



Manual

Introduction to PeopleSoft

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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
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



Function	Navigation Path/Folder
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: Self Service

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 <p>▶ Example 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</p>
Unit	Credit count
Academic Record	The academic record is intended to provide a view of the student's full UCT academic record. <p>▶ Note Academic records are printed and provided to the student by the Student Records Office</p>
Course	A course record stores master information such as faculty and subject area <p>▶ 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</p>
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).
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	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. ▶ Example You can specify that a person used an alternative name on his or her senior certificate. 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. 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.
Personal Attributes	Home language information
Regional Details	Ethnic group information
Relationships	Stores relationships between two people within the Campus Community, or between a person in the Campus Community and someone external. UCT will use Relationships to store parent/guardian information for applicants and students under the age of 21 years.
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, Admissions Office, Fees Office and International Academic Programmes Office (IAPO). 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.
Biographical Information	Personal information of a student.
Campus Community	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.



Term	Description
Campus ID	A campus ID is equivalent to a UCT student number. It uses an alphanumeric convention. ▶ Example HLMDIO003
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.

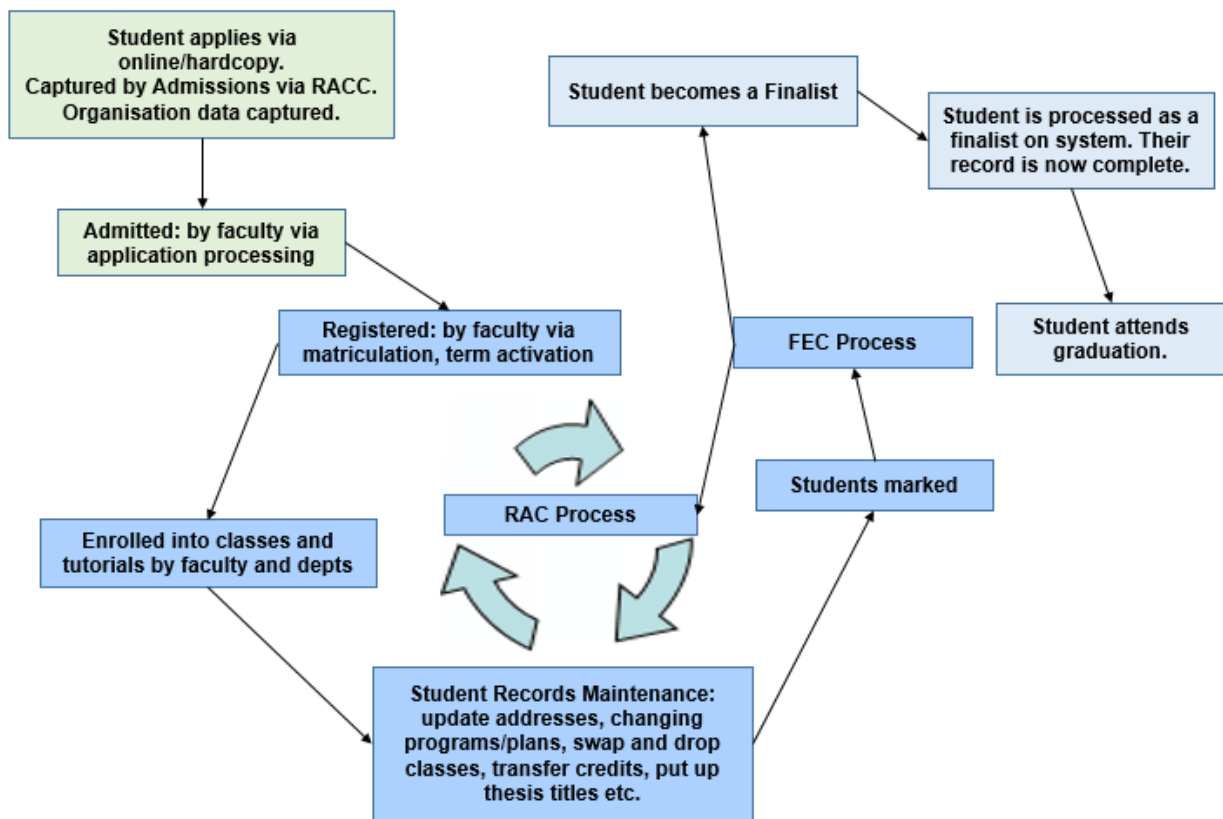
Enrolled into Classes: The Faculties will then enrol students into courses. Up until the Friday of the first week of term, students can make changes to their programmes of study and courses for various reasons without fee penalties. This first week is also known as the change of curriculum week.

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.



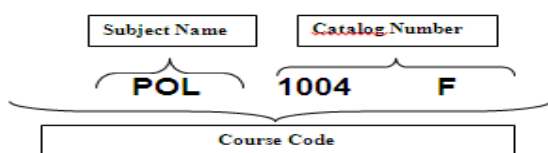
1.7: Academic Terms at UCT

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: 2020			
Sessions	Full Year (1) 1201	Winter Term 1203	Summer Term 1205
	Semester 1		Cont. Ed Third Term*
	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).



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.

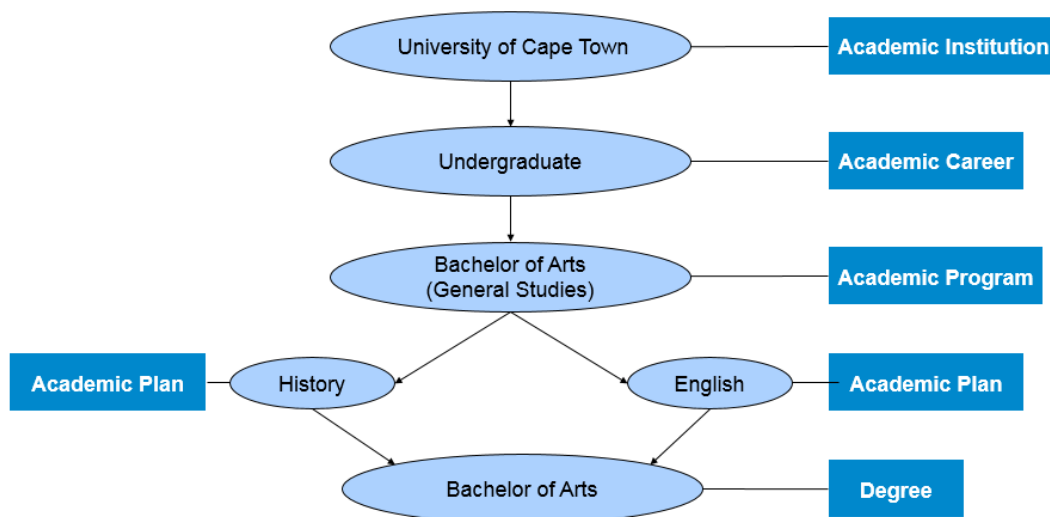
1.8: Academic Structure

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:

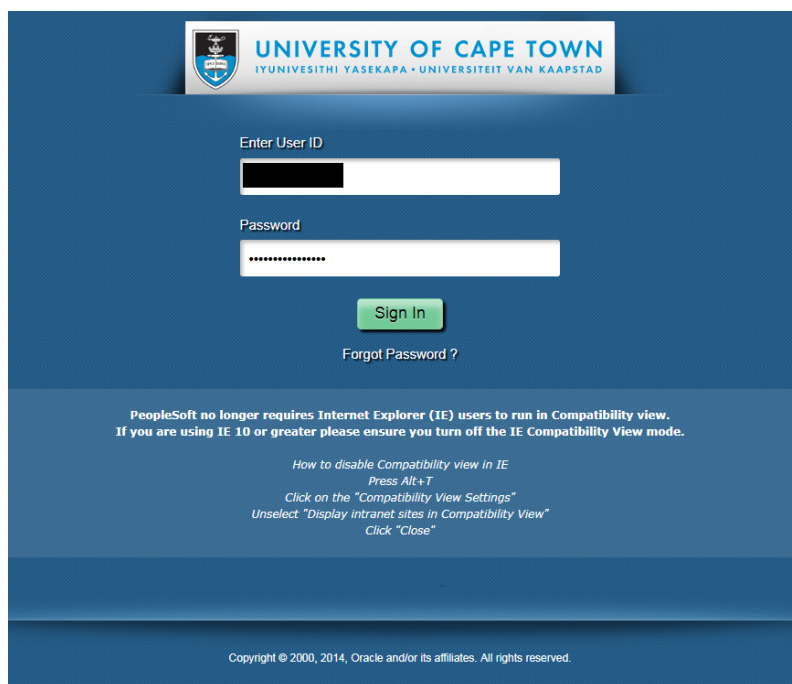
- Logging in and out
- Understanding navigational icons
- Open a new window
- Set up user defaults

2.1: Logging In and Out

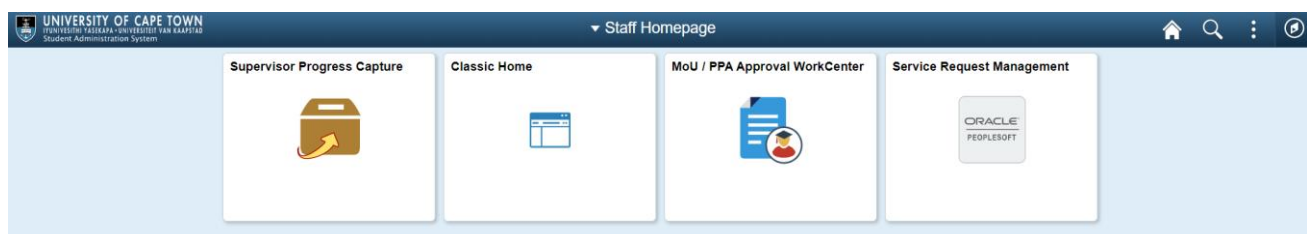
In order to login in PeopleSoft, you must have an eight digit staff number and a network password.

- 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.

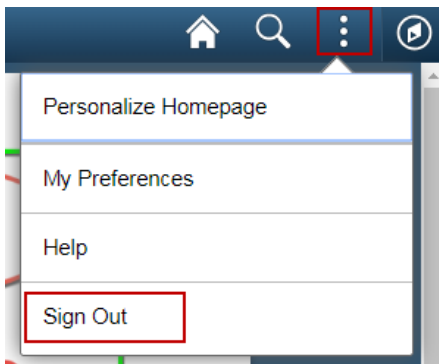


- Your **Staff Homepage** will appear



Note This is the new fluid interface that responds to the form-factor being used. In other words, the size of the display will adapt to various devices with different sized screens e.g. a PC screen vs a smartphone screen.

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



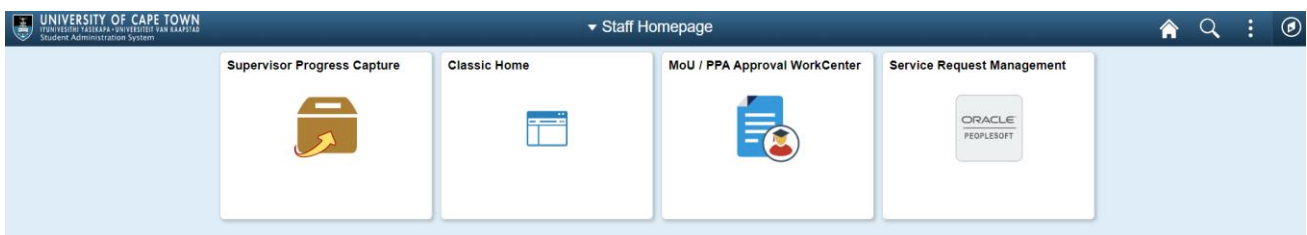
2.2: Navigational Icons

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



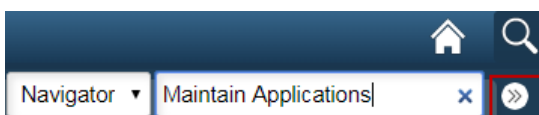
2.2.1: Home Icon

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.



View Search Results

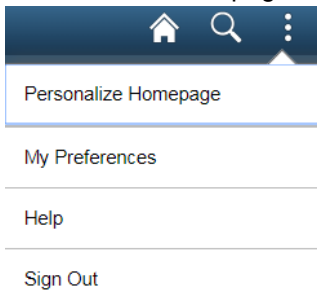
9 results for keyword: "Maintain Applications"

-  **Maintain Applications**
Maintain an applicant's biographical and academic program information.
Application: LS database local node
-  **Maintain Applications**
Maintain an applicant's academic program information.
Application: LS database local node
-  **Education**
Maintain an applicant's external education information.
Application: LS database local node

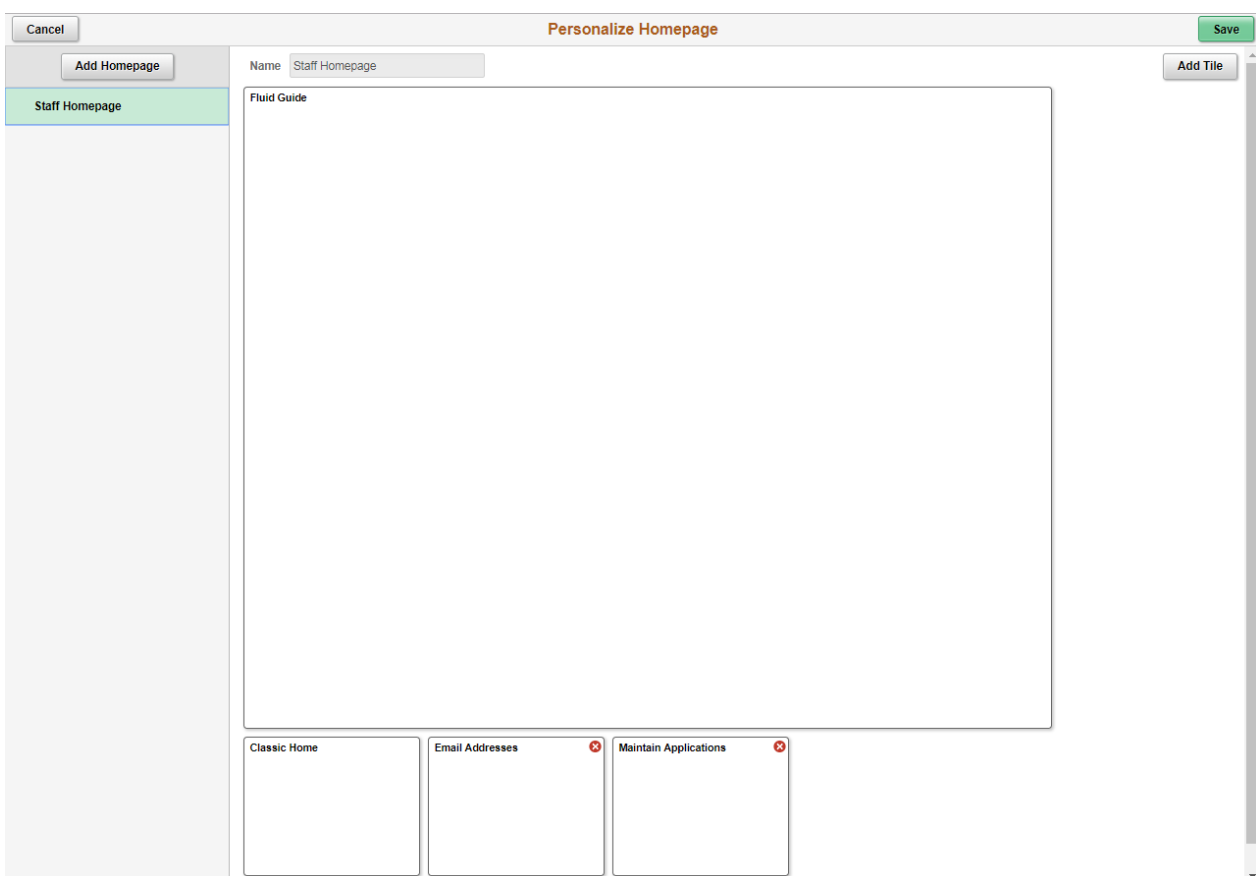
2.2.3: Actions List Icon

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

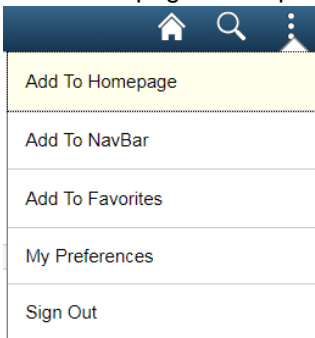


Note **My Preferences** – this allows you 2 options:

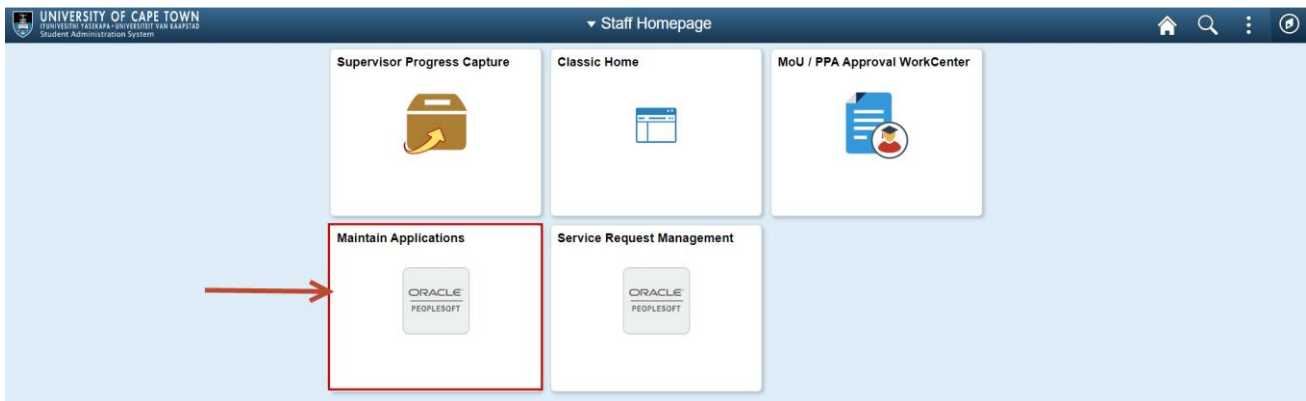
1. **Automatic Menu Collapse** – Enabling this personalization causes the left structure menu in **Classic Home** to automatically collapse when a transaction is selected.
2. **Autocomplete** – Autocomplete is enabled for any field with a prompt edit defined for it. The system will do a prompt lookup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



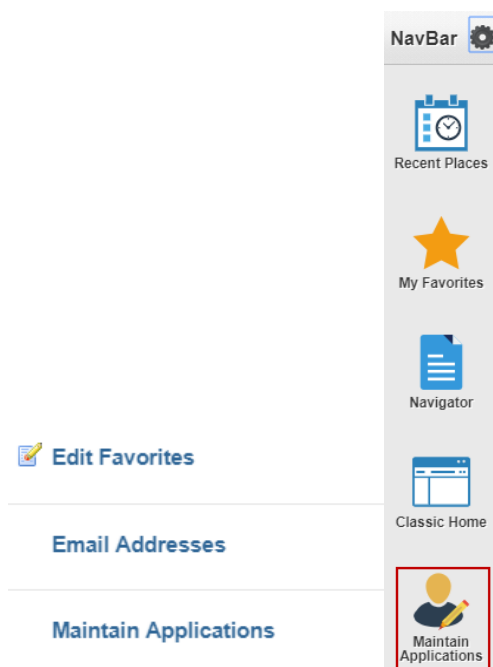
While on a page in PeopleSoft, if you click on the Actions List icon on, the following options appear:



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**.

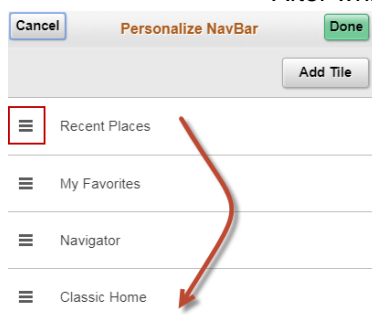


Note **Add to Favourites** – the page will appear in your **Favourites**.

2.2.4: NavBar Icon

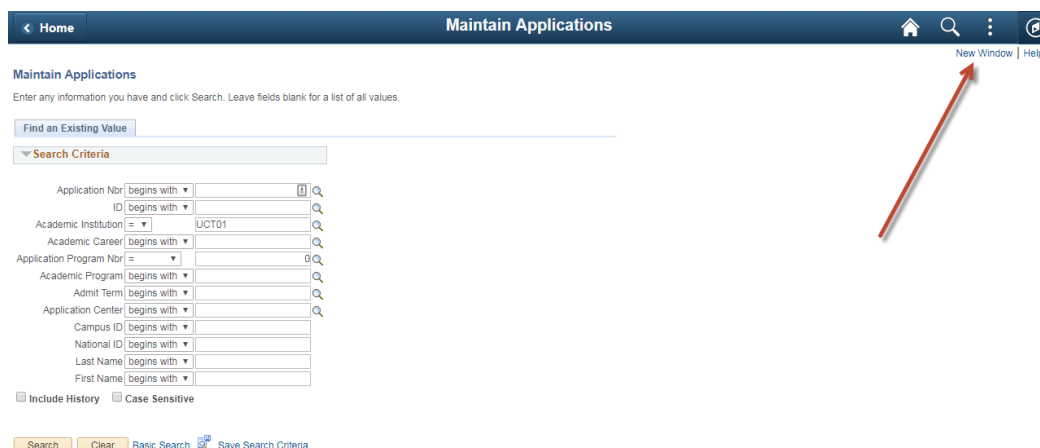
NavBar Menu	Description												
<p>Recent Places</p>	<p>This stores up to 5 of your most recently accessed pages on PeopleSoft.</p>												
<p>My Favorites</p>	<p>This will include the pages that you have added to favourites.</p> <p>You may edit your favourites by clicking on Edit Favourite. 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> <table border="1"> <thead> <tr> <th>*Favorite</th> <th>Sequence number</th> <th></th> </tr> </thead> <tbody> <tr> <td>Academic Program Table </td> <td><input type="text" value="0"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>Advisee Student Center</td> <td><input type="text" value="0"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>Change Requests</td> <td><input type="text" value="0"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table>	*Favorite	Sequence number		Academic Program Table	<input type="text" value="0"/>	<input type="button" value="-"/>	Advisee Student Center	<input type="text" value="0"/>	<input type="button" value="-"/>	Change Requests	<input type="text" value="0"/>	<input type="button" value="-"/>
*Favorite	Sequence number												
Academic Program Table	<input type="text" value="0"/>	<input type="button" value="-"/>											
Advisee Student Center	<input type="text" value="0"/>	<input type="button" value="-"/>											
Change Requests	<input type="text" value="0"/>	<input type="button" value="-"/>											
<p>Navigator</p>	<p>This shows the usual PeopleSoft categories that you should be familiar with. When you click on a category, it will take you into the subcategories. A category is indicated by an arrow icon . To go back a category, you would click on the Back button to go back one category or the Back to Root button to return to the Root (main categories).</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.



2.2.5: Opening a New Window

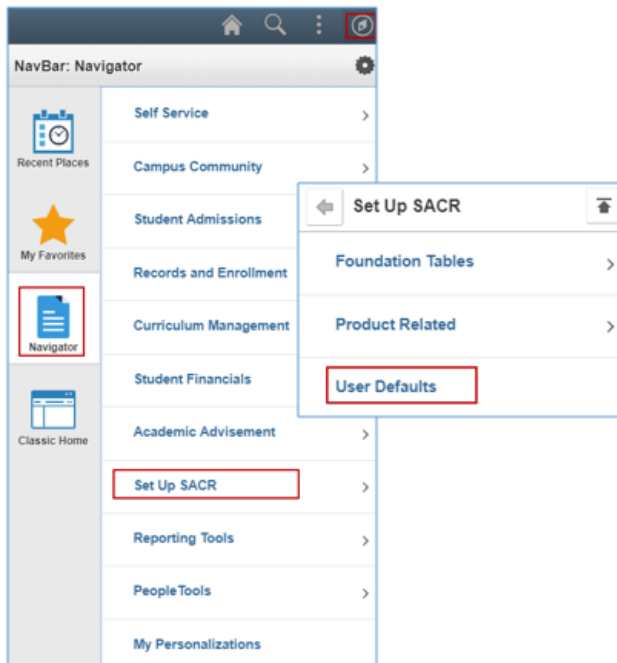
After you have navigated to a page on PeopleSoft, to open a new window, click on the **New Window** hyperlink.



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

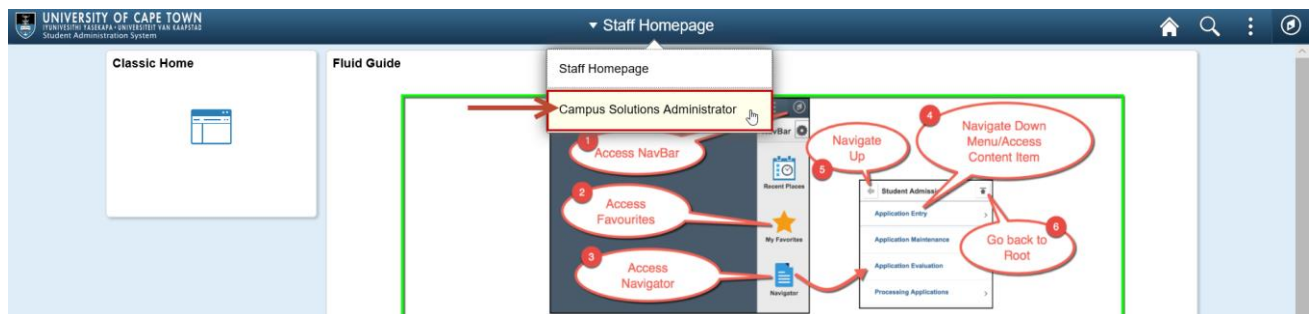
User ID	INT1	Name
Academic Institution	<input type="text" value="UCT01"/>	University of Cape Town
Career Group SetID	<input type="text"/>	
Facility Group SetID	<input type="text"/>	
Academic Career	<input type="text" value="UGRD"/>	Undergraduate
Academic Group	<input type="text" value="EBE"/>	Engineering/ Built Environment
Subject Area	<input type="text"/>	
Term	<input type="text" value="1181"/>	2018
Academic Program	<input type="text"/>	
Academic Plan	<input type="text"/>	
Academic Sub-Plan	<input type="text"/>	

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: Navigating to Campus Solutions Administrator

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

3.1: Viewing Student Personal Information



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



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

- Click on the **Student Services Center** category
- Enter the student number into the **Campus ID** field
- 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**.



Note

The **Student Center** page will be displayed for the student you entered. You will be able to view the student's **Weekly Schedule, To Do List** and **Personal Details**.

Student Center

Student Center

Academics

Deadlines URL Gradebook

This Week's Schedule	
Class	Schedule
ACC 3004H-LG01 LEC (1017)	Dates: 10/02/2020 - 16/03/2020 Mo 2:00PM - 3:00PM JAMES LT3A
	Dates: 12/02/2020 - 18/03/2020 We 2:00PM - 3:00PM JAMES LT3A
	Dates: 30/03/2020 - 11/05/2020 Mo 2:00PM - 3:00PM JAMES LT3A
	Dates: 01/04/2020 - 13/05/2020 We 2:00PM - 3:00PM JAMES LT3A
	Dates: 13/07/2020 - 17/08/2020 Mo 2:00PM - 3:00PM JAMES LT3A
	Dates: 15/07/2020 - 19/08/2020 We 2:00PM - 3:00PM JAMES LT3A
ACC 3004H-TL01 TUT (1223)	Dates: 10/02/2020 - 06/11/2020 Room TBA

Search for Classes

Holds
No Holds.

To Do List
Certified ExemptionCertificate
[More ▶](#)

Important Sites
[UCT](#)
[Vula](#)
[Exam TimeTable](#)

Undergraduate Funding Assistance
As of 1 August 2016, first-time applications for financial aid will be handled centrally via NSFAS. For further information on the application process, please refer to [Undergraduate Student Funding](#).

Personal Information

Contact Information

Home (Street)
3649 Mushavhi
Mushavhi Close
Tugela A
Wentworth
Zimbabwe 00523
SA Cellular
07946 0000

Finances

My Account

Banking Detail
Account Inquiry
[View Clubs and Societies](#)

Financial Aid

[View Financial Aid](#)

Account Summary

You owe 29,330.00.

Currency used is Rand

Admissions

i You do not have any pending applications at this time.

[Accept/Confirm your Offer\(s\) Online](#)
[Upload of Documents](#)

[Overall Application Status](#)
[Your Submissions](#)
[Secondary School Results](#)
[NBT Results](#)

[Go to top](#)

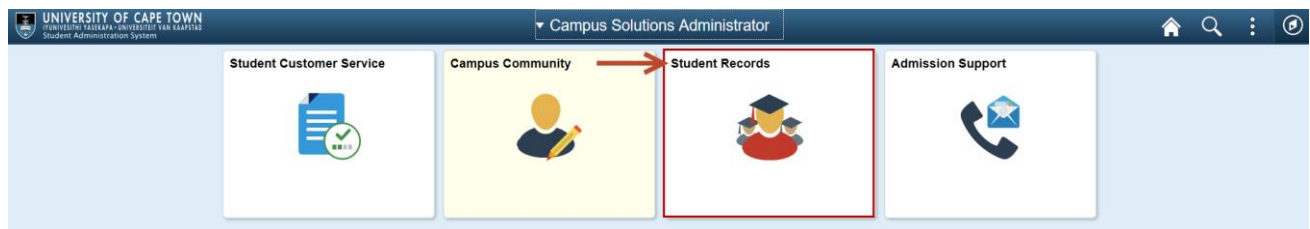
[Return To Search](#) [Notify](#)

- Click on the **Return to Search** button to search for other students

3.2: Viewing Grades

Grades are official results obtained by a student. There are two types of grades in PeopleSoft: Mid Term grades and Official grades.

- Click on the **Campus Solutions Administrator** category in the main menu



- Click on the **Student Records** tile

3.2.1: Mid Term Grades

This is a mark obtained by a student based on assessments written within Semester 1, Semester 2 and Full year courses. The midterm grade is used for early identification of students who are academically at risk. The marks are loaded by Departmental Administrators. Students can view the marks by running a progress report on the Student Self Service.

- Click on the **Mid-Term Course Grades Average** category
- Enter the student number into the **Campus ID** field
- Click on the **Search** button

Mid Term Course Grade Averages

ID 1360 [redacted] Institution UCT01
 Career UGRD Select Term 2019

Course	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grades
CML 2010S Business Law II	52					
ECO 2004S Macroeconomics II						
STA 1000S Introductory Statistics						

- Click on the **Select Term** hyperlink to view **Mid-Term** grades for a previous grade

Note There is also a **UCT at Risk Report** that can be obtained from the Faculty Office. This report can be requested for all students in a programme for a particular year, and students at risk in a programme for a particular year.

3.2.2: Official Grade

This is the final mark obtained by a student after all assessments planned for the course have been completed.

Mid Term Course Grade Averages

ID 1360 [redacted] Institution UCT01
 Career UGRD Select Term 2019

Course	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grades
CML 2010S Business Law II	52					
ECO 2004S Macroeconomics II						
STA 1000S Introductory Statistics						

- Click on the **Student Records Collection** category in the main menu

Student Records Collection

Student Grades

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

Find an Existing Value

Search Criteria

ID begins with []
 Academic Career []
 Academic Institution begins with UCT01 []
 Term []
 Campus ID begins with SBNJOS003 []
 National ID begins with []
 Last Name begins with []
 First Name begins with []
 Term Alternate Key []

Case Sensitive

Search Clear Basic Search Save Search Criteria

- Click on the **Student Grades** category
- Enter the student number in the **Campus ID** field
- Click on the **Search** button



Student Systems Support Documentation

Student Grades

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

Find an Existing Value

Search Criteria

ID begins with

Academic Career =

Academic Institution begins with UCT01

Term =

Campus ID begins with SBNJOS003

National ID begins with

Last Name begins with

First Name begins with

Term Alternate Key =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All

ID	Academic Career	Academic Institution	Term	Short Description Name	Gender	Date of Birth	Campus ID	National ID
1360414	Undergrad	UCT01	1201 2020					9999999999999
1360414	Undergrad	UCT01	1191 2019					9999999999999
1360414	Undergrad	UCT01	1145 2014 Sum					9999999999999
1360414	Undergrad	UCT01	1141 2014					9999999999999
1360414	Undergrad	UCT01	1111 2011					9999999999999
1360414	Undergrad	UCT01	1101 2010					9999999999999

- Select the **Term** you would like to view

Student Grade Inquiry Term Statistics

Campus ID: 1360414 Print Report Manager

Program **CB001 BCom**

Plan(s) **CB001ACC08 Fin Acc: General Acc Stream**

Term 2020 Career Undergrad Institution University of Cape Town

Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	1017	ACC 3004H	3004H	Lecture	LG01	74	74	Graded	18.00	Full Year	Taxation II
Detail	1021	ACC 3020W	3020W	Lecture	LG01			Graded	36.00	Full Year	Financial Report & Analysis
Detail	1067	ACC 3022H	3022H	Lecture	LG02			Graded	18.00	Full Year	Corp Governance II
Detail	2876	ACC 3023H	3023H	Lecture	LG01			Graded	18.00	Full Year	Management Accounting II
Detail	12566	CML 2001F	2001F	Lecture	LG02			Graded	18.00	Semester 1	Company Law
Detail	7315	PHI 2043S	2043S	Lecture	LG01			Graded	18.00	Semester 2	Business Ethics

- On the **Student Grade Inquiry** tab, the students **Program, Plan, Course Enrollments, Academic Standing (if updated)** and **Official Grades** will be displayed

Student Grade Inquiry **Term Statistics**

Campus ID: 1360414

Academic Career: Undergraduate

Institution: University of Cape Town **Academic Level - Term Start:** Third Year
Term 1201 2020

Enrollments

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Units Taken Towards Acad Load	Units Earned Towards Acad Load	Units Taken For Audit
For GPA	36.000	2664.000	74.000	36.000	90.000	126.000	36.000	0.000
Not For GPA	0.000			0.000	0.000			

Transfer Credit

	Graded Units	Grade Points	GPA	Earned Units	Graded Transfer Units GPA / No GPA
For GPA	0.000	0.000	0.000	0.000	0.000
Not For GPA	0.000			0.000	0.000
					Units Adjustment 0.000
					>>> Total Adjusted Transferred Units 0.000

Combined (Enrollment + Transfer Credit Units)

	Graded Units	Grade Points	GPA	Earned Units	In Progress Units	Combined Earned Units GPA / No GPA
For GPA	36.000	2664.000	74.000	36.000	90.000	36.000
Not For GPA	0.000			0.000	0.000	0.000
						Transfer Credit For Units Only 0.000
						Transfer Credit Units Adjustment 0.000
						>>> Total Term Units 36.000

- Click on the **Term Statistics** tab to view the **Students' Academic Year of Study**

[Student Grade Inquiry](#) | [Term Statistics](#)

Campus ID: 1360414 Print
Report Manager

Program CB001 BCom
 Plan(s) CB001ACC08 Fin Acc: General Acc Stream

Term	2020	Career	Undergrad	Institution	University of Cape Town						
Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	1017	ACC	3004H	Lecture	LG01			Graded	18.00	Full Year	Taxation II
Detail	1021	ACC	3020W	Lecture	LG01	74	74	Graded	36.00	Full Year	Financial Report & Analysis
Detail	1067	ACC	3022H	Lecture	LG02			Graded	18.00	Full Year	Corp Governance II
Detail	2876	ACC	3023H	Lecture	LG01			Graded	18.00	Full Year	Management Accounting II
Detail	12566	CML	2001F	Lecture	LG02			Graded	18.00	Semester 1	Company Law
Detail	7315	PHI	2043S	Lecture	LG01			Graded	18.00	Semester 2	Business Ethics

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

Note

To view grades for the previous year(s), click on the **Next in List** button.

[Student Grade Inquiry](#) | [Term Statistics](#)

Campus ID: 1360414 Print
Report Manager

Program CB001 BCom CONT
 Plan(s) CB001ACC08 Fin Acc: General Acc Stream

Term	2019	Career	Undergrad	Institution	University of Cape Town						
Detail	Class Nbr	Subject	Catalog	Component	Section	Grade Input	Official Grade	Grading Basis	Units Taken	Session	Course Name
Detail	1132	CML	2010S	Lecture	LG01	67	67	Graded	18.00	Semester 2	Business Law II
Detail	6321	ECO	2004S	Lecture	LG01	61	61	Graded	18.00	Semester 2	Macroeconomics II
Detail	2475	STA	1000S	Lecture	LG02	73	73	Graded	18.00	Semester 2	Introductory Statistics

[Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#)

- On the **Student Grade Inquiry** tab, the students **Program, Plan, Course Enrollments, Academic Standing (if updated)** and **Official Grades** will be displayed

Note

To view the **Academic Year of Study**, click on the **Term Statistics** tab

3.3: Requesting a Students Academic Record

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

[Campus Solutions Administrator](#) | **Student Records Collection**

- Student Grades
- Enrollment Summary
- Request Transcript Report**
- Student Academic Record
- Mid Term Course Grade Average

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

Find an Existing Value | **Add a New Value**

Search Criteria

Report Request Nbr
 ID
 Academic Institution UCT01
 Transcript Type
 User ID
 Request Date
 Future Release
 Term
 Requested Print Date
 First Name
 Last Name

Correct History Case Sensitive

- Click on the **Request Transcript Report** category
- Click on the **Add a New Value** tab

The **Transcript Request Header** page appears

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

- Click on the **Look Up** button

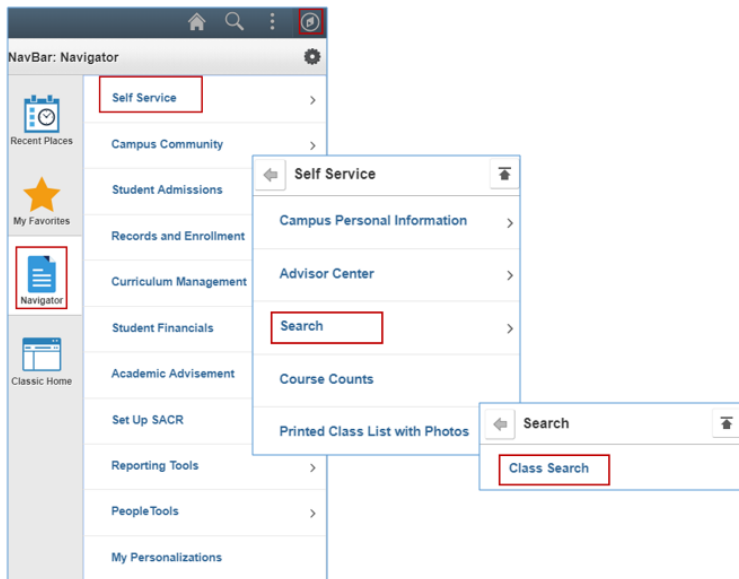
- Enter the **Student Number**
- Click on the **Look Up** button
- Select the **student details** from the information displayed

Note

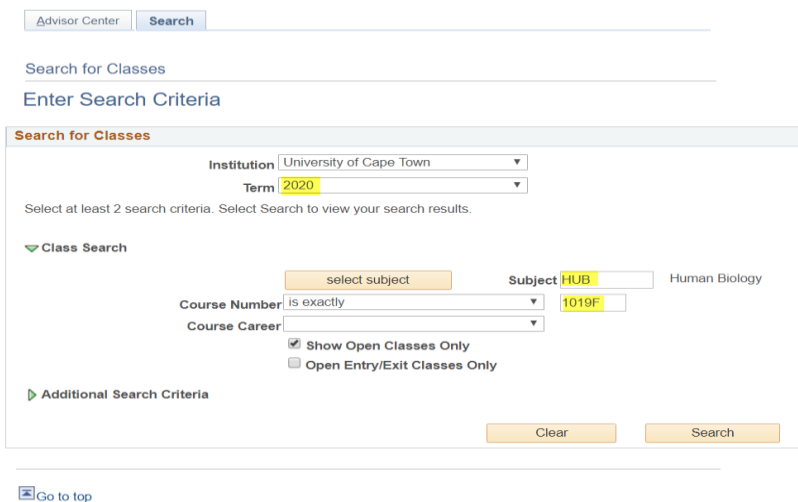
If you would like to request more than one transcript you will have to add a new row by clicking the **Add a New Row** **+** button. To remove a row, you will have to click the **Delete Row** **-** button.

3.5: View Class Search

Navigational path: **Self Service**>**Search** >**Class Search**



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Self Service** category
- Click on the **Class Search / Browse Catalog** category
- Click on **Class Search**

A screenshot of the 'Search for Classes' form. The 'Institution' dropdown is set to 'University of Cape Town' and the 'Term' dropdown is set to '2020'. Under 'Class Search', the 'Subject' field is 'HUB' (Human Biology) and the 'Course Number' field is '1019F'. The 'Course Career' dropdown is set to 'is exactly'. There are checkboxes for 'Show Open Classes Only' (checked) and 'Open Entry/Exit Classes Only' (unchecked). 'Clear' and 'Search' buttons are at the bottom.

- Select the relevant term in the **Term** dropdown list (e.g. 2020)
- Enter the department code in the **Subject Area** field (e.g. HUB – Human Biology)
- Enter the **Course Number** in the field (e.g. 1019F)

Note If you wish to see open classes only, select the **Show Open Classes Only** checkbox. If this checkbox is not selected, it will show classes that students will are not able to enrol in for that course.

- Click on the **Search** button

Note

The class search results shows all the meeting dates and times for a scheduled course at UCT.

The following classes match your search criteria Course Subject: **Human Biology**, Course Number is exactly '1019F', Show Open Classes Only: **Yes**

Open Closed

4 class section(s) found

▼ HUB 1019F - Anatomy & Physiology IA

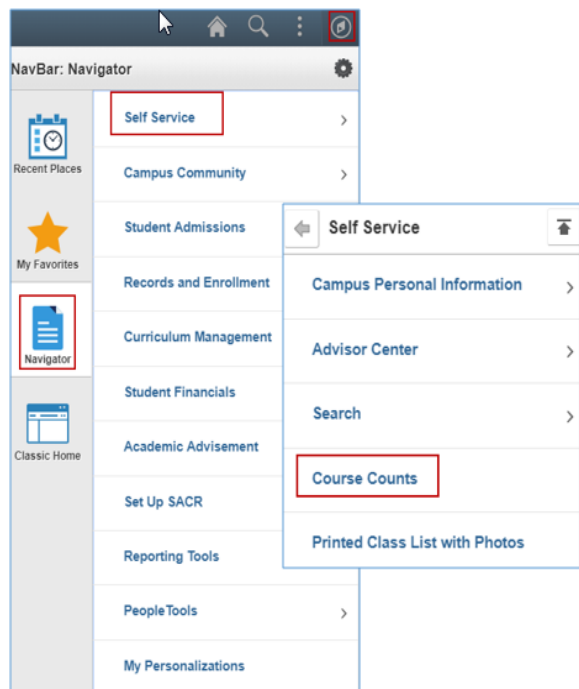
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status
4838	LG01-LEC Semester 1	Mo 10:00AM - 11:00AM Mo 10:00AM - 11:00AM	WA JOLLY WA JOLLY	Staff Staff	10/02/2020 - 30/03/2020 04/05/2020 - 11/05/2020	●
12250	LG02-LEC Semester 1	Tu 10:00AM - 11:00AM Th 10:00AM - 11:00AM Fr 10:00AM - 11:00AM Tu 10:00AM - 11:00AM Th 10:00AM - 11:00AM Fr 10:00AM - 11:00AM	WA JOLLY WA JOLLY WA JOLLY WA JOLLY WA JOLLY WA JOLLY	Staff Staff Staff Staff Staff Staff	11/02/2020 - 31/03/2020 13/02/2020 - 02/04/2020 14/02/2020 - 03/04/2020 14/04/2020 - 12/05/2020 16/04/2020 - 14/05/2020 17/04/2020 - 15/05/2020	●
4839	PG01-PRC Semester 1	MoFr 2:00PM - 5:00PM MoFr 2:00PM - 5:00PM	TBA TBA	Staff Staff	10/02/2020 - 20/03/2020 30/03/2020 - 05/06/2020	●
4744	SX01-SPE Supp	TBA	TBA	Staff	TBA	●

https://staffonline.uct.ac.za/psc/staff/EMPLOYEE/SA/c/SSR_ADVISEE_OVRD.SSS_ADVISEE_LIST.GBL?Page=SSS_ADVISEE_LIST&Action=U

3.6: Course Counts

Course counts will display students enrolled in each course in a particular term.

Navigational path: Self Service>Course Counts



- Click on the **NavBar** icon
- Click on the **Navigator** tile
- Click on the **Self Service** category
- Click on **Course Counts**

Count per Course

Academic Institution: UCT01


Term

Term: 2019 Subject:

	Subject	Catalog	Number of Students
1	HUB	1006F	226
2	HUB	1014S	52
3	HUB	1019F	101
4	HUB	1020S	101
5	HUB	1022F	43
6	HUB	1023S	37
7	HUB	2005F	40
8	HUB	2015W	80

- Enter the term in the **Term** field (e.g. 1191)
- Enter the subject area in the **Subject** field (e.g. HUB – Human Biology)
- Click on the **View Results** button

Note

You may click on this **Lookup**  icon to view a list of all of subject areas offered.

Note

The number you see on the far right hand side of the screen is the number of students enrolled on each course code.

Note

Click on the **Download**  icon will export the data on this page to a spreadsheet.

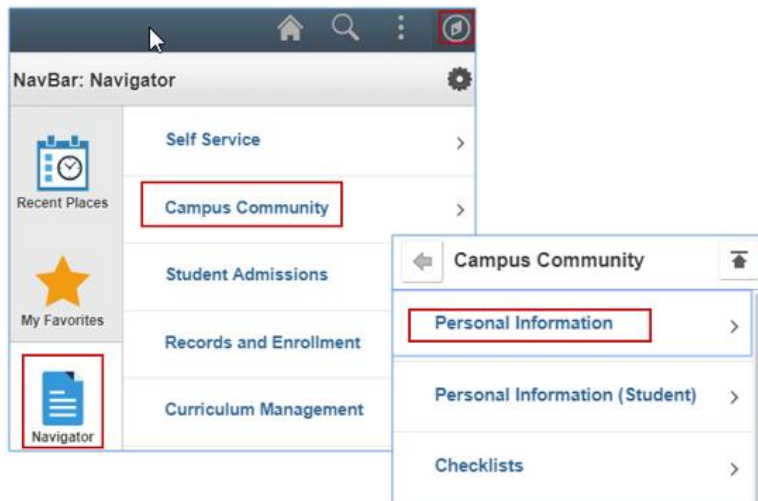
Section 4: Navigating to Campus Community

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

Note The above displays the **Classic Home** view.

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

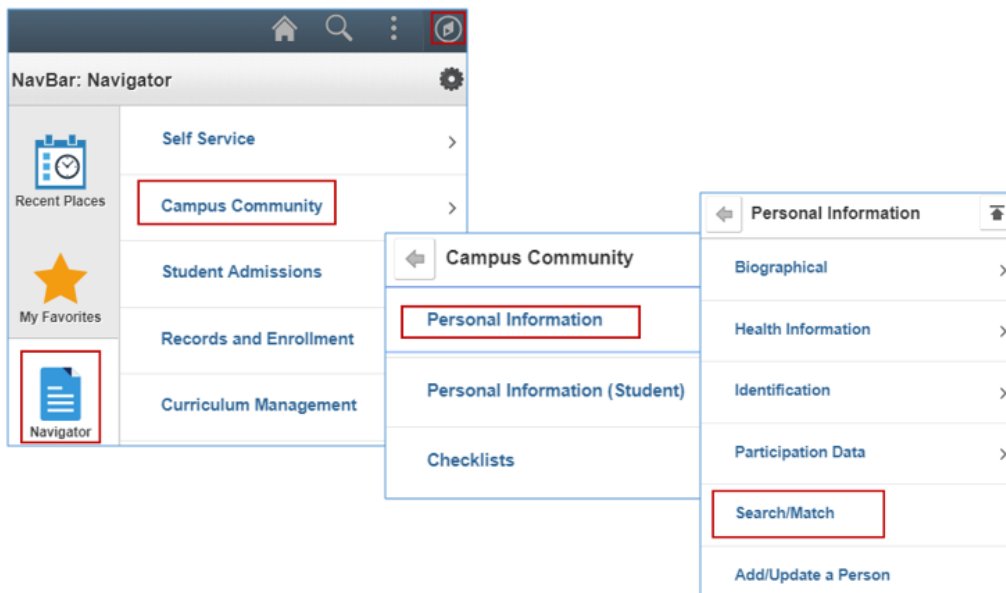
The Personal Information component contains the following functionalities:

- 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**

Search/Match

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

Find an Existing Value

▼ Search Criteria

Search Type = Person

Search Parameter begins with UCT_SEARCH

Ad Hoc Search

Description begins with

Search Clear Basic Search Save Search Criteria

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

Search Criteria

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 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"/>
Middle Name	<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 Results

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 66

Search Order Number 90 First Name, Last Name

Search Results [Personalize](#) | [Find](#) | [View All](#) | First 1-20 of 82 Last

Results	Results2	Additional Information	Empl ID	Name Type	Name Effective Date	First Name	Last Name	National ID
1	<input type="button" value="Carry ID"/>			PRI	11/07/1954			
2	<input type="button" value="Carry ID"/>			SEN	11/07/1987			
3	<input type="button" value="Carry ID"/>			PRI	02/09/1996			
4	<input type="button" value="Carry ID"/>			PRI	29/05/2000			
5	<input type="button" value="Carry ID"/>			PRI	16/04/1951			
6	<input type="button" value="Carry ID"/>		1211516	PRI	26/05/1951	John*****	Smith*****	
7	<input type="button" value="Carry ID"/>		1211518	PRI	06/03/1957	John*****	Smith*****	
8	<input type="button" value="Carry ID"/>		1211519	PRI	14/11/1957	John*****	Smith*****	
9	<input type="button" value="Carry ID"/>		1211520	PRI	21/04/1957	John*****	Smith*****	
10	<input type="button" value="Carry ID"/>		1211523	PRI	01/07/1965	John*****	Smith*****	
11	<input type="button" value="Carry ID"/>		1211524	PRI	11/12/1965	John*****	Smith*****	

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.

	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		Smith*****					Person Organizational Summary	Relations With Institution
2	Carry ID 1211511	SEN	11/07/1987		Smith*****					Person Organizational Summary	Relations With Institution
3	Carry ID 1211513	PRI	02/09/1996		Smith*****					Person Organizational Summary	Relations With Institution
4	Carry ID 1211514	PRI	29/05/2000		Smith*****					Person Organizational Summary	Relations With Institution
5	Carry ID 1211515	PRI	16/04/1951		Smith*****					Person Organizational Summary	Relations With Institution
6	Carry ID 1211516	PRI	26/05/1951		Smith*****					Person Organizational Summary	Relations With Institution
7	Carry ID 1211518	PRI	06/03/1957		Smith*****					Person Organizational Summary	Relations With Institution
8	Carry ID 1211519	PRI	14/11/1957		Smith*****					Person Organizational Summary	Relations With Institution

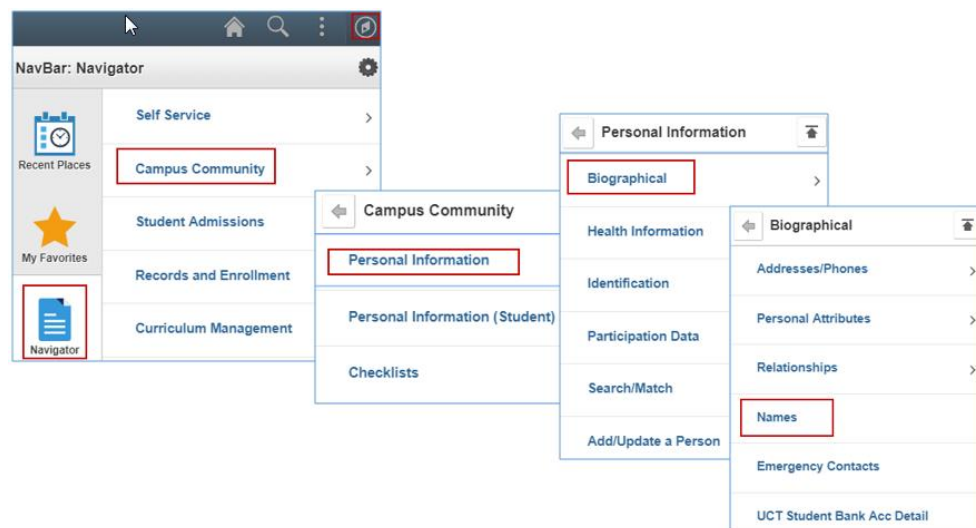
Note When you click on the **Carry ID** button in PeopleSoft and navigate to a search page in PeopleSoft, PeopleSoft will remember the ID.

4.1.2: Biographical Information

Biographical Information contains the following information about student :

- Names
- Emergency Contact Numbers
- Addresses/Phones/Electronic Adresses
- 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.

Find an Existing Value

▼ Search Criteria

ID begins with


Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History Case Sensitive

Search Clear Basic Search  Save Search Criteria

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


Names

Campus ID: 1343192

Current Names				Personalize	Find	View All	First	1-3 of 4	Last
Name Type	Name	Effective Date	Status	Updated By	Updated	Name History			
Primary		31/01/2017	Active		31/01/2017 10:43:55AM	Name History			
Preferred		31/01/2017	Active		31/01/2017 10:38:01AM	Name History			
Former1		12/08/2016	Active		12/08/2016 10:25:53AM	Name History			


Add/change a name

Type of Name

Effective Date 

*Format Using English [Change Format](#)

Prefix

First Name 

Last Name






Suffix

Status

Middle Name

Display Name
 Formal Name
 Name

Submit Reset

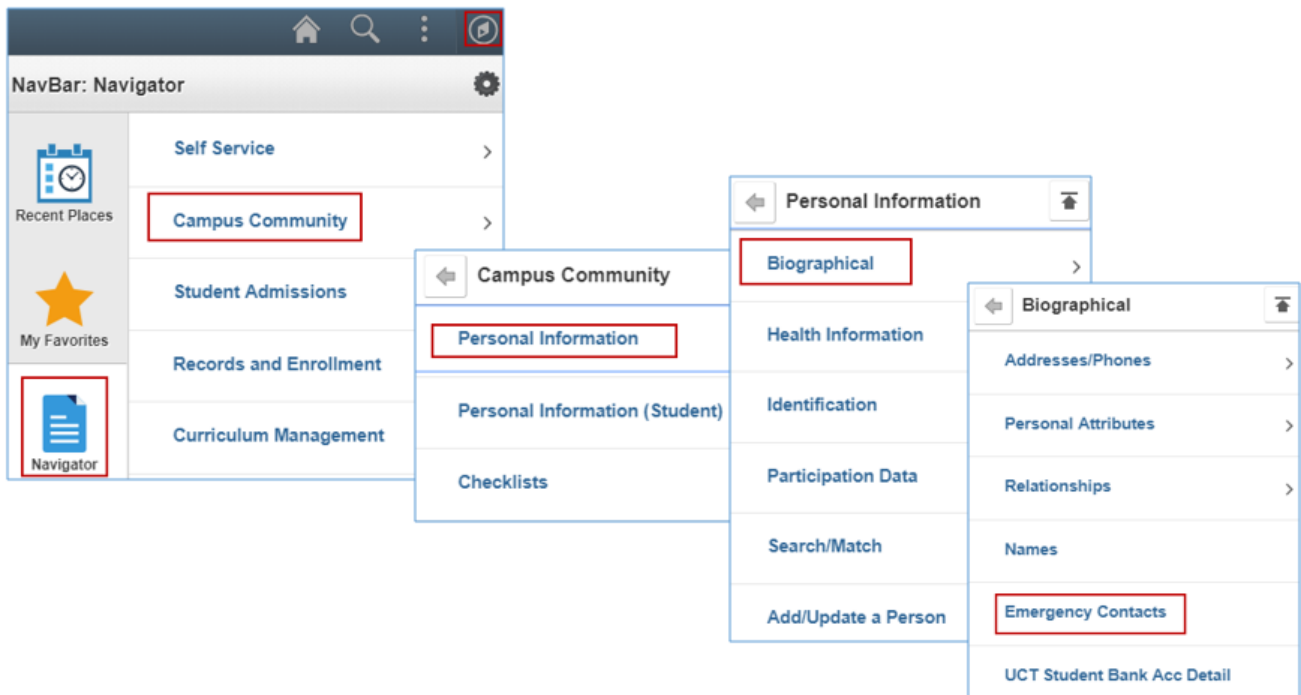
 Save
  Return to Search
  Notify
  Update/Display
  Include History

▶ Note

Student's primary and preferred names are displayed.

4.1.3: Emergency Contacts

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



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

Emergency Contacts

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

Find an Existing Value

▼ Search Criteria

ID begins with


Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search Clear Basic Search  Save Search Criteria

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

Emergency Contact Information | Emergency Contact OtherPhones

Campus ID: 1343192

Emergency Contact Find | View All First 2 of 3 Last

*Contact Name

*Relationship Primary Contact

Same Address as Individual

Same Phone as Individual

Contact Address

Country South Africa

Address

Contact Phone

Phone Extension Country

Emergency Contact Information | **Emergency Contact OtherPhones**

Campus ID: 1343192

Description Find | View All First 2 of 3 Last

Contact Name

Relationship Primary Contact

Other Phone Numbers for Emergency Contact Find | View All First 1 of 1 Last

*Phone Type

Phone Extension Country

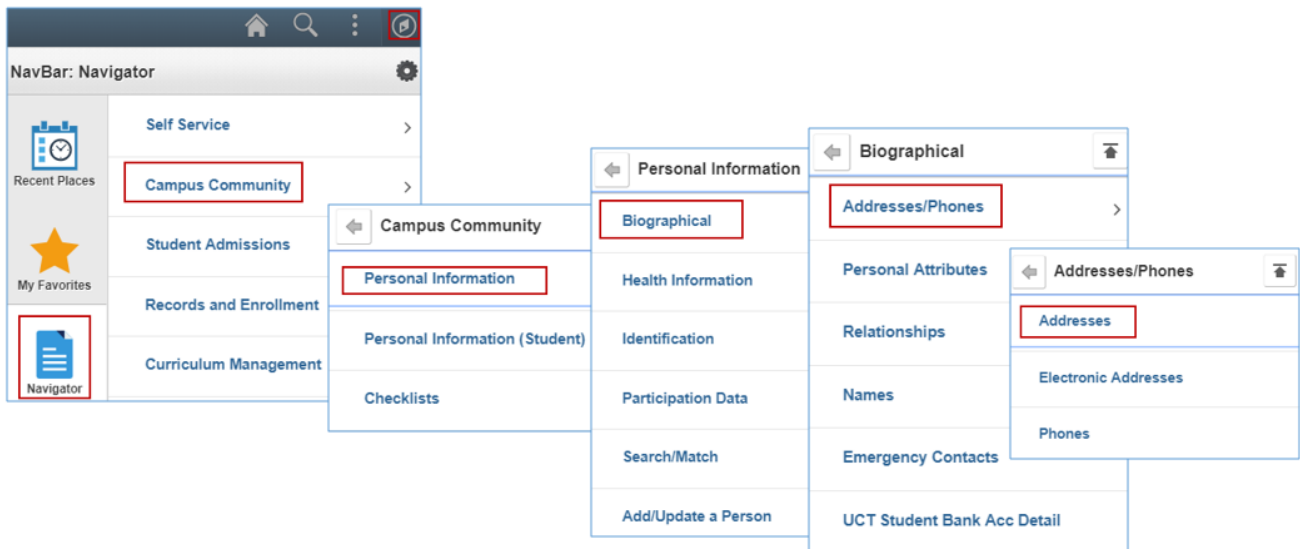


Note

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**

Addresses

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

Find an Existing Value

▼ Search Criteria

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Include History Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Biographical Details | **Addresses** | Regional | Application Program Data | Application Data | Application School/Recruiting | D

1700549

Personalize | Find | View All | [Print] | [Refresh] | First 1 of 1 Last

Address Type	Address	Effective Date	Status	Updated By	Updated	Edit/View Address Detail
Home(Street)		05/06/2018	Active	Marcelle Maggott	05/06/2018 5:22:09AM	Edit/View Address Detail

Add Address

Effective Date 03/02/2020 Status Active
 Country ZAF South Africa
 Address Edit Address Address Linkage

Submit Reset

Add Address Types

- * Home(Street)
- Home(Postal)
- Fee(Billing)
- UCT Residence
- Fee(Collection)
- Fee(Bill Copy)
- Business(Street)
- Business(Postal)
- Term(Postal)
- Term(Street)

* Active address exists
[Explain](#)

Note The student’s addresses will be displayed. To view all addresses for the student, click on the **View All** hyperlink.

Note When changing a student’s address, the system will validate the postal code with the town / city entered in the address field. Please make sure that the correct town / city and postal code is entered.

4.1.5: Languages

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

The screenshot shows a mobile application interface with a 'NavBar: Navigator' at the top. The navigation path is highlighted with red boxes: NavBar icon, Navigator, Campus Community, Personal Information, Biographical, Personal Attributes, and 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

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

Find an Existing Value

▼ **Search Criteria**

ID

Campus ID

National ID

Last Name

First Name

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.

Languages

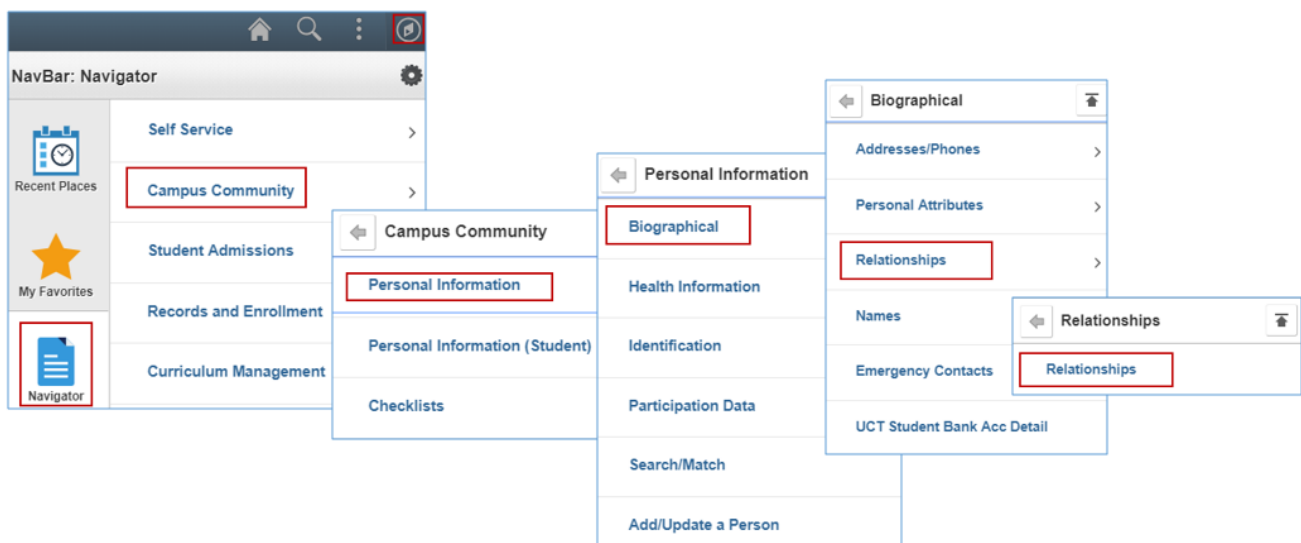
Campus ID: 1343192

Languages								
*Language Code		Native	Translator	Teacher	Speak	Read	Write	Evaluation Date
<input type="text" value="CC"/>	Chinese	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	05/06/2012
<input type="text" value="EN"/>	English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	06/05/2009

Set Preferred Communication Language

4.1.6: Relationships

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



- 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

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

ID

Relationship Nbr

National ID

Last Name

First Name

Relationship

Include History
 Correct History
 Case Sensitive

[Find an Existing Value](#) | [Add a New Value](#)

- 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: _____

Relationship Find | View All First 1 of 1 Last

Effective Date 05/06/2018 Status Active

Related ID Relationship Mother

Name _____

Prefix Mrs Suffix _____

Sex Marital Status Guardian Not Applicable

NID Country NID Type IDHIS National ID _____

Comment _____

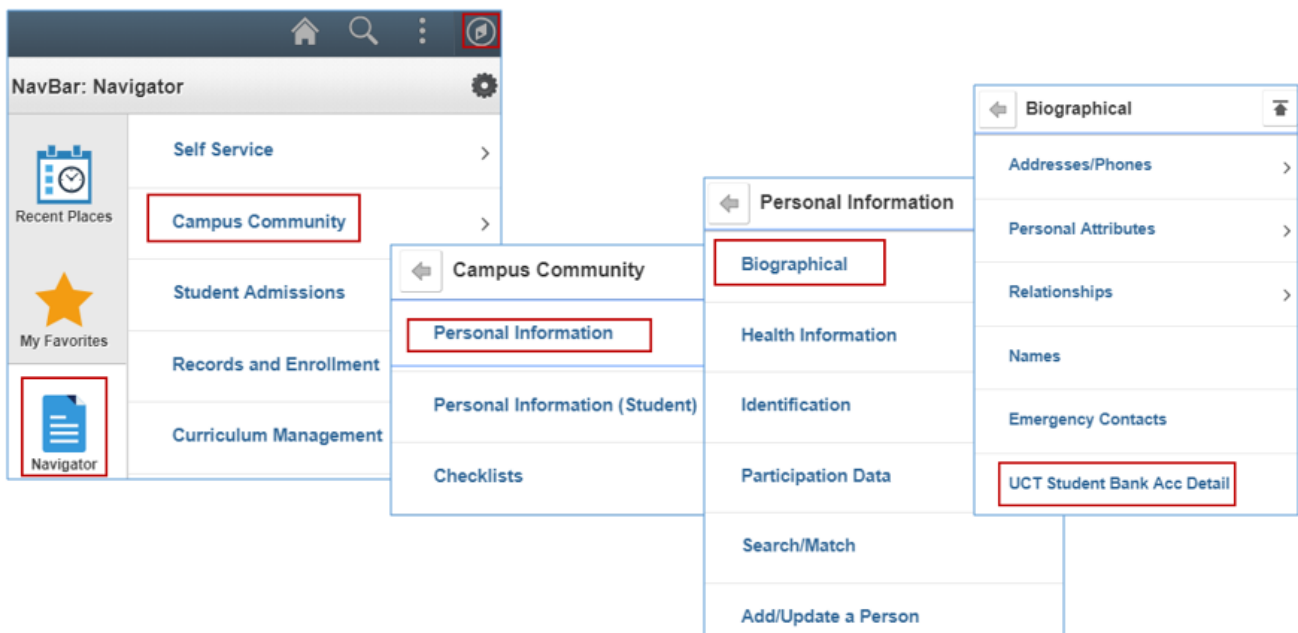
Biographical Details Legacy Communication Recipients Joint Communication Management

Save Return to Search Notify Refresh 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

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

Find an Existing Value

Search Criteria

ID

Campus ID

National ID

Last Name

First Name

Include History Case Sensitive

[Basic Search](#)

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

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

UCT Direct Deposit

Campus ID Person ID 1343192

Student Bank Account Details [Find](#) | [View All](#) First Last

Effective Date: 23/01/2012 Status: Active

Bank ID:

Branch Code:

Bank Account Number:

Bank Account Name:

Bank Account Type:

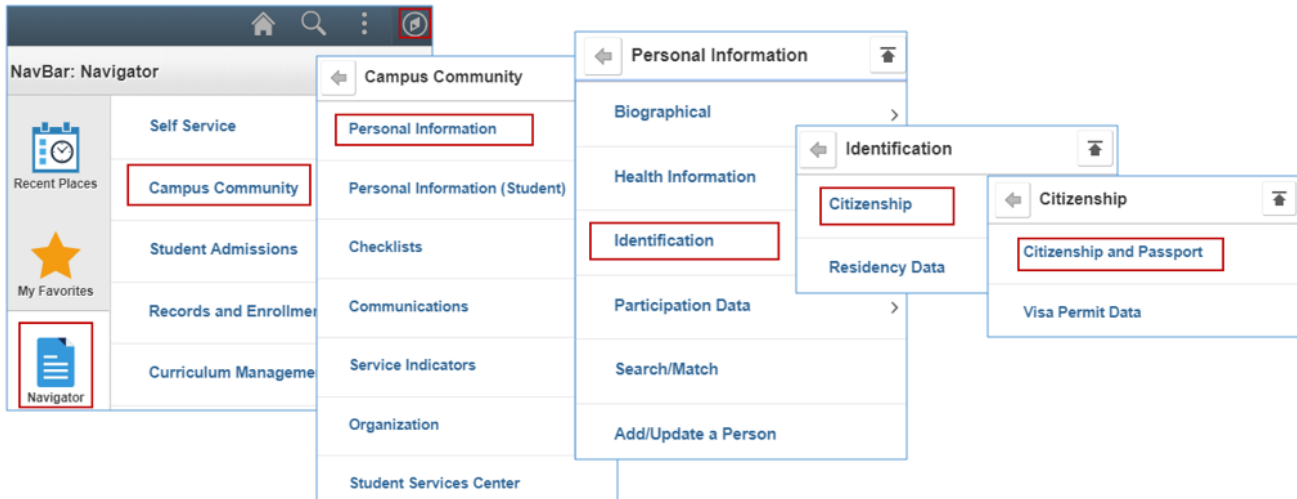
Updated by: Date: 23/01/2012 Time: 9:19:25AM

4.1.8: Identification Data

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

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

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

Find an Existing Value

▼ Search Criteria

ID begins with


Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search Clear Basic Search  Save Search Criteria

- 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.

Citizenship/Passport

Campus ID:

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

*Country Mauritius Citizenship Status

Passport Information Find | View All First 1 of 1 Last

*Passport Number

Issue Date Expiration Date

Country Mauritius

State

City

Issuing Authority

Comment

Passport Copy Submitted Updated UserID:

Passport Exception Last Updated:

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**

Visa Permit Data

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

Find an Existing Value

Search Criteria

ID

Campus ID

National ID

Last Name

First Name

Include History Case Sensitive

Search **Clear** [Basic Search](#)  [Save Search Criteria](#)

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

Note The **Visa/Permit Data** tab displays the type of visa, the issuing place and the expiry date of the permit.

Visa/Permit Data | Port of Entry Data

Campus ID: 1252515

Visa/Permit Data Find | View All First 1 of 1 Last

Country	ZAF	Sth Africa	Get Supporting Documents
Type	SP	Study Permit	
Classification	Residence Permit		
Effective Date	26/01/2009		
Number	Status	Granted	Status Date
Issue Date	Duration		Duration Type
Date of Entry into Country	Expiration Date	31/12/2009	Months
Issuing Authority	PORT LOUIS		
Issue Place	SWAN		
<input type="checkbox"/> Permit Submitted	Updated UserID:		
<input type="checkbox"/> Permit Exception	Last Updated:		
Exception Comment:	<div style="border: 1px solid #ccc; height: 30px;"></div>		

Medical aid information is now updated on the Medical Aid tab

Supporting Documents Needed			
Document ID	Description	Request Date	Date Received
MEDICL	Medical Insurance Certificate		

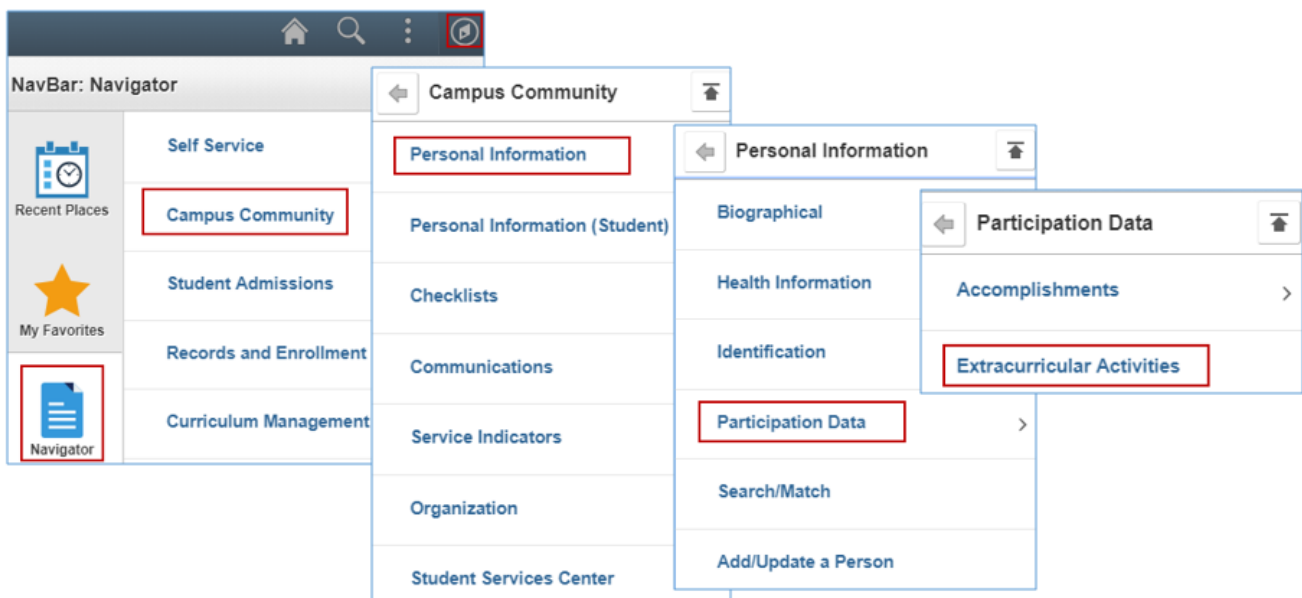
Save Return to Search Notify Refresh Update/Display Include History

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).

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

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

Find an Existing Value

▼ Search Criteria

ID begins with


Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search Clear Basic Search  Save Search Criteria

- 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 2001–2003.

Extracurricular Activities

Campus ID: 1276079

Activity Detail Find | View All | First 2 of 2 | Last

Internal / External: External

Activity: WRK *Description: Labour Force

Start Date: 01/01/2001 End Date: 31/12/2001

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

Academic Institution: University of Cape Town

Academic Career: Term: Office Held:

Activity Type: Employment

Time Involvement

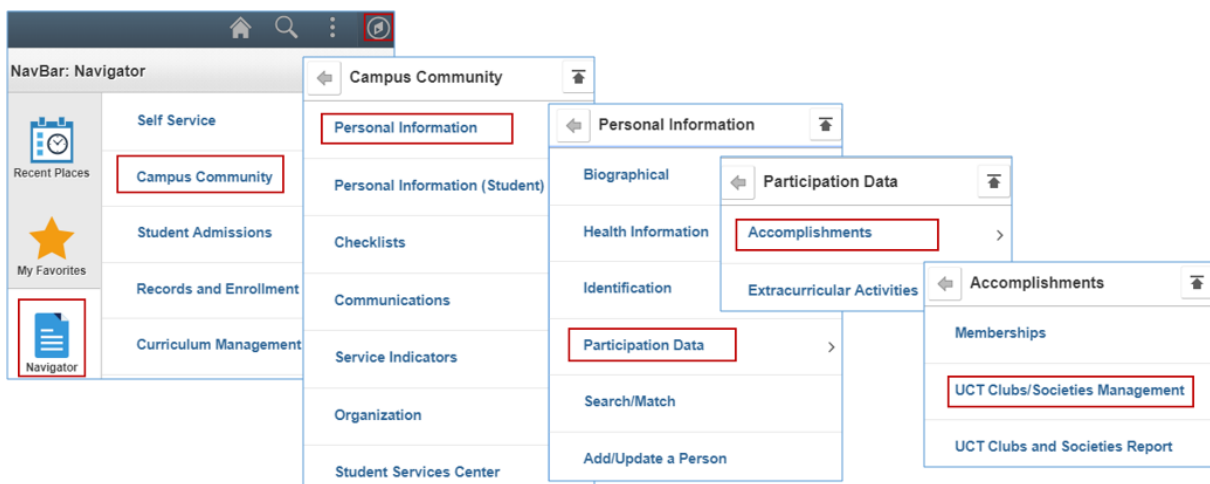
Time Unit 1: *Time Unit: Hours per Week

Time Unit 2: *Time Unit: Weeks per Year

Comments: 2001-2003

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

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

[Find an Existing Value](#)

▼ **Search Criteria**

ID begins with ▼


Campus ID begins with ▼

National ID begins with ▼

Last Name begins with ▼

First Name begins with ▼

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#)  [Save Search Criteria](#)

- 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.

UCT Clubs & Societies ~ [Display Student History](#)

Campus ID: 1311389

Student is Enrolled for this Year: 2018

Only Super Users have access to the modify page. [Go To Add Page](#)

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

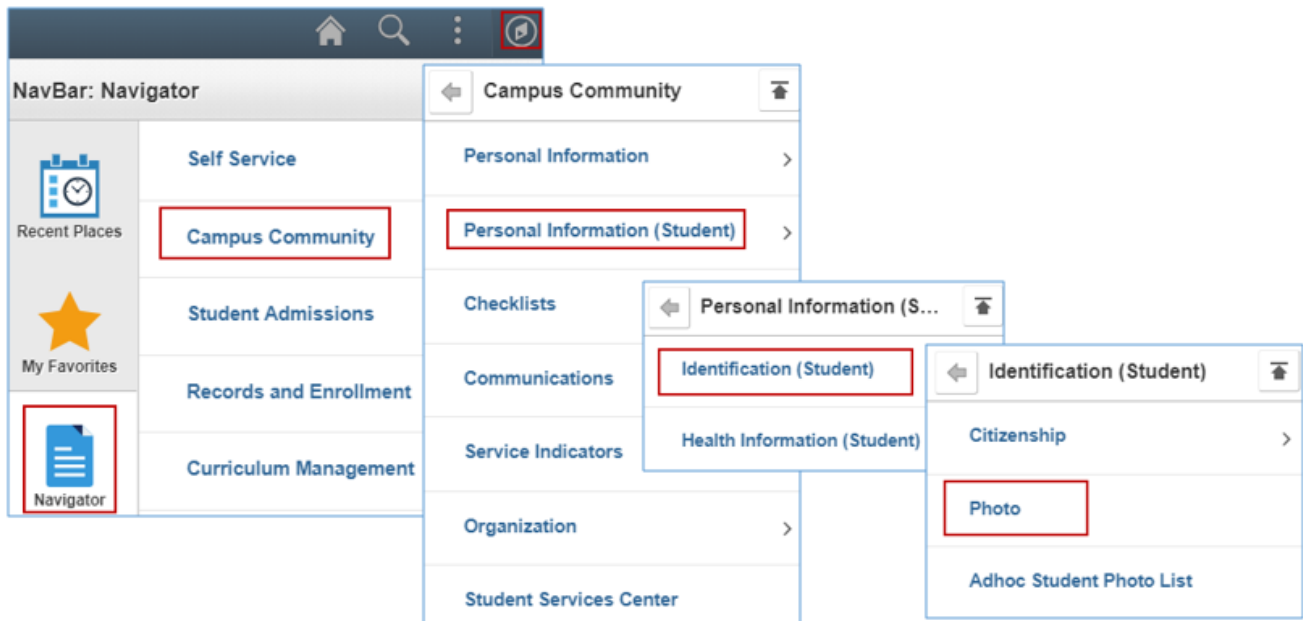
[Return to Search](#) [Refresh](#)

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).

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

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

Find an Existing Value

▼ Search Criteria

ID

Academic Career

National ID

Campus ID

Last Name

First Name

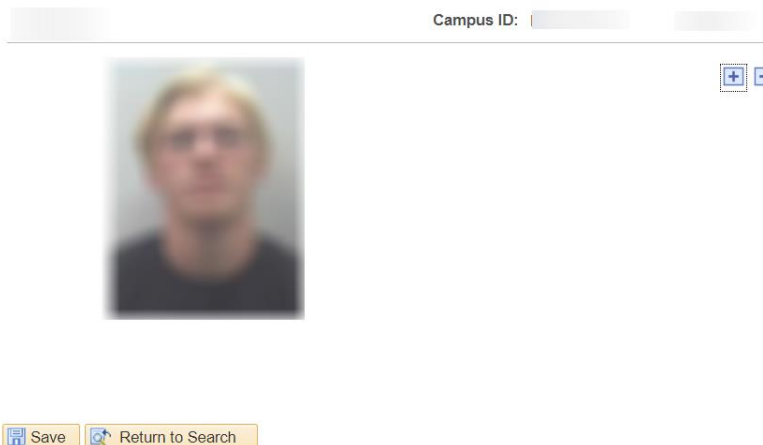
Case Sensitive

Search Clear Basic Search Save Search Criteria

- Enter the student number on the **Campus ID** field

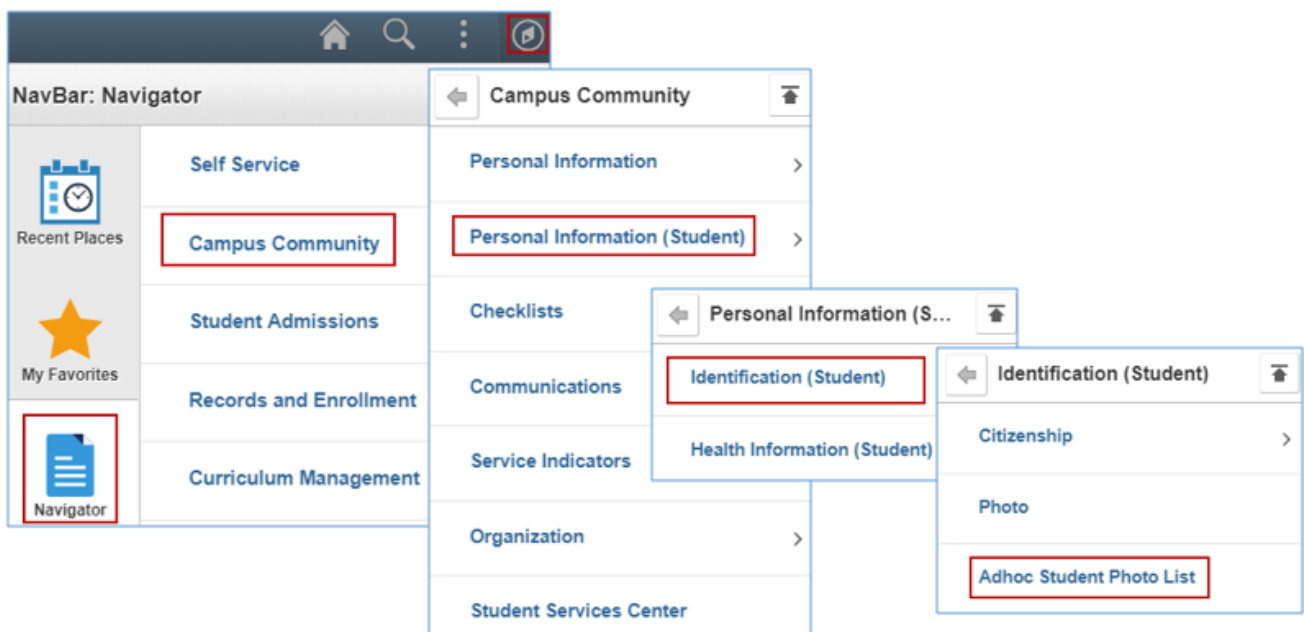
- A **Photograph** page appears

Photograph



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**

Adhoc Student Photo List

Run Control ID

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

▶ Note

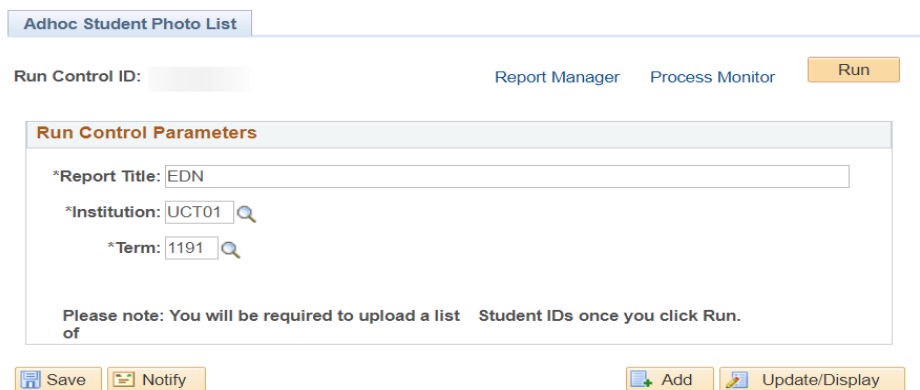
Your **Run Control ID** will be your username i.e. your eight digit staff number.

- 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



The screenshot shows the 'Adhoc Student Photo List' page. At the top, there is a breadcrumb 'Adhoc Student Photo List'. Below it, the 'Run Control ID' field is empty, and there are links for 'Report Manager', 'Process Monitor', and a 'Run' button. A 'Run Control Parameters' section contains three fields: '*Report Title' with 'EDN', '*Institution' with 'UCT01' and a search icon, and '*Term' with '1191' and a search icon. A note below these fields states: 'Please note: You will be required to upload a list of Student IDs once you click Run.' At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

- 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:

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Last Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3614439		Application Engine	UCT_ADPH_LST	INT1	20/08/2018 10:56:57AM PST	Success	Posted	Details

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

- 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

[Administration](#) | [Archives](#)

View Reports For

User ID Type Last Days

Status Folder Instance to

Report List							
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1963808	3614439	UCT_ADPH_LST - UCT_ADPH_LST.pdf	20/08/2018 10:58:29AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1963807	3614439	Adhoc Student Photo List	20/08/2018 10:58:08AM	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



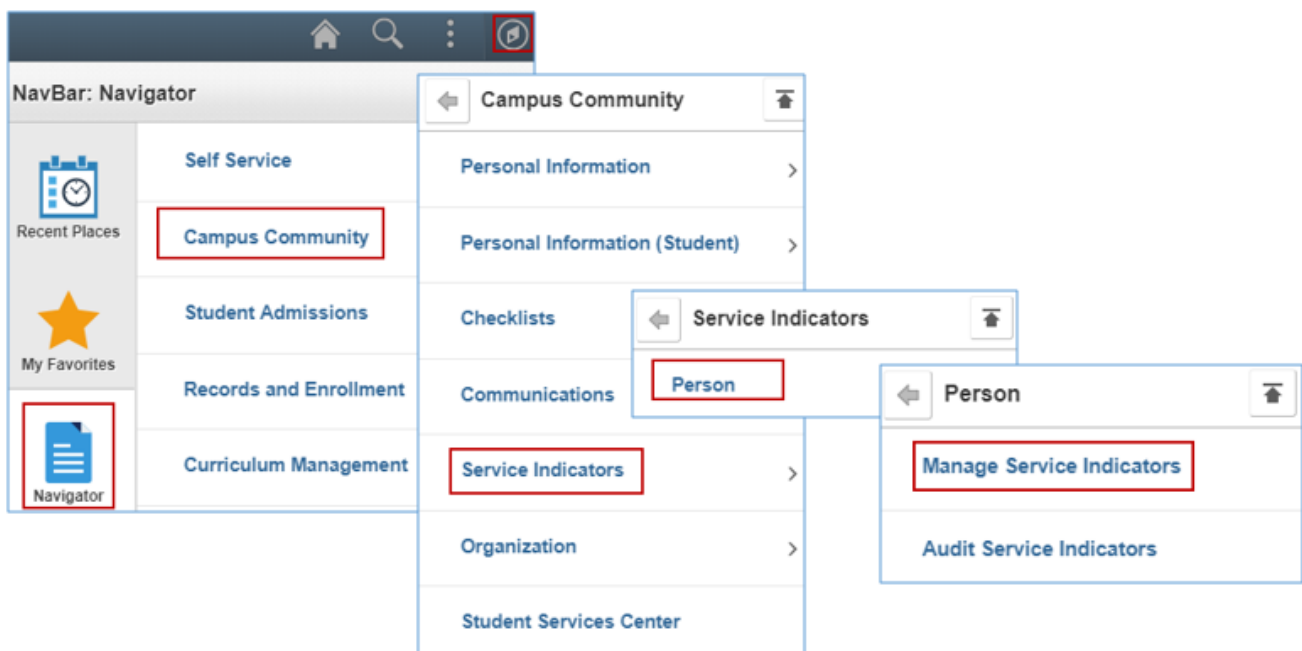
4.2: Viewing Service Indicators

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

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

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

Find an Existing Value

▼ **Search Criteria**

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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

Manage Service Indicators

Campus ID: 1252515

Display Effect: All Institution: University of Cape Town Refresh

[+ Add Service Indicator](#)

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	1101	2010	1101	2010	26/01/2009	

[+ Add Service Indicator](#)

[Return to Search](#) [Notify](#)

Note A student who has negative service indicators will be shown by an icon next to their EMPL ID throughout their record on PeopleSoft. A student who has positive service indicators will be shown by an icon next to their EMPL ID throughout their record on PeopleSoft. For example: ID: 1252515 or ID: 1592186

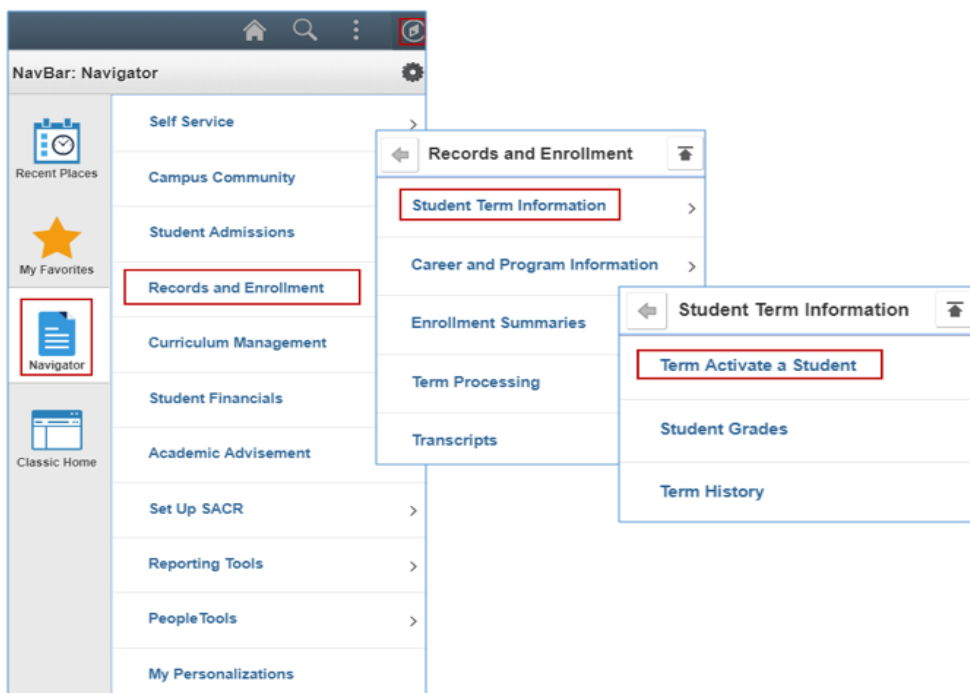
Section 5: Navigating to Records and Enrollment

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**

Term Activate a Student

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

[Find an Existing Value](#)

▼ **Search Criteria**

ID

Campus ID

National ID

Last Name

First Name

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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




Note You can also view other Careers and Terms for which a student has been registered at UCT by clicking on the **Previous** or **Next** arrows [First](#) [2 of 3](#) [Last](#). Click on the **Return to Search** button to go back to the **Search Parameters** page.

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

Campus ID:

Academic Career Details Find | View All First 1 of 1 Last

Academic Career Undergraduate Find | View All First 1 of 2 Last

Academic Institution	UCT01	University of Cape Town	  
Term	1201	2020 Semester	Activation Date 10/02/2020
Student Career Nbr	0	BBusSc in Management Studies	
Override All Academic Levels	<input type="checkbox"/>	Academic Year	2020
Override Projected Level	<input type="checkbox"/>	Load Determination	Units
Academic Level - Projected	Second Yr	Form of Study	Class Enrollment
Academic Level - Term Start	Second Yr	Academic Load	Heavy Load
Academic Level - Term End	Second Yr	Billing Career	UGRD
Level Determination	Units	Eligible To Enroll	<input checked="" type="checkbox"/>

Go to [Calculate Tuition](#)

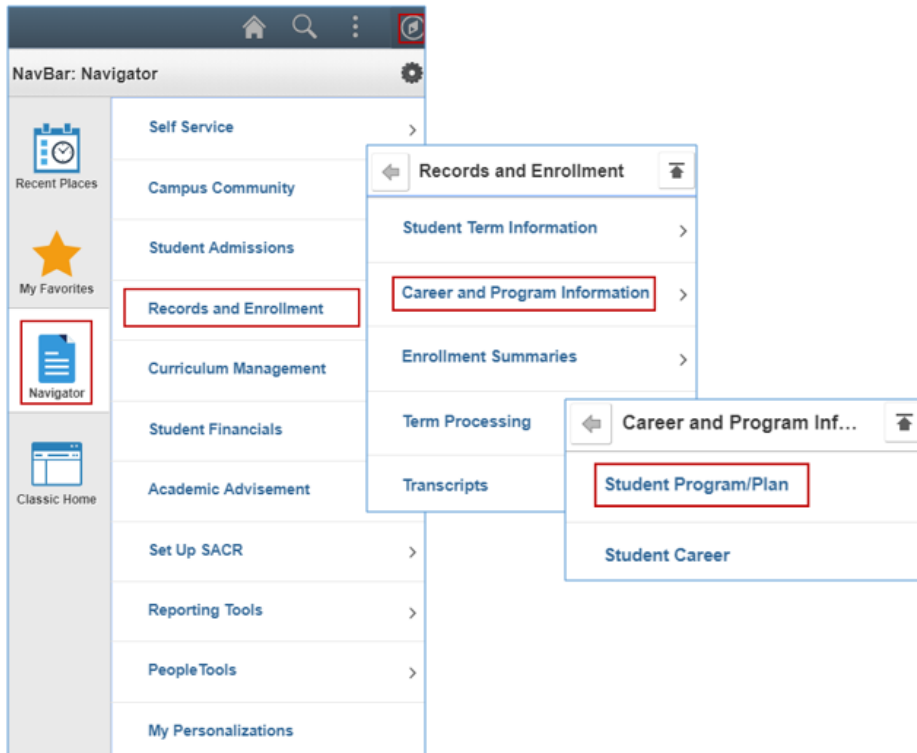
[Save](#) [Return to Search](#) [Notify](#)

Term Activation | Enrollment Limit | Student Session | Terms In Residence | Term Control Dates | External Study

5.2: 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



- 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

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

▼ **Search Criteria**

ID	begins with ▼	<input type="text"/>
Academic Career	= ▼	<input type="text"/>
Student Career Nbr	= ▼	<input type="text"/>
Campus ID	begins with ▼	<input type="text"/>
National ID	begins with ▼	<input type="text"/>
Last Name	begins with ▼	<input type="text"/>
First Name	begins with ▼	<input type="text"/>

Include History Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

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

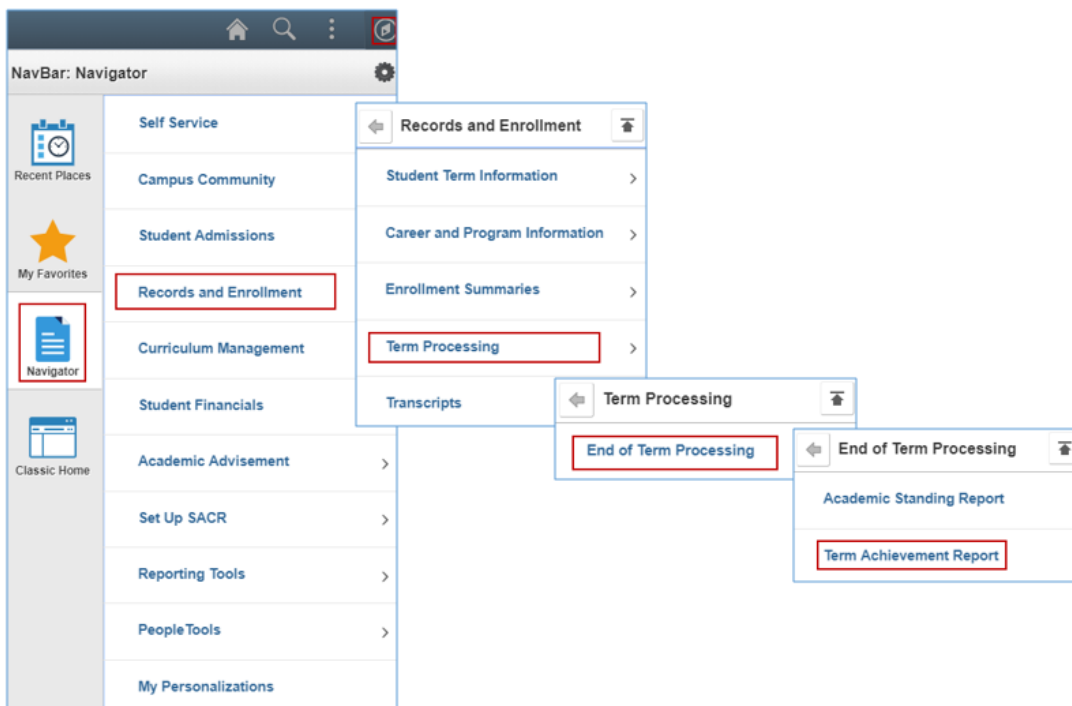
5.3: Useful reports

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

5.3.1: 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

Run Control ID

- 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 INT1 [Report Manager](#) [Process Monitor](#) [Run](#)

Parameters

*Academic Institution:	UCT01	University of Cape Town	Include Supps?:	<input type="checkbox"/>
*Academic Group:	LAW	Law		
*Academic Career:	DOCT	Doctoral		
Term	1181			
OR				
Academic Year:				
Academic Program:	LD001	PhD		

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

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



View Process Request For

User ID
 Type Last Days

Server Name
 Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3614489		SQR Report	UCTR0062	INT1	21/08/2018 12:28:55PM PST	Success	Posted	Details

[Go back to Term Achievement Extract](#)

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 3654304 Type SQR Report
 Name UCTR0062 Description Term Achievement Extract
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID Hold Request
 Location Server Queue Request
 Server PSNT6 Cancel Request
 Recurrence Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 27/08/2018 9:59:02AM PST [Parameters](#) Transfer
 Run Anytime After 27/08/2018 9:58:53AM PST [Message Log](#)
 Began Process At 27/08/2018 9:59:20AM PST [Batch Timings](#)
 Ended Process At 27/08/2018 9:59:34AM PST [View Log/Trace](#)

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

View Log/Trace

Report

Report ID 1988429 Process Instance 3654304 Message Log
 Name UCTR0062 Process Type SQR Report
 Run Status Success

Term Achievement Extract

Distribution Details

Distribution Node DISTNODE Expiration Date 26/09/2018

File List		
Name	File Size (bytes)	Datetime Created
SQR_UCTR0062_3654304.log	1,735	27/08/2018 9:59:34.107000AM PST
UCTR0062_3654304.out	1,468	27/08/2018 9:59:34.107000AM PST
uctr0062.csv	4,433	27/08/2018 9:59:34.107000AM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

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

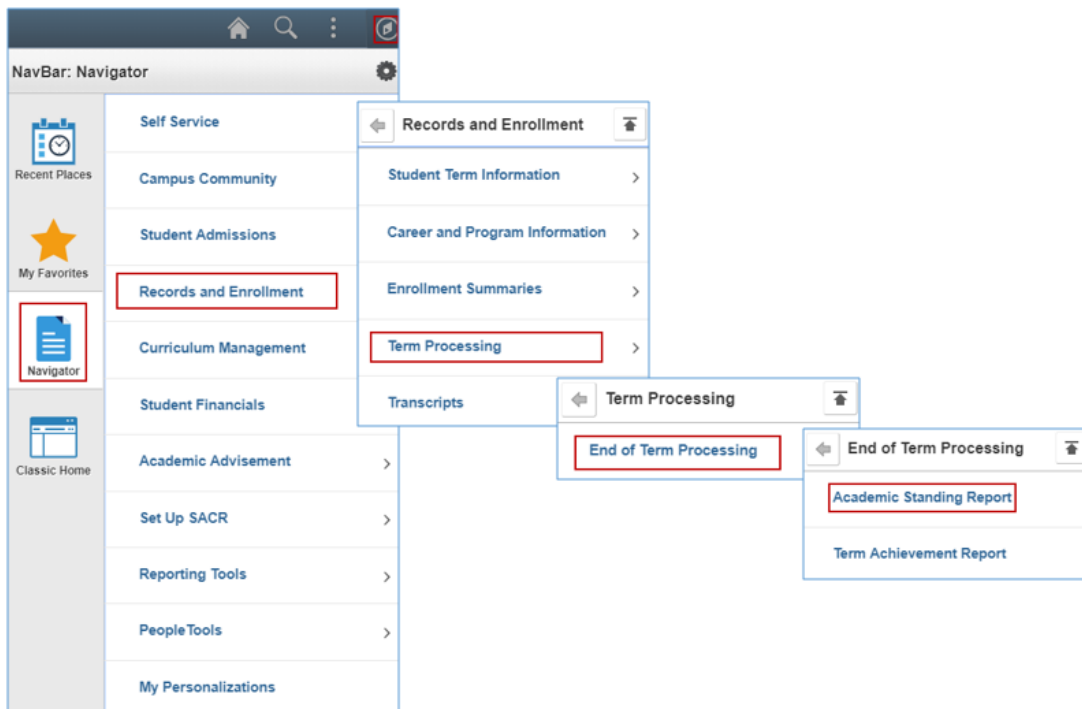
Note The report will be opened and displayed in a spreadsheet format.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Empl ID	Campus IC Name	Program	Career Nu	Plan 1	Plan 2	Plan 3	Plan 4	Plan 5	Acad Leve	Populatio	SA Citizen	GPA Weig	GPA Term	GPA Cum	
2	1225054		EM025	0	EM025CHE01					First Year	Black	SA Citizen	74	74	74	
3	1294132		EM025	0	EM025CON01					First Year	Black	SA Citizen	0	0	0	
4	1295260		EM025	0	EM025APG02					Third Year	Black	SA Citizen	0	0	0	
5	1305343		EM025	1	EM025APG02					Second Yr	Indian	SA Citizen	0	0	65.67	
6	1305685		EM025	0	EM025CON01					First Year	Black	SA Citizen	0	0	0	
7	1309382		EM025	0	EM025CIV01					Fourth Yr	Black	SA Citizen	0	0	0	
8	1311711		EM025	0	EM025CON01					Third Year	White	SA Citizen	0	0	0	
9	1312171		EM025	0	EM025CON01					First Year	Coloured	SA Citizen	0	0	0	
10	1317526		EM025	0	EM025CON01					First Year	Non Appli	Internatio	0	0	0	
11	1343875		EM025	0	EM025CIV01					First Year	Coloured	SA Citizen	0	0	0	
12	1345954		EM025	0	EM025EEE04					Fifth Year	Black	Permaner	0	0	0	
13	1369270		EM025	0	EM025APG08					First Year	Black	SA Citizen	0	0	0	
14	1390664		EM025	0	EM025CHE01					First Year	Black	Internatio	73	73	73	
15	1433265		EM025	0	EM025CIV01					First Year	Black	SA Citizen	0	0	0	
16	1516298		EM025	0	EM025APG08					First Year	Black	Internatio	0	0	0	
17	1569982		EM025	0	EM025MEC02					First Year	Black	Internatio	0	0	0	
18	1575352		EM025	0	EM025CHE01					Second Yr	Non Appli	SA Citizen	0	0	0	

5.3.2: 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**

UCT Academic Standing

Run Control ID

- 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 INT1 Report Manager Process Monitor

Academic Standing Report

*Term: 2017

*Academic Group: Law

Academic Standing Status

<input type="checkbox"/> Dismissed	<input type="checkbox"/> None
<input checked="" type="checkbox"/> Good Standing	<input type="checkbox"/> Not Eligible to Continue
<input type="checkbox"/> Pending	
<input type="checkbox"/> Probation	
<input type="checkbox"/> Subject to Dismissal	

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



View Process Request For

User ID
 Type Last Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3614490		SQR Report	UCTR0090	INT1	21/08/2018 12:37:49PM PST	Success	Posted	Details

[Go back to UCT Academic Standing](#)



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 3654314 Type SQR Report
 Name UCTR0090 Description Academic Standing Report
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID Hold Request
 Location Server Queue Request
 Server PSNT6 Cancel Request
 Recurrence Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 27/08/2018 10:02:58AM PST [Parameters](#) Transfer
 Run Anytime After 27/08/2018 10:02:16AM PST [Message Log](#)
 Began Process At 27/08/2018 10:03:12AM PST Batch Timings
 Ended Process At 27/08/2018 10:05:29AM PST [View Log/Trace](#)

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



View Log/Trace

Report

Report ID 1988437 Process Instance 3654314 Message Log
Name UCTR0090 Process Type SQR Report
Run Status Success

Academic Standing Report

Distribution Details

Distribution Node DISTNODE Expiration Date 26/09/2018

File List

Table with 3 columns: Name, File Size (bytes), Datetime Created. Rows include SQR_UCTR0090_3654314.log, UCTR0090_3654314.csv, and UCTR0090_3654314.out.

Distribute To

Table with 2 columns: Distribution ID Type, *Distribution ID. Row for User.

Return

- 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.

Spreadsheet table with columns A-G. Row 1: PeopleSoft. Row 2: Report ID: UCTR0090 ACADEMIC Page No. 1. Row 3: Database PRD Run Date 30/04/2018. Row 4: Run Time 10:46:38. Row 5: Program LB002 Bachelor of Laws (LB002). Row 6: Acad Stan Good. Row 8: Standing ID Campus ID Name Progression Posted Batch. Rows 11-26: Data rows with columns A-G containing student records.

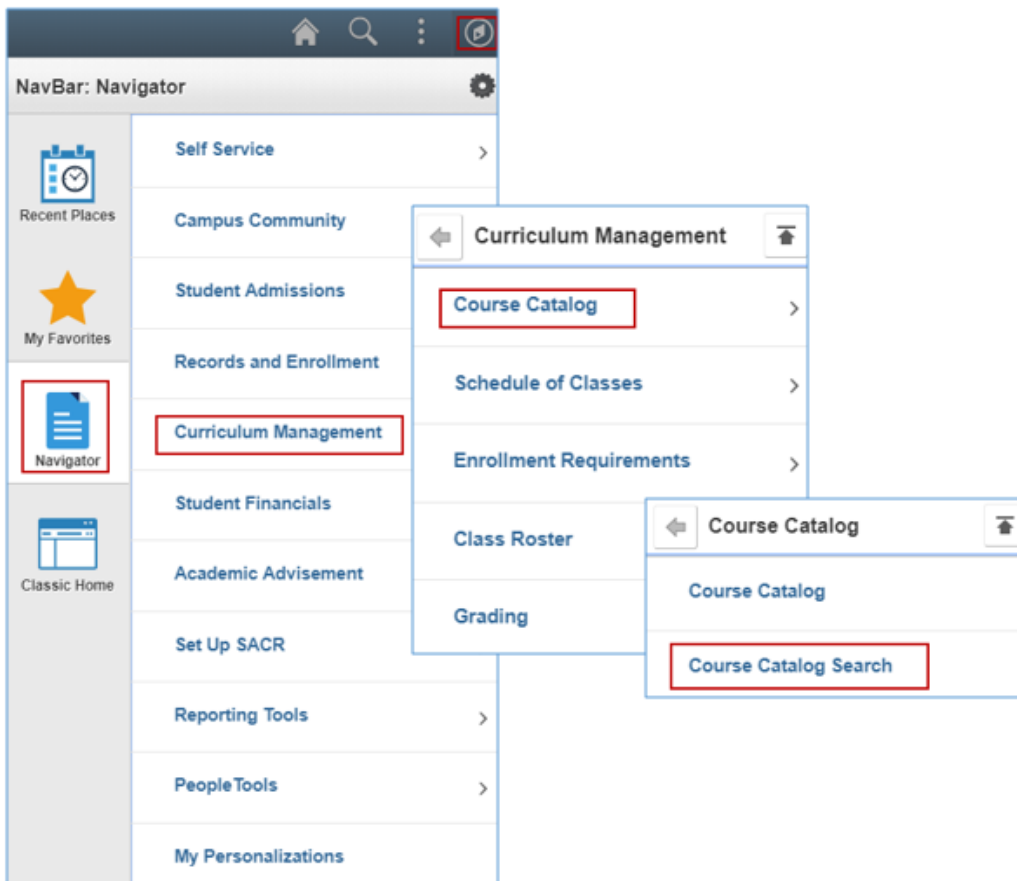
Section 6: Navigating to Curriculum Management

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	Supplementary Exam	Optional
	Lecture	Required

Enrollment Information	
Course Attribute	09 Master's

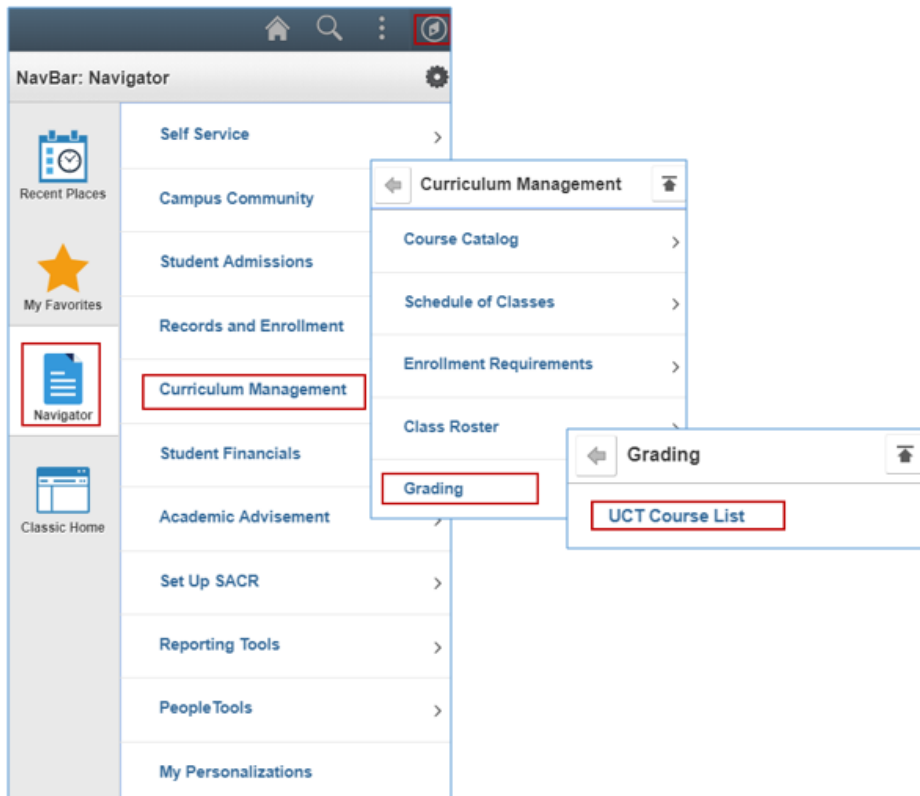
Description
<p>This course investigates emerging technologies and educational practices in developing context. This course focuses on the discourse of learning with technologies and ways that these different forms are theorised. Some of the concepts to be covered include frameworks, taxonomies, and new 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</p>

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**

UCT Course List

[Find an Existing Value](#)

[Add a New Value](#)

Run Control ID

[Add](#)

- 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.

UCT Course List

Run Control ID Report Manager Process Monitor **Run**

Download Selection Criteria

Academic Institution: University of Cape Town

Term: 2019

Session:

Subject: Chemistry

Catalog Number:

Only show Students with Supplementary Exams granted::

 Show Supplementary as Fail::

 DE results only::

▶ 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 Run Control ID

Server Name Run Date

Recurrence Run 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

UCT Course List

Run Control ID [Report Manager](#) [Process Monitor](#)

Download Selection Criteria

Academic Institution: University of Cape Town

Term: 2019

Session:

Subject: Chemistry

Catalog Number:

Only show Students with Supplementary Exams granted::

Show Supplementary as Fail::

DE results only::

- 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 Scheduler Request

User ID Run Control ID 01378389

Server Name Run Date

Recurrence Run Time

Time Zone Pacific Time (US)

Process List

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

- 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	3654355
Type	SQR Report
Name	UCTU0024
Description	Course List
Run Status	Success
Distribution Status	Posted

Run	Update Process
Run Control ID	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input type="radio"/> Delete Request <input type="radio"/> Re-send Content
Location Server	<input type="radio"/> Restart Request
Server PSNT6	
Recurrence	

Date/Time	Actions
Request Created On 27/08/2018 10:15:56AM PST	Parameters Transfer
Run Anytime After 27/08/2018 10:15:51AM PST	Message Log
Began Process At 27/08/2018 10:16:09AM PST	Batch Timings
Ended Process At 27/08/2018 10:16:23AM PST	View Log/Trace

OK Cancel

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

View Log/Trace

Report		
Report ID	1988471	Process Instance 3654355
Name	UCTU0024	Process Type SQR Report
Run Status	Success	Message Log

Course List

Distribution Details	
Distribution Node	DISTNODE
Expiration Date	26/09/2018

File List		
Name	File Size (bytes)	Datetime Created
SQR_UCTU0024_3654355.log	1,735	27/08/2018 10:16:23.673000AM PST
UCTU0024_3654355.csv	426	27/08/2018 10:16:23.673000AM PST
UCTU0024_3654355.out	505	27/08/2018 10:16:23.673000AM PST

Distribute To	
Distribution ID Type	*Distribution ID
User	

Return

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



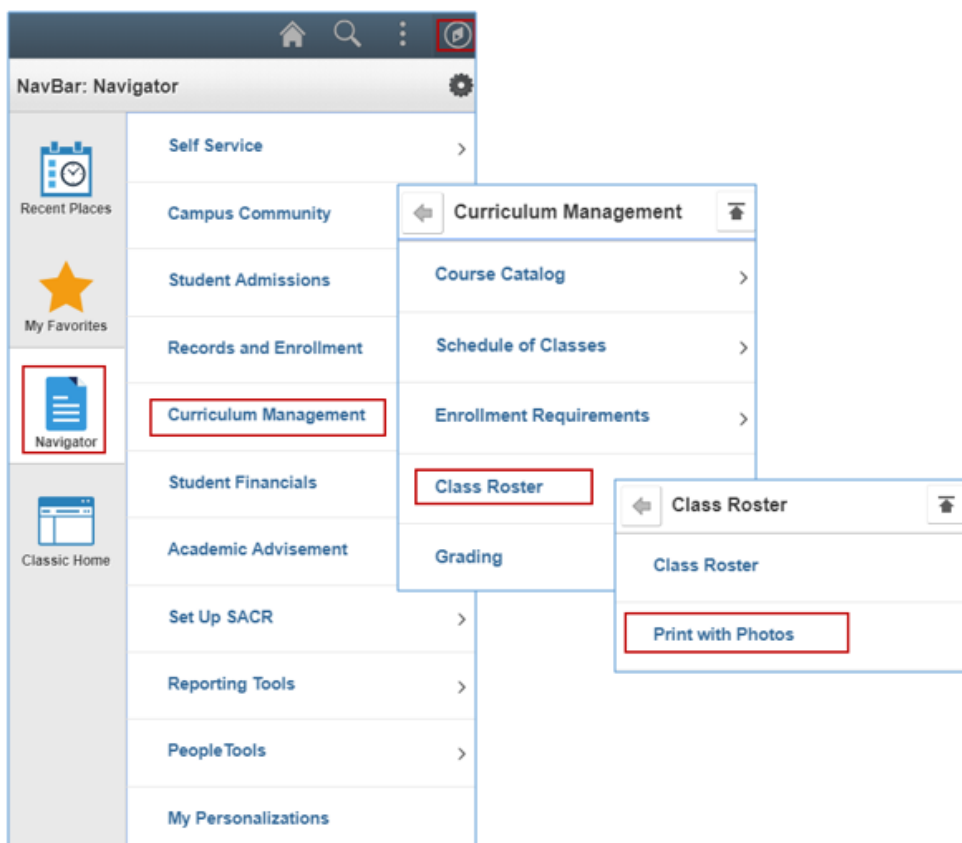
Note

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

	A	B	C	D	E	F	G	H	I
1	Emplid	Campus ID	Name	Term	Class Nbr	Subject	Catalog Nbr	Acad Prog	Grade
2	1704445			1191	1435	CEM	1009H	SB016	
3	1693418			1191	1435	CEM	1009H	SB016	
4	1708393			1191	1435	CEM	1009H	SB001	
5	1698370			1191	1435	CEM	1009H	SB016	
6	1699023			1191	1435	CEM	1009H	SB016	
7	1705394			1191	1435	CEM	1009H	SB016	
8	1686955			1191	1435	CEM	1009H	SB016	
9	1692398			1191	1435	CEM	1009H	SB016	
10	1710738			1191	1435	CEM	1009H	SB016	
11	1655603			1191	1435	CEM	1009H	SB016	
12	1727486			1191	1435	CEM	1009H	SB016	
13	1702168			1191	1435	CEM	1009H	SB016	
14	1697889			1191	1435	CEM	1009H	SB016	
15	1708068			1191	1435	CEM	1009H	SB016	
16	1706219			1191	1435	CEM	1009H	SB016	
17	1727746			1191	1435	CEM	1009H	SB016	
18	1690718			1191	1435	CEM	1009H	SB016	
19	1686929			1191	1435	CEM	1009H	SB016	
20	1702799			1191	1435	CEM	1009H	SB016	
21	1727645			1191	1435	CEM	1009H	SB016	
22	1709444			1191	1435	CEM	1009H	SB016	
23	1699398			1191	1435	CEM	1009H	SB001	
24	1711768			1191	1435	CEM	1009H	SB016	
25	1696184			1191	1435	CEM	1009H	HB001	
26	1726856			1191	1435	CEM	1009H	SB016	
27	1687309			1191	1435	CEM	1009H	SB016	
28	1639829			1191	1435	CEM	1009H	SB016	
29	1689989			1191	1435	CEM	1009H	SB016	

6.3: Downloading a Class List with Photos

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



- 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**

Print with Photos

[Find an Existing Value](#)[Add a New Value](#)Run Control ID [Add](#)

- 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.

[Print with Photos](#)

Run Control ID INT1

[Report Manager](#)[Process Monitor](#)[Run](#)

Run Control Parameters

*Institution: 

*Term:  2017

*Subject Area:  Education

*Catalog Nbr:  Emerging Tech & Ed Practices

*Class Nbr: 

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

- **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

▶ Note

Please note that you are running a class list, not a course list. Large courses with multiple lecture groups will require multiple photo lists.

- Click on the **Run** button

[Process List](#) | [Server List](#)

View Process Request For

User ID Type Days

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3614494		PSJob	UCTCLPH	INT1	21/08/2018 3:15:29PM PST	Success	Posted	Details

[Go back to Print with Photos](#)

- 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

[Print with Photos](#)

Run Control ID
[Report Manager](#)
[Process Monitor](#)

Run Control Parameters

*Institution:

*Term: 2017

*Subject Area: Education

*Catalog Nbr: Emerging Tech & Ed Practices

*Class Nbr:

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

[Administration](#) | [Archives](#)

View Reports For

User ID Type Days

Status Folder Instance to

Report List							
Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1963862	3614495	UCT_CLPH_LST - UCT_CLPH_LST.pdf	21/08/2018 3:16:53PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	1963861	3614495	Class List Photo report	21/08/2018 3:16:26PM	Acrobat (*.pdf)	Posted	Details

Select All
 Deselect All

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

[Go back to Print with Photos](#)

Note

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



2017 Class Roster EDN 5507F

LG01 (Class 7425) Emerging Tech & Ed Practices - Lecture Total Enrolment 5

Days and Times	Room	Instructor	Meeting Dates
16:00 - 19:00			2017-03-13 - 2017-07-14

1343192 / [redacted] MEd by crsewrk & dissertation Educational Technology First Year	
1329459 / [redacted] MEd by crsewrk & dissertation Educational Technology First Year	
1301326 / [redacted] MEd by crsewrk & dissertation Applied Lang & Lit Studies First Year	
1200897 / [redacted] MEd by crsewrk & dissertation Educational Technology First Year	

1568753 / [redacted] MEd by crsewrk & dissertation Educational Technology First Year	
---	--



Note

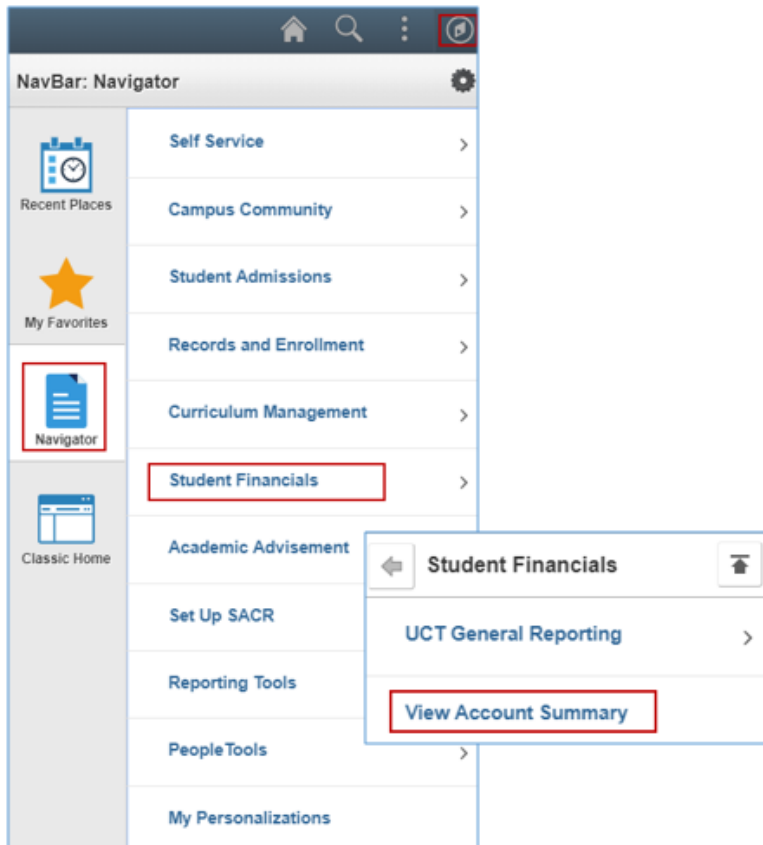
You can save the file to your personal folder

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

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

Find an Existing Value

Search Criteria

Business Unit = 

ID begins with 

National ID begins with

Campus ID begins with

Last Name begins with

First Name begins with

Case Sensitive

Search

Clear

Basic Search 

Save Search Criteria

► 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

University of Cape Town

Print Statement	Current Fee Account Balance	66,600.00 ZAR
Term		Term Balance
2020		67,600.00 ZAR
2019		-1,000.00

► 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. 2019

► Note

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

Account Summary

Summary for Term 2019 Only

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

University of Cape Town

Charge Activity	71,850.00 ZAR
Payment Activity	-52,850.00
Financial Aid Activity	-20,000.00
Anticipated Aid Activity	0.00
Admissions Deposit Activity	0.00
Term Balance	-1,000.00 ZAR View Account Detail

[Return](#)

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

Account Summary

Account Detail for Term

2019 [Print Statement](#) [As of Date 03/02/2020](#)

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
28/01/2019	ACC1006F Financial Acctng IA	7,780.00	ZAR
28/01/2019	ACC2011S Financial Reporting I	7,780.00	
28/01/2019	BUS1036S Evidence based Manage	7,780.00	
28/01/2019	ECO1010F Microeconomics	7,780.00	
28/01/2019	ECO1011S Macroeconomics	7,780.00	
28/01/2019	INF1002F Information Sys 1	7,780.00	
28/01/2019	MAM1010F Mathematics 1010	7,730.00	
28/01/2019	MAM1012S Mathematics 1012	7,730.00	
28/01/2019	STA1000S Introductory Stats	7,560.00	
27/02/2019	Late Payment Penalty	800.00	
02/04/2019	Rugby	1,350.00	

Total Charges 71,850.00 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

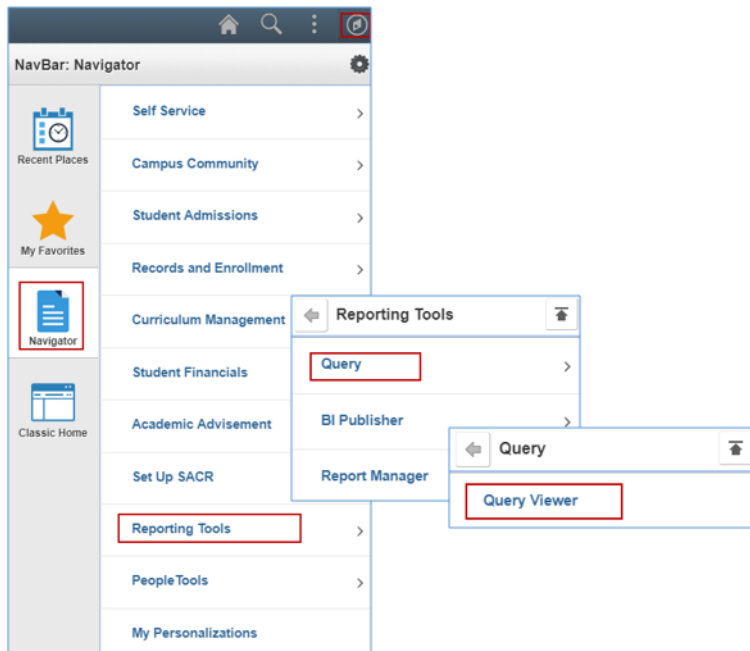
Departmental Administrators are prohibited from viewing account summary for students whose debt has been handed over or written off. Students must contact the Fees Office.

The screenshot shows the 'Account Summary' page for a student with ID 1041961 at the University of Cape Town. The page title is 'Summary for all Terms'. A message box is displayed in the foreground with the following text: 'Message: We are unable to display the account at this time. (21000,1229). Please contact the Fees Office on 021 650 4076.' At the bottom of the page, there are buttons for 'Return to Search', 'Notify', 'Refresh', and 'OK'.

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

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


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](#)

- 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 **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](#) (276 kb)

[View All](#)

First 1-100 of 942  Last

	ID	Term	Subject	Catalog	Prefix	First Name	Last	Type	Country	Phone	Ext	Preferred
1	1305214	1181	MAM	1000W	Mr			CELL				Y
2	1368700	1181	MAM	1000W	Miss			CELL				Y
3	1386106	1181	MAM	1000W	Ms			CELL				Y
4	1391507	1181	MAM	1000W	Mr			CELL				Y
5	1391507	1181	MAM	1000W	Mr			HOME				N
6	1403119	1181	MAM	1000W	Ms			CELL				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									
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

Find an Existing Value

Add a New Value

Private Query

Query Name

Run Control ID

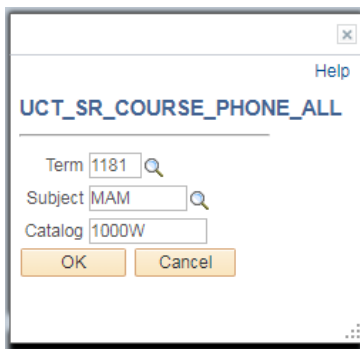
Add

- The **Private Query** field will default as **N**
- 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



- 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

Schedule Query

Run Control ID TEST Report Manager Process Monitor

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

OK Cancel Apply

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

Process Scheduler Request

User ID Run Control ID TEST

Server Name Run Date 24/10/2018

Recurrence Run Time 9:22:42AM

Time Zone

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



Schedule Query

Run Control ID TEST

[Report Manager](#)

[Process Monitor](#)

Process Instance: 3693255

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

OK Cancel Apply

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

Process List Server List

View Process Request For

User ID Type Last 20 Years

Server Name Instance From 3693248 Instance To

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3693248		Application Engine	PSQUERY		24/10/2018 9:17:29AM PST	Success	Posted	Details

- 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 3693248 Type Application Engine
 Name PSQUERY Description PSQUERY
 Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID TEST
 Location Server
 Server PSNT3
 Recurrence

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

Date/Time **Actions**

Request Created On 24/10/2018 9:18:48AM PST [Parameters](#) [Transfer](#)
 Run Anytime After 24/10/2018 9:17:29AM PST [Message Log](#) [View Locks](#)
 Began Process At 24/10/2018 9:18:59AM PST [Batch Timings](#)
 Ended Process At 24/10/2018 9:19:14AM PST [View Log/Trace](#)

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



View Log/Trace

Report

Report ID 2019189 Process Instance 3693255 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 23/11/2018

File List

Name	File Size (bytes)	Datetime Created
AE_PSQUERY_3693255.stdout	300	24/10/2018 9:24:20.917000AM PST
UCT_SR_COURSE_PHONE_ALL-3693255.csv	84,812	24/10/2018 9:24:20.917000AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	

- Click on the [QueryName_ProcessInstanceNumber.csv](#) hyperlink

	A	B	C	D	E	F	G	H	I	J	K	L
1	ID	Term	Subject	Catalog	Prefix	First Name	Last	Type	Country	Phone	Ext	Preferred
2	1305214	1181	MAM	1000W	Mr			CELL				Y
3	1368700	1181	MAM	1000W	Miss			CELL				Y
4	1386106	1181	MAM	1000W	Ms			CELL				Y
5	1391507	1181	MAM	1000W	Mr			CELL				Y
6	1391507	1181	MAM	1000W	Mr			HOME				N
7	1403119	1181	MAM	1000W	Ms			CELL				Y
8	1403119	1181	MAM	1000W	Ms			HOME				N
9	1436428	1181	MAM	1000W	Miss			CELL				Y
10	1443331	1181	MAM	1000W	Mr			CELL				Y



Section 9: Useful Buttons and Hot Keys

Hot keys are keys that perform an immediate action. To view hot keys, hover over the buttons in PeopleSoft.

Button/Hyperlink	Description
	Dropdown box
	Go
	Look up
	Collapse all sections
	Expand all sections
	Go to the top of a page
	Collapse section
	Expand section
	Search
Advanced Search or Additional Search Criteria	Use advanced search / additional search criteria to narrow your search
	Start a new search
	Clear criteria
	Return to the search
	Return to search results
	Add a new value or find an existing value
	To notify another user of the information on a particular page via e-mail
	View results
	Download grid data to Excel
	Scheduled for the Term
	Not offered for that Term
	To view a report that you had previously requested