

Running the Student Plan Builder Report

Steps

1. Open Internet Explorer.

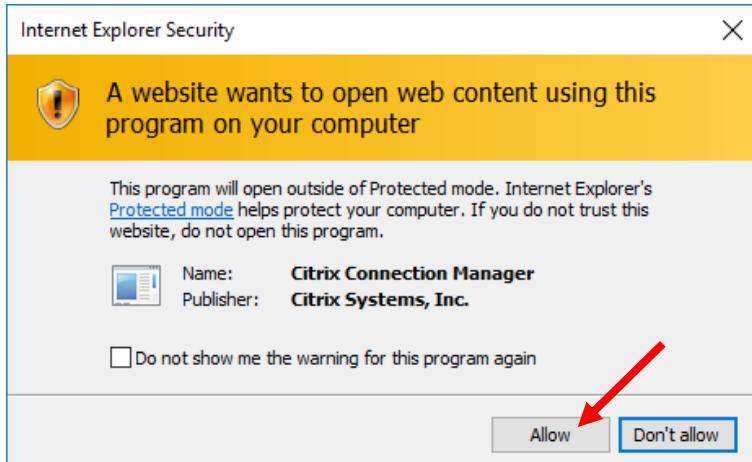


WARNING: Other browsers do not work for running this report. Chrome, Firefox, and Edge will not be able to run the report.

2. Go to remote.temple.edu and log on. (if on Campus use - <http://automation.temple.edu/> then follow from step #7)

A screenshot of a web browser showing a 'Please log on' page. On the left is the Temple University logo (a red 'T' inside a square). To the right are two input fields labeled 'Username' and 'Password'. Below them is a black 'Log On' button.

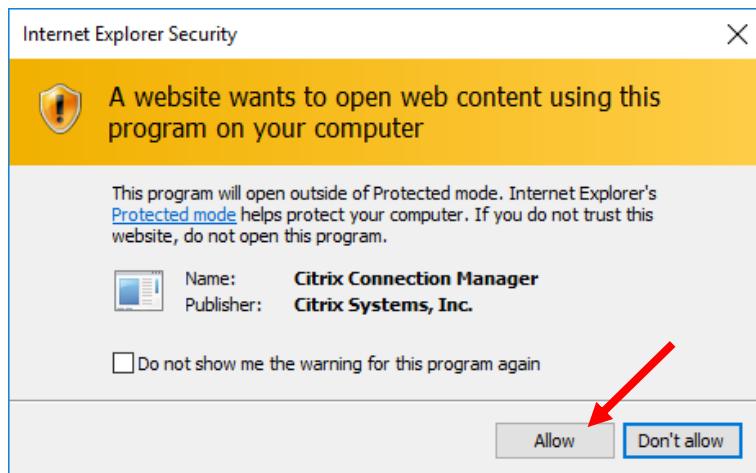
3. Choose an authentication method.
4. Click '**Allow**' for the IE Security.



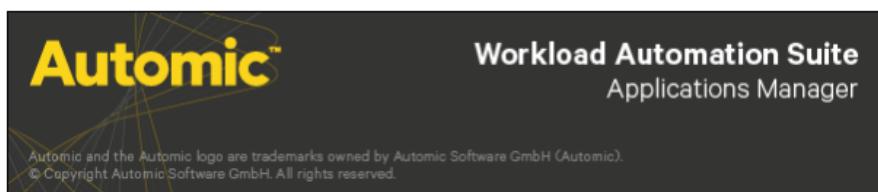
5. Select Appworx-PROD.



6. Click 'Allow' for the IE Security again.



7. Click 'Start the Applications Manager Client'.



If you do not have a supported JRE installed, please install one of the following:

- [Java 1.6 update 45](#)
- [Java 1.7 update 55](#)

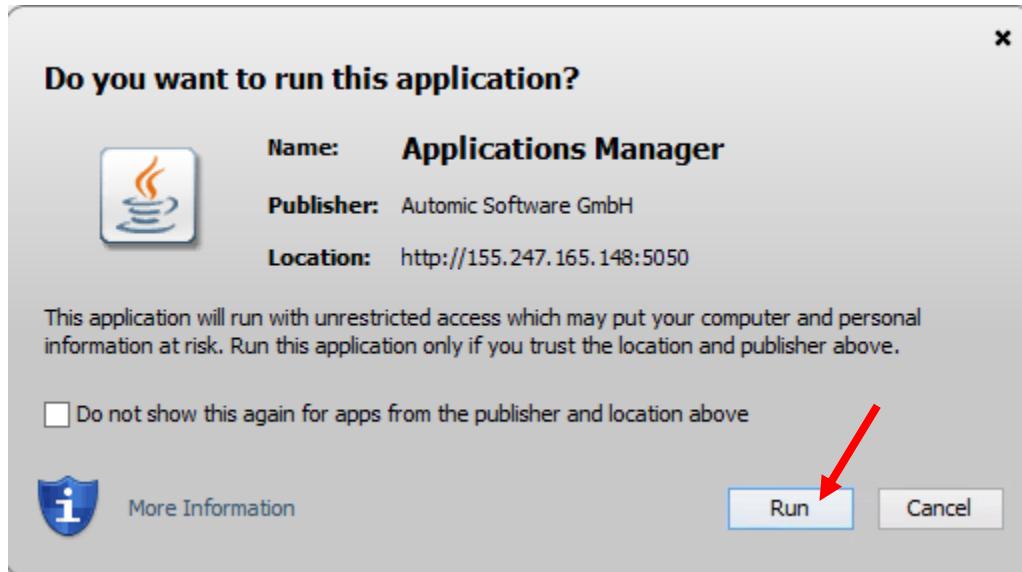
For more information on Java security updates, go to the [Oracle website](#).

Starting the Applications Manager Client:

If your browser gives you the option to open or launch the `Client.jnlp` file, then you can launch the Applications Manager client from this page. If your browser downloads the `Client.jnlp` file, then you can launch the Applications Manager client by opening that file from where it downloads, using Java Web Start.

After opening the `Client.jnlp` file once, you can start the Applications Manager client from a desktop shortcut. A desktop shortcut is automatically created if the default setting of **Always allow** is selected for the Shortcut Creation option on the **Advanced** tab in your local Java Control Panel. If that setting is not checked, you can create a desktop shortcut for an Applications Manager client from your computer's Java Control Panel. You do this by viewing the temporary internet files on the **General** tab and then right-clicking the Applications Manager client and picking the **Install Shortcuts** option.

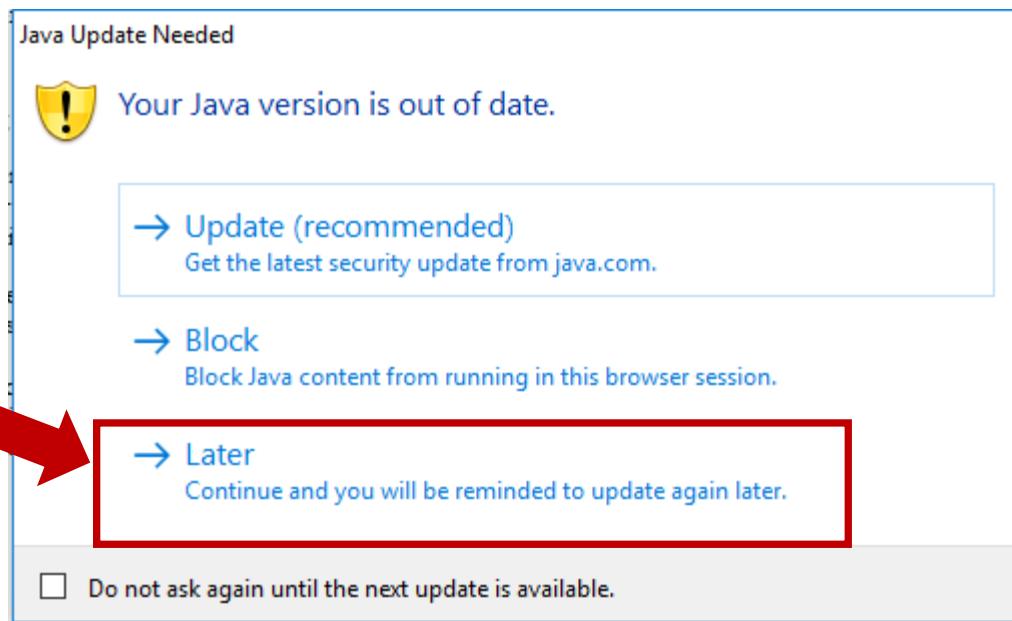
8. Click the 'Run' button.



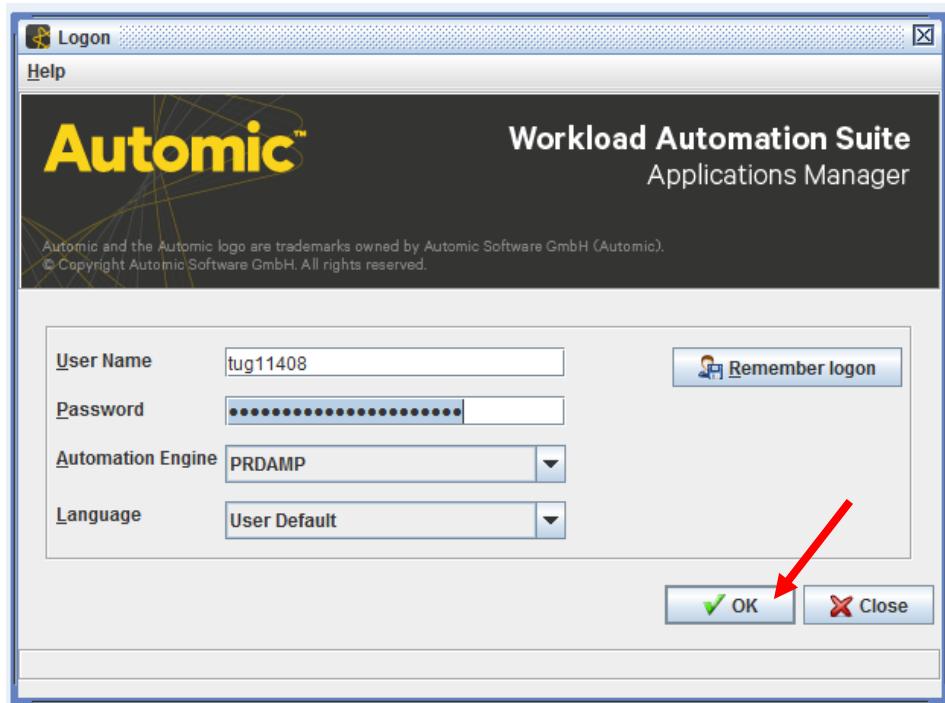
9. Java Update Needed: **SELECT 'Later'**

WARNING: If Java asks to update, **DO NOT UPDATE**. If you update Java, the report will become permanently unrunnable on your computer. If you update Java, contact Computer Services so that they can revert your Java version.

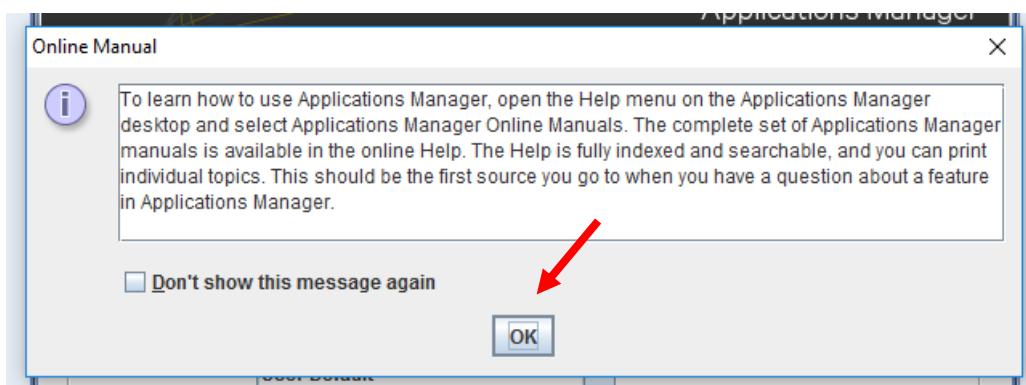
Note: This step will not appear for all users.



10. Log in with your User Name and Password. Keep Automation Engine 'PRDAMP' and Language 'User Default'. Then click 'OK'.



11. Click 'OK' to bypass the information popup.

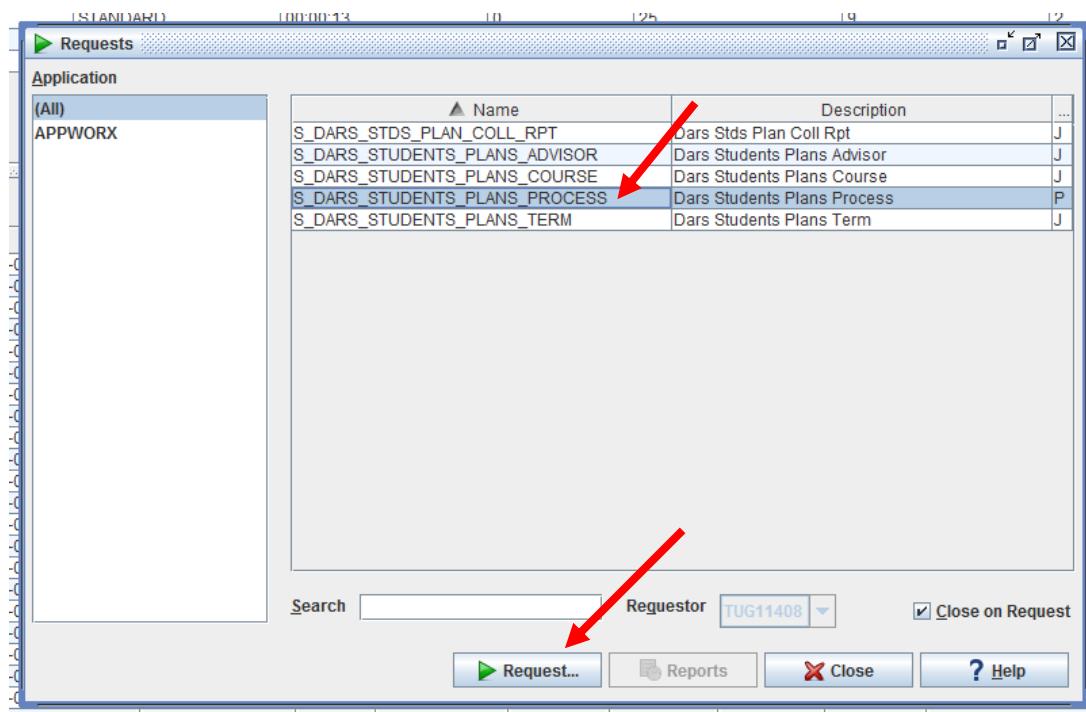


12. Click the 'Requests' button in the top bar. It is shaped like a green arrow.

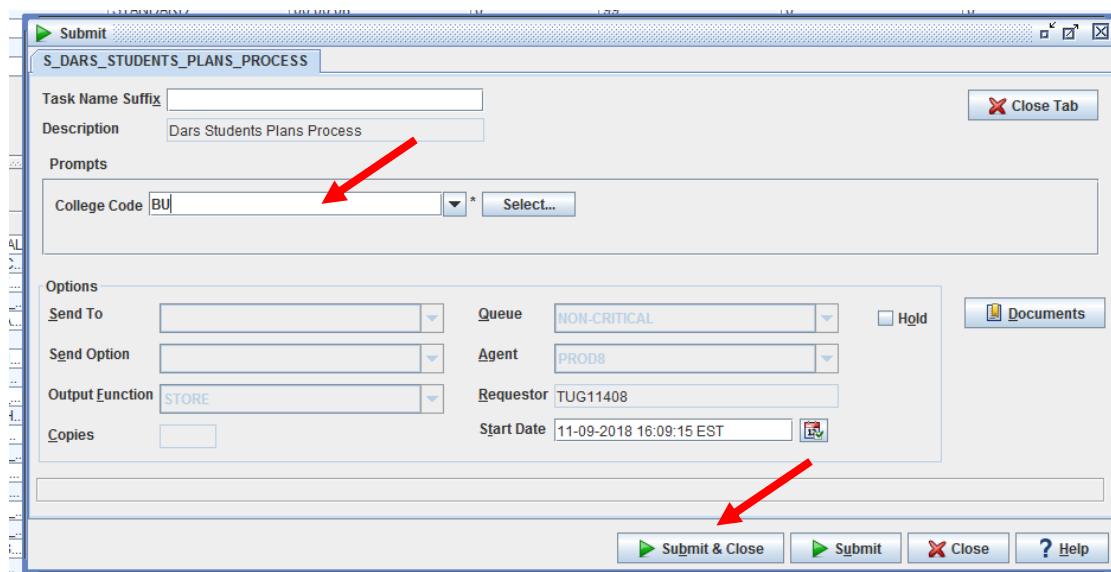


13. Choose '**S_DARS_STUDENTS_PLANS_PROCESS**' from the list. Then click 'Request' at the bottom of the pop-up.

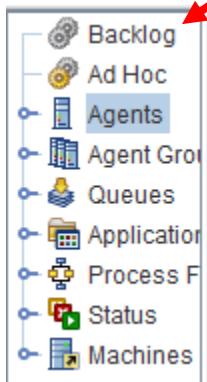
NOTE: Make sure you choose the version with 'PROCESS' in the name and a 'P' in the right-hand column. The other 'Dars Students Plans' items are sub-components of it and do not run individually.



14. Choose your school's College Code from the drop-down menu. Then choose '**Submit & Close**'.



15. Select 'Backlog' on the left-hand menu to monitor your report as it runs.



16. Your report will run on the status list with your username in the 'Requestor' column.
When it is complete, it will disappear from the 'Backlog' status list.

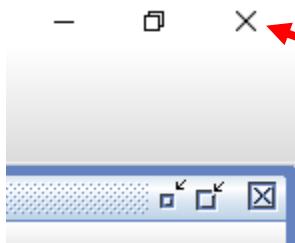
Backlog 220														
Queue	Run ID	ONEUP	C	D	Task Name	Start Date	Started	Elapsed	Status	Captured	Agent	Requestor	BANUID	Parent
CRITICAL	19592930				I_GZ_MIR3_WEB_BACKUP	11-09-18 15:00:00	11-09-18 15:27:43	01:06:23	RUNNING		KRYPTON...		I_GZ_MIR3_PROCESS	
NON-CRIT...	19593467	Y			S_DARS_STUDENTS_PLANS_TERM	11-09-18 16:09:00	11-09-18 16:33:34	00:00:32	RUNNING		UC4PROD	TUG11408	S_DARS_STUDENTS_PLAN...	
NON-CRIT...	19592927				I_GZ_MIR3_PROCESS	11-09-18 15:00:00	11-09-18 15:01:01	01:33:05	INITIATED		KRYPTON...			
NON-CRIT...	19593462	Y			S_DARS_STUDENTS_PLANS_PROCESS	11-09-18 16:09:00	11-09-18 16:33:33	00:00:33	INITIATED		PROD8	TUG11408		
DAINDED	19603460				IE_BASIC PROCESS	11-09-18 16:22:00	11-09-18 16:24:04	00:00:06	INITIATED					

This is a zoomed-in view of what the Requestor column will look like:

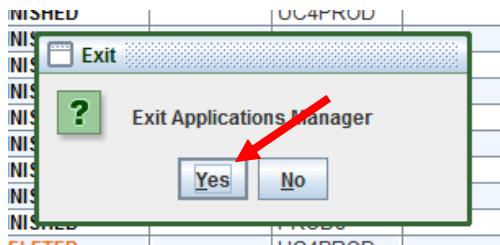
Requestor
TUG11408
TUG11408

If you are having trouble telling if your username is in the column, you can click the column title to sort it alphabetically. Once you are sure your username is no longer in the column, proceed to the next step.

17. Close out of Appworx. Click the 'X' in the uppermost right-hand corner of the window.



18. Click 'Yes' on the popup to confirm closing the window.



19. Go to TUPortal. Select 'E~Print' from the list on the left.

TUAPPLICATIONS

- [Canvas](#)
- [Self-Service Banner](#)
- [TUMail \(Exchange / Gmail\)](#)
- [Google Apps](#)
- [OWLbox](#)
- [TULibrary](#)
- [Lynda.com](#)
- [Diamond Dollars](#)
- [Get My TUid](#)
- [Cherry and White Update](#)

- [Administrative Systems Access](#)
- [Adobe Creative Cloud](#)
- [Banner Admin \(Banner - INB\)](#)
- [Banner Environments](#)
- [Careers@Temple](#)
- [Cognos Reporting](#)
- [Concur Travel and Expense](#)
- [DARS for Advisors](#)
- [Departmental Account Management](#)
- E-Print** (arrow pointing here)
- [Effort Reporting System](#)
- [Flight](#)

20. Log in to E-Print – make sure you select **prodstdn**.

Note: This step will not appear for all users. Some will have 'prodstdn' automatically selected and unchangeable.

User ID:

Password:

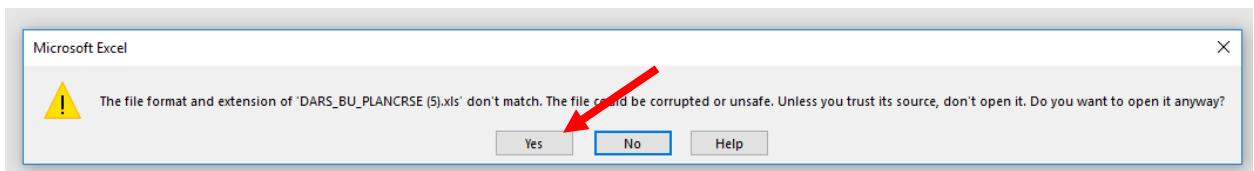
Repository **prodstdn** (arrow pointing here) ▾

Enter

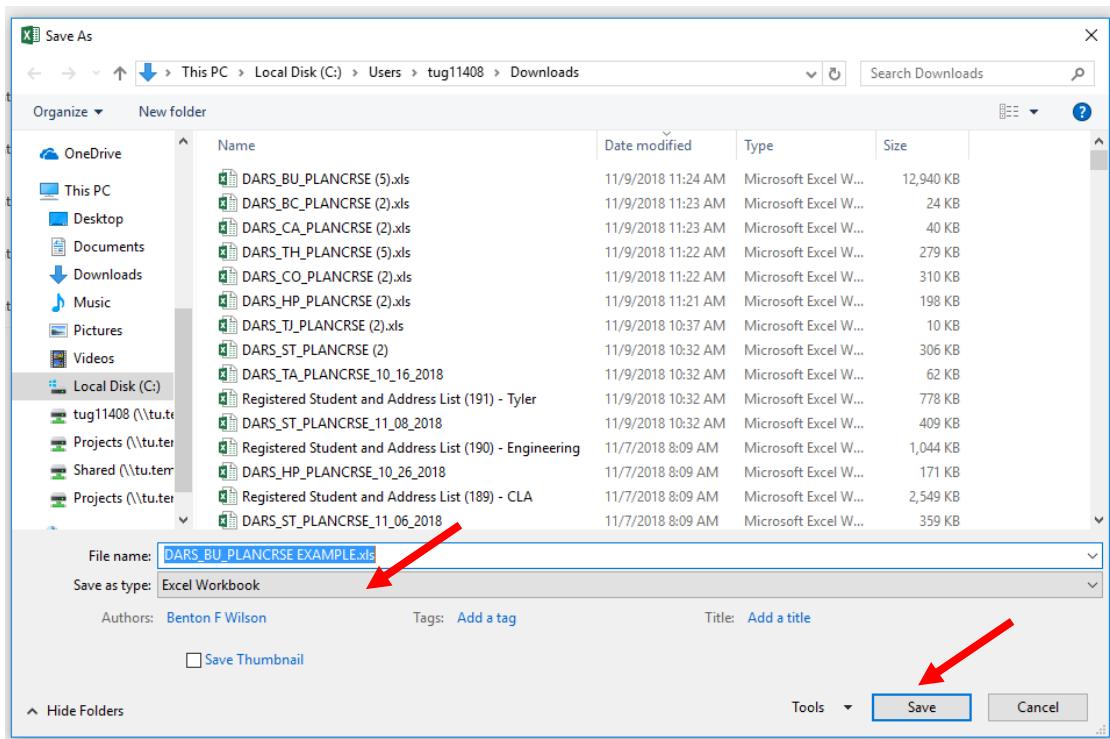
21. Choose the 'XLS' button next to the report that you ran to download the report.
 NOTE: The Drill icon next to the 'XLS' button will let you view older versions of the report that you previously ran.

Report	
	DARS_BC_PLANCRSE
	DARS_BU_PLANCRSE
	DARS_CA_PLANCRSE

22. Open the report with Excel. You will be given a warning about the report's data. This is not an actual error and the file is safe to open. Choose 'Yes'.



23. To avoid having to click through the Excel error again when reopening the report, choose 'Save As' from the File menu and save the report as an 'Excel Workbook' on the 'File Type' dropdown (as opposed to 'Text (Tab Delimited)', which it will default to).



24. Your report is now ready for use!