

Error Report

Concept

This topic demonstrates how to run the Schedule of Classes Error Report.

Before turning on the Print checkbox, all departments must run the Error Report, which will locate and identify any errors that might compromise students' ability to register for classes. Once the Error Report is run, it is the responsibility of departments to correct any errors.

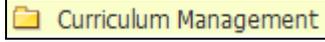
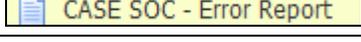
This topic contains directions on how to run the Schedule of Classes Error Report. For directions on how to correct each of the errors that may be reported, please see the section called "Resolving the SOC Error Report," or click on the link at the top of the report that says [SOC - Error Report FAQ](#).

SIS_SOC_ErrorRpt

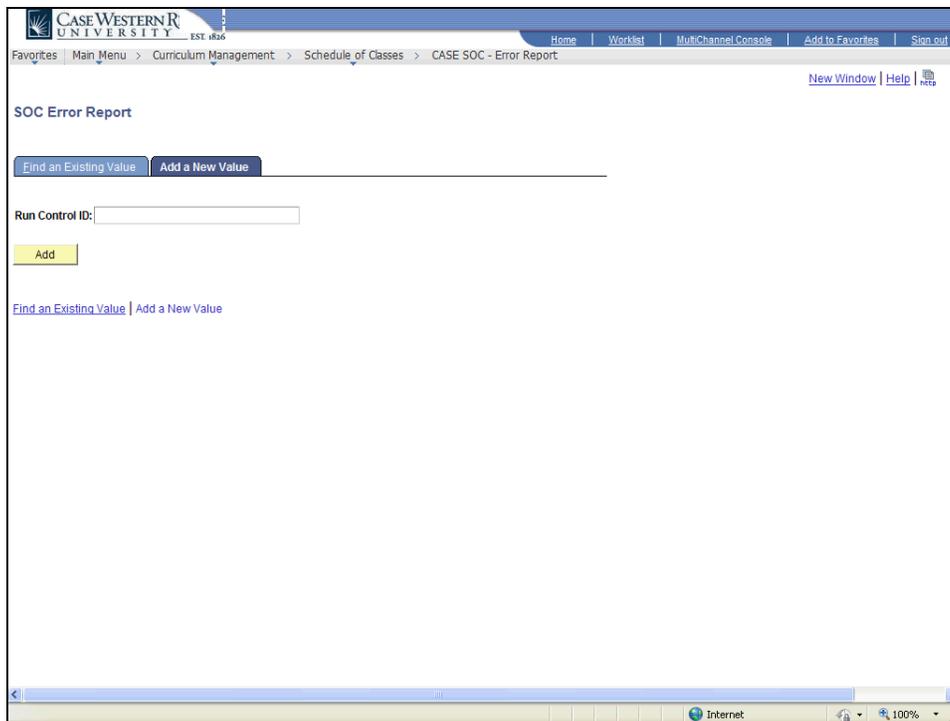
Procedure

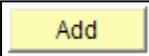
Use the directions in this topic to run an Error Report.

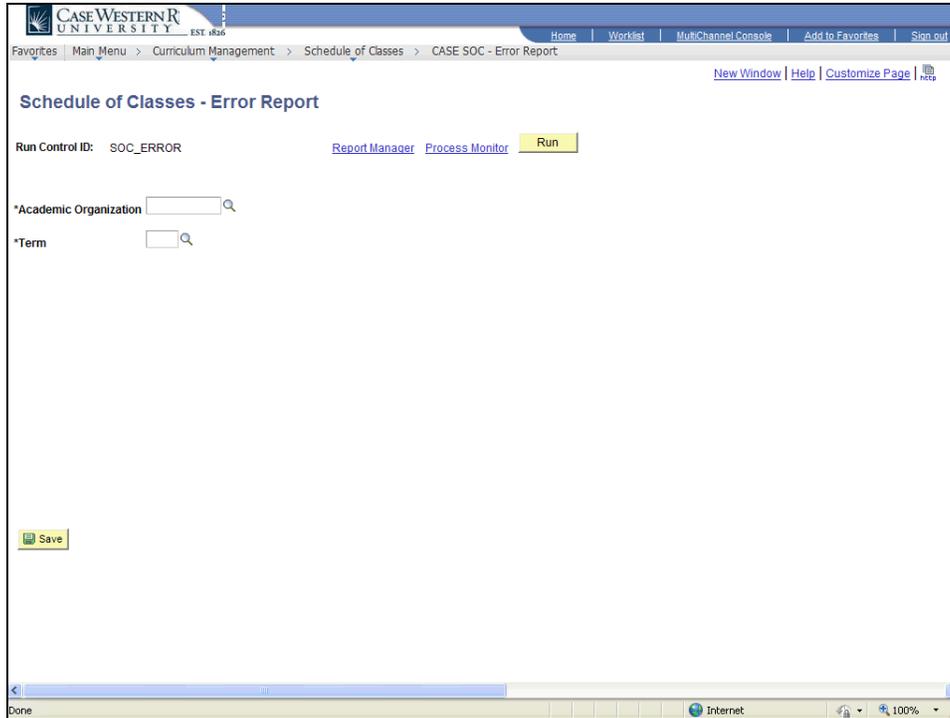
Begin by logging in to the SIS at case.edu/erp/sisadmin with your CWRU Network ID and password.

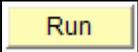
Step	Action
1.	Click the Main Menu . 
2.	Click the Curriculum Management link. 
3.	Click the Schedule of Classes link. 
4.	Click the CASE SOC - Error Report link. 

Step	Action
5.	<p>The SOC Error Report run control search screen appears.</p> <p>If you have run this report before, click the Search button to see a list of all Run Control ID's attached to your user ID. Select the Run Control that you created specifically for this SOC report. It is not necessary to have more than one Run Control ID per report, as a Run Control can be updated from term to term with new criteria.</p> <p>If this is the first time you've run the report, click the Add a New Value tab to create a new Run Control ID.</p> 



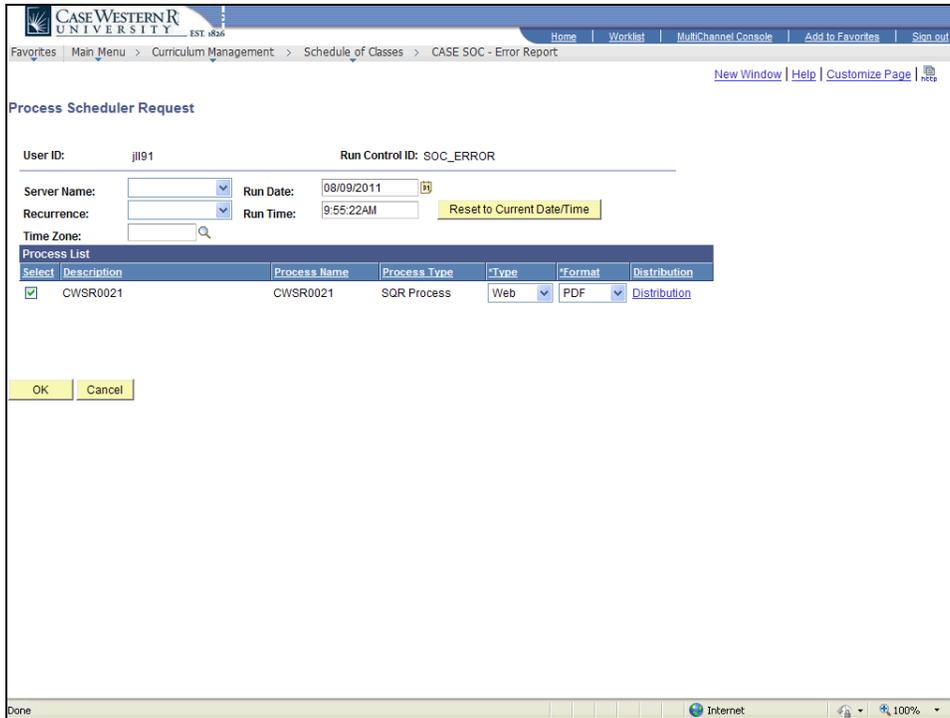
Step	Action
6.	<p>Enter an appropriate name for this reporting process into the Run Control ID field.</p> <p>For example, enter your CWRU Network ID followed by "SOC_ERROR".</p>
7.	<p>Click the Add button.</p> 

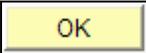


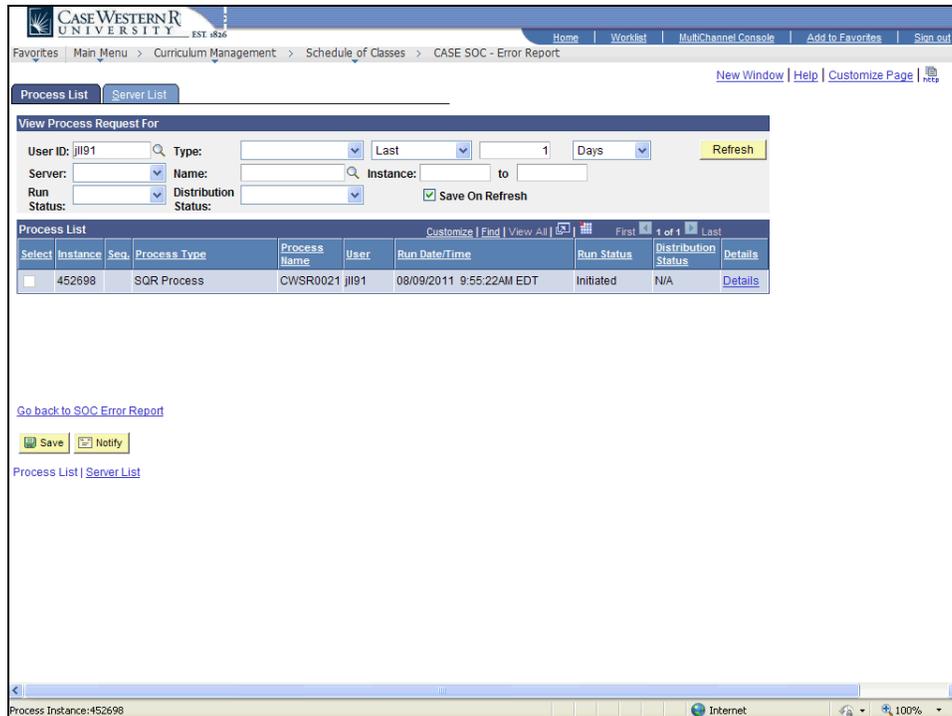
Step	Action
8.	The Schedule of Classes - Error Report screen appears. Enter your department's academic organization code into the Academic Organization field.
9.	Enter the term code of the term being reviewed into the Term field, or click the Look Up Term button for a list of term codes.
10.	Click the Run button. 

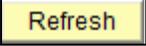
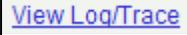
Student Information System Process Document

Error Report



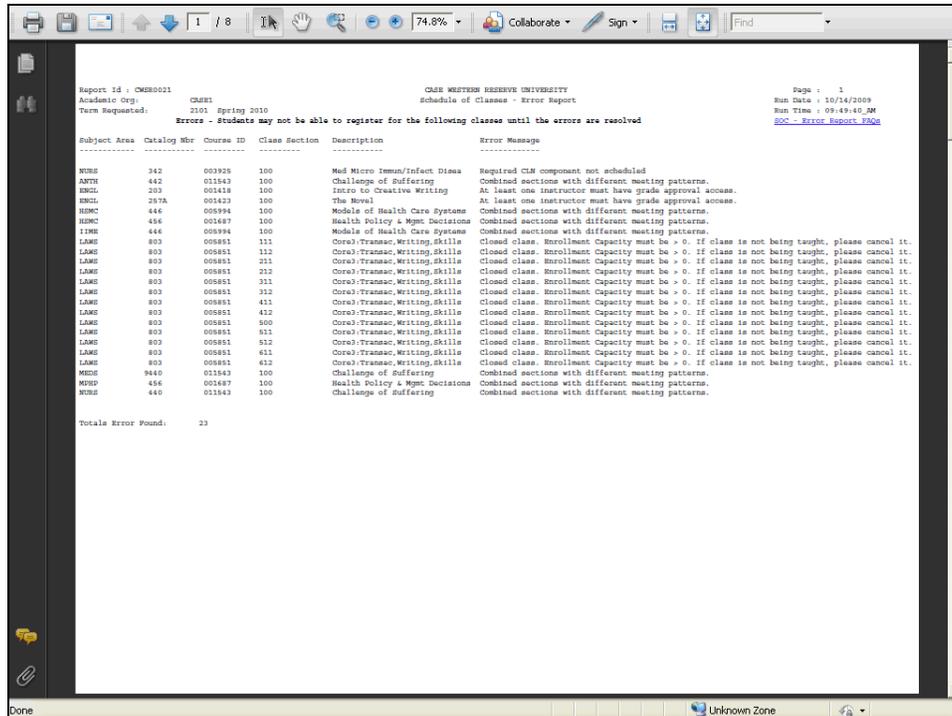
Step	Action
11.	<p>The Process Scheduler Request screen appears.</p> <p>Click the OK button.</p> 
12.	<p>Click the Process Monitor link.</p> 



Step	Action
13.	<p>The Process Monitor screen appears.</p> <p>The report being run appears in the Process List.</p> <p>Click the Refresh button periodically until the Run Status column displays Success and the Distribution Status column displays Posted.</p> <p></p>
14.	<p>When Success and Posted appear, click the Details link.</p> <p></p>
15.	<p>The Process Detail screen appears.</p> <p>Click the View Log/Trace link.</p> <p></p>
16.	<p>The View Log/Trace screen appears.</p> <p>Click the link ending in .PDF.</p> <p></p>

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Step	Action
17.	<p>The Schedule of Classes Error Report appears in PDF (Adobe Acrobat) format.</p> <p>Any class that is owned by the academic organization that has an error or warning associated with a class section will appear in the list, along with a description of the error or warning.</p> <p>Errors are items that may compromise the ability of students to register for a class. Errors begin appearing on page 1.</p> <p>Warnings appear for items that are not ideal in the set up of a class, but will not compromise the ability of students to register for it. Warnings appear on a separate page.</p>

If the report does not appear, check your internet browser settings to determine if a pop-up blocker is turned on. Turn off all pop-up blockers to ensure that SIS reports and windows can appear.

For help with the Schedule of Classes, contact courses@case.edu.

Step	Action
18.	For a list of possible errors and warnings, along with explanations of each, click the SOC - Error Report FAQs link. 
19.	Click on the Print icon to print the report. Click on the Save icon to save the report to a local or remote drive. Use the Back and Forward arrows to navigate between pages (if more than one page exists). 
20.	This completes the process of running the SOC Error Report. It is the responsibility of each academic organization to correct errors found in its portion of the schedule of classes. Once the errors on the report are corrected, run the report once more. When the schedule is finalized, alert the designated authority to turn on the Schedule Print Flag so that no further changes may be made. End of Procedure.