

ROOM CHARTS in PeopleSoft

1. MyCSUSM > Log in > PeopleSoft Access > CSUSM SA Custom > CSUSM SA Student Records > Classroom Reports
2. Click the “Add a New Value” tab.
3. Create a Run Control ID
 - Enter anything you want to help you identify what report you are running. Use an underscore between words; no spaces.
 - We recommend “Room_Charts” as your Run Control ID.

Click **Add**. **NOTE:** After this first time, your Run Control ID will appear after you click “Classroom Reports”, and then click “Search”.

4. Must enter the **Term** (example: 2234 for Fall 2023) – only using Term will bring up room charts for every Facility ID that has something in it during the term.
 - Can also use **Building** (like SCI2, to get all Facility IDs in the building)
 - and/or the **Facility ID** (to get one room, example: **SCI2 243**, not SCI 2 243)

Room Reports

Run Control ID Room_Reports Report Manager Process Monitor Run

Report Filters (Optional)

Please use one or more of the filters below

Term Building Facility ID

Save Return to Search Previous in List Next in List Notify Add Update/Display

5. Click **Run**
6. In Process Scheduler Request, leave all fields blank.
 - In the Process List section, to get the system to **send you an email** with the room charts, use the drop down boxes in Type: **Email** and Format: **PDF**
 - Then select **OK**

Process Scheduler Request

User ID sserrin Run Control ID Room_Reports

Server Name Run Date 03/14/2023

Recurrence Run Time 8:33:28AM Reset to Current Date/Time

Time Zone

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Room Report	SMORMRPT	SQR Report	Email	PDF	Distribution

OK Cancel

- In the Process List section, if you prefer to **access the room charts in the system**, use the drop down boxes in Type: **Web** and Format: **PDF**
- Then select **OK**

Process Scheduler Request

User ID Run Control ID

Server Name Run Date

Recurrence Run Time

Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Room Report	SMORMRPT	SQR Report	Web	PDF	Distribution

- Will return to Room Reports. If you see “Process Instance: XXXXXX” it means that the process has started. Click on the **Process Monitor Link** at the top.

Room Reports

Run Control ID

Process Instance: 4543674

Report Filters (Optional)

Please use one or more of the filters below

Term Building Facility ID

Indicates process started (arrow pointing to Process Monitor)

Click here (arrow pointing to Process Monitor)

- Process List. Click the **Refresh** button until Run Status: **Success** and Distribution Status: **Posted** appear. Click **Details**

Process List | **Server List**

View Process Request For

User ID Type

Server Name Instance From Instance To

Run Status Distribution Status Save On Refresh Report Manager

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	Actions
<input type="checkbox"/>	4543679		SQR Report	SMORMRPT	sserrin	03/14/2023 8:47:13AM PDT	Success	Posted	Details	▼ Actions

Go back to Classroom Reports

Process List | Server List

Click Details (arrow pointing to Details link)

9. On the Process Details Page, click [View Log/Trace](#)

Process Detail

Process

Instance 4543679 Type SQR Report
 Name SMORMRPT Description Room Report
 Run Status Success Distribution Status Posted

Run **Update Process**


Run Control ID Room_Reports
 Location Server
 Server PSUNX
 Recurrence

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Re-send Content Restart Request

Date/Time **Actions**

Request Created On 03/14/2023 8:47:17AM PDT Parameters Transfer
 Run Anytime After 03/14/2023 8:47:13AM PDT Message Log
 Began Process At 03/14/2023 8:47:28AM PDT Batch Timings
 Ended Process At 03/14/2023 8:47:42AM PDT [View Log/Trace](#)

OK Cancel



10. On the View Log/Trace Page, under “File List” and “Name,” click on the row that has **.PDF** in it. A PDF of Room Chart(s) will open.

View Log/Trace

Report

Report ID 3278165 Process Instance 4543679 [Message Log](#)
 Name SMORMRPT Process Type SQR Report
 Run Status Success

Room Report

Distribution Details

Distribution Node CSMPRD Expiration Date 04/28/2023

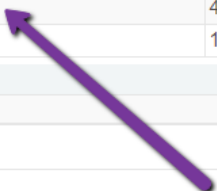
File List

Name	File Size (bytes)	Datetime Created
SQR_SMORMRPT_4543679.log	1,649	03/14/2023 8:47:42.382469AM PDT
smormrpt_4543679.PDF	4,884	03/14/2023 8:47:42.382469AM PDT
smormrpt_4543679.out	1,203	03/14/2023 8:47:42.382469AM PDT

Distribute To

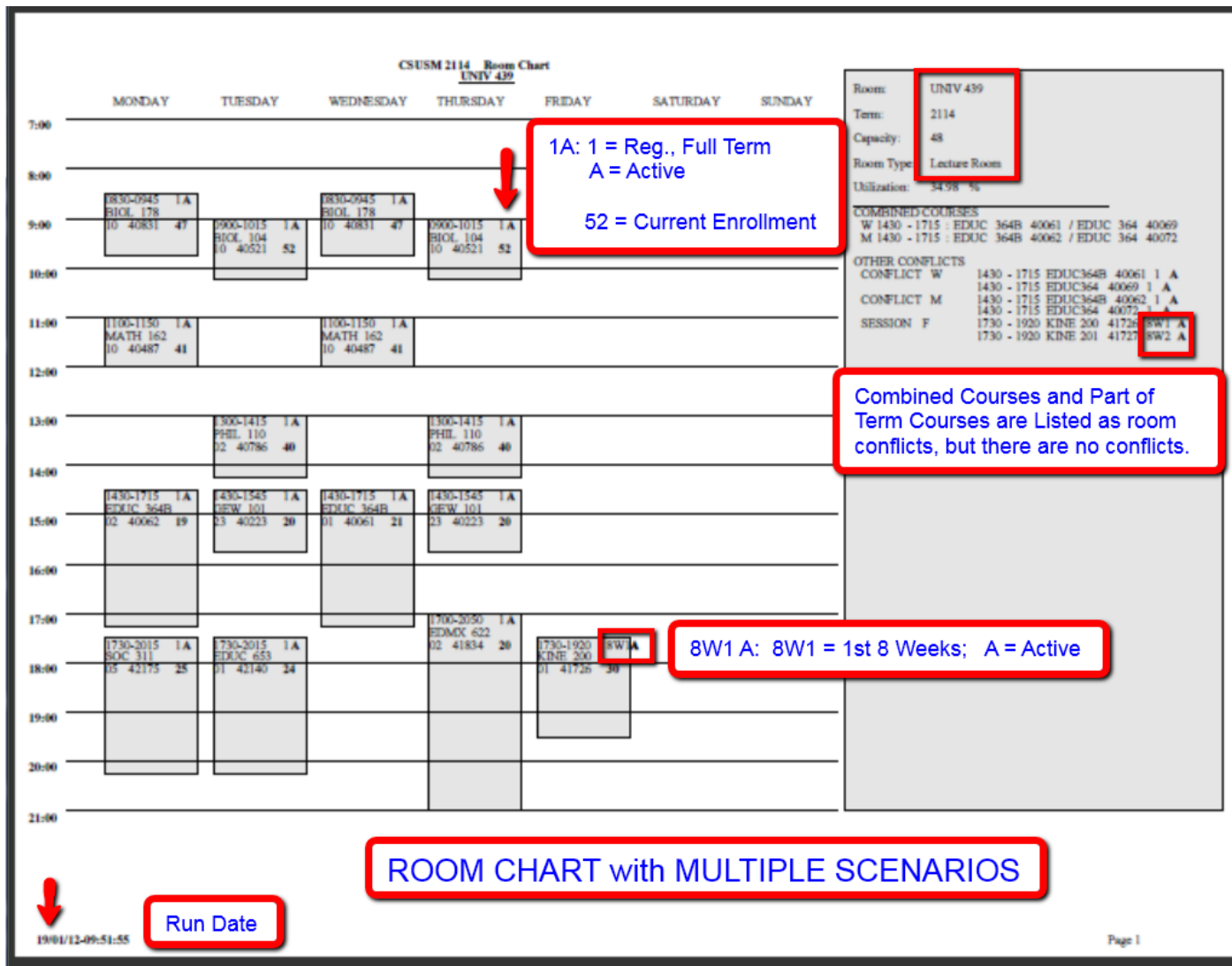
Distribution ID Type *Distribution ID
 User sserrin

Return



NOTES: These Room Charts are valid only during the Schedule Build.

1. Since this data is drawing from PSoft, only academic classes will appear. Meetings and events will not appear. You will need to look in 25Live for that information.
2. **Room Chart:** The gray box on the right side of the room chart will list classroom specs and room conflicts, if any. Please note that crosslisted/combined classes, classes that are 8W1 & 8W2 in the same room, and Winter Intersession classes are counted as space conflicts in this room chart program, even though they are not. However, this does provide a somewhat easy way for you to find these special classes.



Larger view:

0900-1015 1A
BIOL 104
10 40521 52

1730-1920 8W1 A
KINE 200
01 41726 30

0800-1200 ESS A
NURS 324_EX
01 21891 40

1 = Regular, Full Term
 A = Active
 52 = Current Enrollment

8W1 = First 8 Weeks

ESS = Extended Learning Term