



STEP 1: Create the CSV file

- Open Excel
- Prepare a CSV file with the following:
- 3 columns with students 81x in column A, requirement to be added/updated in column B, and requirement status in column C. The job either adds a new requirement to each student or updates it with the status in column C. *Note: There is no header column.*
 - An example is below:

81188888	CPRT	SF
81188888	GMAT	RQ
81188889	CPRT	RQ

- Click File, Save as, then name the file grad_ncrq_input
- Click the file type dropdown, then CSV (Comma delimited)
- Then click Save

STEP 2: Upload the file to securereports

- Go to <https://securereports.uga.edu/> and log in
- Click on folders on the left side of the page
- Navigate to the SHANCRS folder by going to /Banner/Banner_Transfer/PROD/SHANCRS
- Upload the CSV file that you created in Step 1



STEP 3: Check results in securereports/DegreeWorks

- The job that updates students' NCRQ codes runs on a set schedule
- Once the job has run, check the results in the same folder that you uploaded the CSV file
- It will be named ncrq_import_detail_DATE.TIME_RUNMODE.txt
 - Where DATE.TIME_RUNMODE looks like 20250301.1230_U if the job was run on March 3rd, 2025 at 12:30 PM in update mode
- This file is an overview of the run of the job. It includes the instance, run mode, date of run, and detailed information for each code that was added and/or updated for each student submitted.
 - In addition, it also has:
 - Record type column, that displays NEW or OLD
 - Status column that displays SUCCESS or ERROR
 - A message column, that details which code was entered for which student. Or, in case of an error, the message column displays the error.
- An example of a report file is below:

```

Started procedure szkgrrq.p_main at ...                               11-DEC-2024 09:23:50
-----
Graduate NCRQ Import Detail Report
Instance.....: PPRD
Process mode.....: U UPDATE

RECORD      NCRQ      NCST
TYPE  UGAID      NAME      CODE      CODE      STATUS      MESSAGE
-----
NEW    81                EDCS      RQ      SUCCESS    Requirement EDCS for ID: 81      was successfully inserted.
NEW    922389905  *** not found ***  EDET      RQ      ERROR      *UGAID: 922389905 not found on SPRIDEN
NEW    81                EDPE      RQ      SUCCESS    Requirement EDPE for ID: 81      was successfully inserted.
NEW    81                EDEP      RQ      ERROR      *NCRQ code: EDEP is not valid.
  
```

- Here is what a fulfilled NCRQ would look like on DegreeWorks. Notice the green checkmark where it says NON-COURSE REQUIREMENT

<input checked="" type="checkbox"/>	Public Health ILE Advisement	PBHL 7560	App Pract Integrative Exp PH	A	6	Spring 2021
<input type="checkbox"/>	PH Applied Practice Experience	Still needed:	3 Credits in PBHL 7660E			
<input type="checkbox"/>	ADDITIONAL REQUIREMENTS					
<input type="checkbox"/>	Additional Courses	Still needed:	Select additional courses, as needed, in consultation with an advisor to meet the minimum number of required credit hours for this program.			
<input checked="" type="checkbox"/>	NON-COURSE REQUIREMENT					
<input checked="" type="checkbox"/>	Final Program of Study					