

## 9.2 Batch Update Program Action/Reason with External File

**Purpose:** Use this document as a reference for running the Update Program Action/Reason with an external file.

**Audience:** Student Services/Admissions Staff

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

- ZD AD App Entry
- ZZ AD App Entry
- ZC AD App Entry

Please get in touch with your local college supervisor or IT Admin to request role access if you need assistance with the above security roles.

### Update Program Action/Reason Run Control ID

**Navigation:** NavBar > Navigator > Student Admissions > Processing Applications > Update Applications > Update Program Action/Reason

1. The **Update Program Action/Reason** search page displays.
2. Select the **Add a New Value** tab to create a new Run Control ID and select **Add**. *It is important to note that Run Control IDs cannot be deleted; therefore, we encourage them to be reused. Because of this, including your institution code and a short process description in the Run Control ID is recommended--e.g., WA220\_Batch\_App\_WADM.*

Student Homepage Update Program Action/Reason

Update Program Action/Reason

Find an Existing Value Add a New Value

Run Control ID WA220\_BATCH\_APP\_WADM

Add

Find an Existing Value | Add a New Value

3. Select the **Find an Existing Value** to enter an existing Update Program Action/Reason Run Control ID.
4. Select **Search**.

Student Homepage Update Program Action/Reason

Update Program Action/Reason

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

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with WA220\_BATCH\_APP\_WA

☐ Case Sensitive

Search Advanced Search

Search Results

View All First 1 of 1 Last

Run Control ID	Language Code
WA220_BATCH_APP_WADM	English

Find an Existing Value | Add a New Value

5. The Update Program Action/Reason page displays.
6. Select **Selection Tool: External File** from the drop-down list in the Population Selection panel.

## Population Selection - External File Option 1

### Option 1: BATCH\_ADM\_APPL File Mapping

1. Format your Microsoft Excel file in .csv format. To use BATCH\_ADM\_APPL File Mapping, you **must include the following six data fields** in a header:
  1. EMPLID
  2. INSTITUTION
  3. ACAD\_CAREER
  4. STDNT\_CAR\_NBR
  5. ADM\_APPL\_NBR
  6. APPL\_PROG\_NBR

**.csv file**

	1	2	3	4	5	6	G
1	EMPLID	INSTITUTION	ACAD_CAREER	STDNT_CAR_NBR	ADM_APPL_NBR	APPL_PROG_NBR	
2	2020300000	WA220	UGRD	0	530251	0	
3	2011100000	WA220	UGRD	0	530595	0	
4							

**Population Selection File Map**

**File Mapping Definition**

File Mapping: BATCH\_ADM\_APPL    ☒ Public    Created/Updated History

File Type: Delimited    Field Delimiter: Comm    Field Qualifier: "

☒ Header Row    Header Row Number: 1    Map from Header

**Field Mapping**    Personalize | Find | First 1-6 of 6 Last

Field Name	Required	File Column Header	Field Number
1 EMPLID	No	ID	1
2 INSTITUTION	No	Institution	2
3 ACAD_CAREER	No	Career	3
4 STDNT_CAR_NBR	No	Career Nbr	4
5 ADM_APPL_NBR	No	Appl Nbr	5
6 APPL_PROG_NBR	No	Prog Nbr	6

OK Cancel Apply

**Note:** You will receive the following message if you do not include all the fields in the BATCH\_ADM\_APPL File Mapping in your .csv file.

BATCH\_APP\_WADM    Report Manager    Process Monitor    Run

External File

Batch\_Update\_WADM\_3.csv

BATCH\_ADM\_APPL

2022    ☒ Use System Date

Tacoma CC

Administrative Withdrawal

Suspected Fraud Application

Notify

Assignment of "530678" to SAD\_APL\_PRG\_BND STDNT\_CAR\_NBR failed. (2,119)

SCC\_FILE\_PARSER.MODEL.Results.ResultsRecord.OnExecute Name: MarshallResultsValues PCPC:3791 Statement:64

Called from: SCC\_FILE\_PARSER.MODEL.Results.ResultsCollection.OnExecute Name: InsertResultsRowSet Statement:95

Called from: SCC\_FILE\_PARSER.MODEL.FileAbstract.OnExecute Name: ProcessFile Statement:87

Called from: SCC\_FILE\_PARSER.MODEL.FileAbstract.OnExecute Name: ParseToRowSet Statement:49

Called from: SCC\_FILE\_PARSER.MODEL.FileParser.OnExecute Name: ParseToRowSet Statement:32

Called from: SCC\_POP\_S

The assignment to the specified field failed.

The failure can be caused by any one of several problems. The new value could be too long to fit into the field, the new value could have too many digits (possibly including a sign) to the left of the decimal point to fit into the numeric field, there could be problems converting the new value to internal format, the field might not be present in the page buffers (rare), or there could be a memory allocation error (very rare).

OK

2. Select the **Upload File** button. Upload your saved Microsoft Excel file in .csv format with the required columns.
3. Select the **File Mapping** looking glass and choose the file map name **BATCH\_ADM\_APPL**.
  - Select **Preview Selection Results** to review the uploaded file format, ensuring no blank rows exist.
  - Select **Return** after viewing results.

Update Program Action/Reason

Run Control ID WA220\_BATCH\_APP\_WADM Report Manager Process Monitor Run

Population Selection

Selection Tool External File

Attached File Batch\_Update\_WADM\_4.csv

File Mapping BATCH\_ADM\_APPL

Upload File Delete File View File

Edit File Mapping Preview Selection Results

## Population Selection - External File Option 2

### Option 2: Create File Mapping

1. Format your Microsoft Excel file in .csv format. To Create a File Mapping, you **must include the following five data fields**, and a header is optional.
  1. EMPLID
  2. INSTITUTION
  3. ACAD\_CAREER
  4. ADM\_APPL\_NBR
  5. APPL\_PROG\_NBR
2. Selecting the Upload File button, upload your saved Microsoft Excel file in .csv format with the required columns.
3. **Create File Mapping.** After the Excel .csv file is uploaded, click the **Create File Mapping** link to create a new option.

**Update Program Action/Reason**

Run Control ID: WA220\_BATCH\_APP\_WADM    Report Manager    Process Monitor    Run

**Population Selection**

Selection Tool: External File

Attached File: Batch\_Update\_WADM\_4.csv

File Mapping:

Buttons: Upload File, Delete File, View File, Create File Mapping

4. In the **File Mapping** field, enter a name (you can reuse this next time you run the Update Program Action/Reason process).
5. Verify that the **File Type** is **Delimited**.
6. Verify the **Field Delimiter** is **Comma**.
7. In the Field Mapping area, enter the **Field Number** that corresponds to the column number of your .csv file for the required fields (image below).
8. Click **Ok**.

**.csv file**

	1	2	3	4	5	F	G
1	20203	WA220	UGRD	530251	0		
2	20115	WA220	UGRD	530595	0		
3							
4							
5							

**File Mapping Definition**

\*File Mapping: NO HEADER WADM 5 FIELDS    ☐ Public    Created/Updated History

\*File Type: Delimited    Field Delimiter: Comma    Field Qualifier: "

☐ Header Row    Header Row Number:

**Field Mapping**

Field Name	Required	Field Number
1 STDNT_CAR_NBR	No	
2 EMPLID	No	1
3 INSTITUTION	No	2
4 ACAD_CAREER	No	3
5 ADM_APPL_NBR	No	4
6 APPL_PROG_NBR	No	5

Buttons: OK, Cancel, Apply

9. The Update Program Action/Reason page displays, and the File Mapping is populated.
10. Select **Preview Selection Results** to review the uploaded file format, ensuring no blank rows exist.
11. Select **Return** after viewing results.

Update Program Action/Reason

Run Control ID WA220\_BATCH\_APP\_WADM Report Manager Process Monitor Run

Population Selection

Selection Tool External File

Attached File Batch\_Update\_WADM\_4.csv Upload File Delete File View File

File Mapping NO HEADER WADM 5 FIELDS Edit File Mapping Preview Selection Results

## Program Action - Action Reason

1. **Effective Date:** Select the **Use System Date** checkbox.
2. **Institution:** Enter or look up.
3. **Program Action:** Select applicable action (e.g., WADM).
4. **Action Reason:** Optional (action reasons can be created for your institution by submitting a [CS Support ticket](#)).
5. Select the **Run** button at the top of the page.

Update Program Action/Reason

Run Control ID WA220\_BATCH\_APP\_WADM Report Manager Process Monitor Run

Population Selection

Selection Tool External File

Attached File QRG\_Update\_Program\_Action-Reason\_csv Upload File Delete File View File

File Mapping BATCH\_ADM\_APPL Edit File Mapping Preview Selection Results

Program Action - Action Reason

\*Effective Date 11/30/2022 ☒ Use System Date

\*Institution WA220 Tacoma CC

\*Program Action WADM Administrative Withdrawal

Action Reason XFRD Suspected Fraudulent App

Save Return to Search Notify Add Update/Display

6. On the Process Scheduler Request page, select the Process Name **SAD\_APL\_PRG**.
7. Select **OK**.

Update Program Action/Reason

Update Program Action/Reason

Process Scheduler Request

User ID CTC\_TMARTIN

Run Control ID WA220\_BATCH\_APP\_WADM

Server Name

Run Date

11/30/2022

Recurrence

Run Time

2:45:14PM

Reset to Current Date/Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	Publish Program Change EIPs	SADEIPAP	PSJob	(None)	(None)	Distribution
<input checked="" type="checkbox"/>	SAD_APL_PRG	SAD_APL_PRG	Application Engine	Web	TXT	Distribution

OK

Cancel

8. Select the **Process Monitor** link and the **Process Monitor** page displays.

Update Program Action/Reason

Update Program Action/Reason

Update Program Action/Reason

Update Program Action/Reason

Run Control ID WA220\_BATCH\_APP\_WADM

Report Manager **Process Monitor**

Run

Process Instance:95327275

Population Selection

Selection Tool External File

Attached File QRG\_Update\_Program\_Action-Reason\_.csv

File Mapping BATCH\_ADM\_APPL

Upload File

Delete File

View File

Edit File Mapping

Preview Selection Results

Program Action - Action Reason

\*Effective Date 11/30/2022 ☒ Use System Date

\*Institution WA220 Tacoma CC

\*Program Action WADM Administrative Withdrawal

Action Reason XFRD Suspected Fraudulent App

Save

Return to Search

Notify

Add

Update/Display

10. At the **Process List** page, ensure the **Run Status** runs to **Success** and the **Distribution Status** runs to **Posted**. You may select the **Refresh** button until the status is **Success, Posted**.

Update Program Action/Reason
Process Monitor

Process List
Server List

### View Process Request For

User ID

CTC\_TMARTIN

Type

Last

1

Years

Refresh

Server

Name

Instance From

Instance To

Report Manager

Run Status

Distribution Status

Save On Refresh

### Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	95327275		Application Engine	SAD_APL_PRG	CTC_TMARTIN	11/30/2022 2:45:14PM PST	Success	Posted	<a href="#">Details</a>

[Go back to Update Program Action/Reason](#)

Save
Notify

Process List
Server List

11. Process complete.

Application Program Data
Maintain Applications

Biographical Details
Addresses
Regional
Personal
Application Program Data
Application Data

Fabian Morgan
Academic Institution Tacoma CC
Academic Career Undergraduate

202030118
Application Number 00530251
Career Number 0

### Program Data

Program Number

0

Effective Date

11/30/2022

\*Admit Term

2231

2023 WINTR

Effective Sequence

1

\*Academic Program

ACADM

ACADM

Expected Graduation Term

\*Academic Load

Full-Time

\*Campus

MAIN

Main

☐ Joint Program

### Program Status

Status

Cancelled

Action Date

11/30/2022

\*Program Action

WADM

Administrative Withdrawal

Action Reason

XFRD

Suspected Fraud Application

Last Updated On

11/30/2022 5:11:06PM

By

SAD\_APL\_PRG

Evaluation

CTC\_TMARTIN

### Plan Data

\*Academic Plan

MUSMUA

Associate in Music DTA/MRP

Major

AA