I. User Manual for Bulk Data Uploads

Term Activation:

CSV File Format : CAMPUS_ID, STRM (2021A1PS0001G,1154)

Registration Data:

CSV File Format : CAMPUS_ID, CAREER, STRM, CLASS_NBR, GRADE **(2021A1PS0001G,0001,1154,1234,A)**

No grade keep it as 1 space: CAMPUS_ID, CAREER, STRM, CLASS_NBR, GRADE **(2021A1PS0001G,0001,1154,1234,)**

Address Upload:

CSV File Format : CAMPUS_ID,ADDRESS_TYPE, ADDRESS1, ADDRESS2, ADDRESS3, ADDRESS4,CITY, COUNTRY,STATE, POSTAL

PHONE TYPE	Description
BUSN	Business
CELL	Mobile
FTHR	Father
GRD1	Guardian 1
GRD2	Guardian 2
HOME	Home
MTHR	Mother
WORK	Work

EMAIL_TYPE	Description
HOME	Home
BUSN	Business
CAMP	Campus
FTHR	Father
MTHR	Mother
GRD1	Guardian 1
GRD2	Guardian 2
OTHR	Other

ADDRESS_TYPE	Description
HOME	Home Address
BUSN	Business Address
MAIL	Mailing Address for Certificates
CAMP	Campus Address
OTH	Other Address

Phone & Email update:

CSV File Format For Phone: P,EMPLID,PHONE_TYPE, PHONE
CSV File Format For Email: E, EMPLID,EMAIL_TYPE, EMAILID
CSV File Format For both: PE, EMPLID,PHONE_TYPE, PHONE, EMAIL_TYPE, EMAILID

New Admissions, Time Table upload, Dual Degree allotment and Plan Change data upload: Find the sample file attached in email.

- Time Table data upload is depending on course catalog data and Facility table setup.
- Acad_career field should be filled up as per Course Catalog.
- Need to verify the all courses and Sections after upload.
- Time table upload program need to run 2 times with same file to upload Lab timings properly.

Select the respective program for data upload

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Admissions Data Upload	BITS_Q_ADMT	Application Engine	Web ⌄	TXT ⌄	Distribution
☐	Student Term Activate	BITS_TRM_ACT	Application Engine	Web ⌄	TXT ⌄	Distribution
☐	Time Table Upload	BITS_TT_UPL	Application Engine	Web ⌄	TXT ⌄	Distribution
☐	Phone No and Email Update Prcs	BIT_MAIL_UPL	Application Engine	Web ⌄	TXT ⌄	Distribution
☐	Spl CGPA Update Process	BIT_S_CGPA_U	Application Engine	Web ⌄	TXT ⌄	Distribution
☐	Enrollment Data Upload	ZZZ_SENR_N	Application Engine	Web ⌄	TXT ⌄	Distribution
☐	Address Data Upload	Z_ST_ADUPL_N	Application Engine	Web ⌄	TXT ⌄	Distribution

OK   Cancel

Step by step procedure for data upload.

We have explained step by step for term activation. Procedure is same for all programs. Only program name and file format will change.

Review Process: Data will not update in the ERP. It will verify the data file.
Update: Data will update in the ERP.

Select process Type, Institution, campus, Review
Upload .CSV file
Click on Run

Select respective program and click on Ok.

Process Scheduler Request

	User ID	BRAHMA		Run Control ID	Goa

Server Name	[ ] ▼		Run Date	22/08/2022	📅
Recurrence	[ ] ▼		Run Time	12:38:27PM	Reset to Current Date/Time
Time Zone	[ ] 🔍				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Admissions Data Upload	BITS_Q_ADMT	Application Engine	Web ▼	TXT ▼	Distribution
☑	Student Term Activate	BITS_TRM_ACT	Application Engine	Web ▼	TXT ▼	Distribution
☐	Time Table Upload	BITS_TT_UPL	Application Engine	Web ▼	TXT ▼	Distribution
☐	Phone No and Email Update Prcs	BIT_MAIL_UPL	Application Engine	Web ▼	TXT ▼	Distribution
☐	Spl CGPA Update Process	BIT_S_CGPA_U	Application Engine	Web ▼	TXT ▼	Distribution
☐	Enrollment Data Upload	ZZZ_SENR_N	Application Engine	Web ▼	TXT ▼	Distribution
☐	Address Data Upload	Z_ST_ADUPL_N	Application Engine	Web ▼	TXT ▼	Distribution

OK   Cancel

Click on Process Monitor

Bulk Data Upload Processes

Run Control ID	Goa		Report Manager	Process Monitor	Run

Input Perameters

*Process Type   [Term Activation ▼]

Academic Institution [BITS] 🔍   Birla Institute of Tech & Sci

Campus   [GOAON] 🔍   Goa On Campus

Semester   [1154] 🔍   FIRST SEMESTER 2022-2023

Processing Mode
- ⦿ Review
- ○ Update

File Format

Upload File   GOA_Termactivation_1154.csv   Delete Attachment

(Upload .csv file only. eg abc.csv)

💾 Save   ✉ Notify

After program went to Success and Posted click on Details

| Process List | Server List |

View Process Request For

User ID	BRAHMA	Type			Last			1	Days		Refresh
Server		Name			Instance From		Instance To			Report Manager
Run Status		Distribution Status			☑ Save On Refresh					

Process List

1-37 of 37 | View All

Select	Instance	Seq.	Process Type	Process Name		User	Run Date/Time	Run Status	Distribution Status	Details
☐	191888		Application Engine	BIT_SFPOST_P	↻	BRAHMA	22/08/2022 2:00:00PM IST	Queued	N/A	Details
☐	191887		Application Engine	BITS_TRM_ACT		BRAHMA	22/08/2022 12:47:16PM IST	Success	Posted	Details
☐	191886		Application Engine	BIT_PYU_DBLV	↻	BRAHMA	22/08/2022 1:45:00PM IST	Queued	N/A	Details
☐	191885		Application Engine	BITS_TRM_ACT		BRAHMA	22/08/2022 12:38:27PM IST	Success	Posted	Details
☐	191884		COBOL SQL	SFPGRPST		BRAHMA	22/08/2022 12:13:29PM IST	Success	Posted	Details

Click on View Log/Trace to verify the file

Process Detail

Process

Instance	191885	Type	Application Engine
Name	BITS_TRM_ACT	Description	Student Term Activate
Run Status	Success	Distribution Status	Posted

Run

Run Control ID	Goa
Location	Server
Server	PSUNX1
Recurrence	

Update Process

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

Date/Time

Request Created On	22/08/2022 12:39:08PM IST
Run Anytime After	22/08/2022 12:38:27PM IST
Began Process At	22/08/2022 12:39:32PM IST
Ended Process At	22/08/2022 12:40:02PM IST

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

| OK | Cancel |

Click on the .CSV file. File will be downloaded in your system.

View Log/Trace

Report

Report ID	159970	Process Instance	191885
Name	BITS_TRM_ACT	Process Type	Application Engine
Run Status	Success		

Message Log

Student Term Activate

Distribution Details

Distribution Node   HTTP   Expiration Date   21/09/2022

File List

Name	File Size (bytes)	Datetime Created
AE_BITS_TRM_ACT_191885.stdout	78,265	22/08/2022 12:40:02.564521PM IST
Review_List_Term_Upload.csv	271,542	22/08/2022 12:40:02.564521PM IST

Distribute To

Distribution ID Type	Distribution ID
User	BRAHMA

Return

Please verify the file and update the data if required in original file and save it

***Input Parameters						
Process Instance: 191885						
Submitted By: BRAHMA						
Run Control ID: Goa						
Processing Mode: R						
Submitted File Name: GOA_Termactivation_1154.csv						
Emplid		CampusID	Name	Semester Code	Description	Remarks
	2020B1A11033G			1154	FIRST SEMESTER 2022-2023	Ready to Update
31120170049	2017B5PS0049G	RISHABH DAS		1154	FIRST SEMESTER 2022-2023	Already term activated
31120170073	2017B5A10073G	NIRGUDKAR SHASHWAT MILIND		1154	FIRST SEMESTER 2022-2023	Already term activated
31120170236	2017B5A70236G	SANJAY KRISHNAN		1154	FIRST SEMESTER 2022-2023	Ready to Update
31120170397	2017B3A10397G	MOHAMMED SAEED ARSHAQ		1154	FIRST SEMESTER 2022-2023	Ready to Update
31120170420	2017B5AA0420G	KARTIKEY SHARMA		1154	FIRST SEMESTER 2022-2023	Ready to Update
31120170626	2017A1PS0626G	DERICK S VEMPALA		1154	FIRST SEMESTER 2022-2023	Ready to Update
31120170698	2017B5A40698G	VIKARN SARASWAT		1154	FIRST SEMESTER 2022-2023	Already term activated
31120170764	2017A1PS0764G	PARTH RAJNISHKUMAR BHAVSAR		1154	FIRST SEMESTER 2022-2023	Ready to Update
31120170873	2017B5A10873G	VOKKANT THAKKAR		1154	FIRST SEMESTER 2022-2023	Ready to Update
31120170948	2017A7PS0948G	ISHAN SINGH		1154	FIRST SEMESTER 2022-2023	Already term activated
31120180012	2018B4A80012G	DHRUV VISHNU PATIDAR		1154	FIRST SEMESTER 2022-2023	Already term activated
31120180014	2018B4A80014G	VINEET KUMAR		1154	FIRST SEMESTER 2022-2023	Already term activated

Now reupload the corrected file and select the **Update** option.

Please follow the same procedure Run, select the program, Ok, Process Monitor, Details, View Log/Trace and .CSV File verification.

Process Detail

Process

Instance	191887	Type	Application Engine
Name	BITS_TRM_ACT	Description	Student Term Activate
Run Status	Success	Distribution Status	Posted

Run

Run Control ID   Goa
Location   Server
Server   PSUNX1
Recurrence

Update Process

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

Date/Time

Request Created On	22/08/2022 12:47:20PM IST
Run Anytime After	22/08/2022 12:47:16PM IST
Began Process At	22/08/2022 12:47:34PM IST
Ended Process At	22/08/2022 12:57:20PM IST

Actions

Parameters   Transfer
Message Log   View Locks
Batch Timings
View Log/Trace

OK   Cancel

View Log/Trace

Report

Report ID   159972   Process Instance   191887   Message Log
    Name   BITS_TRM_ACT   Process Type   Application Engine
Run Status   Success

Student Term Activate

Distribution Details

Distribution Node   HTTP   Expiration Date   21/09/2022

File List

Name	File Size (bytes)	Datetime Created
AE_BITS_TRM_ACT_191887.stdout	108,645	22/08/2022 12:57:20.337872PM IST
STDNT_ACTIVATION_CI.log	305,292	22/08/2022 12:57:20.337872PM IST
Term_Upload_Status.csv	244,503	22/08/2022 12:57:20.337872PM IST

Distribute To

Distribution ID Type	*Distribution ID
User	BRAHMA

Return

	A	B	C	D	E	F	G	H	I
***Input Parameters									
Process Instance: 191887									
Submitted By: BRAHMA									
Run Control ID: Goa									
Processing Mode: U									
Submitted File Name: GOA_Termactivation_1154.csv									
Emplid	CampusID	Name	Semester	Descriptic	Remarks				
3.11E+10	2017B5A7(	SANJAY KI	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2017B3A1(	MOHAMM	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2017B5AA	KARTIKEY	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2017A1PS(	DERICK S \	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2017A1PS(	PARTH RA	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2017B5A1(	VOKKANT	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2018B4A7(	RITIK TAN	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2018B1A8(	WALKE PR	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2018B4AA	RAGHAV (	1154	FIRST SEM	Term Updated successfully				
3.11E+10	2018B4A4(	SIDDHAN1	1154	FIRST SEM	Term Updated successfully				

Dual Degree Allotment and Plan Change data uploads:

Navigation: Records and enrollment >> Records and enrollment process >> BITS process >>

Dual Degree check box should be checked only for Dual degree allotment.

Plan change data upload Dual Degree check box should be blank (Unchecked).

Upload the file and click on RUN.

Please follow the same procedure Run, select the program, Ok, Process Monitor, Details, View Log/Trace and .CSV File verification.

II. Transcript and Grade Card Generation Manual

Transcript Generation:

Main Menu >> Records and Enrollment >> Records and Enrollment Processes >> BITS Processes
>> Transcript Generation

Transcript generation

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

Limit the number of results to (up to 300): 300
Run Control ID: begins with ▼ [   ]
☐ **Include History** ☐ **Correct History** ☐ **Case Sensitive**

[Search] [Clear] | Basic Search 📓 Save Search Criteria

Find an Existing Value | Add a New Value

Provide Run control value and then click on Search value. If you are generating first time click on add a new value and then click on Add.

Provide Input values as below for single student transcript. If you want to generate for range of students click on **Select range of Campus_ID.** Please see the below screen shots.

| Generate Transcript |

Run Control ID: 111   Report Manager   Process Monitor   [Run]

*Academic Institution: BITS 🔍 Birla Institute of Tech & Sci ☑ **Print Header**

*Academic Career: First Degree ▼

*Semester: 1142 🔍 FIRST SEMESTER 2018-2019

*Campus: HYDON 🔍 Hyderabad On Campus

☐ **Select range of Campus Id**

Campus ID: 2018A1PS0003H 🔍

💾 Save   🔍 Return to Search   ↑📄 Previous in List   ↓📄 Next in List   📧 Notify   📑 Add   📝 Update/Display   📄 Include History   📝 Correct History

Generate Transcript

Run Control ID: 111   Report Manager   Process Monitor   Run

*Academic Institution: BITS [🔍] Birla Institute of Tech & Sci   ☑ Print Header

*Academic Career: First Degree ▼

*Semester: 1142 [🔍] FIRST SEMESTER 2018-2019

*Campus: HYDON [🔍] Hyderabad On Campus

☑ Select range of Campus Id

Campus ID From: 2018A1PS0003H [🔍]   Campus ID To: 2018A1PS0003H [🔍]

[💾 Save] [🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [📧 Notify] [➕ Add] [📄 Update/Display] [📄 Include History] [📝 Correct History]

After entering all input values click on **RUN** button.

Select the required transcript. Click on **Ok**. Again click on Process Monitor.

Process Scheduler Request

User ID: BRAHMA   **Run Control ID:** 111

Server Name: PSNT ▼   **Run Date:** 30/11/2018 📅

Recurrence: ▼   **Run Time:** 11:09:21AM   Reset to Current Date/Time

Time Zone: [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Continuing Transcript(On Roll)	ZCNTRNST	SQR Report	Web ▼	PDF ▼	Distribution
☐	Discontinued Transcript	ZDISTRNC	SQR Report	Web ▼	PDF ▼	Distribution
☐	ZTRANSPT(Graduated Transcript)	ZTRANSPT	SQR Report	Web ▼	PDF ▼	Distribution
☐	EL tag Modification page	ZTRELTAG	SQR Process	Web ▼	PDF ▼	Distribution

[OK] [Cancel]

Generate Transcript

Run Control ID: 111   Report Manager   Process Monitor   Run

Process Instance:113697

*Academic Institution: BITS   Birla Institute of Tech & Sci   ☑ **Print Header**

*Academic Career: First Degree ▼

*Semester: 1142   FIRST SEMESTER 2018-2019

*Campus: DUBON   Dubai On Campus

☑ **Select range of Campus Id**

Campus ID From: 2017A9PS0173U   **Campus ID:** 2017A9PS0173U

💾 Save   🔍 Return to Search   📧 Notify   ➕ Add   📝 Update/Display   📄 Include History   ✏️ Correct History

Process List | Server List

View Process Request For

User ID:		Type:	▼	Last ▼	1	Days ▼		Refresh
Server:	▼	Name:		Instance:	to			
Run Status:	▼	Distribution Status:	▼	☑ Save On Refresh				

Process List   Customize | Find | View All | 🔼 | 🏬   First ◀ 1-13 of 13 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	113697		SQR Report	ZCNTRNST	BRAHMA	30/11/2018 11:44:26AM PST	Success	Posted	Details

Click on Refresh Button. Wait until program Run Status went to Success and Distribution Status went to posted.

To download Transcript follow below steps.

Click on details button as shown in above screen shot.

Click on View log Trace

Click on .PDF file. After clicking .PDF file, a new window will opened. Please enter the login details. Plese see below screen shots to download .PDF transcript file.

Process Detail

Process

Instance: 113697	**Type:** SQR Report
Name: ZCNTRNST	**Description:** Continuing Transcript(On Roll)
Run Status: Success	**Distribution Status:** Posted

Run

Run Control ID: 111

Location: Server

Server: PSNT

Recurrence:

Update Process

○ Hold Request
○ Queue Request
○ Cancel Request
☐ Delete Request
○ Restart Request

Date/Time

Request Created On: 30/11/2018 11:44:30AM PST

Run Anytime After: 30/11/2018 11:44:26AM PST

Began Process At: 30/11/2018 11:44:51AM PST

Ended Process At: 30/11/2018 11:45:05AM PST

Actions

Parameters   Transfer

Message Log

Batch Timings

View Log/Trace

[OK] [Cancel]

View Log/Trace

Report

Report ID: 85902	**Process Instance:** 113632	Message Log
Name: ZCNTRNST	**Process Type:** SQR Report	
Run Status: Success		

Continuing Transcript(On Roll)

Distribution Details

Distribution Node: ReportHttps   **Expiration Date:** 06/12/2018

File List

Name	File Size (bytes)	Datetime Created
SQR_ZCNTRNST_113632.log	1,516	29/11/2018 11:43:10.505505AM PST
ZCNTRNST_113632.PDF	28,735	29/11/2018 11:43:10.505505AM PST
ZCNTRNST_113632.out	440	29/11/2018 11:43:10.505505AM PST

Distribute To

Distribution ID Type	*Distribution ID
User	BRAHMA

[Return]

Grade Card Generation:
Main Menu >> Records and Enrollment >> Records and Enrollment Reports >> Print Grade Card.

Grade Sheet Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

Limit the number of results to (up to 300): 300

Academic Institution:	begins with ▾		🔍
Campus:	begins with ▾		🔍
Academic Career:	begins with ▾		🔍
Semester:	begins with ▾		🔍

[Search] [Clear] Basic Search 💾 Save Search Criteria

Find an Existing Value | Add a New Value

Grade Sheet Report

Enter Information

Academic Institution:	BITS 🔍	Birla Institute of Tech & Sci	*Date: 26/09/2018 📅
Campus:	HYDON 🔍	Hyderabad On Campus	
Academic Career:	0001 🔍	First Degree	
Semester:	1142 🔍	FIRST SEMESTER 2018-2019	

Enter range of Campus ID

From Campus ID: 2012B1A80742H 🔍   To Campus ID: 2012B1A80742H 🔍

Generate Grade Card

💾 Save   🔍 Return to Search   ↑ Previous in List   ↓ Next in List   📧 Notify   ➕ Add   📝 Update/Display

---

Provide input values as shown in above screen shot.
Click on generate Grade card.
Grade card will generate new window.

If you are getting the Grade card as blank, please generate the Eligibility Tag program from below navigation.

Main Menu >> Records and Enrollment >> Records and Enrollment Processes >> BITS Processes >> Eligibility Tag.

Eligibility Tag

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Limit the number of results to (up to 300): 300

Search by: Run Control ID begins with [   ]

☐ Case Sensitive

[Search] Advanced Search

Find an Existing Value | Add a New Value

Provide Run control value and then click on Search value. If you are generating first time click on add a new value and then click on Add.

Provide Input values as below. For single student click on Execute for Single student and then provide student Id number. If you want to generate for all students just UN check the Execute for Single student

After providing all input values, click on Run button and then click on Ok Button.

Click on Refresh Button. Wait until program Run Status went to Success and Distribution Status went to posted.

Now you can generate the Grade card for required studnets.

Eligibility Tag Run Page

Run Control ID: 111   Report Manager   Process Monitor   [Run]

Enter Information

*Institution:	BITS 🔍	Birla Institute of Tech & Sci
*Campus:	HYDON 🔍	Hyderabad On Campus
*Semester:	1140 🔍	SECOND SEMESTER 2017-2018

(Please always select current semester)   ☑ Execute for Single Student

Empl ID   [   ] 🔍

[💾 Save] [🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [📧 Notify]   [➕ Add] [📄 Update/Display]

Run Control ID: 111   Report Manager   Process Monitor   [Run]

Enter Information

*Institution: [BITS]   🔍   Birla Institute of Tech & Sci
*Campus: [HYDON]   🔍   Hyderabad On Campus
*Semester: [1140]   🔍   SECOND SEMESTER 2017-2018   ☐ Execute for Single Student
(Please always select current semester)

[💾 Save] [🔍 Return to Search] [↑ Previous in List] [↓ Next in List] [📧 Notify]   [➕ Add] [📝 Update/Display]

Process Scheduler Request

User ID: ▓▓▓▓▓   **Run Control ID:** 111

Server Name: [PSNT ▼]   **Run Date:** [30/11/2018] 📅
Recurrence: [▼]   **Run Time:** [12:08:28PM]   [Reset to Current Date/Time]
Time Zone: [ ] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Eligibility Tag	EL_TAG	SQR Report	[Web ▼]	[PDF ▼]	Distribution

[OK] [Cancel]

Process List | **Server List**

View Process Request For

User ID: ▓▓▓▓▓ 🔍   Type: [▼] [Last ▼] [1] [Days ▼]   [Refresh]
Server: [▼]   Name: [ ] 🔍   Instance: [ ] to [ ]
Run Status: [▼]   Distribution Status: [▼]   ☑ Save On Refresh

Process List   Customize | Find | View All | 🔲 | 🔳   First ◀ 1-13 of 13 ▶ Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
☐	113702		SQR Report	EL_TAG	BRAHMA	30/11/2018 12:09:26PM PST	Success	Posted	Details

III. Minor Program Approval User Manual

Click on Approvals Tile.
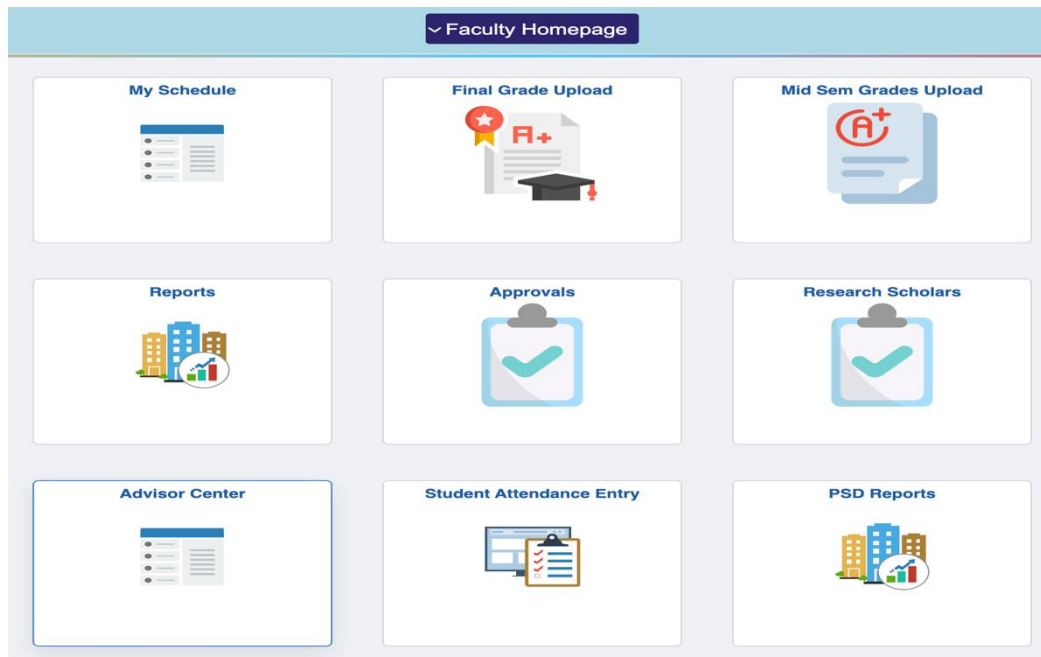
Click on Minor Program Approval.
Students list is sort by CGPA and Approval status.

Click on view Details to view the Student Completed/In progress courses and CGPA

IV. Registration Reports and Minor Program testing Manual

1. Registration Statistics Data Report for each semester.

3. Minor Eligibility Report.

Add the students who are applied for Minor.

Run below program after adding the students in Admin page.
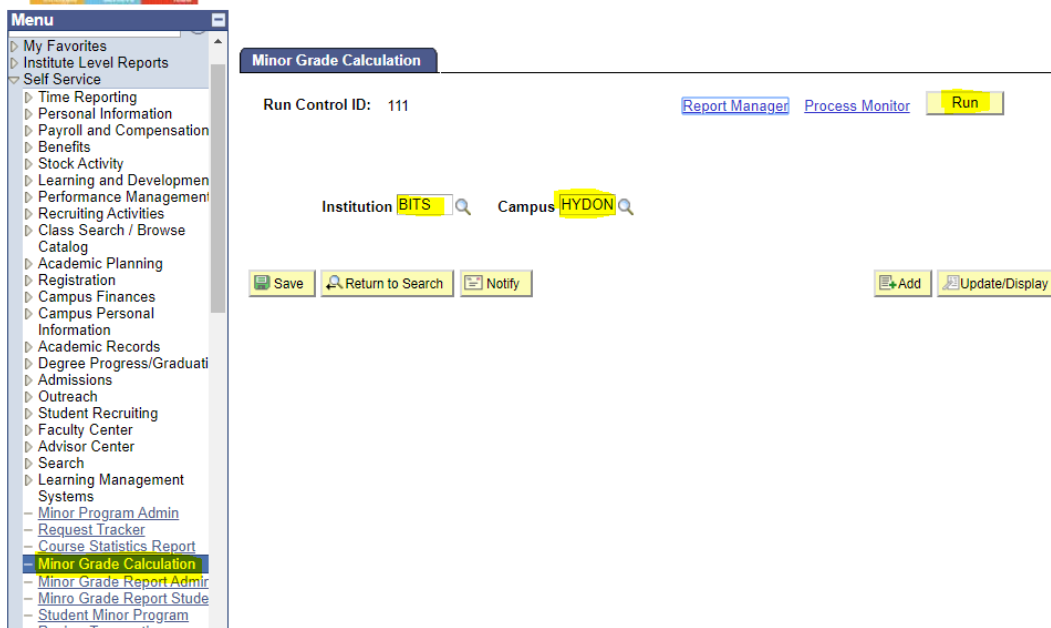
After program went Success and posted you can generate the final output from below navigation.