

9.2 Print Course Catalog

Purpose: Use this document as a reference for printing course catalogs in ctcLink.

Audience: All staff

 You must have at least one of these local college managed security roles:

- ZC CM Course Catalog
- ZD CM Course Catalog
- ZD CM Course and Class Inquiry
- ZD CM Local Configuration
- ZZ CM Course Catalog
- ZZ CM Local Configuration
- If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Printing Course Catalog

Navigation: NavBar > Navigator > Curriculum Management > Course Catalog > Print Course Catalog

1. The **Print Course Catalog** run control ID search page displays.
2. On the **Print Course Catalog** page, select Find an Existing Value if a Run Control ID has already been created.

or

3. Select **Add a New Value**
4. Enter **Run Control ID**.
5. Select **Add**.

Print Course Catalog

[Find an Existing Value](#) [Add a New Value](#)

Run Control ID

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)

6. The **Print Course Catalog** page displays.
7. Enter **Selection Criteria**.
8. Select **Report Options**.
9. Select **Run**.

i Note: If the **Report Only** check box is selected, ctcLink creates a Course Catalog report without creating a .csv file. Clear the Report Only check box to send the Course Catalog report to a specified file path location.

Print Course Catalog

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

Selection Criteria

From Date 06/08/2015

End Date 06/08/2016

Academic Institution WA220 Tacoma CC

Academic Organization 220ACCOUNT Accounting

Academic Group CNTED Continuing Education

Academic Career

Report Options

Course Approved Approved

Catalog Print Yes

☐ Report Only

File Path

☐ Print Course Topics

☒ Print Require Group

☒ Print Course Attributes

☒ Print Course Equivalent

☒ Print Requirement Designation

☒ Print Component Characteristic

☐ Print OEE Designator

Save Notify Add Update/Display

10. The **Process Scheduler Request** page displays.
11. Select **OK**.

Process Scheduler Request

User ID CTC_BRAMIREZ Run Control ID coursecatalogtest

Server Name Run Date 10/17/2018

Recurrence Run Time 11:58:53AM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Course Catalog	SR301	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

12. The **Process Scheduler Request** page disappears. The updated **Print Course Catalog** page displays. Note the **Process Instance** number.
13. Select **Process Monitor**. Refer to the Process Monitor QRG for instructions.

Print Course Catalog

Run Control ID: coursecatalogtest

Report Manager: **Process Monitor** Run

Process Instance: 21356155

Selection Criteria

From Date: 06/08/2015

End Date: 06/08/2016

Academic Institution: WA220 Tacoma CC

Academic Organization: 220ACCOUNT Accounting

Academic Group: CNTED Continuing Education

Academic Career:

Report Options

Course Approved: Approved

Catalog Print: Yes

☒ Report Only

☐ Print Course Topics

☒ Print Require Group

☒ Print Course Attributes

☒ Print Course Equivalent

☒ Print Requirement Designation

☒ Print Component Characteristic

☐ Print OEE Designator

Save Notify Add Update/Display

14. The **Process List** page displays. Select **Refresh** until **Run Status** is 'Success' and **Distribution Status** is 'Posted'.

Process List Server List

View Process Request For

User ID: CTC_BRAMIREZ Type: Last 1 Days Refresh

Server: Name: Instance From: Instance To:

Run Status: Distribution Status: ☒ Save On Refresh

Process List Personalize Find View All First 1-5 of 5 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21356155		SQR Report	SR301	CTC_BRAMIREZ	10/17/2018 11:58:53AM PDT	Success	Posted	Details
<input type="checkbox"/>	21356151		Application Engine	CTC_R197_CB	CTC_BRAMIREZ	10/16/2018 1:29:45PM PDT	Success	Posted	Details
<input type="checkbox"/>	21356150		Application Engine	CTC_R197_CB	CTC_BRAMIREZ	10/16/2018 1:29:18PM PDT	Success	Posted	Details
<input type="checkbox"/>	21356149		Application Engine	CTC_R197_CB	CTC_BRAMIREZ	10/16/2018 1:25:40PM PDT	Success	Posted	Details
<input type="checkbox"/>	21356148		SQR Report	PAY760	CTC_BRAMIREZ	10/16/2018 1:21:49PM PDT	Success	Posted	Details

Go back to Print Course Catalog

Save Notify

Process List | Server List

15. Process complete.