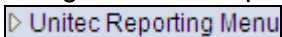
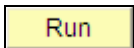
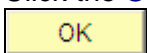

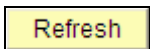

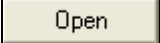


Task 1-Running Campus Solutions Reports

Step	Action
1.	Navigate to the required report. For example: 
2.	Reports are categorised by function: <ul style="list-style-type: none"> - Campus Community Reports, eg Student Addresses Report - Student Admissions Reports, eg Admit term Report; Applicant Numbers - Unitec International Reports - Records and Enrolment Reports, eg Student EFTS; Student Stats - Curriculum Management Reports, eg Class Roster; Class Roster Photos - Student Financial Reports
3.	From the Find an Existing Value tab, search for an existing Run Control ID. (If required, select an appropriate Run Control ID.) Note: If the message “No matching values were found” appears, do the following: <ol style="list-style-type: none"> 1. Select the Add a New Value tab 2. Enter a name for the Run Control ID (Creating a Run Control ID name that is relevant to the report may help you remember it for future use) 3. Click the Add button <p>The report/process page will be displayed.</p>
4.	Enter the required parameters for the report/process. Access the Process Scheduler Request page to begin to run the process. Click the Run button. 
5.	Select the required report/process from if more than listed. Click the OK button. 
6.	Take note of the Process Instance number.
7.	Click the Process Monitor link. 
8.	Click Refresh until the Run Status for your process shows Success . 

Step	Action
9.	Click the Go back to Report Name link. For example: Go back to Class Roster
10.	Click the Report Manager link. Report Manager
11.	Click the Administration tab. 
12.	Identify the required Process Instance number.
13.	Click the Details link for the required Process Instance. Details
14.	Select the required file name from the Name list. This could be one of the following file formats, .CSV, .PDF, or .XLS . For example: srclsrst_3041894.PDF
15.	Click the Open button. 
16.	The system opens a new window in the required application to display the report. (You might need to expand the window to view a report). Note: The report can be printed or emailed from the display window.
17.	Print the report using the chosen application's functionality.
18.	Email the report using the chosen application's functionality.
19.	After viewing the report, return to the Report Detail page in the original browser window by using the chosen application's Close functionality.
20.	End of Procedure.