

SROS (How to Print Section Rosters)

STEP 1- SROS

SROS-Section Roster

SSN or ID Print Special Needs
Double-space Print Dropped/Withdrawn
Separate Cross-List Print Waitlisted
Print Cross-List Ref Print Phone Types H

Saved List Name

Section Date Begin End

Terms 2009FA Fall 2009
Faculty Members
Subjects
Courses
Sections CJC-111-0901
Locations

Additional Selection Criteria

You can enter multiple sections in this box

STEP 2 - PRESS F9 OR THE SAVE ICON

- CLICK UPDATE

**You can click this
save icon OR F9 on
your keyboard.**

The screenshot shows the SROS-Section Roster application window. At the top, there is a toolbar with a save icon (floppy disk) and a red 'X' icon. Below the toolbar, the application title is 'SROS-Section Roster'. The main area contains several form fields and buttons. On the left, there are fields for 'SSN or ID' (ID), 'Double-space' (No), 'Separate Cross-List' (Yes), and 'Print Cross-List Ref'. On the right, there are fields for 'Print Special Needs' (No), 'Print Dropped/Withdrawn' (No), 'Print Waitlisted' (No), and 'Print Phone Types' (1 H). Below these fields, there is a 'Saved List Name' field and an 'Alert' dialog box. The alert dialog box has the title 'Alert' and the text 'Update record, Cancel record or Return to editing'. It contains three buttons: 'Update', 'Cancel', and 'Return'. Below the alert dialog, there are several rows of data: 'Section Date', 'Terms' (2009FA Fall 2009), 'Faculty Members' (1), 'Subjects' (1), 'Courses' (1), 'Sections' (1 CJC-111-0901), and 'Locations' (1). At the bottom, there is a field for 'Additional Selection Criteria' (No).

Click Update

STEP 3- CLICK THE SAVE ICON OR F9

Criteria	Field Name.....	Sequence.....
1	SEC.FIRST.DEPT	BY
2	SEC.SUBJECT	BY
3	SEC.FACULTY.SORT.NAME	BY
4	SEC.ACAD.LEVEL	BY
5	SEC.FFAC.TEACH.ARRANGEMENT	BY
6		
7		
8		
9		
10		

Click Update

STEP 4- In “Output Device” Insert ‘H’ to hold

- Press Save Icon of F9

Insert ‘H’ Here

The screenshot shows the SROS-Section Roster form. The 'Output Device' dropdown menu is open, and 'H Hold/Browse File Output' is selected. The form includes fields for Peripheral (SETPTR.CDJ054.19642), Description (Section Roster), Process (SROS), Form Name, Banner, Security (PB Public), Copies (1), and Defer Time. There are also 'Other Options' listed: 1 NOEJECT, 2 NFMT, and 3 NHEAD. At the bottom, there are input fields for Page Width (132), Page Length (66), Top Margin (0), and Bottom Margin (0).

This screenshot shows the same SROS-Section Roster form, but with an 'Alert' dialog box overlaid. The dialog box contains the text 'Update record, Cancel record or Return to editing' and three buttons: 'Update', 'Cancel', and 'Return'. An arrow points from the 'Update' button to the 'Update' button in the dialog box. The background form is partially obscured by the dialog box.

Click Save Icon
or F9 then Click
Update

STEP 5- CLICK SAVE ICON OR F9

-CLICK UPDATE

IS Go

SROS-Section Roster

Job Description.:
Job Statistics ID: SROS_JONESM_51505_15283

Execute in Background mode?

Background Execution Type

Schedule Process to Run Next on after

Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on

IS Go

SROS-Section Roster

Job Description.:
Job Statistics ID: SROS_JONESM_51505_15283

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Background Execution Type

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Schedule Process to Run Every/From

Schedule Process on Weekdays only

Schedule Process to Start After

Stop Automatically Scheduling Process on

Alert

Update record, Cancel record or Return to editing

FINISHED PRODUCT

Report Browser										
1/1										
November 03 2009 14:27 Section.....: CJC-111-0901 Intro to Criminal Justice Instructors: J. Zack			SECTION ROSTER 2009FA - Main Campus					Page 1		
			----- Schedule -----							
			08/17/09 12/12/09 DED INET CLAS MTWTHF TBA							
								Credit Hours....: 3.00 Contact Hours...: 3.00 Delivery Method: Internet Cou Census Date.....: 08/26/09		
ID	Student Name	Phone Number	Fin Aid	Vet	Acad Program	Advisor	Rpt Crs	Pass/ Aud	Acad Cr Stat	Add/Drop/ Withdraw Date
			X		A10100	Griffin, Lonnie			New	08/04/09
					A25100	Hill-Jones, Bar				
			X		A55180A				New	06/22/09
			X		A55180	Cox, Aaron A.			New	06/27/09
			X		A55180	Cox, Aaron A.			New	07/31/09
			X		A55180	Vick, Larry D.			New	06/22/09
				X	A5518A	Chipman, Tere L	Yes		New	06/22/09
			X		A10100	Young, David A.			New	07/31/09
			X	X	A55180	Willet-Cutler,			New	05/04/09
			X		A10300AM	Stephens, Melan			New	05/05/09
					A55180A	Cox, Aaron A.			New	05/04/09
			X		A35100	Chavis, Donald	Yes		New	06/24/09
				X	A10100	Donaldson, Jani			New	05/06/09
			X		A55180A	Willet-Cutler,			New	05/12/09
			X		A10100	Lamoreux, Maria	Yes		New	07/31/09
				X	A55180				New	08/03/09
			X		A55180	Willet-Cutler,			New	06/22/09
			X		A55180	Willet-Cutler,			New	05/04/09
			X		A55180A	Cox, Aaron A.			New	06/23/09
				X	A55180	Willet-Cutler,			New	06/22/09
					A55180A	Hawkins, Michae			New	05/13/09

20 Students currently enrolled