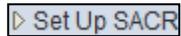


The following steps are generic to any Faculty or department that is required to Sync the configured web application to the Web App Table. This must be completed after every program has been configured in order for the changes to be reflected in the web application.

1. Click the **Set Up SACR** link.



2. Click the **Product Related** link.



3. Click the **Recruiting and Admissions** link.



4. Click the **U of C Web Application Set Up** link.



5. Click the **Sync WebApp Tables** link.



6. The first time you run a Sync WebApp Table, a new value must be added. Otherwise to Find an Existing value press **Search**.

Click the **Add a New Value** tab.

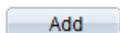


7. Indicate the Run Control ID (e.g. syncapp). All run controls must be one word. The run control ID name doesn't affect the outcome of the process. Enter the desired information into the **Run Control ID** field.

Sync WebApp Tables

Run Control ID:



[Find an Existing Value](#) | [Add a New Value](#)

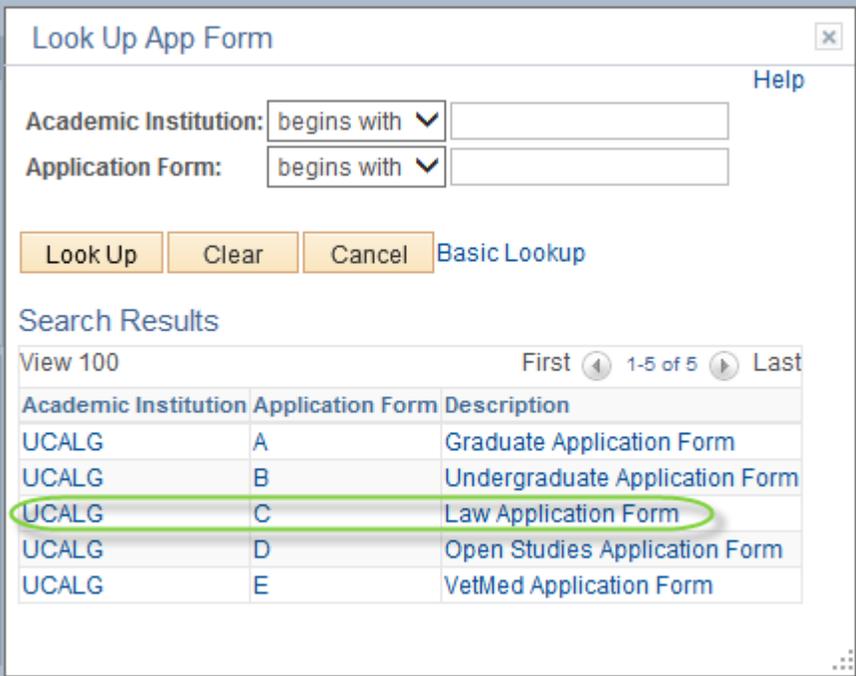
Run Control ID must be one word no spaces Tip: use an underscore to join the run control name if desired e.g. sync_app

8. Click the **Add** button.



9. Click the **Look up App Form** button.

10. Since this sync feature is available to other Faculties and departments that use the web app, they will also be listed. For this example select C - Law Application Form.



Look Up App Form Help

Academic Institution: begins with

Application Form: begins with

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Academic Institution	Application Form	Description
UCALG	A	Graduate Application Form
UCALG	B	Undergraduate Application Form
UCALG	C	Law Application Form
UCALG	D	Open Studies Application Form
UCALG	E	VetMed Application Form

Click the **Law Application Form** link.

[Law Application Form](#)

- Select all the items in the App-Form related tables, except Sync Combined Degree table. In Other web Application tables only select Sync previous institution table. For Program-configured tables, select Sync program configuration tables.

Sync WebApp Tables

Run Control ID: syncapp [Report Manager](#) [Process Monitor](#)

App-Form related tables	Program-configuration tables
App Form: <input type="text" value="C"/> (leave blank for all app forms) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sync navigation setup tables <input checked="" type="checkbox"/> Sync HTML static text <input checked="" type="checkbox"/> Sync application-level questions <input checked="" type="checkbox"/> Sync term control table <input type="checkbox"/> Sync Combined Degrees table 	<input checked="" type="checkbox"/> Sync program configuration tables Acad Career: <input type="text" value=""/> Leave blank for all acad careers
Other web application tables	
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Sync previous institution table <input type="checkbox"/> Sync matriculation calculation table <input type="checkbox"/> Sync course subject groupings table 	

- Click the **Acad Career** list. There are 3 academic careers at the UofC. Select the applicable career for the sync (Graduate or Undergrad).

Program-configuration tables
<input checked="" type="checkbox"/> Sync program configuration tables Acad Career: <input type="text" value=""/> Leave blank for all acad careers <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Graduate Medicine Undergrad </div>

- Once the Sync WebApp Table is complete you can now run the process.

Click the **Run** button.

14. Click the **OK** button on the Process Scheduler Request page.



Process Scheduler Request

User ID: Run Control ID: syncapp

Server Name: Run Date: 2012/09/06

Recurrence: Run Time: 12:30:16

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UCADB024	UCADB024	Application Engine	Web	TXT	Distribution



15. To determine the success of the process you can check the Process Monitor link on the Sync WebApp Table.

Click the **Process Monitor** link.

[Process Monitor](#)

Sync WebApp Tables

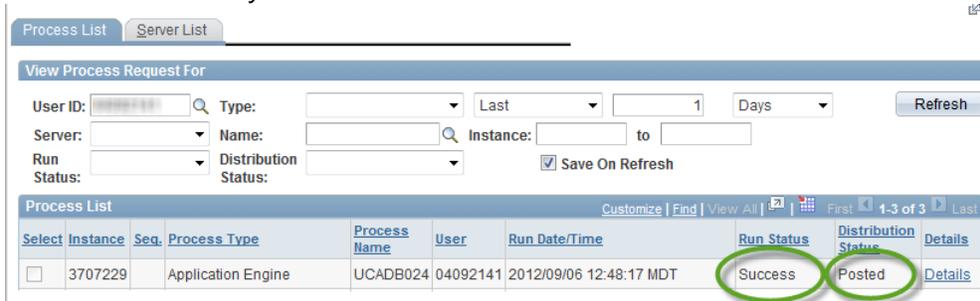
Run Control ID: syncapp

[Report Manager](#) [Process Monitor](#)

Process Instance:3707229

App-Form related tables	Program-configuration tables
App Form: <input type="text" value="C"/> <input type="button" value="Q"/> (leave blank for all app forms) <ul style="list-style-type: none"><input checked="" type="checkbox"/> Sync navigation setup tables<input checked="" type="checkbox"/> Sync HTML static text<input checked="" type="checkbox"/> Sync application-level questions<input checked="" type="checkbox"/> Sync term control table<input type="checkbox"/> Sync Combined Degrees table	<input checked="" type="checkbox"/> Sync program configuration tables Acad Career: <input type="text" value="Undergrad"/> <input type="button" value="V"/> Leave blank for all acad careers
Other web application tables	
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Sync previous institution table<input type="checkbox"/> Sync matriculation calculation table<input type="checkbox"/> Sync course subject groupings table	

16. The process monitor will indicate Queued, Processing and Success (Posted). This indicates the sync was successful.



The screenshot shows a web application interface for monitoring processes. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: User ID, Type, Last, Days, Server, Name, Instance, Run Status, and Distribution Status. A 'Refresh' button is also present. Below the filters is a table titled 'Process List' with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The table contains one row with Instance ID 3707229, Process Type 'Application Engine', User 'UCADB024', and Run Date/Time '2012/09/06 12:48:17 MDT'. The 'Run Status' column shows 'Success' and 'Posted', both of which are circled in green in the original image.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	3707229		Application Engine	UCADB024	04092141	2012/09/06 12:48:17 MDT	Success	Posted	Details

Syncing the WebApp Table is the last step when configuring a web application. This process is the same for all Faculties and departments required to Sync the WebApp Table.

End of Procedure.

For the corresponding online learning; consult: www.ucalgary.ca/ittraining > Student Administration.