Using the Course Catalog Description Query
Contents

About this Document ................................................................................................................................. 3
What Does Course Catalog Description Query Do? ............................................................................... 3
Navigating and Getting Help ..................................................................................................................... 3
Accessing the Query .................................................................................................................................. 4
Logging in and Using the Query ................................................................................................................. 5
Viewing and Saving Search Results ......................................................................................................... 7
Troubleshooting ........................................................................................................................................ 8
  I can’t log into the query... ..................................................................................................................... 8
  The query isn’t responding...................................................................................................................... 9
  My Export Data button doesn’t work and I can only see some of the query results... ......................... 9
Appendix A. Making Interactive Reporting Web Client the Default ....................................................... 11
About this Document
This document contains instructions for accessing and using CBASM's Course Catalog Description query, and viewing and saving query results, as well as troubleshooting information.

What Does Course Catalog Description Query Do?
Use the Course Catalog Description query to get a listing of course descriptions from the catalog for a specified Academic Period. In addition to Academic Period, you can limit the listing by Subject, Department and/or Status.

Navigating and Getting Help
Use the control buttons on the screens (Login, Display Results, New Search, Export Data, Return to Login, and so on) to process selections and move between screens. Allow your mouse pointer to hover over a field or control button for help information.

Note: You may need to maximize your window size to see control buttons without having to use the scroll bar.
Accessing the Query

The Hyperion query is named *Course Catalog Description Query* and is stored in the Operational Data Store (ODS) in the *BU Canned Queries/Catalog & Course Schedules* folder. To access it, do the following:

1. Log in to Hyperion and click **Explore** to see the contents of the ODS.

2. Click *BU Canned Queries* in the **Folders** listing on the left. The contents of this folder will be displayed in the large window on the right.

3. Double click *Catalog & Course Schedules* in the large window to display the contents of the folder.

4. Open *Course Catalog Description Query* in Interactive Reporting Web Client mode. You should see the **Course Catalog Description Login Screen**.

For many users, Interactive Reporting Web Client mode will be the default, in which case you can double click *Course Catalog Description Query*. If you are unsure, right click on *Course Catalog Description Query*, then choose **Open As** and left click on **Interactive Reporting Web Client**. Do not open the
Using the Course Catalog Description Query

query in HTML mode. See Appendix A. Making Interactive Report Web Client the Default on page 11 for instructions on making Interactive Reporting Web Client mode the default when you open a Hyperion query.

Notes: See My Export Data button doesn’t work and I can only see some of the query results... on page 9 to determine whether you are in Interactive Reporting Web Client mode.

If a pop-up blocker is activated on your computer and prevents you from opening the file, press and hold the CTRL key while left clicking your mouse to select Interactive Reporting Web Client.

You may need to download the Interactive Reporting Web Client if you do not already have it installed on your computer.

Logging in and Using the Query

1. At the Course Catalog Description Login screen, enter your ODS userid and password and click the Login button. Wait. The query will verify your userid and password, and connect to the appropriate ODS table views, which may take several seconds. Depending on your level of Hyperion, the Login button may turn blue while this is happening. When verification is complete, you will see the Course Catalog Description Search screen. If it doesn’t turn blue, just wait until you see the Course Catalog Description Search screen, or you receive an error message. If you receive an error message, follow the instructions in the message and try again. See Troubleshooting on page 8 for additional information.
2. From the *Course Catalog Description Search* screen, select a term for your search from the *Search by Term* dropdown.

![Course Catalog Description Search](image)

3. In addition to Term, you can select any combination of Subject, Department or Status. Choose values from the listboxes for Subject, Department and/or Status, or leave them blank to select all.

**Notes:** You can select multiple items from the same listbox, such as *Subject*, by pressing and holding the *CTRL* key while making your selections. You can select multiple, contiguous listbox entries by clicking the first selection in the group, then pressing and holding the *Shift* key while clicking the last selection in the group. Deselect one subject by pressing and holding *CTRL* while clicking the entry you want to deselect.

4. To process the query and display the resulting data, click *Display Results*. To deselect search selections, click *Reset*. Note that *Reset* does not deselect the Search Term selected. To change the Search Term, select a different term from the dropdown. When you click *Display Results*, you will see the *Course Catalog Description Results* screen, shown in *Viewing and Saving Search Results* on page 7, where you can export the data to an excel file.
Using the Course Catalog Description Query

Viewing and Saving Search Results

The Course Catalog Description Results screen displays the courses meeting the criteria you selected on the Course Catalog Description Search screen.

1. Click **New Search** to return to the Course Catalog Description Search page where you can select other search criteria and reprocess your query.

2. Click the **Export Data** button to save the results to an Excel file, or in another format. You will be prompted to supply a Save location for your file. The filename defaults to `IS_Listings_{academic period}_{mdyyyy}.xls`, where `{academic period}` is the Academic Period selected on the Course Catalog Description Advanced Search page, and `{mdyyyy}` is today’s date. For example, `IS_Listings_201690_1292016.xls`.

   You can change the default by editing the filename in the Export Section popup, shown in the following screen capture. Select the **Save in** location and edit the **File name** if you wish. The file type defaults to xls for an Excel file, by you can change it by choosing a different type from the **Save as type** dropdown. Click **Save** when you’re done.
Troubleshooting

I can’t log into the query…

You must have an ODS userid in order to use the Course Catalog Description query. When you enter your userid and password on the Course Catalog Description Login screen, it may take several seconds for your information to be verified, connect to the database, and for default values to be loaded into the search screen fields. When you click the Login button, it may turn blue, indicating that processing is happening. On some levels of Hyperion, this won’t happen and you won’t be able to tell it is processing, so you’ll just have to give it time. Processing should complete in less than a minute. You may also see the Windows hourglass circle which means processing is being done. If the hourglass circle disappears, but the Login button remains blue, it means that it is still processing. When processing is complete, the Independent Query Advanced Search window will open, unless there is a problem verifying your userid/password. You will receive an error message if you enter an invalid userid/password combination.
Using the Course Catalog Description Query

**The query isn’t responding…**
If you click the **Login** button and nothing happens for a minute or more, or the **Login** button turns blue briefly, and then returns to gray and nothing happens after several more seconds, it may mean that your ODS login has timed out. This is also true of any of the other control buttons such as **Class Search** or **Return to Login**. Try pressing the **Login** button again. You may be prompted to reenter your ODS userid and password. If this doesn’t work, try closing the program by clicking the white X with the red background in the upper right hand corner of your computer screen. Click ‘no’ when prompted to save your changes, then reopen the program and try again.

---

**Click the white X with the red background from any of the Independent Study screens to close out of the query.**

---

**My Export Data button doesn’t work and I can only see some of the query results…**
The query is designed to work with the Interactive Reporting Web Client. When you first open the file, do so in this mode as described in **Accessing the Query** on page 4. If you open the query in HTML mode, it may limit the results returned by your query and make it impossible to see a complete list of courses selected. It may also inactivate the **Export Data** button and cause truncation of data. You can tell that you are in HTML mode by the dashed line that surrounds the entry field or control button that is activated by the cursor, as shown in the **Userid** field in the following screen capture.
Using the Course Catalog Description Query

To test this, click in any selection field or text box, or on any control button. If you are in HTML mode, the dashed line will appear. If this happens, exit the query and open the file in Interactive Reporting Web Client as described in Accessing the Query on page 4. See Appendix A. Making Interactive Reporting Web Client the Default on page 11.
Appendix A. Making Interactive Reporting Web Client the Default

Hyperion queries can be opened in HTML mode or Interactive Reporting Web Client mode. Running queries in HTML mode limits what you can see and do in the interface, so you will want to run the queries in Interactive Reporting Web Client mode. You can make this your default so that when you want to open a query, you can double click on the selected query name in the catalog of queries. To set Interactive Reporting Web Client mode as your default, perform the following steps:

1. Log into ODS. From the ODS screen, select File from the menu bar, then Preferences. The Preferences window should open.

2. From the Preferences window, click the Interactive Reporting tab on the left.
3. In the *Default Open Format* dropdown at the top of the window, select *Interactive Reporting Web Client*.

4. Click *OK*. This should save the Interactive Reporting Web Client as your default.