

HOW TO RUN B105 PROCEDURE – 2 TERM



Remember to run the B105 on the last day of each nine weeks. (See B105 checklist.)

NOTE: *The B105 has to run at night. (approximately at 8:00 p.m.)*

You **MUST** make sure everyone is logged off of the system.

If someone is still logged on the system and the B105 tries to run.

Steps to run a B105:

Step 1: Change the Inactive Status to Active Status on - P115

- At the command line: Type> D P115
- Hit enter/return
- Hit your "Rubout" key to display the screen.
- At the command line: Type> C (to get you into the change mode)

- The system will ask you the following:

Enter Line Number To Change:

- Type in: 4 (J – Vocational) Hit enter/return.
- Change the "I" to "A" Hit enter/return (2) times. Do not erase the word "Vocational".

- The system will ask you the following:

Enter Line Number To Change:

- Type in: 6 (O – Non-Reside) Hit enter/return.
- Change the "I" to "A" Hit enter/return (2) times. Do not erase the word "Non-Reside".
- The system will ask you the following:

Enter Line Number To Change:

- Type in : 7 (Q – Resident) Hit enter/return.
- Change the “I” to “A”. Hit enter/return (2) times. Do not erase the word “Resident”.
- The system will ask you the following:

Enter Line Number To Change:

- Press the “Backout” key to get to the command line.

Step 2:

- At the command line: C B105
- The system will ask you the following:

Enter field number to change:

- Press the down arrow ↓ key (3) times until you come to the following:

Previous Term: (Type in: 1)

- Hit the enter/return key (1) time.
- The cursor will move to this field:

Previous Report Period:

- Type in: 01 (the system may change the 01 to a 1)
- Hit the enter/return key (1) time.
- The cursor will move to this field:

New Term:

- Type in: 1
- Hit the enter/return key (1) time.
- The cursor will move to this field:

New Report Period:

- Type in: 02 (the system may change the 02 to a 2)
- Press the “Backout” key (2) times.

NOTE: Your screen should look like this example. ***Do Not change any other fields. Only highlighted field needs changed each nine weeks.***

```

SIS - B105                                LACA HIGH SCHOOL
Oct 20, 2003
[CHANGE]                                Batch Job Requesting          11:13
AM

Batch Job ID: B105                        SET UP CLASS LIST RECORDS
Version: 01                               B105 - DEFAULT VERSION
Version Date: 10/20/99                    Run Day or Night
(D/N): N

----- Batch Job Control -----
-----
School Year:                               03/04

Previous Term:                             1
Previous Report Period:                    1

New Term:                                  1
New Report Period:                         2

----- Print Control -----
-----
Density:  H   Suppress Message (Y/N): N
Spacing:  1   Auto Status Change (Y/N): N
Copies:   1   Active Status Code: A
Printer:  P1  Inactive Status Code: I
Save (Y/N): Y
Enter Field Number To Change
Message:

```

- The system will ask you the following:

Submit For Processing (Y/N): N

- Change the "N" to "Y"
- Hit enter/return (1) time.
- The system will ask you the following:

Store Request (Y/N): N

- Change the "N" to "Y"
- Press the "Backout" key (1) time to get to the command line.

Step 3:

- At the command line: D MGMT
- Look at the MGMT screen to see if the B105 is on it and the queue is NIGHT.
This means the batch job will execute after 8:00 p.m.

Step 4: Verify the MGMT screen.

The next morning, after the B105 ran. Verify the MGMT screen and the P302 table to see if the batch job complete successfully.

- At the command line: Type in D MGMT
If the B105 has completed successful, it will look like this:

SIS - MGMT	LACA HIGH SCHOOL	Oct
20, 2003		
[DISPLAY]	Batch/Report Management	11:23
AM		
Display Batch/Print/All Queues (B/P/A): A		
Queue	Status	Request - Submitted - Action Prt Form Page
Control		After
Only		
1	PRINT COMP	B105-01 OCT 09 12:37 P1 000

NOTE: If the status reads "ERROR" call Linda Haynes at Laca. She will help find out what went wrong with the batch job.