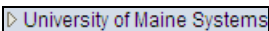
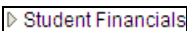
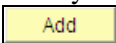
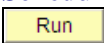
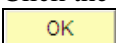


## Group Create\_Group Report\_091708

1.	<p>Click the <b>University of Maine Systems</b> link.</p> 
2.	<p>Click the <b>Student Financials</b> link.</p> 
3.	<p>Click the <b>Batch Processing</b> link.</p>
4.	<p>Click the <b>Group Post Creation</b> link.</p>
5.	<p>Before you can create the group you must create a <b>Run Control ID</b>. A <i>Run Control ID</i> is an identifier that, when paired with your <i>User ID</i>, uniquely identifies the process you are running.</p> <p>The <i>Run Control ID</i> allows for important parameters to be available for a process when the process runs. This ensures that when a process runs in the background it does not have to prompt you for any additional values. All parameters are stored within the system and associated with Run Control IDs and User IDs. No one else can view or use the Run Control IDs that you create.</p> <p>Click the <b>Add a New Value</b> tab to create a <b>Run Control ID</b>.</p>
6.	<p>On the <b>Add a New Value</b> page, enter a name for the <b>Run Control ID</b>. Creating a Run Control ID name that is relevant to the process or that is based on your name may help you remember it for future use. By creating your own Run Control ID, you can save it and all of the assigned parameters so that you can easily access this report again in the future.</p> <p>After you create the new Run Control ID, the next time you run this process you will select the <b>Find An Existing Value</b> tab, click the <b>Search</b> button and select this Run Control from the list.</p> <p>After you have entered a name for the Run Control, click the <b>Add</b> button.</p> 
7.	<p>On the <b>Group Creation Staging Entries</b> page, click the <b>Run</b> button to open the <b>Process Scheduler Request</b> page.</p> 
8.	<p>Use the <b>Process Scheduler Request</b> page to enter, update, or view general process parameters, such as server name and process output format.</p> <p>You must select a <b>Server Name</b> to identify the server on which to run the process. If you use the same Run Control ID for subsequent processes, the server name that you used last will default in this field.</p> <p>Click on the drop-down arrow in the <b>Server Name</b> field and select <b>PSNT</b>.</p>
9.	<p>Click the <b>OK</b> button to start the process and return to the <b>Group Creation Staging</b> page.</p> 

## Quick Guide

10.	<p>Notice that your report has been assigned a <b>Process Instance</b> number. This indicates that the process has been submitted to Process Scheduler.</p> <p>It is a good idea to make a note of the Process Instance number for process monitoring.</p> <p>Click the <b>Process Monitor</b> link to open the <b>Process List</b> page..</p> <p><a href="#">Process Monitor</a></p>
11.	<p>On the <b>Process List</b> page, click the <b>Refresh</b> button until the <b>Distribution Status</b> for your process shows <i>Posted</i>.</p> <p><input type="button" value="Refresh"/></p>
12.	<p>Click the <b>Go back to Group Post</b> link to return to the <b>Group Creation</b> page.</p> <p><a href="#">Go back to Group Post</a></p>
13.	<p>In the <b>Group Post Entries</b> section, click on <b>Group Detail Report</b> to start the report process.</p> <p><a href="#">Group Detail Report</a></p>
14.	<p>If you haven't already create one, you will need to create a <b>Run Control ID</b> for the <b>Group Detail Report</b> process. Refer to the previous instructions about creating a Run Control ID.</p> <p>When ready, click the <b>Add</b> button.</p> <p><input type="button" value="Add"/></p>
15.	<p>On the <b>Group Detail Report</b> page you will enter the parameters for your report.</p> <p>Enter or lookup and select the <b>Business Unit</b>.</p>
16.	<p>Click on the <b>Group Type</b> Lookup button and select the appropriate Group Type for the application fee payment.</p>
17.	<p>Click the Look up <b>Origin ID</b> button to look up and select the appropriate Origin ID.</p>
18.	<p>Click the Look up <b>Starting Group ID</b> button to look up and select the row that contains <i>today's date</i> and your <i>User ID</i>. Click on the row to select it.</p>
19.	<p>Enter today's date as the <b>From Date</b>.</p> <p>Leave the remaining fields blank.</p>
20.	<p>Click the <b>Run</b> button to open the <b>Process Scheduler Request</b> page.</p> <p><input type="button" value="Run"/></p>
21.	<p>On the <b>Process Scheduler Request</b> page, click on the drop-down arrow in the <b>Server Name</b> field and select <b>PSNT</b>.</p>
22.	<p>Click the <b>OK</b> button to return to the <b>Group Detail Report</b> page.</p> <p><input type="button" value="OK"/></p>
23.	<p>On the <b>Group Detail Report</b> page, note the <b>Process Instance number</b> and click the <a href="#">Process Monitor</a> link to open the <b>Process List</b> page..</p> <p><a href="#">Process Monitor</a></p>
24.	<p>On the <b>Process List</b> page, locate your process in the listing.</p> <p>Click the <b>Refresh</b> button until the <b>Distribution Status</b> for your process shows <i>Posted</i>.</p> <p><input type="button" value="Refresh"/></p>

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25.	Click the <a href="#">Details</a> link for your process to open the <b>Process Details</b> page. <a href="#">Details</a>
26.	Click the <b>View Log/Trace</b> link to open the <b>View Log/Trace</b> page and access your report. <a href="#">View Log/Trace</a>
27.	Click the <b>PDF</b> file link in the <b>File List</b> section to open your report.
28.	<b>End of Procedure.</b>