

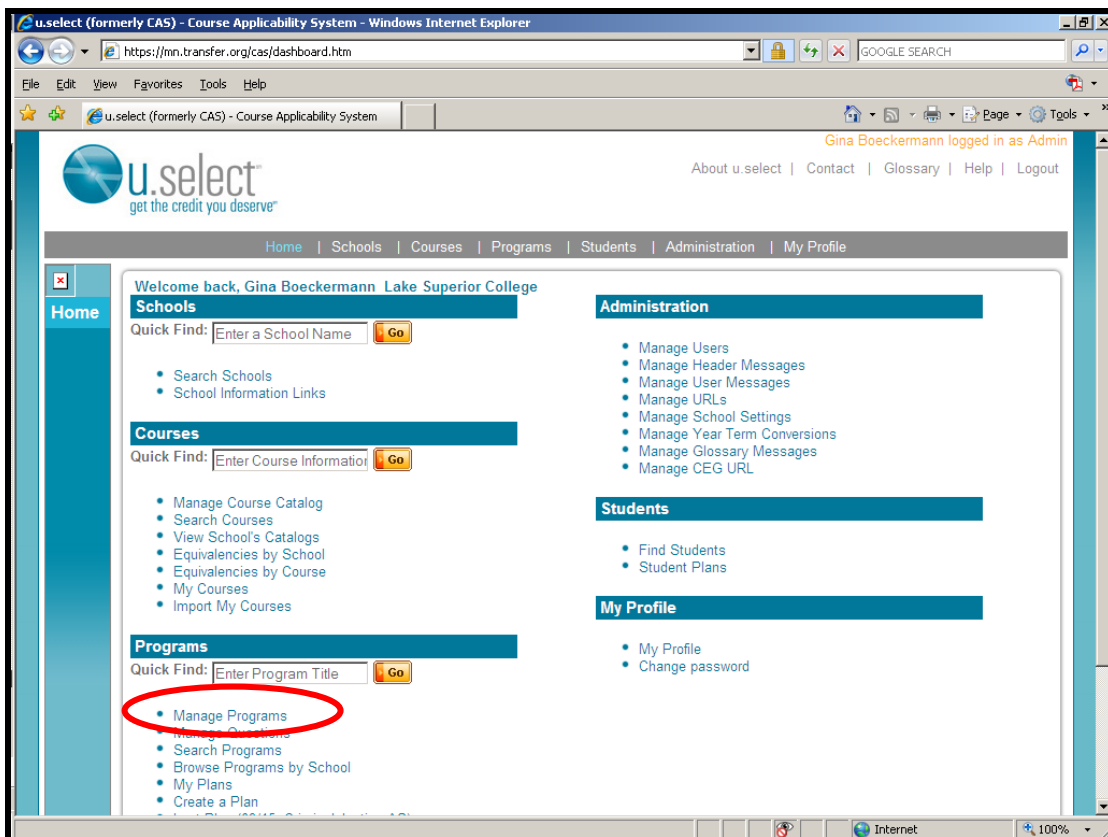
Purge and Re-Run to Update u.select Programs

After the u.select tables are updated from the production servers, it may still be necessary to 'purge and re-run' the institution's audits. If the purge and re-run process is not completed, the newest changes in your academic programs in DARS will not be shown through to the u.select application itself. The process is recommended to be done once a week. When you find it necessary to perform the task of purging and re-running all audits as part of your u.select administrative functions, please plan to do this function before 8:00 a.m. or after 4:00 p.m. if at all possible.

If you have many programs in u.select to purge & re-run, all pending jobs (including student's planning guides) are held up until processing is completed. When perhaps 100 or more programs are getting re-run, the backup can be longer than 30 minutes, so again, please plan to do this function before 8:00 a.m. or after 4:00 p.m.

The following steps are how to complete the purge and re-run process.

1. Log into u.select as the Administrator.
2. Select the "Manage Programs" link under the "Programs" heading.



3. From the “Manage Programs” click on the file folder image next to your institution name (LSC-MN in this example), then click the “Run Programs” link.

u.select (formerly CAS) - Programs - Manage Programs - Windows Internet Explorer

https://mn.transfer.org/cas/managePrograms.htm?_flowExecutionKey=_c7E50B442-FD6D-2361-E1A5-AF98E8347A10_

u.select (formerly CAS) - Programs - Manage Programs

Gina Boeckermann logged in as Admin

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





Manage Programs

Select a state and school to see what programs they offer.

State:

School:

Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button each time you make changes to your programs to update your server.

- Minnesota
 - LSC-MN 
 - + Business Careers 
 - + Computer Careers 
 - + Health Careers 
 - + Programs for University Transfer 
 - + Public Safety/Emergency Response Careers 
 - + Trade and Industry Careers 
 - + Transportation Careers 

1. Click on the file folder image next to your institution name

u.select (formerly CAS) - Programs - Manage Programs - Windows Internet Explorer

https://mn.transfer.org/cas/managePrograms.htm?_flowExecutionKey=_cADF1322B-4301-2948-F661-7515E38E2124_

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Manage Programs

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Manage programs that display for your school in Programs and Plans by clicking the Edit Menu icon. Please click the Re-index Programs button each time you make changes to your programs to update your server.

- Minnesota
 - LSC-MN
 - Add a Category
 - Add a Program
 - Import Programs
 - Run Programs
 - Manage Questions
 - Delete
 - + Business Careers
 - + Computer Careers
 - + Health Careers
 - + Programs for University Transfer
 - + Public Safety/Emergency Response Careers
 - + Trade and Industry Careers
 - + Transportation Careers

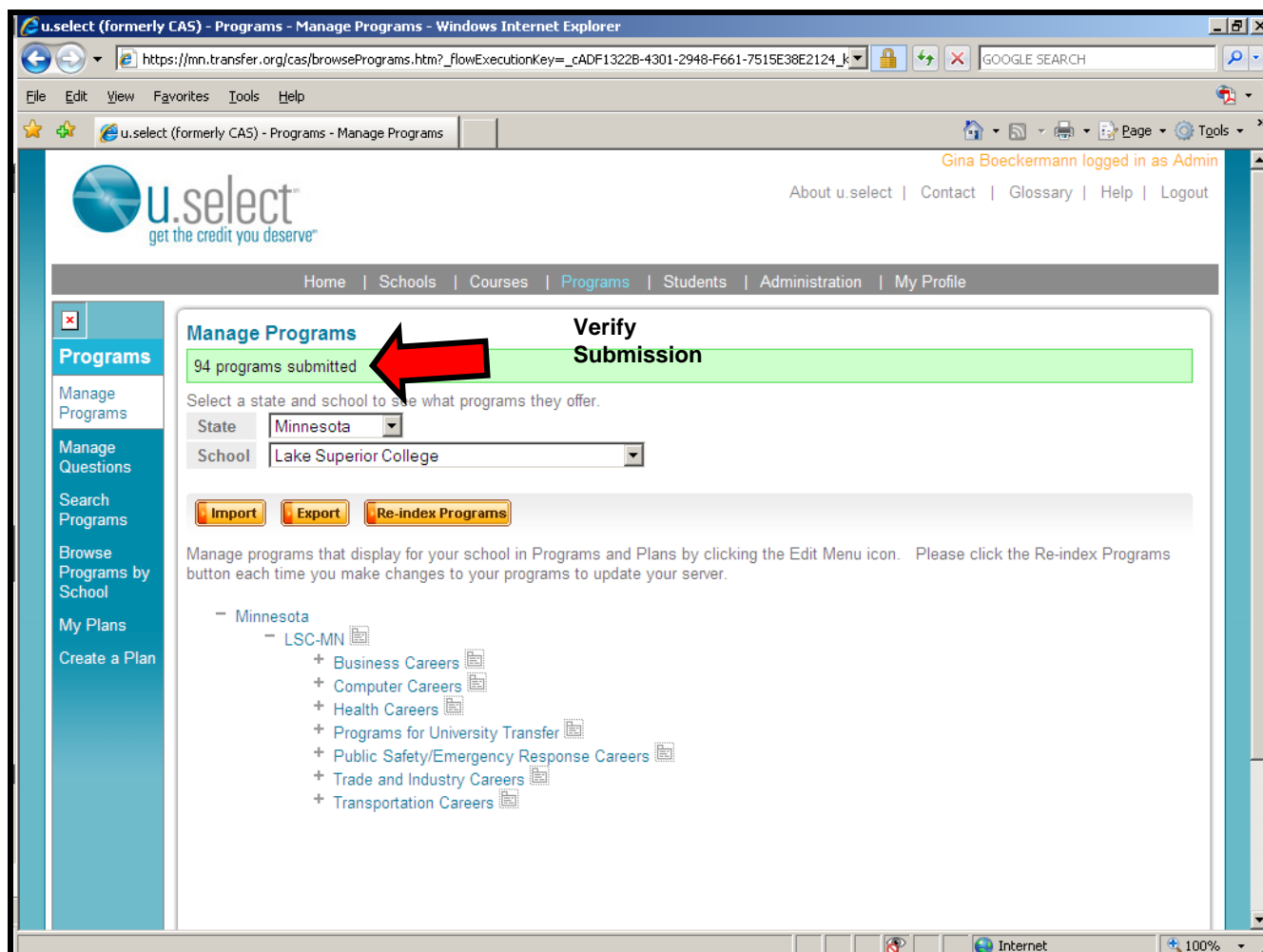
2. Click the 'Run Programs' link

4. You will receive confirmation and a list of programs that will be run, “All the existing programs will be deleted.” Click on the orange “Submit” button.

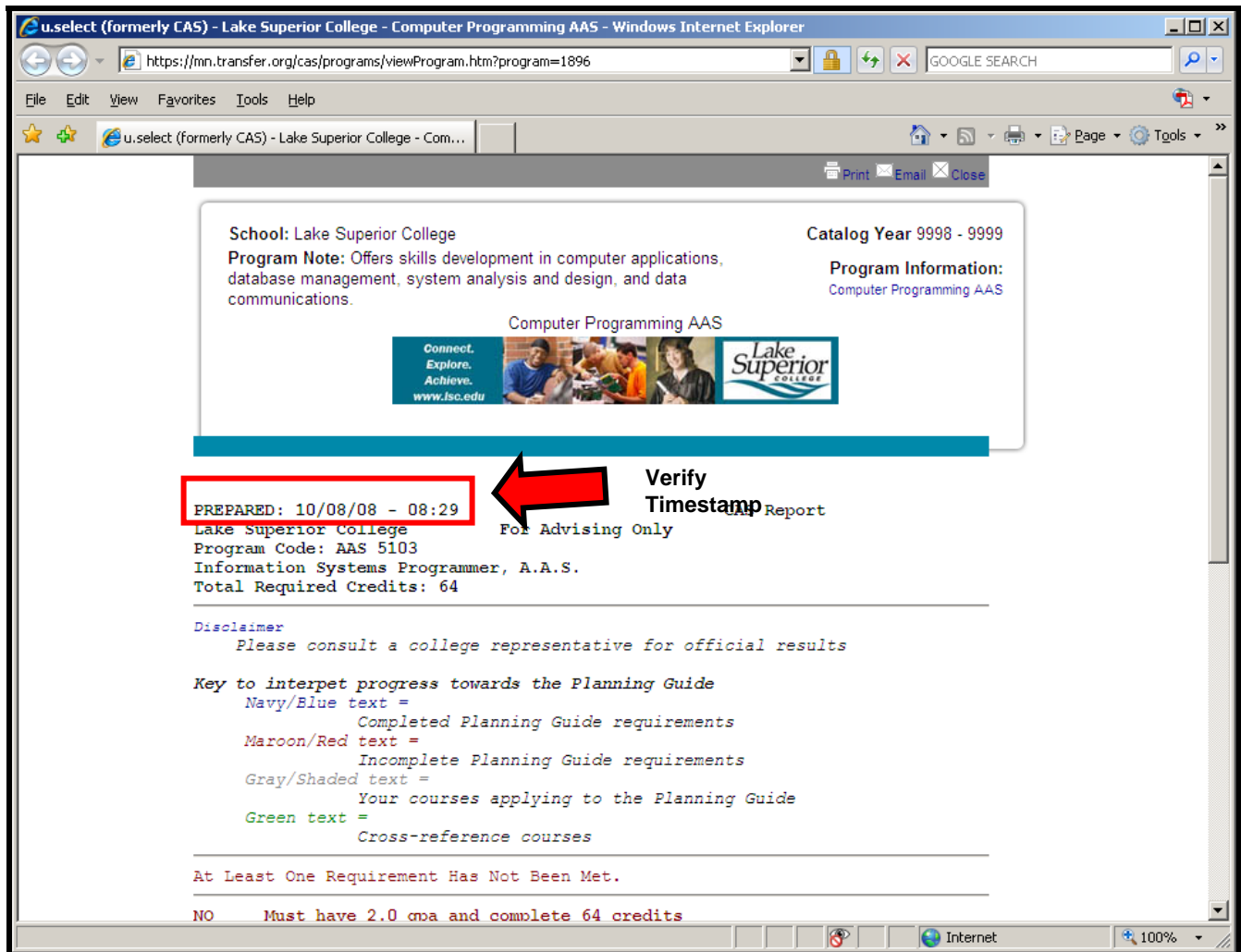
The screenshot shows a web browser window with the URL https://mn.transfer.org/cas/browsePrograms.htm?_flowExecutionKey=_cADF1322B-4301-2948-F661-7515E38E2124_k. The page title is "u.select (formerly CAS) - Run Programs - Confirmation". The user is logged in as "Gina Boeckermann" in the role of "Admin". The page features a navigation menu with links for Home, Schools, Courses, Programs, Students, Administration, and My Profile. A confirmation message states: "All the existing programs will be deleted." Below this message are two buttons: "Submit" and "Cancel". A large red arrow points to the "Submit" button. A table lists the programs to be deleted:

Program Code	Description
AA 4901	Associate in Arts (AA)
AAS 0530	Accounting AAS
AAS 1213	Dental Hygiene AAS
AAS 3001	Professional Pilot AAS
AAS 5051	Sales and Marketing AAS
AAS 5055	Commercial & Residential Wiring AAS
AAS 5064	Administrative Office Specialist AAS
AAS 5092	Supervisory Management AAS
AAS 5094	Legal Administrative Assistant AAS
AAS 5095	Medical Administrative Secretary AAS
AAS 5096	Paralegal Studies AAS Degree
AAS 5103	Computer Programming AAS
AAS 5106	Microcomputer Support Specialist AAS
AAS 5115	Paramedic AAS
AAS 5116	Web Developer AAS
AAS 5205	Medical Laboratory Technician AAS

5. A small notification will tell you the number of programs that have been submitted.



6. After the guides have finished updating, you can check the programs by selecting “Home” from the top navigation menu, then click “Browse Programs by School” under the “Programs” heading, and select YOUR INSTITUTION from the list. Select a program; look at the timestamp on the program. It should be from the current day.



7. The process is complete.

Revised: 10/8/2008