

How to run SOTE query report (Query Name: SB_SR_SOTE_BY_DEP)

The screenshot shows the Oracle Main Menu interface. At the top, there are tabs for "Favorites" and "Main Menu". Below the Oracle logo, there is a "Menu" section with a search bar. A list of menu items is displayed, including "My Favorites", "CSU SA Baseline", "SB Custom", "Self Service", "Recruiting", "Workforce Administration", "Global Payroll & Absence Mgmt", "Campus Community", "Student Recruiting", "Student Admissions", "Records and Enrollment", "Curriculum Management", "Contributor Relations", "Set Up HRMS", "Set Up SACR", "Worklist", "Tree Manager", "Reporting Tools", "PeopleTools", "Return to MyCoyote", and "CSU ID Search". The "Reporting Tools" item is highlighted in yellow. A red callout bubble with the number "1" points to this item, and another red callout bubble contains the text "Select Reporting Tools from the folder link list".

The screenshot shows the Oracle Reporting Tools page. At the top, there are links for "Home", "Add to Favorites", and "Sign out". Below the Oracle logo, there is a "Main Menu >" link. The "Reporting Tools" section is active, with a description: "Run, create, and manage queries and nVision reports." Below this, there are three main sections: "Report Manager" (Review report list.), "Query" (Extract information using visual representations of your PS database.), and "BI Publisher" (Register BIP-based report templates and translations. Run Query-based reports. Use enhanced search for BIP report instances.). The "Query" section is highlighted in yellow, and a red callout bubble with the number "2" points to the "Query Viewer" link. Another red callout bubble contains the text "Select Query Viewer link". Below the "Query Viewer" link, there is a button labeled "Review existing queries."

Query Viewer

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

*Search By begins with

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Type SB_SR_SOTE_BY_DEP into search field

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SB_SR_SOTE_BY_DEPT	SOTE by Department	Public		HTML	Excel	XML	Schedule	Favorite

Query Viewer

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

*Search By begins with

Select Run to Excel Option

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
SB_SR_SOTE_BY_DEPT	SOTE by Department	Public		HTML	Excel	XML	Schedule	Favorite

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Run to Excel

SB_SR_SOTE_BY_DEPT - SOTE by Department

Term: 2152

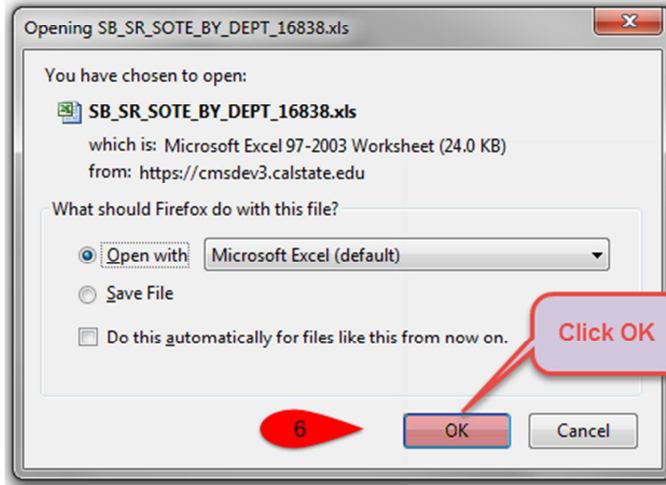
Acad Org: 590

View Results

Term	Crse Attr	Subject	Catalog	Section	Component	Pat	Mtg Start	Mtg End	ID	Last	First Name
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Type the corresponding Term and Academic department id

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SB_SR_SOTE_BY_DEPT - SOTE by Department

Term: 2152

Acad Org: 590

View Results

Term	Crse Attr	Subject	Catalog	Section	Com
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Save file and verify that all classes has been SOTEd

 SB_SR_SOTE_BY_DEPT_16838.xls
24.0 KB — calstate.edu — 2:14 PM