High Level Steps, Detailed Screen shots follow.

1. Start VPN.
2. Execute the Job Submittal Request to Extract SIS.
3. Review Log in VMCF (Optional).
4. View Class List before loading to WebCampus (Optional).
5. Execute the Oracle Enterprise Manager Load SIS.

1. Start VPN

Start VPN before Host On Demand (HOD) and Oracle Enterprise Manager (OEM) Grid Control.
2. Execute the Job Submittal Request to Extract SIS Information

The request should have been previously created during the New Term Change preparation. This execution will immediately run the job that extracts information from SIS, creates the XML files and transfers the files to the appropriate server. Jobs can be run for either the Production or Development servers. Production Job Submittal is with the SIS Option 1 application, while Development is created from the SISQA Option 5 application. Additional Job Submittal information can be found in the Job Submittal Overview document.

a. Login to SIS, Option 1, for Production:

To enter Job Submittal, type J%FE, where % is your Institution id.
b. Go to the ONLS screen, by typing ONLS on the Function line and press Enter.

On ONLS, scan to the desired request by putting an ‘S’ in the Function and part or all of the request name in the list of Request Names, in this example ‘bb’ and press Enter.
Clear out all other requests except the desired extract name and enter SUBMIT on the Function line.

![Function: submit](image1)

Then enter GO on the Function line and enter your name.

![Function: go](image2)
3. Review Log in VMCF (Optional).

You can use VMCF to see when the job is complete and to check the log for errors. From TSOSIS, select V.

On the Command line enter Q, and enter the hold queue assigned to your institution (i.e. U3000 at GBC and U6000 for WNC) on the Printer line.
A list of jobs is presented.

To view jobs submitted by a specific person enter PREFIX userid*, i.e. UADCJH1*. To return to viewing all jobs, enter PREFIX *. The asterisk acts as a wild card.
Once you see 2 (or more) new jobs in your queue the SIS extract is complete. You can continue with the Grid Control job if desired.

You can view the log also at this point by placing an S in front of the job.

If you encounter problems continue with these instructions to review the log which may reveal a problem with the focus program. The first job is the job submittal builder (UJRJBLDR) job, the second is the Focus Extract log. To view the log, place an S in front of the jobname.
Use the F7/F8 keys to page through the log. The first focus program executed is the users extract program. You can also do a ‘Find error’ to take you to the place in the log where there are errors. In using the find, there are 2 normal errors. The first is (FOC913) UNABLE TO FIND DDNAME BBXLIST and the second is actually in the heading for the report of any bad cross listing entries, “CROSS LISTING ERRORS</1”. Also if the number of lines on this error report is more than 0, you should check the report which would be in a third file.

Note: When doing a second find, page down so that the current ‘error’ does not show before typing the find command again.

The F3 key is used to exit the report. If you want to delete old logs, you can put a ‘D’ before the jobname just like the ‘S’ for selection.
4. View Class List before loading to WebCampus
(Optional) (Note: This is a duplicate of the information in the View Class List documentation)

After submitting the SIS extract job, you can review the extracted class before it is loaded into WebCampus. This file is passed along to the programs which create the XML for this list of classes. The easiest way to view the file is to go to the following address with a web browser. You would sign on with your normal mainframe sign on. The nadsisp would be replaced with wadsisp for WNC and the t20081 is the term identifier. To view the fall term it would change to t20083. https://bighorn.nevada.edu/MVSDS/nadsisp.bbext.data.t20081

For other ways to view this file, see the ‘View Class List’ document.
5. Execute the Oracle Enterprise Manager Load SIS
Execute the job in OEM which will load the files into WebCampus CE6.

Open your web browser (ensure VPN is active) and go to
https://lavendar.scsr.nevada.edu:1159/em/console/logon/logon

If there is a ‘Certificate Error’, select the ‘Continue to the website’ option.

Logon. If you need assistance with your userid and password, please email
support@nevada.edu or call 775-784-4357.

From this opening screen, click the Jobs tab.
Then the Job Library.

Click **both** the circle in front of the desired job and the Submit button.
Then click the Submit button one more time.

You should get a confirmation note that the job was created. You can go to ‘Job Activity’ to monitor the job.
When the ‘Running’ job is complete it will disappear from this view and everything will be loaded in WebCampus. You can watch as the steps run by clicking on the running job.
This is the view of the steps.
Once the job is complete it can still be found by changing the status to all and clicking the ‘Go’ button, then even non-active jobs would be displayed.