Working with Organization Group Type and Group Code in External Organizations (revised November 2012)
(example: Full-Year program, mandatory)

These instructions list the steps to (a) add an Organization Group Type and Group Code to an External Organization in PeopleSoft and (b) search for Organizations that fall within a specific Group Code. In this example, the External Organization has a full-year program, rather than just one term, and the full-year time period is mandatory.

**Adding an Organization Group Type and Group Code**

To begin, select the External Organization by navigating as follows:

*Campus Community > Organization > Create/Maintain Organization > Organization Affiliation*

1. If known, enter the **External Org ID**. Otherwise, search for the External Organization. The search can be narrowed down by searching for **Organization Type** of **Non-Resident Study Program**.

2. Once the Organization has been chosen, the following page opens:

   ![Organization Affiliation](image)

3. Under the bar, **Organization Groups**, click on the **Group Type** drop-down box and select **OIS-Time**.
4. Tab to **Group Code**. Under the **Group Code** drop-down box, select the appropriate code (choices are Full-year mandatory or Full-year optional) - in this example, **Full-year mandatory**.

5. The completed page appears as follows:

![Organization Affiliation](image)

6. Click **Save**.
7. To see the list in a query, open: **WOIS_FULL_YEAR_ORGANIZATIONS**
Searching for Organizations by Group Type and Group Code

You can search for Organizations by Group Type and Group Code from within the Campus Community Menu. Navigate as follows:

Campus Community > Organization > Review Organizations > Organization Groups Summary

8. The following page opens.

9. Select the Group Type and Group Code from the drop-down boxes. In this example, OIS-Time and FYM (Full-year mandatory).

10. Click the Search button. If you wish, you can sort the output Organization, State, County or Country.
11. A listing of all organizations with that Group Type and Group Code are displayed, similar to the following:

![Organization Groups Summary](image)

12. To see a query displaying a list of full-time organizations, open the following query: 
   WOIS_FULL_YEAR_ORGANIZATIONS.