

9.2 Refresh Dynamic Groups

Purpose: Use this document as a reference to refreshing dynamic groups in ctcLink.

Audience: Time and Labor Administrator.

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

- ZZ TL Maintain Local Config

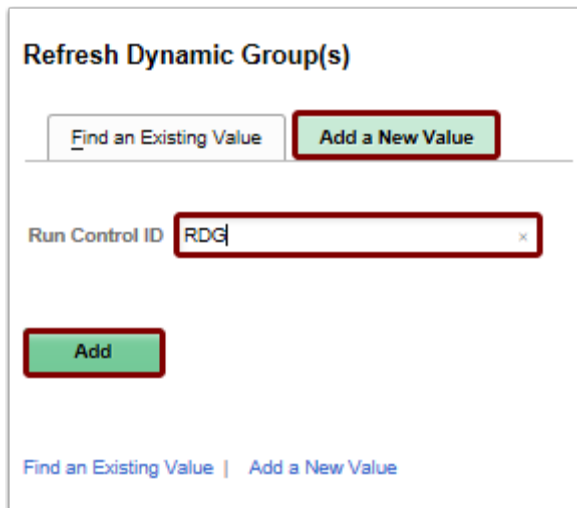
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

This process runs nightly for all the dynamic groups. When a time reporter is newly enrolled and the timesheet is to be filled soon after on the same day, this process can be run ad-hoc by the college time and labor admins.

Refresh Dynamic Groups

Navigation: NavBar > Navigator > Set Up HCM > Security > Time and Labor Security > Refresh Dynamic Group

1. The **Refresh Dynamic Group(s)** search page displays.
2. Enter an existing **Run Control ID** and select the **Search** button.
3. If creating a new Run Control ID, select **Add a New Value** tab and enter the value.
4. Select the **Add** button.



Refresh Dynamic Group(s)

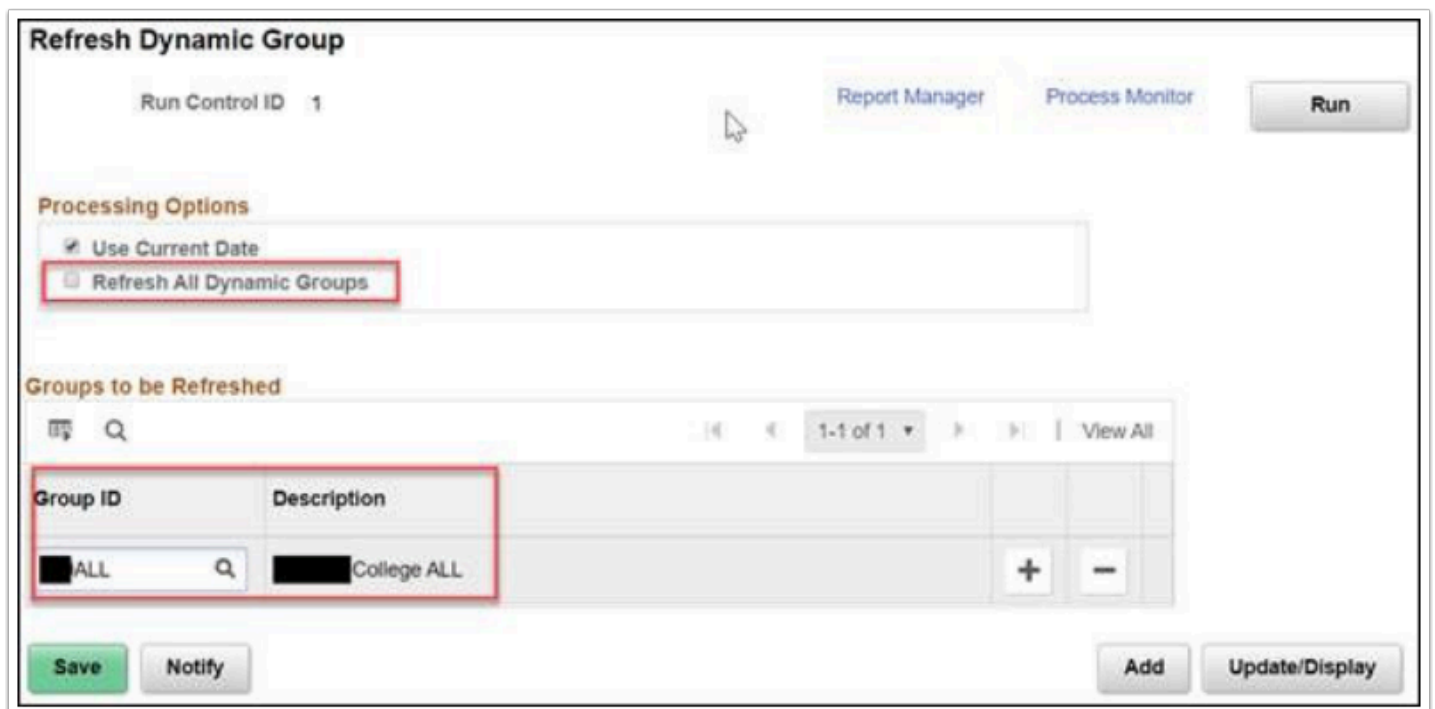
Find an Existing Value | **Add a New Value**

Run Control ID

Add

Find an Existing Value | Add a New Value

5. The **Refresh Dynamic Group** page displays.
6. **Use Current Date** is checked by default.
 - If Use Current Date is unselected then the user will need to indicate the As Of Date the refresh should apply to. Typically Current Date is acceptable.
7. **Refresh All Dynamic Groups** is checked by default.
 - **Uncheck** the Refresh All Dynamic Groups box and indicate the dynamic groups that will need to be refreshed - typically beginning with the company number in the **Groups to be Refreshed**.
 - Submit a [Service Desk ticket](#) in case of any questions or issues.
8. Select the **Run** button.



Refresh Dynamic Group

Run Control ID 1

Report Manager | Process Monitor | **Run**

Processing Options

☒ Use Current Date

☐ Refresh All Dynamic Groups

Groups to be Refreshed

1-1 of 1 | View All

Group ID	Description		
ALL	College ALL	+	-

Save | **Notify** | **Add** | **Update/Display**

9. The **Process Scheduler Request** page displays.

10. Select the **OK** button.
11. The **Refresh Dynamic Group** button displays.
12. Select the **Process Monitor** link at the top of the page.
13. Select the refresh button until the Process **TL_GRP_RFRSH** has a **Run Status** of Success and a **Distribution Status** of Posted.
14. Select the **Details** link.
15. Select the **View Log/Trace** link.
16. Select the **.log** file to make sure the process ended normally.
17. The process to refresh dynamic group(s) is now complete.
18. End of procedure.