

Running the Unsent One-off Report

Ideally once a week (at minimum) the Unsent One-off Report should be run by each division. The Unsent One-off Report will:

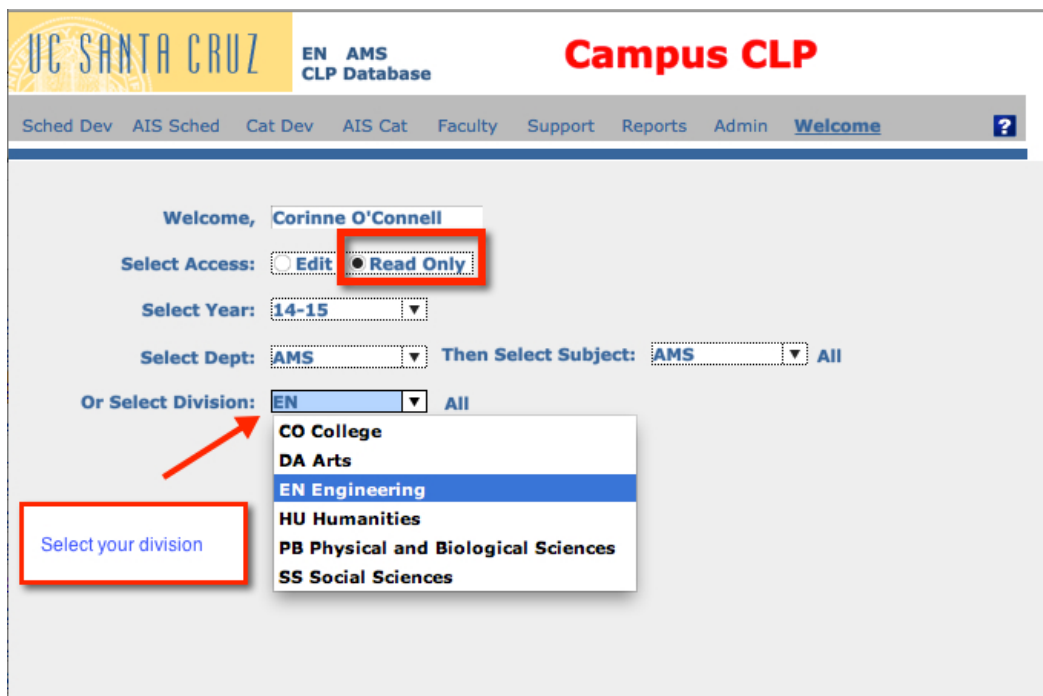
- List any Sched Dev unsent one-offs for the selected academic year (from the Welcome screen), and any selected term (if applicable, otherwise all terms will be selected).

It is important to run this report on a regular basis because:

- One-offs must be sent in order to be processed by Margie.
- Failure to send a started one-off will delay processing and could have consequences such as scheduling or a faculty member not being assigned to a class.
- Failure to send a started one-off will prevent that Sched Dev record from potential syncing with AIS.

Here are the steps to run the Unsent One-off report:

1. From the Welcome page, log in with the desired academic year, select Read Only mode, and select your Division.



The screenshot shows the UC Santa Cruz Campus CLP Database interface. The header includes the UC Santa Cruz logo, 'EN AMS CLP Database', and 'Campus CLP'. The navigation bar contains links for 'Sched Dev', 'AIS Sched', 'Cat Dev', 'AIS Cat', 'Faculty', 'Support', 'Reports', 'Admin', and 'Welcome'. The main content area displays a 'Welcome, Corinne O'Connell' message. Below this, there are several selection options: 'Select Access:' with radio buttons for 'Edit' and 'Read Only' (the latter is selected and highlighted with a red box); 'Select Year:' with a dropdown menu set to '14-15'; 'Select Dept:' with a dropdown menu set to 'AMS'; 'Then Select Subject:' with a dropdown menu set to 'AMS' and 'All'; and 'Or Select Division:' with a dropdown menu set to 'EN' and 'All'. A red arrow points to the 'Or Select Division:' dropdown, which is open, showing a list of divisions: 'CO College', 'DA Arts', 'EN Engineering' (highlighted in blue), 'HU Humanities', 'PB Physical and Biological Sciences', and 'SS Social Sciences'. A red box highlights the text 'Select your division' below the dropdown menu.

2. From the menu, select Reports

The screenshot shows the UC Santa Cruz Campus CLP website. The top navigation bar includes 'Sched Dev', 'AIS Sched', 'Cat Dev', 'AIS Cat', 'Faculty', 'Support', 'Reports', 'Admin', and 'Welcome'. The 'Reports' menu item is highlighted with a red box. Below the navigation bar, there are two columns of report links. The 'SchedDev One-Off Reports' link is highlighted with a red arrow. Other links include 'Course Costs', 'Equiv Costs', 'TA Costs - Dept', 'Reader Costs - Dept', 'Course Enrollments', 'Course Instructor-Enrl-GE', 'Course Fees', 'Faculty Workload', 'Faculty Assignment Letters', 'Applied Instruction', 'Applied Instruction Costs and Workload', 'Independent Studies', 'Cat-Dev Summary Report', 'Registrar Large Room Request', 'Registrar Schedule Request', 'Course Scheduling Reports', 'Postable Schedule w/ Instructors', 'TA Turnaround', 'TA Assignments', 'TA Checklist', 'TA Authorization Forms', and 'Analytics Reports'.

3. Select a term (or leave term blank), then click Unsent One-offs.

The screenshot shows the 'SchedDev Off-Off Reports Setup' form. The title is 'SchedDev Off-Off Reports Setup'. Below the title, there is a section titled 'Select report criteria, then continue: (leave blank for all)'. This section contains three input fields: 'Term:', 'Level:', and 'Primary Dept Only?'. The 'Term:' field is highlighted with a red arrow. Below the input fields, there is a list of report options, each with a red arrow pointing to it: 'Record Sync'd Report', 'Primary Record Sync'd But Not All Secondaries Sync'd', 'Pending Sync', 'Pending Sync w/o AIS Catalog Record', 'Unsent One-Offs', 'One-Offs Sent Tonight', and 'Record Sync'd, AIS Modified'.

- The Unsent One-offs report will display if there are any unsent one-offs, otherwise you will get no records. You can save the report as a PDF or Print it. To close the report, click Continue (blue button). Please note that you may also want to run the report in both 14-15 and 13-15 (you will need to run the report separately for two academic years).

Course Schedule: , 13-14 **Unsent One-Offs**

Course	Instructor	Type	Day	Start	End	Room Name
Spring Quarter						
1 CMPE	CMPE	156L	01	Network Programming Laboratory		AIS Class# 62784
AIS Class#						
Varma, Anujan M			LAB			
AIS Class#						
1 LIT	LTPR	153B	01	Biblical Hebrew, Part 2		AIS Class# 62767
AIS Class#						
Selden, Daniel			LEC	MWF	8:00 AM 09:10 AM	Eight Acad 242
AIS Class#						

- Follow up with users about any unsent one-offs and ask them to complete the one-offs and send them to AIS (by clicking Send One-off to AIS).