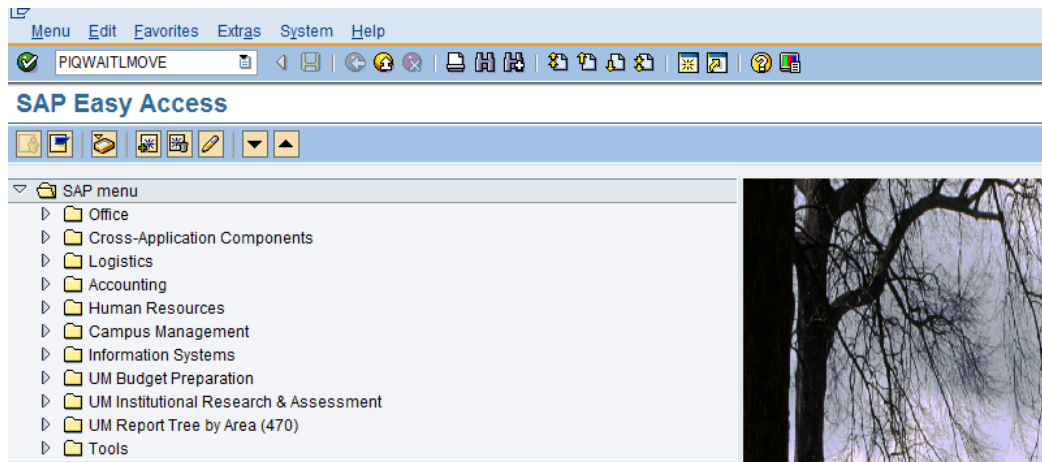


**CM Waitlisting**  
**The University of Mississippi**  
**End User Documentation – ERP2005**  
**11/2008**

<b>What is waitlisting?</b>	Waitlisting will automatically queue a fixed number of students to be booked into a class as space becomes available.
<b>Which classes will have a wait list?</b>	Initial implementation will apply to all 100 through 400 level classes and selected 500 level classes. Classes with 9 or fewer seats will be excluded from wait listing.
<b>How many students will be on a wait list?</b>	Initial implementation allows creation of a list equal to 10 percent of the 'Optimal Capacity' of the section (SE). (Excluding sections with 9 or fewer seats.)
<b>Will booking through the GUI affect waitlisting?</b>	Yes. If a department books a student in a section through the GUI and that booking raises the number booked in the section higher than the Optimum plus Wait List number, students will not automatically move up until the number of bookings drops below the Optimum Capacity on that section. Departments may need to examine the Optimum/Maximum capacities on their sections in order to best use the function of wait listing. Department staff should always run PIQWAITLMOVE or ZCM_WHO_BOOKED to see if booking someone through the GUI will adversely impact students on their wait list.
<b>When will waitlisting go live?</b>	Waitlisting will be available beginning with Priority Registration for Wintersession and Spring semester of 2008.
<b>Will departments be able to advance students on the list?</b>	SAP provides an option in Program Content (Booking) that allows departments to perform 'Essential Bookings' and a transaction to advance students in the waitlist queue as needed (PIQWAITLMOVE).
<b>Who will be authorized to use these options?</b>	Anyone who currently books students in classes will have authorization to use these new tools.
<b>Which waitlists will a department be able to manipulate?</b>	PIQWAITLMOVE will present a list of all sections 'owned' by the organizational unit to which a user belongs. The user may choose the section's list that he or she wishes to maintain from that list. Users should NOT make changes to lists that belong to other departments.
<b>How often will the wait lists be advanced?</b>	The process to move students from wait lists to fully booked will run at least once per day. Multiple runs will be scheduled at intervals to be determined.
<b>Will students be charged fees on wait listed classes?</b>	Students will not be assessed for a class until or unless they become fully booked in the section. At that time fee calculation will be run to determine if the student owes more fees.
<b>When will the wait list be turned off?</b>	Waitlisting for a given term will be turned off on the fifth day of that semester. Departments should process any outstanding Essential Bookings prior to that time.
<b>Will class rosters show wait listed students?</b>	ZCM_WHO_BOOKED is the best report to view both booked and waitlisted students. ZCM_SCHEDULE_ALV, ZCM_SCHEDULE and web displays have also been updated to display sections on a student's schedule that have been wait listed. These will be clearly marked as wait listed and not fully booked.

## Viewing a Waitlisted Section PIQWAITLMOVE

Type 'PIQWAITLMOVE' in the Command Box. Use 'Favorites' to add it to your Favorites for future use.



- Use 'Selection Method Group' WL01 Waiting Lists via Event Package
- 'Selection Method' Event packages – waitlisting
- 'Selection Variant' General Selection Variant
- Choose appropriate year and term
- Action – 'Display Waiting List' for viewing lists
- Program Control – Simulation Mode for viewing lists
- Click 'Execute'

Program Edit Goto System Help

Waiting List Administration

Object Selection

Selection method group	WL01 Waiting Lists via Event Package
Selection Method	Event packages - waitlisting
Selection Variant	General Selection Variant

Parameter

Academic Session

Academic Year	2007-2008
Academic Session	Spring Semester

Action

Display Waiting List     Move Up     Entitled to Move Up

Program Control

Simulation Mode  
 Displ. Rslt Log

**Note:** Events with wait lists will be selected based upon the user's organizational unit. For example, a user in the English Department will see only sections of classes offered by that department while a user in Liberal Arts will see sections of classes offered by all organizational units that report up to Liberal Arts.

All students who are on a wait list for classes that belong to your organizational unit are displayed.

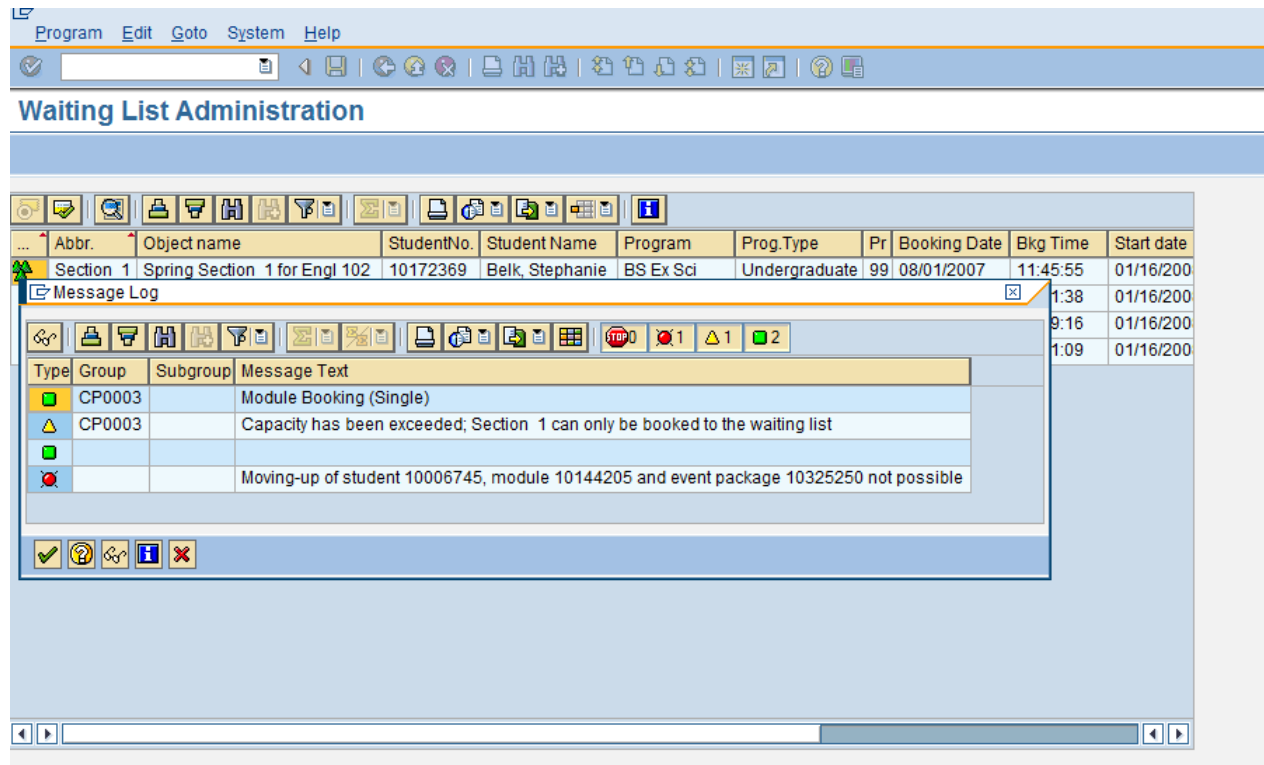
The screenshot shows the 'Waiting List Administration' window. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area contains a table with the following data:

OT	Abbr.	Object name	StudentNo.	Student Name	Program	Prog.Type	Pr	Booking Date	Bkg Time	Start date
	Section 1	Spring Section 1 for Engl 102	10172369	Belk, Stephanie	BS Ex Sci	Undergraduate	99	08/01/2007	11:45:55	01/16/200
		Spring Section 1 for Engl 102	10006745	Mathew, Frank	PhD Bus Adm	Undergraduate	99	10/17/2007	17:01:38	01/16/200
		Spring Section 1 for Jour 102	10075617	Barnes, Amy	BS FCS	Undergraduate	99	09/26/2007	11:09:16	01/16/200
		Spring Section 1 for Clc 103	10214446	Pant, Swechhya	BSW	Undergraduate	99	09/26/2007	16:31:09	01/16/200

To advance students in the list, highlight the student and click on the 'Move Up' icon.

This screenshot is identical to the one above, but with an arrow pointing from the text above to the 'Move Up' icon in the toolbar. The 'Move Up' icon is located in the toolbar above the table, to the left of the 'Print' icon. The first row of the table is highlighted in yellow, indicating it is selected.

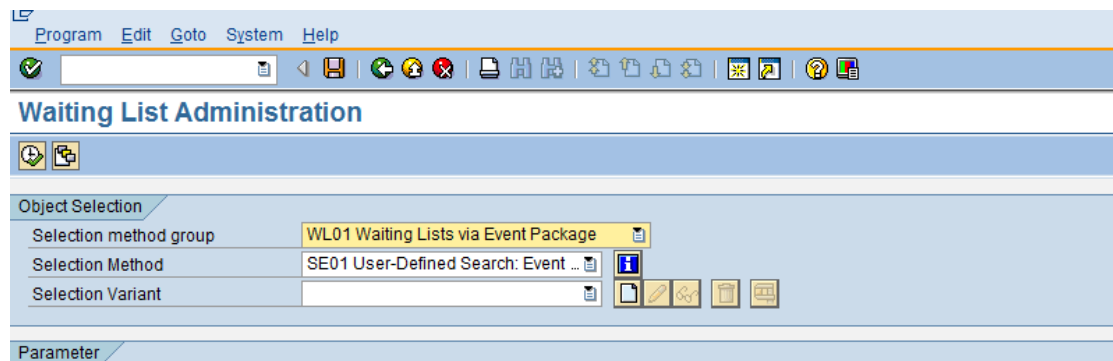
You will most likely get this message, meaning that you will need to do an Essential Booking.



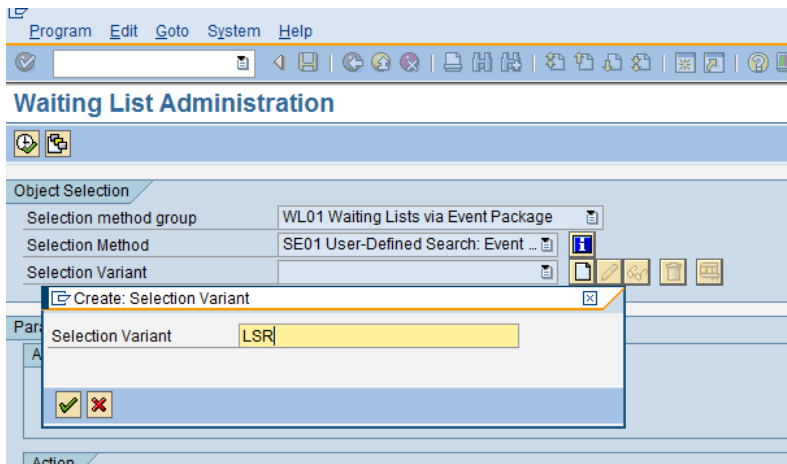
**Using PIQWAITLMOVE to View/Advance a Single Section  
(User-Defined Search)**

Open PIQWAITLMOVE in SAP.

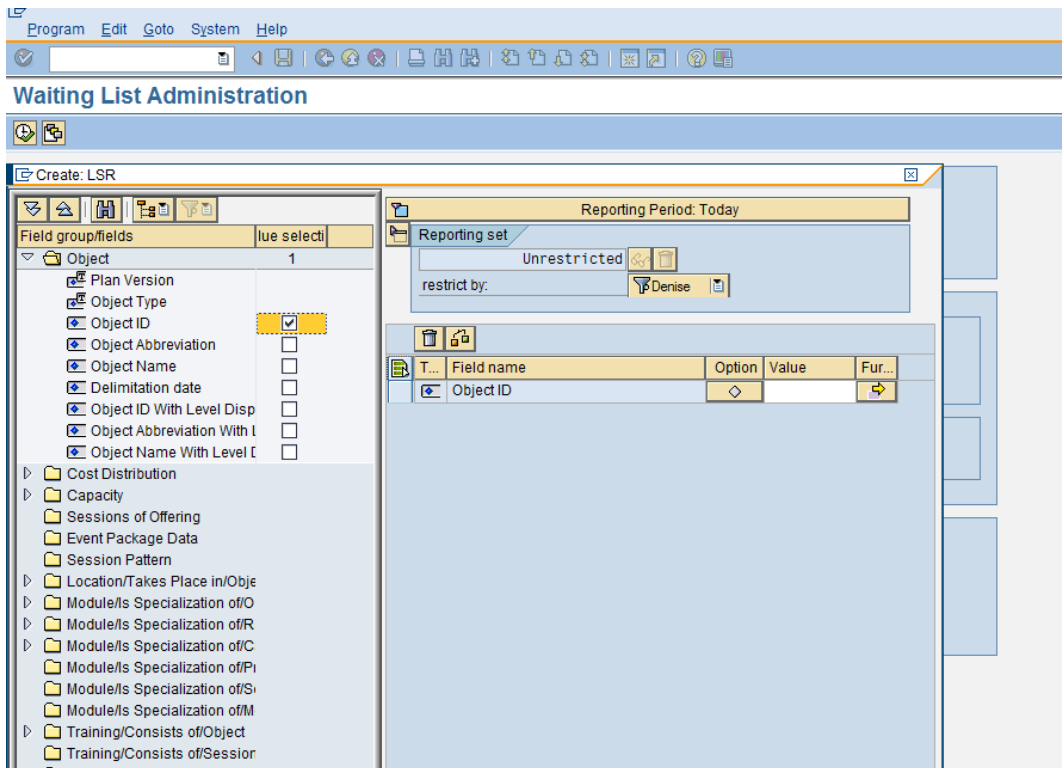
Make the following choices for selection and click on the blank sheet of paper icon:



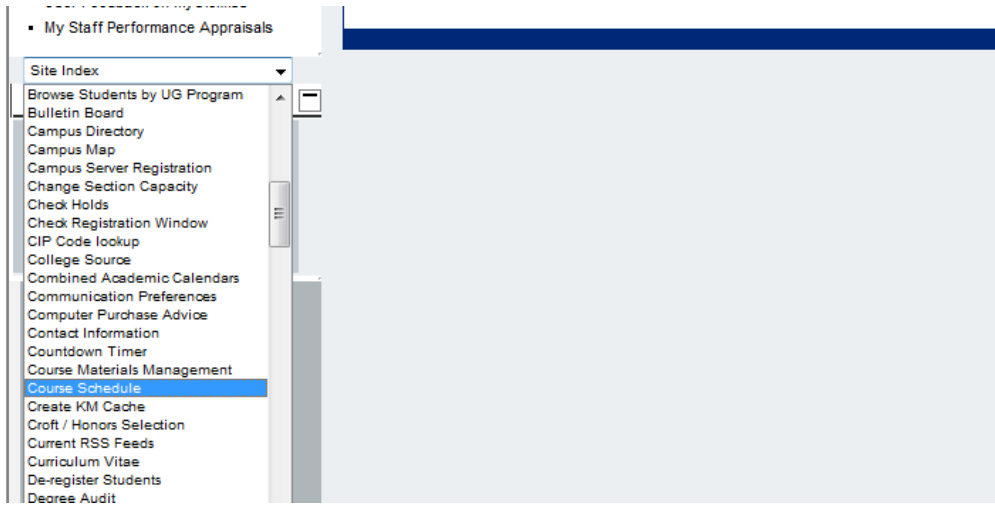
Name your variant. Green check.



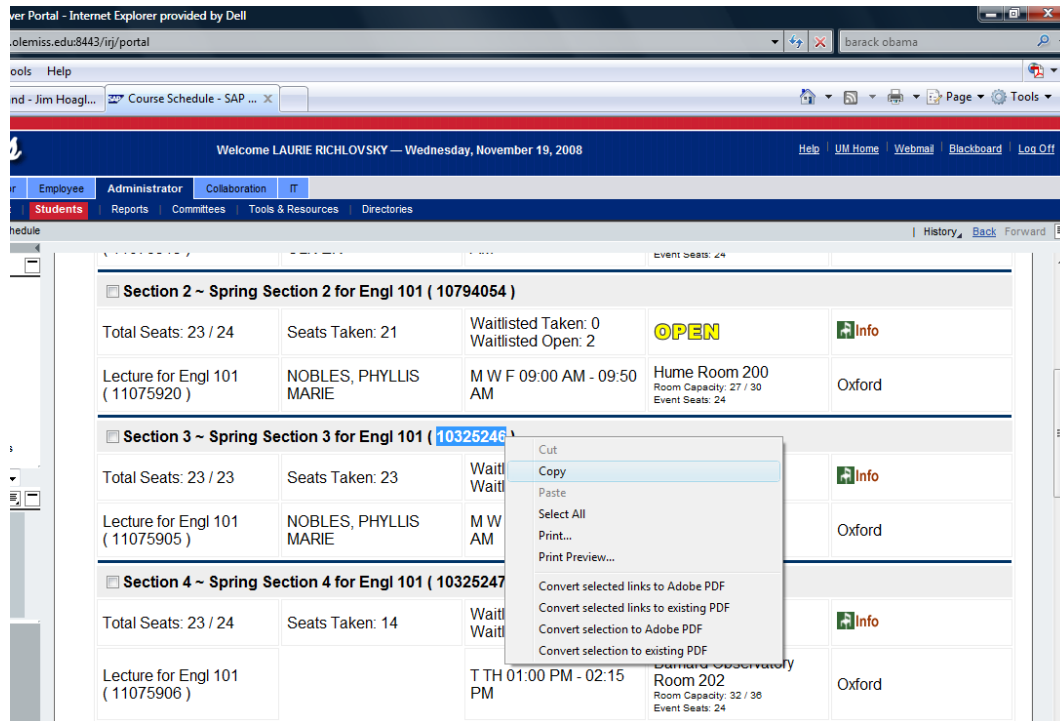
Open the node 'Object' and check the box next to Object ID.



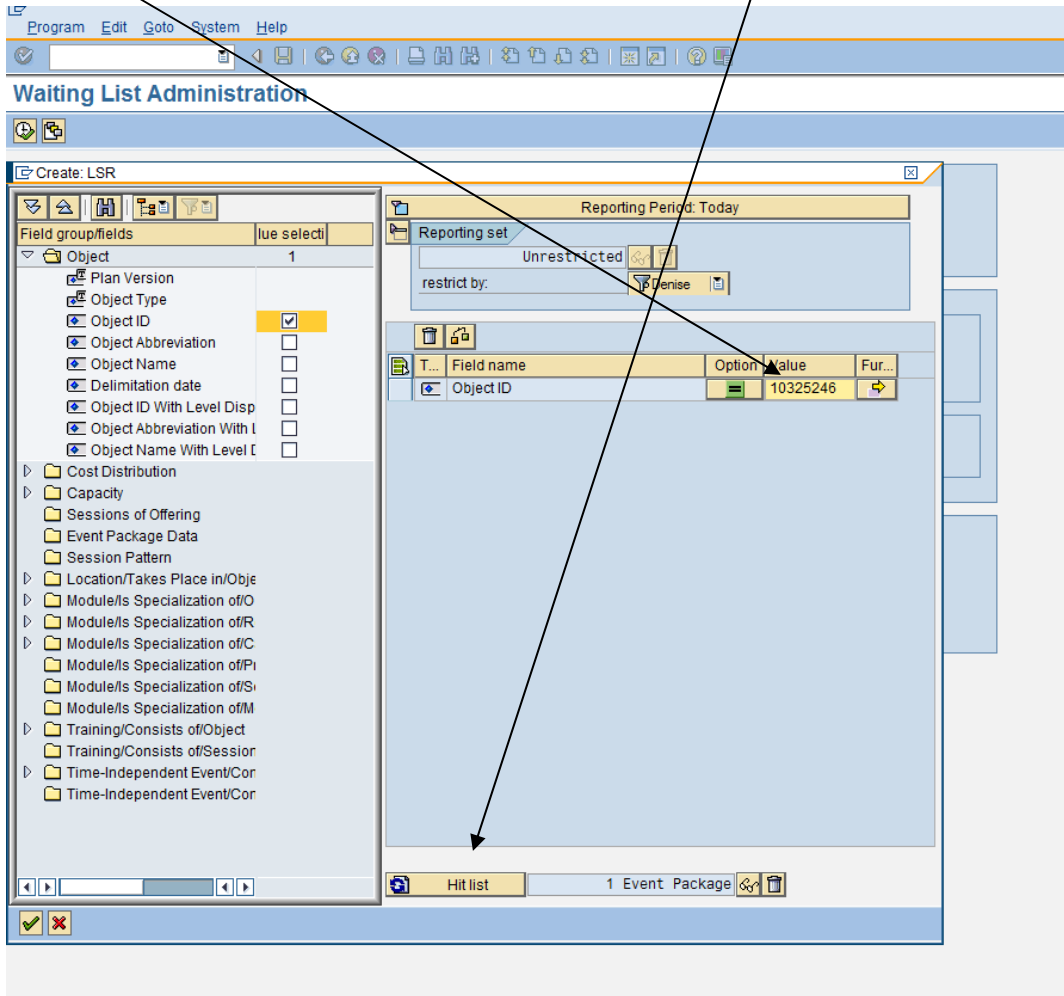
Log onto myOleMiss to access the Course Schedule.



Find the section you want to move up or view. Highlight the Object number; right-click and choose 'Copy'.

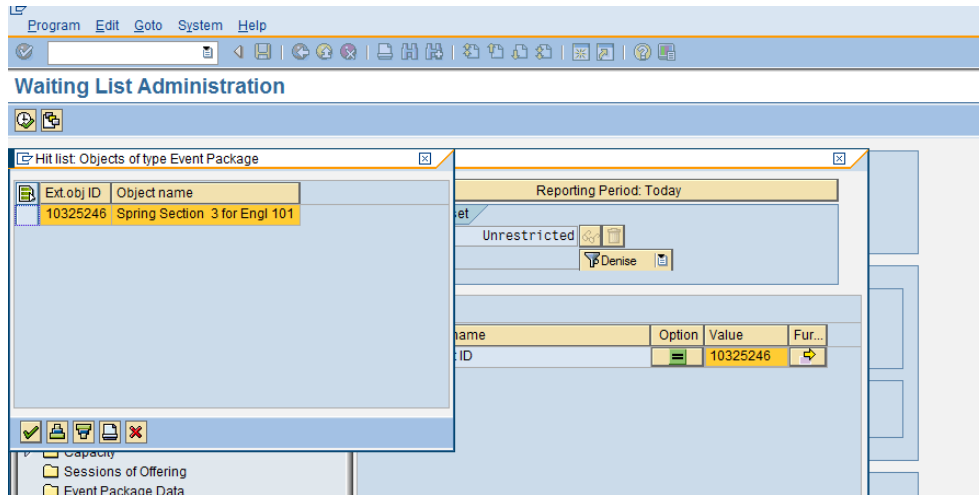


Go back to PIQWAITLMOVE and use the keys 'Control' and 'V' to paste the Object ID in the blank box in the selection screen. Click on the button 'Hit list'. Click on the eyeglasses to see the selected section.

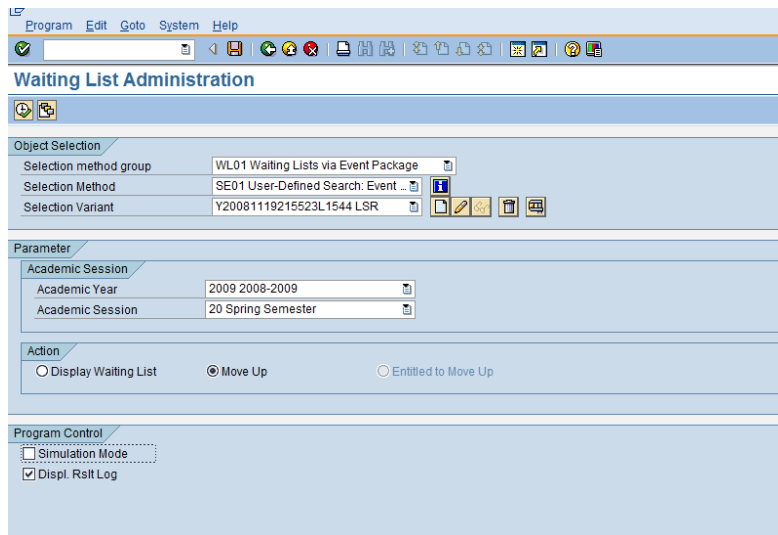




Highlight the row with the section and green check. Green check out of the selection screen.

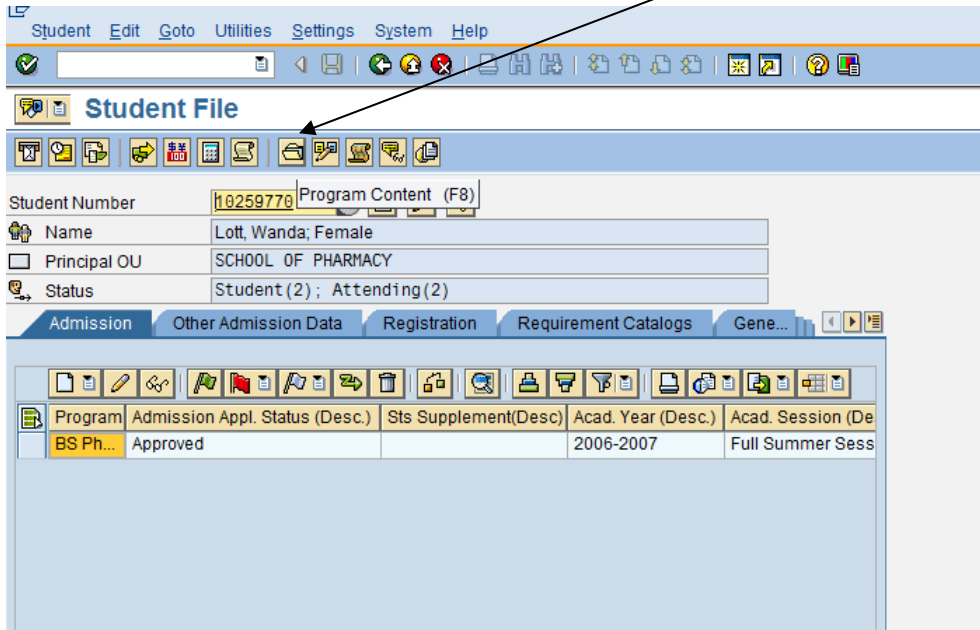


Select the appropriate year/term. Choose the 'Move Up' button; uncheck 'Simulation Mode'. Execute.

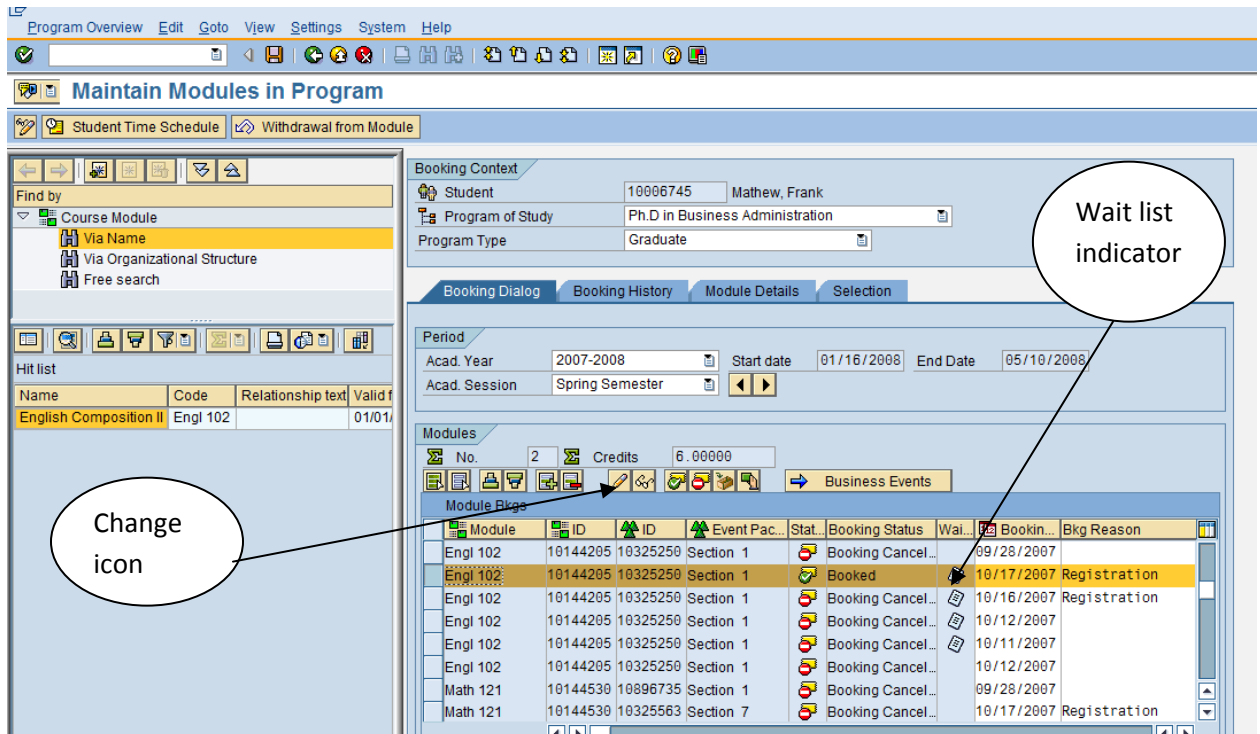


## Using Program Content to do an Essential Booking

Go to Student File and click on the Program Content icon.



- Select the correct Program of Study, Year and Session.
- Highlight the section that is wait listed.
- Click on the 'Change' icon.



**1) Choose 'Essential Bkg' radio button.**

Module Booking Edit Goto Extras System Help

**Change Module Booking**

Only Module Only Event Package Entire Module Booking Event Booking

**Booking Context**

Student 10006745 Mathew, Frank  
Module English Composition II  
Program Ph.D in Business Administration  
Program Type Graduate  
Acad. Year 2007-2008 Start date 01/16/2008  
Acad. Session Spring Semester End Date 05/19/2008

**Booking Details**

Booking Status Booked Exclusion  
Booking Date 10/17/2007 Booking Reason Registration Transferred  
Assess. Method Scale Free of Charge  
Credits 3.00 CRH Min./Opt./Max. 3.00 3.00 3.00  
Cond. Bkg No Conditional

**Booking Priority**

Essential Bkg  Normal Booking  Waiting List

**Current Booking** Prerequisites Previous Bookings

Event Package	Start d...	End D...	Abbr.	Name	Event type
Section 1	01/16/...	05/09/...	Section 1	Section 1	
Section 2	01/16/...	05/09/...	Section 2	Section 2	
Section 3	01/16/...	05/09/...	Section 3	Section 3	
Section 4	01/16/...	05/09/...	Section 4	Section 4	
Section 5	01/17/...	05/08/...	Section 5	Section 5	
Section 6	01/17/...	05/08/...	Section 6	Section 6	
Section 7	01/16/...	05/09/...	Section 7	Section 7	

**3) Click the Save icon 'Only Event Package'.**

**2) Be sure the section you want is highlighted.**

The student is booked in the class. The waitlist icon is gone.

Program Overview Edit Goto View Settings System Help

SAP

### Maintain Modules in Program

Student Time Schedule Withdrawal from Module

Find by  
 Course Module  
 Via Name  
 Via Organizational Structure  
 Free search

Hit list

Name	Code	Relationship text	Valid t
English Composition II	Engl 102		01/01/...

Booking Context

Student 10006745 Mathew, Frank  
 Program of Study Ph.D in Business Administration  
 Program Type Graduate

Booking Dialog Booking History Module Details Selection

Period  
 Acad. Year 2007-2008 Start date 01/16/2008 End Date 05/10/2008  
 Acad. Session Spring Semester

Modules  
 No. 2 Credits 6.00000  
 Business Events

Module	ID	ID	Event Pac.	Stat.	Booking Status	Wai.	Bookin...	Bkg Reason
Engl 102	10144205	10325250	Section 1	✓	Booked		10/17/2007	Registration
Engl 102	10144205	10325250	Section 1	✗	Booking Cancel...		10/17/2007	Registration
Engl 102	10144205	10325250	Section 1	✗	Booking Cancel...		09/28/2007	
Engl 102	10144205	10325250	Section 1	✗	Booking Cancel...		10/16/2007	Registration
Engl 102	10144205	10325250	Section 1	✗	Booking Cancel...		10/12/2007	
Engl 102	10144205	10325250	Section 1	✗	Booking Cancel...		10/11/2007	
Engl 102	10144205	10325250	Section 1	✗	Booking Cancel...		10/12/2007	

Save

QAS (1) (300) umqas INS

Eudora - [Margaret ...] SAP Logon 710 Maintain Modules i... SAP Training - Cale... CM Waitlisting - Mi... 2:27 PM

**NOTE: Remember that booking students through the GUI may prevent the automatic move up from advancing remaining waitlisted students to fully booked status. In fairness to the students on wait lists, GUI booking should be done rarely, if at all, for sections with waitlists.**