


9.2 Rollover Veterans Benefit Summaries for the Next Term

Purpose: Use this document as a reference for how to move veterans benefit summaries from one term to the next in ctcLink.

Audience: Student Records staff.

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

- ZD SR Veterans
- ZZ SR Veterans

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

Please refer to [QRG 9.2 Veterans Benefit Reporting Overview](#)) to see where this process fits.

Rollover Veterans Benefit Summaries

Navigation: NavBar > Navigator > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Rollover Benefit Summary

1. The **Rollover Benefit Summary** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

Manager Self Service
Rollover Benefit Summary

Rollover Benefit Summary

Find an Existing Value
Add a New Value

Run Control ID
RolloverBenefitSummary

Add

Find an Existing Value | Add a New Value

5. The **Rollover Benefit Summary** page displays.
6. Enter **Academic Institution**.
7. Enter **Roll From Term**.
8. Enter **Roll To Term**.
9. Enter **Selection Tool** = "PS Query".
10. Enter **Query Name** = "SSR_VB_POP_ROLL_BNSUMM".
11. Select **Run**. Please refer to the Process Scheduling QRG for instructions.

Manager Self Service
Rollover Benefit Summary

Rollover Benefit Summary

Run Control ID
RolloverBenefitSummary
Report Manager
Process Monitor
Run

*Academic Institution
WA172
Spokane Falls CC

*Roll From Term
2187
FALL 2018

*Roll To Term
2191
WINTER 2019

Population Selection

☒ Population Selection

Selection Tool
PS Query

Query Name
SSR_VB_POP_ROLL_BNSUMM

Launch Query Manager
Preview Selection Results

Save
Notify

Add
Update/Di

12. The **Process Scheduler Request** page displays.
13. Ensure that the **Select** checkbox for Process Name = "SSR_VBROLLBN" is selected.

14. Select **OK**.

The screenshot shows the 'Process Scheduler Request' dialog box. At the top, there is a header bar with a back arrow and 'Rollover Benefit Summary' on the left, and 'Rollover Benefit Summary' on the right. Below the header, the title 'Process Scheduler Request' is displayed. The dialog contains several input fields: 'User ID' with the value 'CTC_BRAMIREZ', 'Run Control ID' with the value 'RolloverBenefitSummary', 'Server Name' (empty), 'Run Date' with the value '02/21/2019', 'Recurrence' (empty), 'Run Time' with the value '7:46:25AM', and 'Time Zone' (empty). There is a 'Reset to Current Date/Time' button. Below these fields is a 'Process List' table with columns: Select, Description, Process Name, Process Type, *Type, *Format, and Distribution. The table has one row with a checked 'Select' box, 'SSR_VBROLLBN' in the Description column, 'SSR_VBROLLBN' in the Process Name column, 'Application Engine' in the Process Type column, 'Web' in the *Type column, 'TXT' in the *Format column, and 'Distribution' in the Distribution column. At the bottom, there are 'OK' and 'Cancel' buttons.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	SSR_VBROLLBN	SSR_VBROLLBN	Application Engine	Web	TXT	Distribution

15. The **Process Scheduler Request** page disappears.
16. The updated **Rollover Benefit Summary** page displays. Note the **Process Instance** number.
17. Select **Process Monitor**.

The screenshot shows the 'Rollover Benefit Summary' page. At the top, there is a header bar with a back arrow and 'Rollover Benefit Summary' on the left, and 'Rollover Benefit Summary' on the right. Below the header, the title 'Rollover Benefit Summary' is displayed. The page shows the 'Run Control ID' as 'RolloverBenefitSummary'. There are three tabs: 'Report Manager', 'Process Monitor' (which is selected and highlighted with a red box), and 'Run'. Below the tabs, the 'Process Instance:27013034' is displayed. The main content area shows the following information: '*Academic Institution' with the value 'WA172' and 'Spokane Falls CC', '*Roll From Term' with the value '2187' and 'FALL 2018', and '*Roll To Term' with the value '2191' and 'WINTER 2019'. Below this is a 'Population Selection' section with a checked 'Population Selection' checkbox. The 'Selection Tool' is 'PS Query' and the 'Query Name' is 'SSR_VB_POP_ROLL_BNSUMM'. There are 'Launch Query Manager' and 'Preview Selection Results' buttons. At the bottom, there are 'Save', 'Notify', 'Add', and 'Update/C' buttons.

*Academic Institution	*Roll From Term	*Roll To Term
WA172	2187	2191

18. The **Process List** tab displays.

19. Select **Refresh** until your Process **Instance's Run Status** = "Success" and its **Distribution Status** = "Posted".

[Rollover Benefit Summary](#)

Process Monitor

Process List

Server List

View Process Request For

User ID

CTC_BRAMIRE

Type

Application Engine

Last

1

Years

Refresh

Server

Name

Instance From

Instance To

Run Status

Distribution Status

Save On Refresh

Process List

Personalize

Find

View All

First

1 of 1

Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	27013034		Application Engine	SSR_VBROLLBN	CTC_BRAMIREZ	02/21/2019 7:46:25AM PST	Success	Posted	Details

Go back to Rollover Benefit Summary

Save

Notify

[Process List](#) | [Server List](#)

20. Process complete.