

CAMS Administration Daily Tasks

2017-2018 CAMS TASKS DOCUMENTATION

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I. CAMS Overview

CAMS ERP System is the main College information System used in the college to track student activities.

CAMS ERP is mainly used in the following areas:

- Admissions
- Registration
- Billing
- Financial Aid
- Health
- Faculty and Staff
- Meetings and Room Reservations
- Reporting

The role of the CAMS Administrator is to facilitate department to use the software more efficiently, administers the CAMS platform and to develop features that will help them get the information they need.

II. Important College Acronyms

The following Acronyms are mostly used for term designation:

SP-XX: SP Stands for Spring and XX the last 2 digits of the year. For example, SP-18 (Spring 18)

SU-XX: SU Stands for Summer and XX the last 2 digits of the year. For example, SU-18 (Summer 18)

FA-XX: FA Stands for Fall and XX the last 2 digits of the year. . For example, SP-18 (Fall 18)

III. Different CAMS Servers, CAMS DB, CAMS Portal Servers, Files and Locations

The following are the different Servers used to manage and store CAMS information. Those servers located in the Cloud A2k and are only accessible via RDP :

A. CAMS Servers

- **Trocaire-sql01:**
is the main CAMS Server. It Hosts the database and also a Client Sample of the CAMS Application.
- **Troc-camsdev:**
is a test server environment for Trocaire-sql01. It is generally used to test CAMS functionalities and the database servers.

CAMS Administration Daily Tasks

This server also hosts the eCard System Server.

B. Portals Servers

There are 5 portal apps: Student, Faculty, Application, Evaluation, Adminpanel and they all located on the following servers:

- **Trocaire-ecams01:**
is the main portal server for CAMS. It hosts the webs apps which the prospects, students and faculty use on a daily basis.
- **Troc-portaldev:**
Is a test server environment for the portal and is mainly used for development purpose and test portal environment.

B. CAMS Databases

The 2 CAMS Databases are :

- **CAMS_Enterprise:** is the main CAMS enterprise databases where all the information is stored.
- **Trocaire_Extra:** hosts information about extra reporting functionalities, access, and student accounts

C. Files and Location

CAMS Files Location:

- On Trocaire-sql01 , Drive D, (D:\CAMS Enterprises)

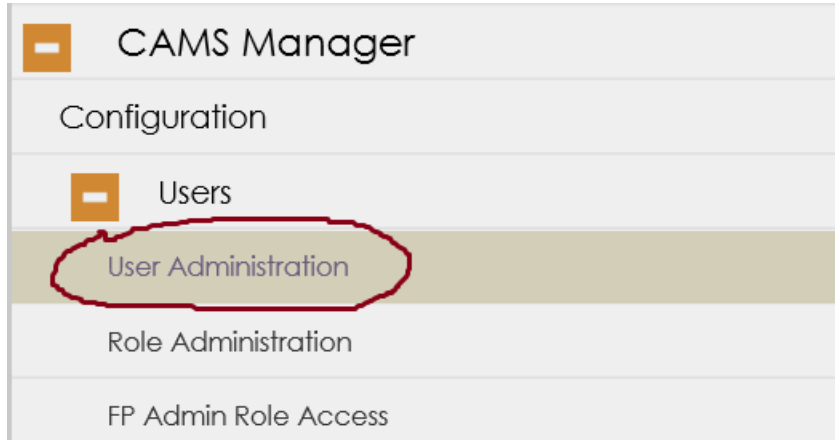
Portal File Location:

- On the portal Server (Trocaire-ecams01), Drive C:
C:\inetpub\wwwroot\estudent for the student portal.
C:\inetpub\wwwroot\efaculty for the faculty portal.
C:\inetpub\wwwroot\applications for the application portal.
C:\inetpub\wwwroot\adminpanel for the adminpanel portal.

IV. CREATE Staff Accounts / Give Access

To Create Staff Accounts, follow the following steps:

1. Open CAMS and logon with a CAMS Mgr account and go to CAMS Manager \ Users
And select User Administration.



CAMS Administration Daily Tasks

- In the User Administration window, click and then right click on the window to start creating a new Staff Account.

User Administration - Internet Explorer

Home **CAMS Enterprise** User Name:

Users Access Departments

User Information Save Help Cancel

Search for User: Find

	CAMSUser	password	LastName	FirstName	LastLogin	LastTermUsed	Campus	HoldAccess	WordProcess
1		52f0a1b1e262d			NULL		MAIN		
2		b5e6465fb88333			NULL		MAIN	All	NULL
3		a272269ae47dcl	Cich	Albin	9/19/2014 11:11	SP-14	MAIN	All	NULL
4	albin	e603471314422f	Blair	Alex	NULL	FA-07	MAIN	All	NULL
5	alex	50917ceeb80a7f	Duszkiewicz	Alice	NULL	SP-10	MAIN	Current	NULL
6	aliced	0f16143ee6a624	Taoert-Powell	Alisha	8/21/2015 9:40	SP-16	MAIN	All	NULL
7	alishao	2869de17edacer	Steele	Alissa	2/8/2018 2:15:0	SP-18	MAIN	All	NULL
8	AlissaS	0a9c40f1493355	Germono	Allison	2/9/2018 7:59:0	SP-18	MAIN	All	NULL
9	allison	511d86ee2ab8b	Porter	Althea	9/9/2016 9:45:0	FA-15	MAIN	All	NULL
10	althea	1ae826648ceaa	Chandler	Amber	NULL	FA-07	MAIN	All	NULL
11	amperc	a3bd88e282dca	Mohamad	Amna	2/13/2015 3:09	SP-15	MAIN	All	NULL
12	amnam	2335caa5cb54b	DiMaio	Amv	NULL	MAIN	MAIN	All	NULL
13	amvd	cb7b23d219acff	Glaser	Amv	NULL	SU-07	MAIN	All	NULL
14	amvs	9838a5c3bea22	Schleicher	Amv	NULL	SU-07	MAIN	All	NULL
15	anderson	4de6305f794a04	Anderson	John	10/6/2017 3:23	FA-17	MAIN	All	NULL
16	andersonio	0b4e1367a0b7e	Schrum	Andrew	5/24/2011 10:30	SP-11	MAIN	All	NULL
17	andrews	319d126919069	Soence	Andv	3/7/2016 12:03	FA-12	MAIN	All	NULL
18	andvs	9838a5c3bea22	Tucker	Anne Marie	NULL	SU-07	MAIN	All	NULL
19	annemariet	27551cd5446d0	Piorkowski	Anne	NULL	FA-15	MAIN	All	NULL
20	annep	84ab28a81fd4c4	Connors	Annie	12/11/2014 2:54	SU-11	MAIN	All	NULL
21	anniec	4717d6925ca8ff	Powell	Ann	NULL	FA-08	MAIN	All	NULL
22	anno	511d86ee2ab8b	Smith	Ann	7/7/2016 2:55:0	FA-16	MAIN	All	NULL
23	anns	a7c8150f11ca59	Voiciechowski	Ann	NULL	MAIN	MAIN	All	NULL
24	AnnW	1501b63cfc26a4	Devries	Artel	8/16/2015 8:42	MAIN	MAIN	All	NULL
25	artel	52f0a1b1e262d	Bunce	Ashlev	12/8/2008 8:56	SP-09	MAIN	All	NULL
26	ashlevb	2335caa5cb54b	Cammarata	Barbara	NULL	MAIN	MAIN	All	NULL
27	barbarac	9e251be02efc8f	Egleston	Barbara	2/12/2018 7:43	SP-17	MAIN	All	NULL
28	barbarae	dca81717ec8a6	LaForoia	Barbara	11/11/2016 10:1	SP-17	MAIN	All	NULL
29	Barbaral								

Print User Print all Delete

150%

CAMS Administration Daily Tasks

3. Enter the Username, Password , FirstName, LastName in the Box.
Usertype should be Normal
SSN Visibility should set to Masked

User Administration - Internet Explorer

Home CAMS Enterprise User Name: New

Users Access Departments

Help

Username: tesuser **SEVIS Username:**

Password: •••• **Confirm Password:** ••••

First Name: test **Last Name:** user

Access Campus: MAIN **FP Admin Access Role:** None

Last Term Used: **Disable Login:** ☐

User Type: Normal **View Hold Access Type:** All

Link to Advisor: None Selected **Document Directory:**

Faculty Name: **Email Address:**

SSN Visibility: Full

User Privileges

<input checked="" type="checkbox"/> Is Super User	<input checked="" type="checkbox"/> Continue on Constituent Alert
<input checked="" type="checkbox"/> Continue on Academic Hold	<input checked="" type="checkbox"/> Continue on Business Hold
<input type="checkbox"/> Restrict User To Own Advisees	<input checked="" type="checkbox"/> Can Change Password
<input checked="" type="checkbox"/> Restrict User Billing Batch Dist/Delete to Self Created Batches	

Add **Cancel**

CAMS Administration Daily Tasks

4. To assign rights to the user, go to access tab and you can either copy a previous user settings or set them one by one (to be able to do that, you have to set role to blank) and then click **Save**.

User Administration - Internet Explorer

Home CAMS Enterprise User Name:

Users Access Departments

Access Privileges

Save Help Cancel

User's Role Membership Copy From User: Ok

Role: Financial Aid

User's Menu Access Levels

MenuItemName	Read / Wri	Read Onl	No Acces
Admissions	<input checked="" type="checkbox"/>		
Prospects		<input checked="" type="checkbox"/>	
Change Prospect		<input checked="" type="checkbox"/>	
Add Prospect			<input checked="" type="checkbox"/>
Prospect Notes			<input checked="" type="checkbox"/>
Prospect Questions			<input checked="" type="checkbox"/>
Delete Prospect			<input checked="" type="checkbox"/>
Merge			<input checked="" type="checkbox"/>
Reports		<input checked="" type="checkbox"/>	
BYOR			<input checked="" type="checkbox"/>
Correspondence			<input checked="" type="checkbox"/>
Working To-Do			<input checked="" type="checkbox"/>
Document Tracking Re			<input checked="" type="checkbox"/>
Address Correction			<input checked="" type="checkbox"/>
Prospect International			<input checked="" type="checkbox"/>
Prospect Citizenship			<input checked="" type="checkbox"/>
Document Tracking			<input checked="" type="checkbox"/>
Students		<input checked="" type="checkbox"/>	
Add Student		<input checked="" type="checkbox"/>	
Change Student			<input checked="" type="checkbox"/>
Change Address			<input checked="" type="checkbox"/>
Delete Student			<input checked="" type="checkbox"/>
Student Status			<input checked="" type="checkbox"/>
Student Notes			<input checked="" type="checkbox"/>

CAMS Administration Daily Tasks

V. CREATE Student Accounts

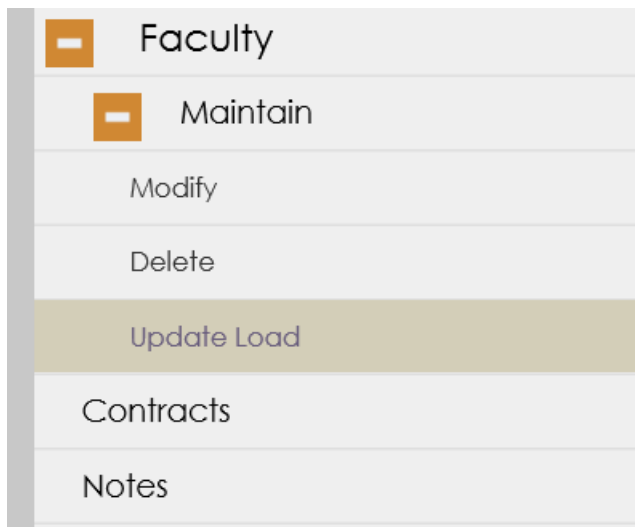
Please, see System Jobs section

VI. Create Faculty / Reset Account

The faculty module is used for both faculty and staff information.

To create or modify faculty information , follow the steps below:

1. Open CAMS with an administrator account and go to Faculty\Maintain and select **Modify**.



CAMS Administration Daily Tasks

2. From the screen below, you can start entering faculty information.
It is important to set the person with correct Type whether, he is a staff, faculty or contractor.

Faculty Information - Internet Explorer

Home CAMS Enterprise Find FacID:46127 Test, Faculty

General Demographics Activities IPEDS Teach\Rank More

Faculty General Info

Save Help Cancel

General

First: Faculty **Middle:** **Last:** Test

Salutation: Ms. **SSN:** **Campus:** MAIN

Department: Administrative Information Services **Hire Status:** Full-Time **Work Status:** Inactive

Tenure: ☐ Yes ☒ No **Init App. Date:** 8/31/1988 **To:** 4/1/2016

Current Load: 0 **Max Load:** 99 **Type:** Staff

Suffix: **% Time Teaching:** 100 **Title:** Director of

Emp ID:

Show On Directory: ☐ Yes ☒ No **Active:** ☐ Yes ☒ No

Addresses

	AddressType	Address1	Address2	Address3	Town	City	County	State	ZipCode	Count
1	Billino	136 Keever Aven				Lackawanna	Erie	NY	14218	United
2	Home	136 Keever Aven				Lackawanna	Erie	NY	14218	United
3	Local	136 Keever Ave				Lackawanna	Erie	NY	14218	United
4	Employer	360 Choate Aven				Buffalo	Erie	NY	14220	United

Contacts

ContactType	PrimaryContac	Institution	ContactLast	ContactFirst	ContactMiddle	Suffix	Salutation	Title	Addre

Done 150%

CAMS Administration Daily Tasks

VII. Faculty Password Reset

To set or reset a faculty password , after selecting the faculty in the Faculty / Maintain menu, Go to the Tab **More** and click on **Portal** and from you can set a username and Password for the faculty and then Click **Save**.

The screenshot shows the 'Faculty Information - Internet Explorer' window. The top navigation bar includes 'Home', 'CAMS Enterprise', 'Find', and a search bar with 'FacID:46127 Test, Faculty'. Below this is a tabbed interface with 'General', 'Demographics', 'Activities', 'IPEDS', 'Teach/Rank', and 'More'. The 'More' tab is active, and within it, the 'Portal' sub-tab is selected and circled in red. The 'Faculty Other Info' section contains the following fields and options:

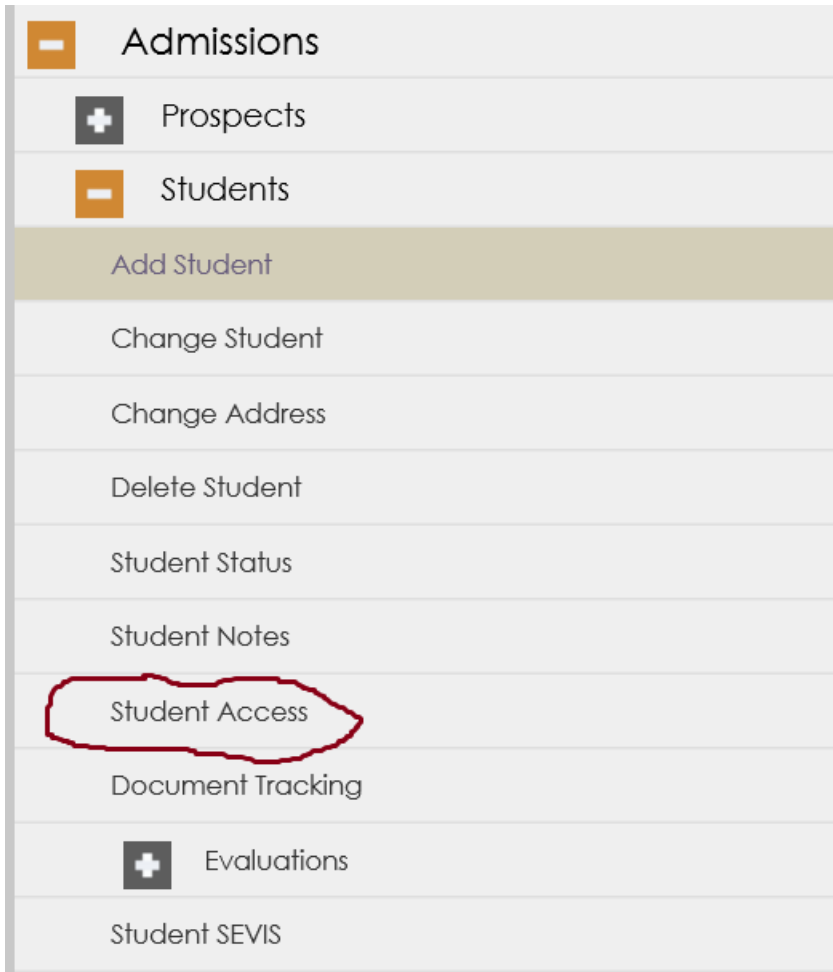
- Other Information** (Section Header)
- Schedules**, **Education**, **Publish**, **E-Mail**, and **Portal** (Sub-tabs)
- Portal User Name:** TestF
- Portal Password:** [Masked] **Set Password** ☐
- Email From:** [Field]
- Enable Portal User:** ☒ Enabled ☐ Disabled
- Enable Direct Grade Submit in Portal:** ☐
- Default Course Management Role:** Clinical Faculty (dropdown)
- Reset Password** (Button)

CAMS Administration Daily Tasks

VIII. Student Password Reset

Password is usually done on a regular basis by the CAMS administrator or Help Desk. The steps below describe how to reset a student password:

1. Open CAMS with an administrator Account and go to Admissions \ Students and Select the **Student Access Menu**



CAMS Administration Daily Tasks

2. Open the Student Access menu and search for a student.

Student Selection List - Internet Explorer

Home

Find Student

Select Students Using These Selection Criteria

Student Type:

Address Type:

SSN:

Email:

National ID:

Student ID:

City:

Maiden Name:

Exp. Cohort:

Last:

State:

Campus:

First:

Zip Code:

☒ Show Addresses

Help
Find
Reset
XML

	StudentUID	StudentID	StudentName	ApplicantStatus	Campus	MaidenName	Suffix
1	104,725	A0000019738	Brown, Aaliyah Nicole	ADMITTED	MAIN		
2	126,797	A0000028248	Brown, Adeline Mei	ACCEPTED	MAIN		
3	14,180	C0000024857	Brown, Aileen K		MAIN	Ginter	
4	64,774	A0000014173	Brown, Aireal L	WTHD BEFORE DEC	MAIN		
5	105,408	A0000019693	Brown, Airicka Mae Robin	WTHD BEFORE DEC	MAIN		
6	56,589	A0000010429	Brown, Alesha J	WTHD AFTER DEC	MAIN		
7	76,848	A0000017113	Brown, Alexandra Ashle	ADMITTED	MAIN		
8	6,526	C0000008037	Brown, Alicia		MAIN		
9	37,394	A0000011172	Brown, Andrea J	WTHD BEFORE DEC	MAIN		
10	1,010	A0000001344	Brown, Andrea T	WTHD BEFORE DEC	MAIN		
11	45,230	A0000014395	Brown, Andrew P	ACCEPTED	MAIN		
12	107,223	A0000020817	Brown, Anissa	DENIED	MAIN		
13	107,895	A0000021249	Brown, Anita Maureen	WTHD BEFORE DEC	MAIN		
14	106,683	A0000020243	Brown, Anna Belle L	ACCEPTED	MAIN		
15	6,527	C0000008038	Brown, Annamary		MAIN		

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Page 11 of 20

CAMS Administration Daily Tasks

3. In the **Portal Password** text box set a new password by clicking on the Set Password checkbox and then click **Save**.

Student Access - Internet Explorer

Home CAMS Enterprise Find

Access

Student Access Save Help Cancel

Access Campus: MAIN

Network Username:

Network Password:

Portal Handle: BrownA

Portal Password: Set Password ☐

Email From:

Enable Portal Access: ☒

Phone Office Code:

LSAC #:

Reset Password

Created By: MAUREENR Created On: 11/5/2013 2:20:42

Changed By: TCCAMSMGR Changed On: 11/3/2017 1:42:23

CAMS Administration Daily Tasks

IX. OneCard System Server Overview and Update

Please, see System Jobs section

X. Great Plain Server , DB and Credentials

Great Plain Software is the main system the college for its accounting Systems. It's supported by Software Solutions and they usually provide most of the support for this program.

1. Some key contacts over there:

. Coleen McNally

coleen@softsolgrp.com

Microsoft Dynamics, GP Consultant

Buffalo: 716.568.2040 x115

. Audrey Charbonneau, ERP Consultant

aubrey.Charbonneau@softsolgrp.com

Buffalo: 716.568.2040 x131

2. Great Plain Servers and DB and Credentials

The Great Software is located on the server troc-gp-sql

Credentials for the great plain software are:

Username: sa

Password: Advance2k\$@

The Main database for Great Plain on the troc-gp-sql server is called: **TC**

XI. Admin Panel Portal and Sections

The Admin Panel portal is a recently created application which purpose is to create administration or report interface for departments or users. You can access the adminpanel by going to the following link: <https://ecams.trocaire.edu/adminpanel>.

Among the useful section of admin panel are the following:

- **Accomodation:** is the principal interface to manage accessibility request sent from the Student Portal by the students. It is usually managed by accessibility service.
The credentials are accoadmin/ Password@1
- **Accuplacer:** is the principal interface for the Placement test. It is Claudia by the pronctor to release and upload High School Scores.
- **Evaluation:** is the principal for the nursing department to check for evaluation of all faculty.
Credentials are evaladmin/ Password@1
- **Project Tracking:** is the main interface for IT to check status of projects.
Credentials are projectadmin/Password@1
- **Tools :** is the main interface for help desk, admissions, ed tech to perform certain backend tasks by themselves.
Credentials are:
helpdesk/Password@1
admissions/Password@1
moodleadmin@Password@1
- **Conduct:** is the main interface to visualize student conduct information.
Credentials are: studentaffairs/Password@1

CAMS Administration Daily Tasks

XII. CAMS Admin Email Account

The camsadmin@trocaire.edu email should be added as a second mailbox to anyone managing CAMS . It is the main email account that receives notifications about status of jobs and some other important information.

XIII. Scheduled Tasks

The following Scheduled Tasks are located on trocaire-sql01 server and are very important for the smooth running of the certain system jobs and automation process. They absolutely must run in their scheduled time.

Name	Status	Triggers	Next Run Time
ACCUPlacer WS Client	Ready	At 3:16 PM on 4/4/2017 - After triggered, repeat every 1 hour indefinitely.	2/16/2018 10:16:00 AM
Sophos Cloud Scheduled Scan	Ready	At 12:00 AM every Saturday of every week, starting 2/17/2018	2/17/2018 12:00:00 AM
Testscr	Disabled		
WinscpBarnesSync	Ready	At 3:06 PM every day	2/16/2018 3:06:35 PM
WinscpBNTtoCAMSin	Ready	At 10:00 AM every Monday, Tuesday, Wednesday, Thursday, Friday of every week, starting 2/6/2017	
WinscpConduit	Ready	At 9:10 AM every day - After triggered, repeat every 1 hour for a duration of 1 day.	2/16/2018 10:10:00 AM
WinscpKeybankSync	Ready	At 2:00 PM every Monday, Tuesday, Wednesday, Thursday, Friday of every week, starting 11/28/2016	
WinscpPurpleBriefcaseSync	Ready		

1. Accuplacer WS Client:

is responsible to downloading the high score scores from Accuplacer website on a daily basis.

2. WinscpBarnesSync:

Is Responsible for uploading the file from our sFTP folder via winscp to Barnes and Nobles SFTP server.

3. WinscpBNTtoCAMSin

Is Responsible for Downloading Transaction files from Barnes Nobles to upload to CAMS.

4. WinscpConduit:

Is responsible for uploading CAMS enrollment data to Moodle Conduit process.

5. WinScpKeybankSync:

Is responsible for uploading ACH Files from Finance to Keybank sftp server.

6. WinscpPurpleBriefcaseSync:

Is responsible for uploading CAMS data to the Purple Briefcase Server program.

XIV. System Jobs

1. Preparing the Upcoming Term

Before the beginning of every term, it is essential to set the jobs to the correct term and make the essential term preparation to ensure the jobs will be running smoothly.

2. System Jobs Listing

- **Student Accommodation Reminder Email (AccoReminJob)**

Note: This job is a termless job which triggers a reminder email based on the request that was submitted by the student for the Accessibility services.

- **CAMS to Barnes and Nobles Export (Barnes_Noble_Job_SP-18) – (Critical)**

Note: This job exports data regularly from CAMS to the Barnes Servers via SFTP. This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term. It is important to ask the Student Accounts director as for when to change the term.

- **Barnes and Nobles to CAMS Import (BN_TO_CAMS_JOB_SP-18) – (Critical)**

Note: This job imports data regularly from Barnes and Nobles Servers to CAMS via SFTP. This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term.

- **Barnes and Nobles Transactions Hit/Miss Verification Report (BNTtoCAMSWEEKLYVerifJob_SP18) – (Critical)**

Note: This job is a report job that sends an email weekly to Student Accounts about the status of the transactions imported in CAMS during the week. This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term.

- **BookStore Enrollment File (BKSTORE_EnrollFILE_SP-18) – (Critical)**

Note: This job is a report job that sends an email weekly to the bookstore to inform them about the enrollment status of students so they can buy the appropriate amount of books. This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term.

CAMS Administration Daily Tasks

- **CAMS to EMP Prospect Bridge (CAMSPROSPECT_EMP_JOB) – (Critical)**
Note: This job uploads Propect information from CAMS and sends to the EMP CRM for admissions via sftp.
- **CAMS to EMP Student Bridge (CAMS_Student_EMP_Job) – (Critical)**
Note: This job uploads Propect information from CAMS and sends to the EMP CRM for admissions via sftp.
- **Check Daily Dropped Faculty in Moodle (CheckDroppedFacultyJob_SP18) – (Critical)**
Note: This job monitors faculty drops on a daily basis and transmit the information to moodle for deassociation of a faculty with a particular course.
This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term.
- **CAMS to Moodle Export (Conduit_Job) – (Critical)**
Note: This job exports enrollment information from CAMS and uploads them to Moodle on a daily basis.
This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term. It is important to ask permission to the Moodle administrator as for when to change the term.
- **Wrong ID Card Detection (DetectWrongBNID) – (Critical)**
Note: This job scans the transaction files from Barnes and Noble everyday to determine if there is a wrong student ID in the Student and reports it to the administrator , student accounts and the bookstore. Once the Wrong Student ID locate the file in **D:\SFTP\barnes_noble\Imports\Archives\[TermXX]\Raw** and change to the appropriate ID.
- **Emergency Notification System Student Upload (ENSSTUDENTS_SP18) – (Critical)**
Note: This job exports enrollment information from CAMS and uploads them to Moodle on a daily basis.
This job is a term based job. Before the start of every term, edit the job and set the job to the appropriate term. It is important to ask permission to the Moodle administrator as for when to change the term.
- **Generate Student Accounts (GENERATE_ADIMPORT_GLOBAL) – (Critical)**
Note: This job is responsible for generating the Students Accounts everyday and sends it as list to help desk for email creation.

CAMS Administration Daily Tasks

- **Generate Financial Aid Acceptance Report (Generate_FA_Accept_Job) – (Critical)**
Note: This job produces a daily report of the student Financial Aid Status and sends a daily email to the Financial Aid department.
- **Generate Moodle Faculty History (GenerateMoodleEnrollHistory) – (Critical)**
Note: This job Takes a snapshot of faculty enrollment everyday so faculty drops can be detected.
This Job is a term based job and the correct term information must be changed in the Stored procedure dbo.Conduit_getEnrollList.
- **Upload New Pictures from OneCard into CAMS (GetNewPicsFromOneCard)**
Note: This job Uploads New Pictures from OneCard and Uploads them into CAMS.
This Job can be run every month or every week.
- **EMP to CAMS Import (LIAISON_TO_CAMS_JOB)**
Note: This job Uploads data from EMP CRM and uploads them into CAMS.
- **Program Directors Health Report Generation (NotifyHealthProgDirOfAlerts)**
Note: This Job produces a monthly report of Shots alerts and sends them to the Program Directors.
- **Students Health Record Reminder Emails (NotifyShotExpiration_Job) – (Critical)**
Note: This Job produces a daily reminder email to Students about shots that's going to be expired in the Student Records.
- **Accepted Students Letter Upload (PickUpAcceptedStudentsJob_Global) – (Critical)**
Note: This Job Uploads accepted Students on a daily basis , after the help desk finished creating an email account for the students so letters can be generated with their login information at acceptance.
- **High School Scores Pickup (PickUpHSScoreJob) – (Critical)**
Note: This Job allows Accuplacer Scores to be uploaded in CAMS on a daily basis from the accuplacer.org website.
- **Purple Briefcase Students Upload (Purple_Briefcase_SP-18_JOB) – (Critical)**
Note: This job exports data from CAMS and uploads to the Purple Briefcase System via Sftp.
This Job is a term based job and the correct term information must be changed in the Stored procedure.

CAMS Administration Daily Tasks

- **Backup Rotation (RotateBackup) – (Critical)**

Note: This allows the rotation of the backup jobs in the SQLBackup Folder on the D: drive of Trocaire-sql01 to be rotated every 2 weeks.

- **Report Processor (RptProcessorJob)**

Note: This job helps process the Phi theta kappa reports which takes long time to generate.

- **Semester Snapshots Processing (Sem_SnapShot_Job_SP-18) – (Critical)**

Note: This job performs a mandatory State Required Snapshot operation in CAMS to be taken at period interval.

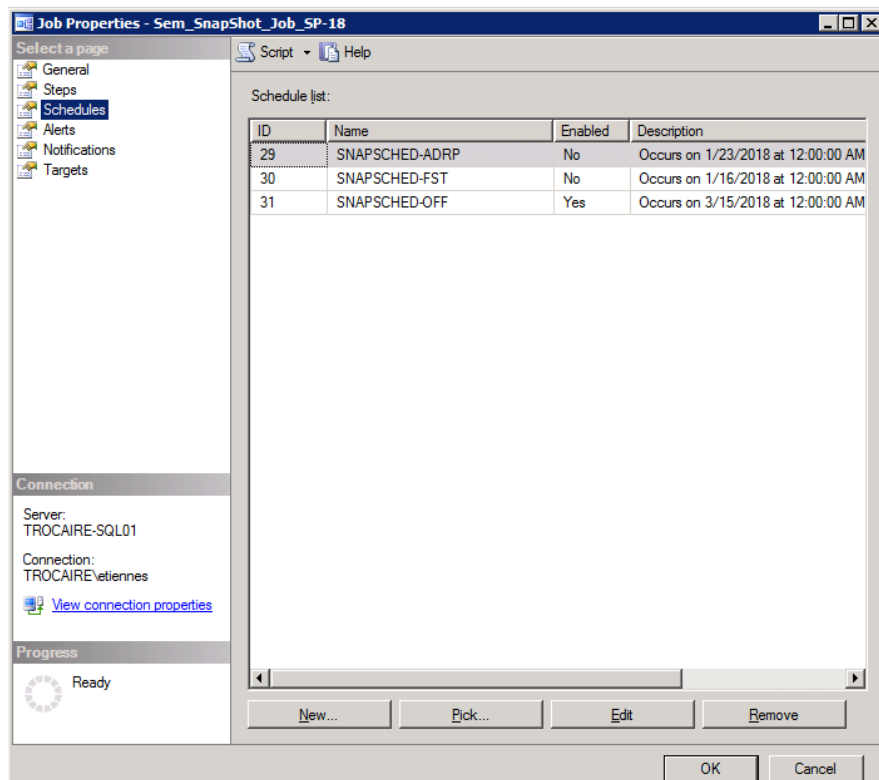
This Job is a term based job and the correct term information must be changed in the job.

Also, this job is setup to run on a particular date throughout the course of the semester. (summer is excluded)

The dates of when those Snapshots to be taken needs to be confirmed with Nikki Rodriguez, Director of Assessment before the beginning of every semester.

Here is the schedule settings for the snapshot. The snapshot needs to be taken 3 times during the semester.

You need to edit each of this schedule and set the appropriate date. Also, make the schedule is enabled after changing it.



CAMS Administration Daily Tasks

- **Generate Prior Day acceptance Report to HelpDesk (SendPriorDayAccStudentsJob) – (Critical)**

Note: This job sends of a daily report of the all the accepted students the day before to help desk prepare the email accounts for the students and verify any discrepancy.

- **Update OneCard System with Newly accepted Students (SendUpdatesToOneCard_SP18) – (Critical)**

Note: This job performs a daily update of the OneCard System and notify help desk of the update.

- **Semester Academic Status Update (SetAcademicStatusForTerm_Job) – (Critical)**

Note: This job set the academic Standing of Students at the end of every term automatically based on their GPA.

- **Student Status Update (UPDATESTDSTAT) – (Critical)**

Note: This job updates the student enrollment status every week each term.

XV. Some other CAMS Resources at Trocaire

- Dr Nikki Tomasello
- Dr Dick Linn
- Jim Poulos
- CAMS Community Forum
- Managing CAMS Enterprise Book
- CAMS Support

XVI. CAMS Support

For all CAMS issues that isn't listed, CAMS support is a great resource, they are open Monday through Friday 8:30a to 8pm Central Time

Phone Number: 636-386-8616 Option 3