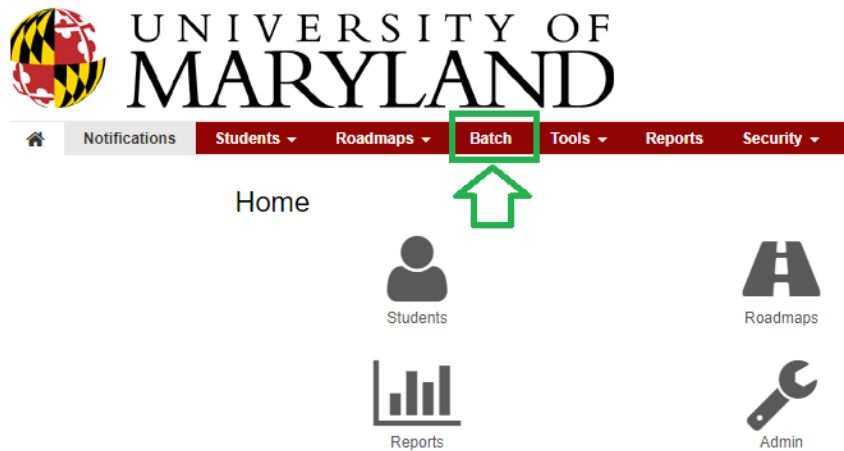# Manually Enter or Paste in UID's

On the Red Menu Bar click Batch

Click the "Add Batch" button
In Description Box give it a name "Elementary Ed Batch"
In the Degree Program Box chose a major, 0802P Elementary Education
Click the green "Save & Continue" button at the bottom of the screen

Add Batch

Description	Elementary Ed Batch
Datasource	uAchieve
Server Name	Undergrad Batch
SOPRID	BARS
Type	A-Audit and Evaluation
Retention Period (Days)	1
COM Table	UMD
Degree Program	0802P - Elementary Education
Catalog Term	
DP Mask	
Include Planned Courses	☐
Exclude in Progress?	☐
Report	
Print Req	
List All	'' - Default

Save & Continue **Save & Finish** Cancel

On the Criteria List page click the red "Add Batch criteria" button

Criteria List

1. Description   2. Criteria   3. Schedule   4. Share

Add Batch criteria   **Preview**

And/Or	(	Operand	

No criteria found

Save & Continue   **Save & Finish**   Cancel

Leave Operand as UNDERGRAD-UID
Change Operator to IN
Click the Radio button under OR near the bottom
Type or Paste in UID's in the box right under that
Click the Red "Save" button

Add Criteria

1. Description	2. Criteria	3. Schedule	4. Share

And/Or	▼
(	▼
Operand	UNDERGRAD - UID ▼
Operator	in ▼
	○
	▼
Value	**OR** ◉ 115771062 115207288 115705128
)	▼

➡ **Save** Cancel

On the Criteria List page click the red "Preview" button

Criteria List

1. Description	2. Criteria	3. Schedule	4. Share

Add Batch criteria **Preview** ⬅

Delete
select all/select none

And/Or	(	Operand	Operator	Value	)	Move Up	Move Down	Edit	Delete
		UID	in	115771062 115207288 115705128 115068421 116323123 116444880 115635678 115722491 113459696 114785114 115212978 116410922 114064776 114719225 115715837 114053428 115926653 116865821 116688222 107198068 116429542 115967793 111844159 114629616 116933940 115726963 116705387 116226998 115422551 116332675 113865329 116177399 116438629 114605023 114776846 111484782 114798862 115939295 115390669 114051998 114625151 116360401 116940580 116551663 116927871 113520297 114595416 115384217 116049023 114699909 116621199 116670746 114752758 115320208 116541756 116039543 115382008 112218645 115949157 115840362 115232600 115295391 113434303 115251731 116297172 116636865 116341240 116403641 115403062 116058278 115330689 115415584 114650757 115228771 115411784 114793362 114616937 115629882 115995208 114783868 115310070 116534741		↑	↓	☑	☐

Save & Continue Save & Finish Cancel

That should display your students and their names
Click the "Back to Criteria List" button

Criteria List

| 1. Description | 2. Criteria | 3. Schedule | 4. Share |

Back to Criteria List

Total: 82 students

▲ Student Number	Student Name
107198068	Bondy, Edward Aaron
111484782	Choi, Kang Suk
111844159	Bosworth, Raymond Joseph

Click the red "Save and Finish" button

Criteria List

| 1. Description | 2. Criteria | 3. Schedule | 4. Share |

Add Batch criteria **Preview**

Delete
select all/select none

And/Or	(	Operand	Operator	Value	)	Move Up	Move Down	Edit	Delete
		UID	in	115771062 115207288 115705128 115068421 116323123 116444880 115635678 115722491 113459696 114785114 115212978 116410922 114064776 114719225 115715837 114053428 115926653 116865821 116688222 107198068 116429542 115967793 111844159 114629616 116933940 115726963 116705387 116226998 115422551 116332675 113865329 116177399 116438629 114605023 114776846 111484782 114798862 115939295 115390669 114051998 114625151 116360401 116940580 116551663 116927871 113520297 114595416 115384217 116049023 114699909 116621199 116670746 114752758 115320208 116541756 116039543 115382008 112218645 115949157 115840362 115232600 115295391 113434303 115251731 116297172 116636865 116341240 116403641 115403062 116058278 115330689 115415584 114650757 115228771 115411784 114793362 114616937 115629882 115995208 114783868 115310070 116534741		↑	↓		

Save & Continue **Save & Finish** Cancel

You'll see your Batch in the list
In the Run Batch column, click the word Run for your Batch
In a few seconds it should change to Running...
Back at the top under the header "Batch" you'll see four tabs
Click on "Run Results"

Batch

Batch Definitions | Scheduled Jobs | **Run Results** | Blackouts

Batch Definition List

Filter Batch Results (Minimum 3 Characters)

Filter by: Type ▾ Owner ▾ ▶

Add Batch

Delete

select all/select none

Run Batch	▲ Id	Description	Type	Owner	Clone	Edit	Delete
Run	2021	ANTH BA	A-Audit and Evaluation	sgoebel	⧉		
Run	2028	AASD	A-Audit and Evaluation	sgoebel	⧉		
Run	2761	ECON BA Early BM review	A-Audit and Evaluation	ccooper7	⧉	✎	
	17521	LPH 1901	A-Audit and Evaluation	cbokal	⧉	✎	
Run	20962	WMST Cert	A-Audit and Evaluation	gwarman	⧉	✎	
Run	21741	GenEd Indicator	A-Audit and Evaluation	agraddy	⧉	✎	☐
Run	22061	Elementary Ed Batch	A-Audit and Evaluation	agraddy	⧉	✎	☐

That'll display the Batch and the results as they come in.
You can refresh the Browser to get more.

Pulling UID's from an Advise List

Start out the same way by creating a Batch
When you get to the Criteria Page
Change Operand to UNDERGRAD-AOW List
Leave Operator as equals
Click the Radio button under OR near the bottom
Type in your directoryID, hyphen, name of the Advise list, "agraddy-TLPL251
Click the Red "Save" button

Add Criteria

1. Description	2. Criteria	3. Schedule	4. Share

And/Or [▼]

([▼]

Operand [UNDERGRAD - AOW List ▼]

Operator [equals ▼]

(○) [▼]

Value

OR

(●)

[agraddy-TLPL251]

) [▼]

[Save] [Cancel]

When you click the Preview button

Criteria List

1. Description	2. Criteria	3. Schedule	4. Share

[Add Batch criteria] [Preview] [Delete]
select all/select none

And/Or	(	Operand	Operator	Value	)	Move Up	Move Down	Edit	Delete
		AOWList	equals	agraddy-TLPL251		↑	↓	✎	☐

[Save & Continue] [Save & Finish] [Cancel]

You should get a list that matched the Advise List