summary for students whose debt has been handed over or written off. Students must contact the Fees Office.



Account Summary

Summary for all Terms

1041961  

University of Cape Town

ZAR




Term	ZAR
2006	

Message

We are unable to display the account at this time. (21000,1229)

Please contact the Fees Office on 021 650 4076.

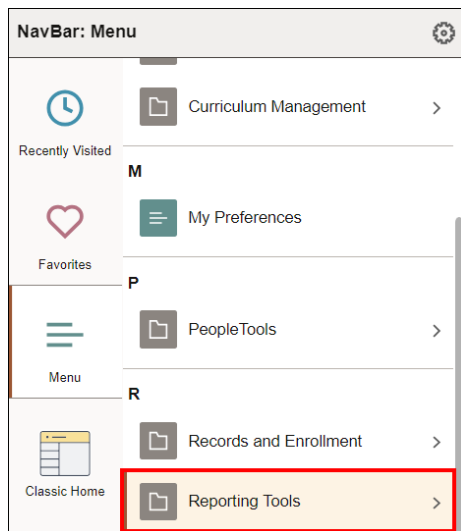
OK

 Return to Search  Notify  Refresh

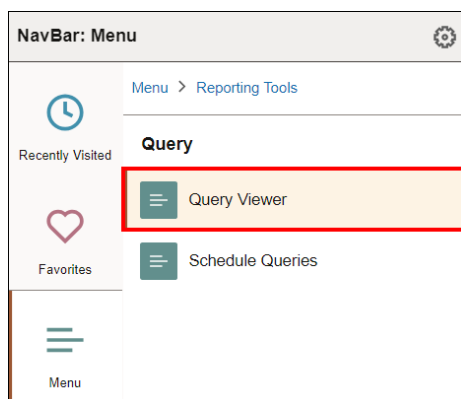


Section 8: Navigating to Reporting Tools

The Reporting Tools function can be used to learn how to view existing PeopleSoft reports.



Navigational path: Reporting Tools>Query>Query Viewer



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Report Tools** category
- Click on the **Query** category
- Click on **Query Viewer**

Query Viewer

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

- Enter the **Query Name** next to **begins with** field e.g. **UCT_SR_COURSE_PHONE_ALL**



Note

All query names start with **UCT** followed by an underscore (_). There are many queries categorised in different administrative areas such as Academic Admin (**SR**) and Fees (**FEE**), Financial Aid (**FIN**) and Continuing Education (**CE**) e.g. **UCT_SR_COURSE_PHONE_ALL** or **UCT_SR_PERS_DATA_CLASS**

- Click on the **Search** button

Search Results

*Folder View -- All Folders --

Query

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCT_SR_COURSE_PHONE_ALL	Phone Nos for stus on a course	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- Click on the **HTML** hyperlink
- A separate window appears that will require you to complete the parameters for the query

Note

Each query will ask for a different set of parameters.

UCT_SR_COURSE_PHONE_ALL - Phone Nos for stus on a course

Term

Subject

Catalog

[View Results](#)

Row	ID	Term	Subject	Catalog
-----	----	------	---------	---------

- Enter the relevant term in the **Term** field e.g. **1231**
- Enter the subject area in the **Subject** field e.g. **MAM**
- Enter the catalog number in the **Catalog** field e.g. **1000W**
- Click on the **View Results** button

UCT_SR_COURSE_PHONE_ALL - Phone Nos for stus on a course

Term

Subject

Catalog

[View Results](#)

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(297 kb\)](#)

View All First 1-100 of 1013 Last

Row	ID	Term	Subject	Catalog	Prefix	First Name	Last	Type	Country	Phone	Ext	Preferred
1		1181	MAM	1000W	Mr			CELL				Y
2		1181	MAM	1000W	Ms			CELL	027			Y
3		1181	MAM	1000W	Ms			HOME	027			N
4		1181	MAM	1000W	Ms			CELL	027			Y
5		1181	MAM	1000W	Mr			CELL	027			Y
6		1181	MAM	1000W	Mr			HOME	027			N
7		1181	MAM	1000W	Ms			CELL				Y
8		1181	MAM	1000W	Ms			HOME				N
9		1181	MAM	1000W	Miss			CELL				Y
10		1181	MAM	1000W	Mr			CELL	027			Y

- You can select to download the results in **Excel Spreadsheet** or **CSV Text File** by clicking on the respective hyperlinks



8.1: Schedule a Query

If you receive the following **Query Result Set too Large** message after clicking the **View Results** button, this means that the amount of data returned is too large to display. You will then have to **Schedule** the query.

Message

Query Result Set too Large. (124,87)

Result of 'SQL Fetch' is over the maximum result size specified for the application server. Modify your query or increase the maximum result size.

OK

Search Results

*Folder View -- All Folders --

Query

1-1 of 1 | View All

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
UCT_SR_COURSE_PHONE_ALL	Phone Nos for stus on a course	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

- After searching for the query, click on the **Schedule** hyperlink
- This redirects you to the **Add a New Value** tab on the **Scheduled Query** page

Scheduled Query

Add a New Value

[Find an Existing Value](#)

*Query Name

*Run Control ID

[Add](#)

- The **Query Name** field will default as the query name
- Enter a run control ID with no spaces into the **Run Control ID** field
- Click on the **Add** button

Note

Alternatively, use an existing Run Control ID by clicking on **Find an Existing Value**, **Search** and select an **existing Run Control ID** from the search results lists.

- The parameters box appears



X
Help

UCT_SR_COURSE_PHONE_ALL

Term

Subject

Catalog

OK
Cancel

- Enter the relevant term in the **Term** field e.g. **1181**
- Enter the subject area in the **Subject** field e.g. **MAM**
- Enter the catalog number in the **Catalog** field e.g. **1000W**
- Click on the **OK** button
- The **Schedule Query** page appears

Run Control ID test
Report Manager Process Monitor

Query Name

*Description

Update Parameters

Prompt Name	Value
STRM	<input style="width: 90%;" type="text" value="1181"/>
SUBJECT	<input style="width: 90%;" type="text" value="MAM"/>
CATALOG_NBR	<input style="width: 90%;" type="text" value="1000W"/>

OK
Cancel
Apply

- Check that the parameters are correct
- Click on the **Apply** button

Process Scheduler Request

User ID INT20
Run Control ID test

Server Name

Recurrence

Time Zone

Run Date

Run Time

Reset to Current Date/Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	PSQUERY	PSQUERY	Application Engine	Web	TXT	Distribution

OK
Cancel



Note

You may also schedule this query to run at a later date and time by editing the **Run Date** and **Run Time** fields.

- Click on the **OK** button

Run Control ID: test

Query Name: UCT_SR_COURSE_PHONE_ALL

*Description: Phone Nos for stus on a course

Update Parameters

Prompt Name	Value
STRM	1181
SUBJECT	MAM
CATALOG_NBR	1000W

Buttons: OK, Cancel, Apply

Process Instance: 5303837

- A process instance number has been allocated
- Click on the **Process Monitor** hyperlink

Process List

View Process Requests

User ID: INT20, Type: Last, 1 Days, Refresh, Clear, Reset

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	5303837		test	Application Engine	PSQUERY	INT20	06/09/2023 9:45:04AM PST	Success	Posted	Details	Actions

- Click on the **Refresh** button until the **Run Status** reads **Success** and the **Distribution Status** reads **Posted**
- Click on the **Details** hyperlink



Process Detail

Process

Instance	5303837	Type	Application Engine
Name	PSQUERY	Description	PSQUERY
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	test
Location	Server
Server	PSNT
Recurrence	

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content
 Restart Request

Date/Time

Request Created On	06/09/2023 9:45:48AM PST
Run Anytime After	06/09/2023 9:45:04AM PST
Began Process At	06/09/2023 9:45:58AM PST
Ended Process At	06/09/2023 9:46:13AM PST

Actions

[Parameters](#) [Transfer](#)
[Message Log](#) [View Locks](#)
[Batch Timings](#)
[View Log/Trace](#)

- Click on the **View Log/Trace** hyperlink

View Log/Trace

Report

Report ID	3431493	Process Instance	5303837	Message Log
Name	PSQUERY	Process Type	Application Engine	
Run Status	Success			

Phone Nos for stus on a course

Distribution Details

Distribution Node	DISTNODE	Expiration Date	<input type="text" value="06/10/2023"/>
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File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_5303837.stdout	300	06/09/2023 9:46:13.047000AM PST
UCT_SR_COURSE_PHONE_ALL-5303837.csv	182,122	06/09/2023 9:46:13.047000AM PST

- Click on the **QueryName_ProcessInstanceNumber.csv** hyperlink



	A	B	C	D	E	F	G	H	I	J	
1	ID,"Term",	"Subject",	"Catalog",	"Prefix",	"First Name",	"Last",	"Type",	"Country",	"Phone",	"Ext",	"Preferred"
2	"1181",	"MAM",	"1000W",	"Mr",	"",	"",	"CELL",	"",	"",	"",	"Y"
3	"1181",	"MAM",	"1000W",	"Ms",	"",	"",	CELL",	"027",	"",	"",	"Y"
4	"1181",	"MAM",	"1000W",	"Ms",	"",	"",	HOME",	"02",	"",	"",	"N"
5	"1181",	"MAM",	"1000W",	"Ms",	"",	"",	"027",	"081",	"",	"",	"Y"
6	"1181",	"MAM",	"1000W",	"Mr",	"",	"",	ELL",	"027",	"",	"",	"Y"
7	"1181",	"MAM",	"1000W",	"Mr",	"",	"",	OME",	"027",	"",	"",	"N"
8	"1181",	"MAM",	"1000W",	"Ms",	"",	"",	"CELL",	"",	"",	"",	"Y"
9	"1181",	"MAM",	"1000W",	"Ms",	"",	"",	"HOME",	"",	"",	"",	"N"
10	"1181",	"MAM",	"1000W",	"Miss",	"",	"",	ff",	"CELL",	"",	"",	"Y"
11	"1181",	"MAM",	"1000W",	"Mr",	"",	"",	"CELL",	"02",	"",	"",	"Y"
12	"1181",	"MAM",	"1000W",	"Mr",	"",	"",	CELL",	"027",	"",	"",	"Y"
13	"1181",	"MAM",	"1000W",	"Mr",	"",	"",	HOME",	"02",	"",	"",	"N"