

Print CASA Reports

Academic Departments are responsible for providing complete and accurate scheduling information for all sections of their courses. Most of the required information is recorded on the **Meetings** page of the Schedule of Classes component in PeopleSoft:

- Facility (building and room number)
- Instructor(s)
- Instructor Contact Hours
- Meeting Pattern (days and times)

CASA Reports are used to verify that this information is complete and to identify problems. There are 3 reports available:

- **CASA Detail-All Sections** - reports all the key data elements for all course sections for your review.
- **CASA Missing Data Detail** - reports missing data in your course schedule including sections missing a meeting pattern, start and end time, facility or instructor.
- **CASA Missing Data Summary** - reports a count of the errors.

In addition to using the missing data reports to check for completeness you will need to print the Detail All Sections report to check for the assignment of instructors and other details.

Navigation:

SBU > SBU OIR Process > Reports > SU Casa Reports by Subject

SU Casa Reports By Subject
Enter any information you have and click Search. Leave fields blank for a

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

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

Search Results
View All First 1-3 of 3 Last

Run Control ID	Language Code
PSREPORTS	English

If you already have a Run Control ID click **Search** and then choose the Run Control ID from the list (as shown in this example).

If you do not have a Run Control ID click the **Add a New Value** link and enter the new Run Control ID (we suggest that you call it “psreports”).

Su Casa Rep Subj

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

Enter Following Parameters To Run Reports

Term: Fall 2008

Academic Institution: SUNY at Stony Brook

Subject Area:

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

Enter the **Term**.

Academic Institution should be **USBNY**.

Enter the **Subject Area**.

Click the **Run** button.

This opens the *Process Scheduler Request* page:

Process Scheduler Request

User ID: SRDPTSCH Run Control ID: PSREPORTS

Server Name: PSNT Run Date: 08/13/2004 [calendar icon]
Recurrence: Run Time: 3:59:41 PM
Time Zone: [Reset to Current Date/Time]

Process List

Select	Description	Process Name	Process Type	Type	Format
<input checked="" type="checkbox"/>	CASA Missing Data Summary	SUCAS14A	Crystal	Web	PDF
<input checked="" type="checkbox"/>	CASA Missing Data Detail	SUCAS14B	Crystal	Web	PDF
<input checked="" type="checkbox"/>	CASA Detail-All Sections	SUCAS15A	Crystal	Web	PDF

OK Cancel

Simply select the CASA reports that you want to generate.

The **Format** field should be **PDF**.

Click **OK**.

This will bring you back to the *SU CASA Reports by Subject* page:

Su Casa Rep Subj

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

Enter Following Parameters To Run Reports

Term: 1088 Fall 2008
Academic Institution: USBNY SUNY at Stony Brook
Subject Area: EGL

Save Return to Search Add Update/Display

Click the **Report Manager** link on this page.

This will bring you to the **Report List** page displaying all of the reports that you have generated in the last day.

Administration Archives

View Reports For

User ID: SRDPTSCH Type: Last: 1 Days Refresh

Status: Folder: Instance: to:

Report List Customize | Find | View All | First 1-43 of 43 Last

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	12109	2530424	CASA Detail-All Sections	01/17/2008 4:29:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	12108	2530423	CASA Missing Data Detail	01/17/2008 4:29:34PM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	12107	2530422	CASA Missing Data Summary	01/17/2008 4:29:34PM	Acrobat (*.pdf)	Posted	Details

Keep clicking the **Refresh** button to refresh the page status.

When the reports are ready you will see “**Posted**” in the *Status* column and there will be a **Details** link.

Click the **Details** link.

Report Detail

Report

Report ID: 12109 Process Instance: 2530424 [Message Log](#)

Name: SUCAS15A Process Type: Crystal

Run Status: Success

CASA Detail-All Sections

Distribution Details

Distribution Node: psnsrepos1 Expiration Date: 01/24/2008

File List

Name	File Size (bytes)	Datetime Created
CPW_SUCAS15A_2530424.log	0	01/17/2008 4:31:04.000000PM EST
SUCAS15A_2530424.PDF	28,646	01/17/2008 4:31:04.000000PM EST
psnsrepos1	499	01/17/2008 4:31:04.000000PM EST

Distribute To

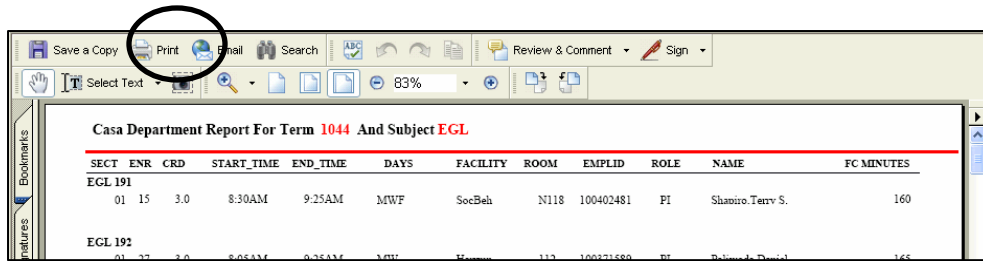
Distribution ID Type	*Distribution ID
User	SRDPTSCH

OK Cancel

This will bring you to the **Report Detail** page.

Click the pdf file.

Adobe Acrobat will open in a new browser window displaying the report.



Click the **Print** button in the Adobe Acrobat window to print the report.

Click the Close button (**X**) in the upper right corner of this window to return to the Report Detail page. Click **OK** to return to the Report Manager. Then click the **Go back to SU CASA Reports by Subject** link to return to that page.