

# Department Major/Address List

## OBJECTIVE:

To inform users of the Department Major/Address List and demonstrate how to set up, process, and retrieve the data output.

## CONTENTS:

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### *NEED ADDITIONAL INFORMATION?*

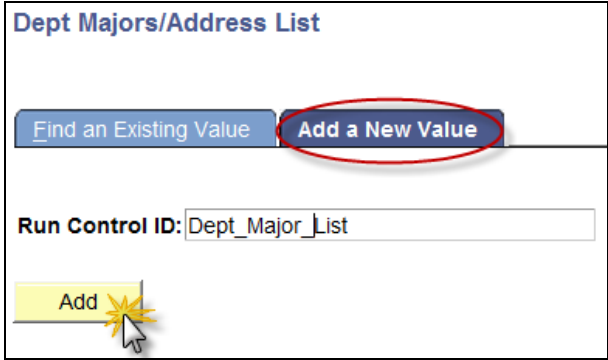
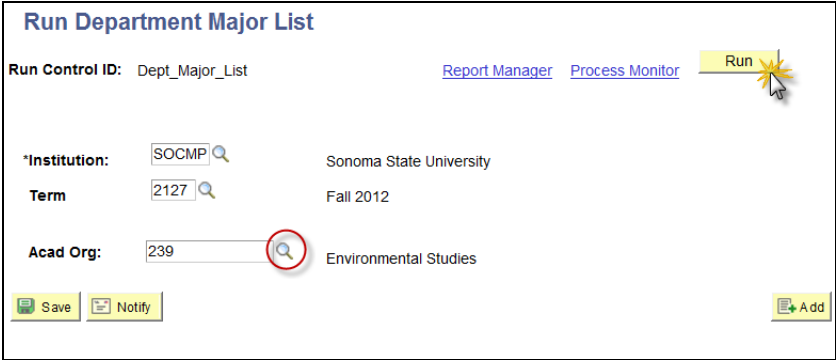
For further questions on this process please go to the CMS webpage at <http://www.sonoma.edu/it/cms/contact.html> to locate the **STUDENT RECORDS FUNCTIONAL LEAD.**

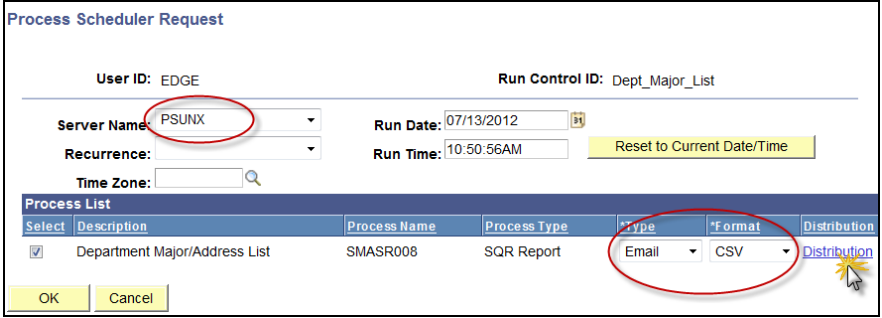
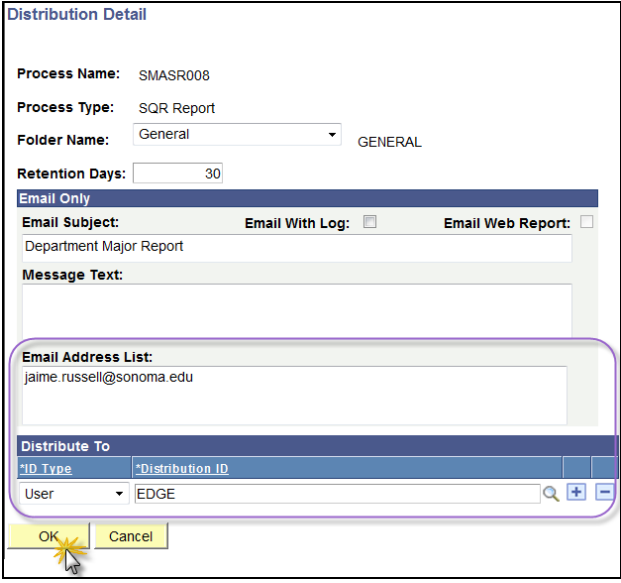
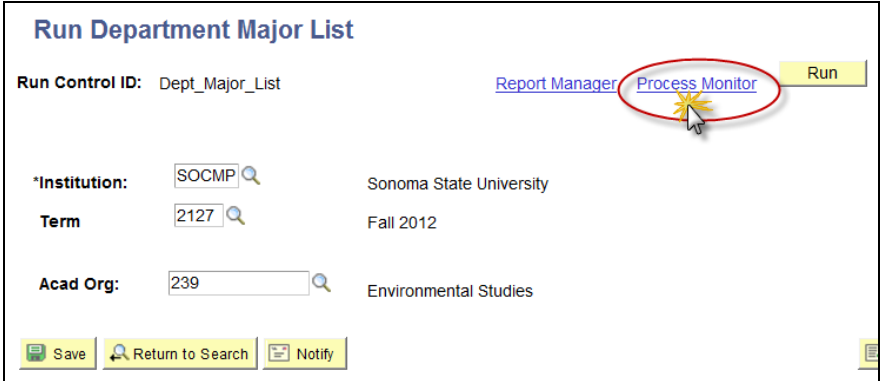
# Lesson 1: The Department Major/Address List

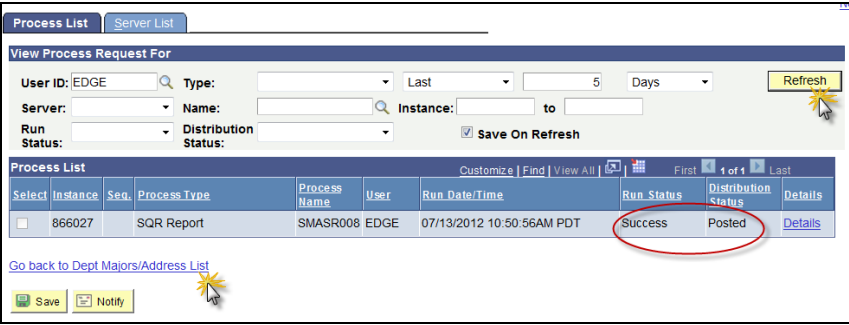

**Navigation:** SON Customizations > SON Campus Solutions > Student Records > Reports > Dept Major/Address List

**Introduction:**

The Department Major/Address List provides detailed information for *currently enrolled* students in an identified major or academic group. Depending on the number of students, the process will take between 5 minutes and 1 hour and will be emailed to the user.

Step	Directions	Screenshot
1	Follow the navigation to the Department Majors/Address List.	SON Customizations > SON Campus Solutions > Student Records > Reports > Dept Major/Address List
2	Click on 'Add a New Value'. Enter the title of your 'Run Control' <b>with no spaces</b> . Click Add. This new Run Control will be saved to your profile.	
3	Enter the Run Control Settings. Institution is SOCMP. Select the appropriate Term and Acad Org using the magnifying glass as necessary. Click Run.	

Step	Directions	Screenshot
4	<p>Set the Process details as indicated in the screen shot.</p> <p>Set up your Distribution by clicking the link. This only needs to be done the first time as it will save with your Run Control.</p>	
5	<p>The Email Address List and Distribute To areas must be completed for an email to be sent. Other fields can be completed as desired. Click OK.</p> <p>The results will be emailed to the user submitting the request.</p>	
6	<p>Click the Process Monitor to view the Status of the request.</p>	

<p>7</p>	<p>Refresh the Process Monitor until the Run Status/Distribution Status have changed to Success/Posted. At this point, an email should have been received by the user.</p>	
<p>8</p>	<p>An <i>email</i> from PeopleSoft similar to this one will display in the Inbox. If necessary, check your Junk E-Mail.</p>	
<p>9</p>	<p>Open the email attachment in Excel. Results can be modified as desired.</p>	
<p>10</p>	<p>To run the report again, locate the previously set-up and saved Run Control, i.e. in this example Dept_Major_List. Review the saved settings and change as necessary.</p>	