

## Revision History

Date	Review by	Comment
18/09/17	Emma Rose	Version 1

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## 1. Scope and Purpose

The Daily Class list is equivalent to the daily class role. It will provide Trainers with a list of inmates who have been scheduled to attend class that day.

This will also allow you to make notes in regards to attendance and any other comments you need to update the attendance for each inmate in your class.

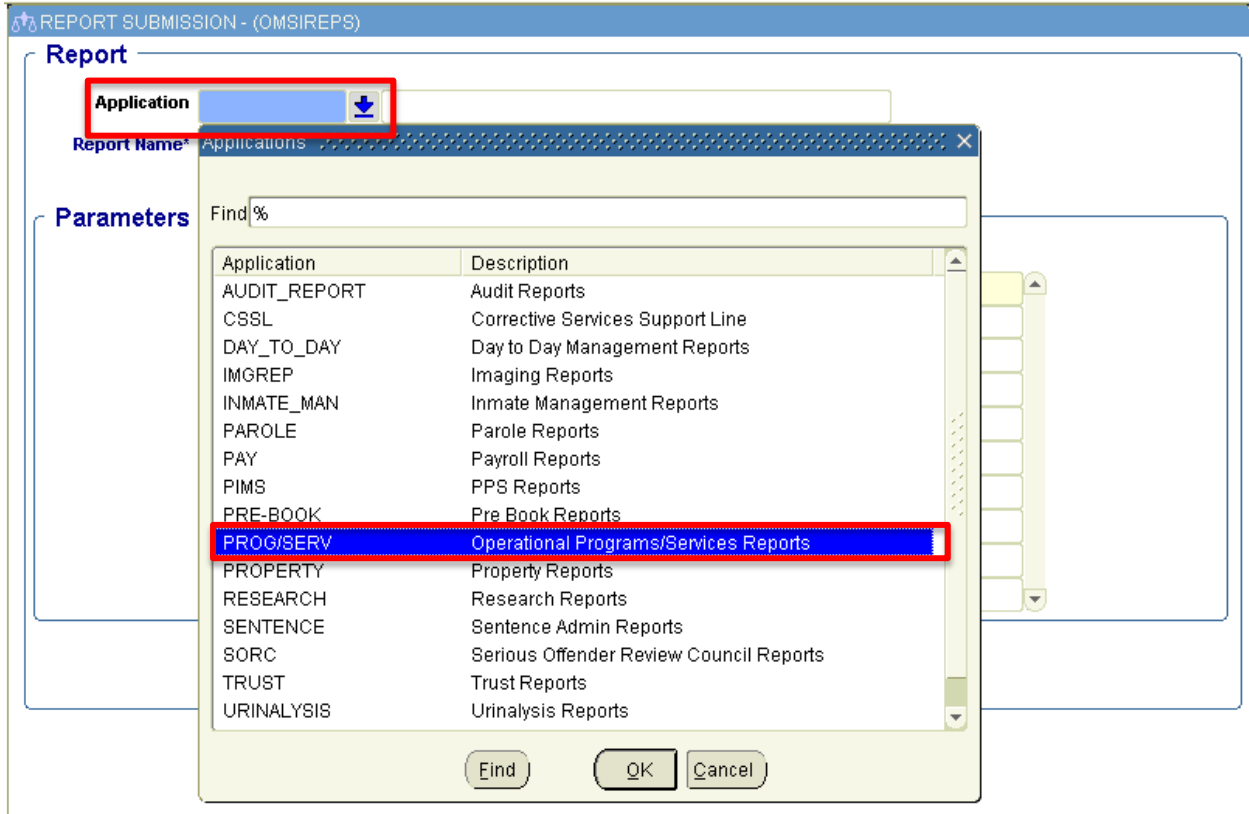
## 2. Printing the Class List

In OIMS select Utilities – Report Submission

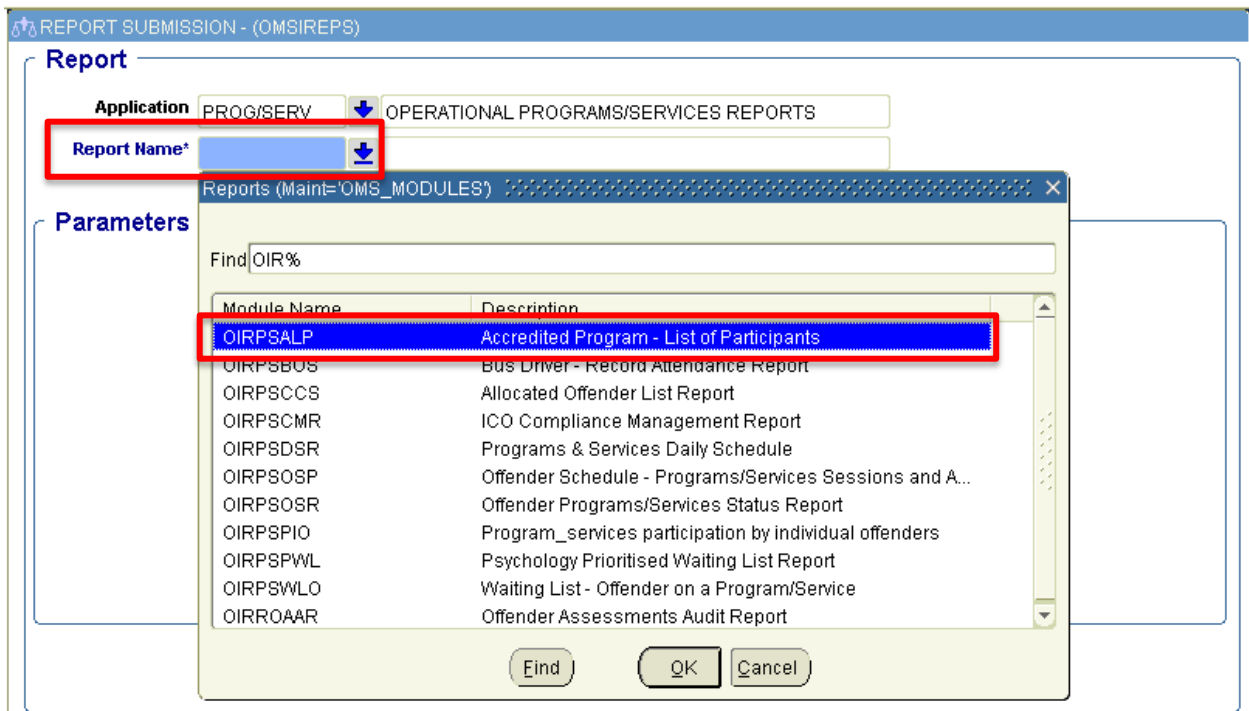


Select the down arrow at Application and select Operational Programs/Services Reports.

You can type PROG into the application field and hit tab on your keyboard and OIMS will default to this option.



At Report Name, select Accredited Program – List of Participants (this is the class list).



### 3. Parameters for a Class List

Select your centre at Location; enter the date for the class (best to do one day at a time) and the Program line. This will show inmates who have been allocated to the program (class) and then click on Run Report.

At Sort By: You can choose Surname or Offender ID (MIN).

**REPORT SUBMISSION - (OMSIREPS)**

**Report**

Application: PROG/SERV OPERATIONAL PROGRAMS/SERVICES REPORTS

Report Name\*: OIRPSALP Accredited Program - List of Participants

**Parameters**

Parameter	Value
Location	KCC - KARIONG CORRECTIONAL CENT - AC
From Date	16/08/2017
To Date	16/08/2017
Program	EESP WORKPLACE HEALTH & SAFETY
Optional Columns (MAXIMUM 5)	
Sort By	SURNAME

Run Report Exit

#### Example Class List

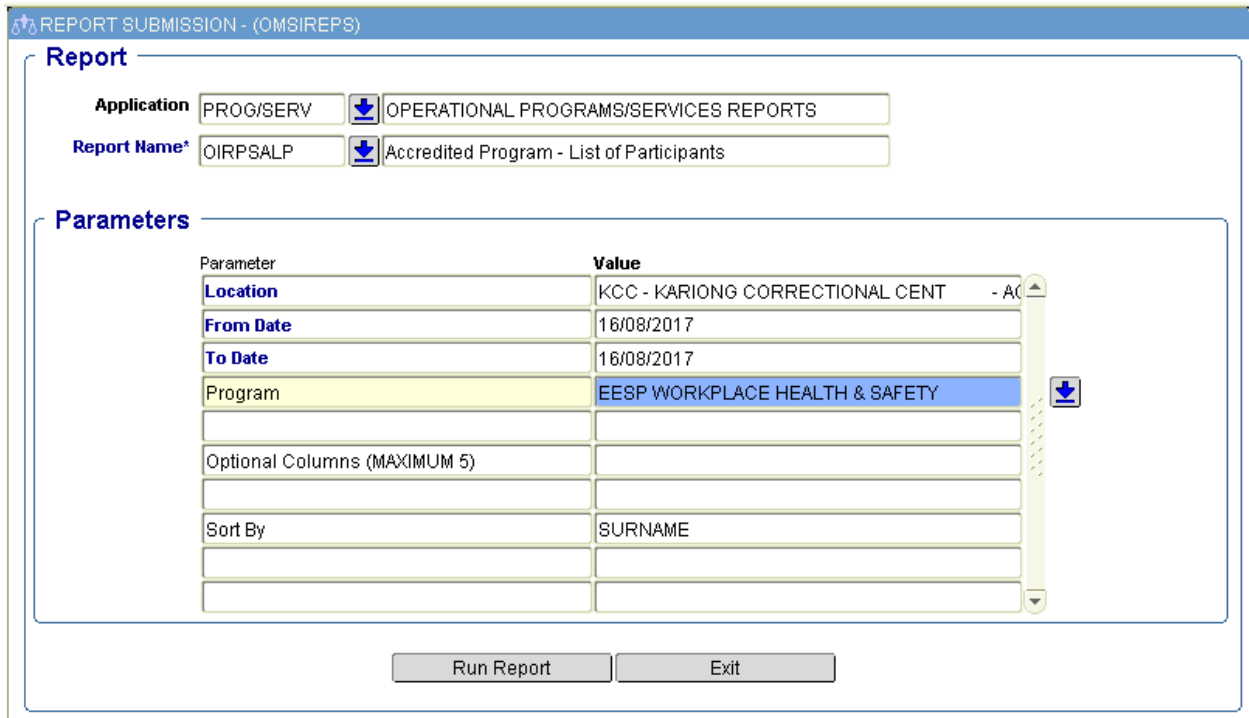
It is recommended to utilise this list to record your attendance whilst in class. Ensure at the end of the day the attendance is updated in OIMS as per the User Guide – Updating Attendance.

M.J.N	Surname, Given Name	Wing	Notes
0000408289	BALDACCHINO, RICHARD	KCC-UNIT 3-CELL 30-B3	_____
0000294613	BALLANGARRY, MAURICE	KCC-UNIT 4-CELL 35-B2	_____
0000320085	GILDEA, SIMON	KCC-UNIT 1-CELL 1-B4	_____
0000573834	JAKAZA, TAPIWA	KCC-UNIT 2-CELL 11-B4	_____
0000105994	NICHOLLS, SHANE	KCC-UNIT 3-CELL 28-B1	_____
0000534297	RAHBAN, JOSEPH	KCC-UNIT 3-CELL 24-B2	_____
0000561204	SHORTLAND, JOHN	KCC-UNIT 2-CELL 20-B3	_____
0000466632	SOUZA, GUSTAVO	KCC-UNIT 2-CELL 19-B1	_____
0000542944	STANNARD, MARCUS	KCC-UNIT 2-CELL 15-B2	_____
0000502662	WILLIAMS, DILLON	KCC-UNIT 3-CELL 21-B1	_____

Total number of records printed : 10

## 4. OIMS error when running a report

On rare occasions you may have entered all the information in the Parameters correctly but OIMS provides an error message after you have clicked on Run Report.



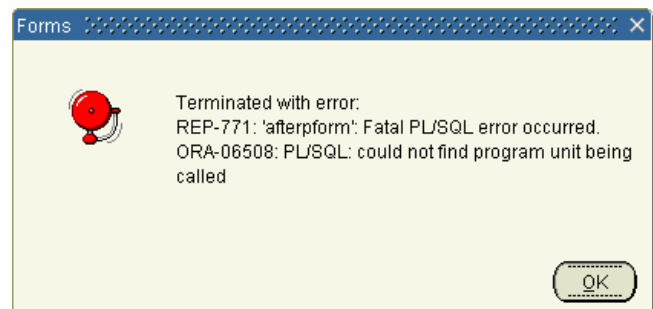
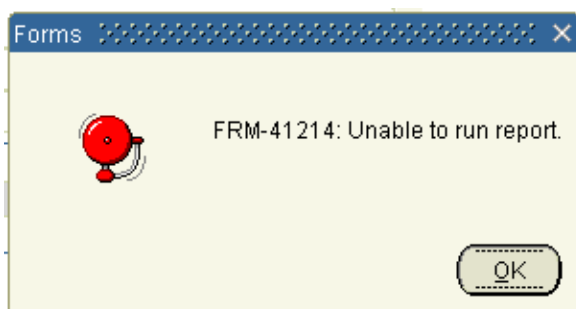
The screenshot shows the 'REPORT SUBMISSION - (OMSIREPS)' window. It has two main sections: 'Report' and 'Parameters'.  
In the 'Report' section, there are two dropdown menus: 'Application' set to 'OPERATIONAL PROGRAMS/SERVICES REPORTS' and 'Report Name' set to 'Accredited Program - List of Participants'.  
The 'Parameters' section contains a table with the following data:

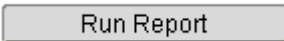
Parameter	Value
Location	KCC - KARIONG CORRECTIONAL CENT - AC
From Date	16/08/2017
To Date	16/08/2017
Program	EESP WORKPLACE HEALTH & SAFETY
Optional Columns (MAXIMUM 5)	
Sort By	SURNAME

At the bottom of the window are two buttons: 'Run Report' and 'Exit'.

There isn't actually an error in the report; there is just an occasional bug in OIMS which generally happens if you have been generating a high volume of reports.

Select OK at the Unable to Run Report Prompt and OK at Terminated error prompt.



Then reselect  and your report should run. If you keep getting these errors exit out and re-enter Report Submission.