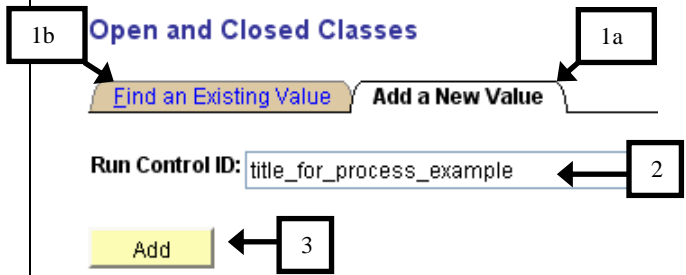
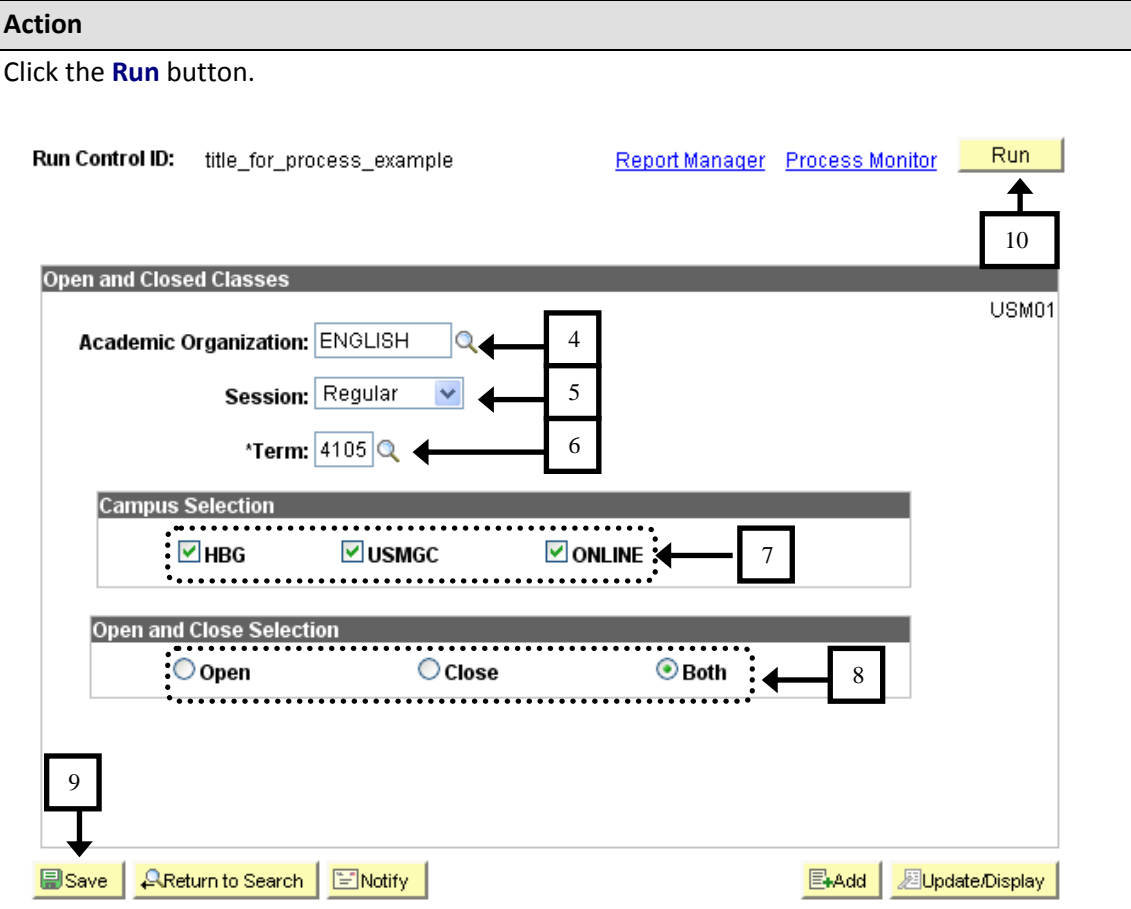
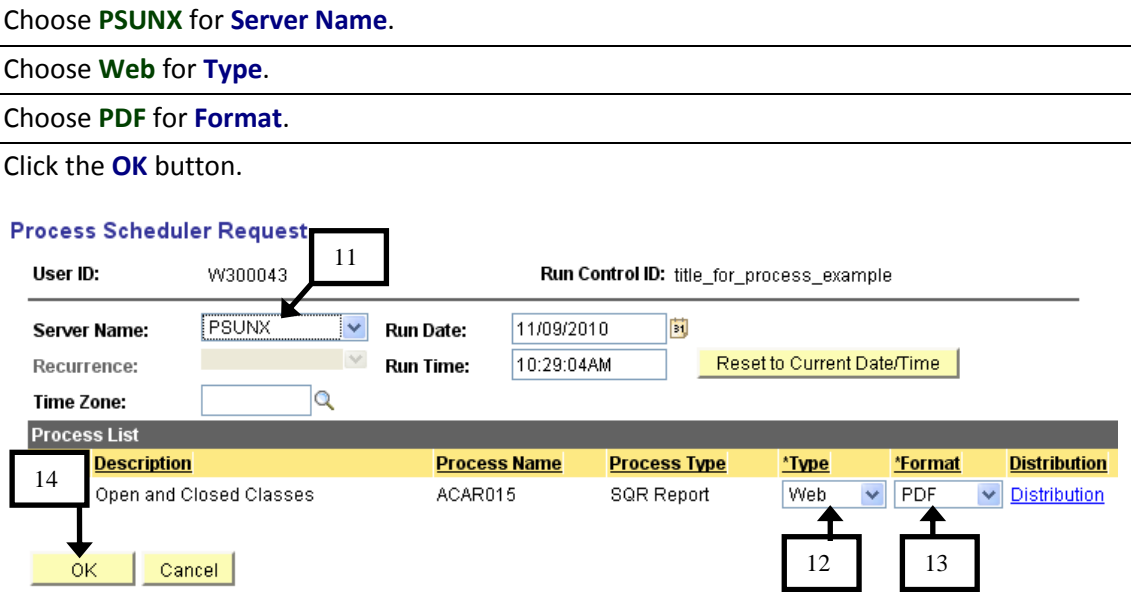
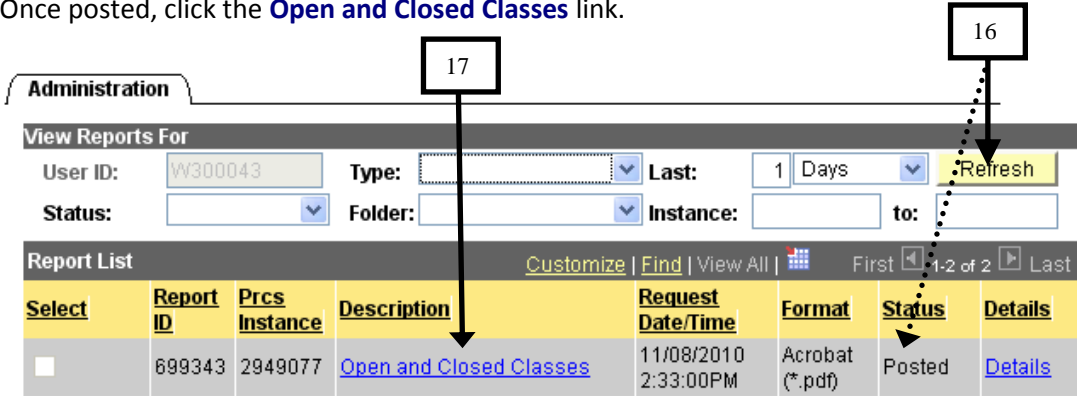


An "oldie" report with new functionality...  
You can now run ALL CAMPUSES IN ONE REPORT!!!

**Navigation:** Home > Campus Community > USM Campus Community > Reporting > Open and Closed Classes

| Step | Action  |
|------|---|
| 1.   | <p>a. For FIRST TIME, click <b>Add a New Value</b> link.</p> <p>b. For future uses, click the <b>Find an Existing Value</b> link.</p>   |
| 2.   | Enter a "title" for this process into the <b>Run Control ID</b> field. No spaces within title   |
| 3.   | <p>Click the <b>Add</b> button.</p>    |
| 4.   | Enter your academic organization code or choose from the magnifying glass search.   |
| 5.   | Choose correct session type (regular, 8W1, mini, etc) from the <b>Session</b> list. {Leave blank to run report for all session types.}  |
| 6.   | <p>Enter the correct term code or select from magnifying glass search.</p> <p>4105- Spring 2010    4108- Summer 2010<br/>4111- Fall 2011    4115- Spring 2011<br/>4118- Summer 2011</p> |
| 7.   | Click the appropriate checkbox(es)...yes, you can now run multiple campuses on one report.  |
| 8.   | Click the appropriate box.  |
| 9.   | Click the <b>Save</b> button.   |

| Step                    | Action  |              |              |              |              |         |              |                         |         |            |     |     |              |
|-------------------------|---|--------------|--------------|--------------|--------------|---------|--------------|-------------------------|---------|------------|-----|-----|--------------|
| 10.                     | <p>Click the <b>Run</b> button.</p>    |              |              |              |              |         |              |                         |         |            |     |     |              |
| 11.                     | Choose <b>PSUNX</b> for <b>Server Name</b> .  |              |              |              |              |         |              |                         |         |            |     |     |              |
| 12.                     | Choose <b>Web</b> for <b>Type</b> .   |              |              |              |              |         |              |                         |         |            |     |     |              |
| 13.                     | Choose <b>PDF</b> for <b>Format</b> .   |              |              |              |              |         |              |                         |         |            |     |     |              |
| 14.                     | <p>Click the <b>OK</b> button.</p>  <table border="1" data-bbox="438 1575 1526 1680"> <thead> <tr> <th>Description</th> <th>Process Name</th> <th>Process Type</th> <th>*Type</th> <th>*Format</th> <th>Distribution</th> </tr> </thead> <tbody> <tr> <td>Open and Closed Classes</td> <td>ACAR015</td> <td>SQR Report</td> <td>Web</td> <td>PDF</td> <td>Distribution</td> </tr> </tbody> </table> | Description  | Process Name | Process Type | *Type        | *Format | Distribution | Open and Closed Classes | ACAR015 | SQR Report | Web | PDF | Distribution |
| Description             | Process Name  | Process Type | *Type        | *Format      | Distribution |         |              |                         |         |            |     |     |              |
| Open and Closed Classes | ACAR015   | SQR Report   | Web          | PDF          | Distribution |         |              |                         |         |            |     |     |              |
| 15.                     | Click the <b>Report Manager</b> link.   |              |              |              |              |         |              |                         |         |            |     |     |              |
| 16.                     | Click the <b>Refresh</b> button until " <b>Posted</b> " appears in the Status column.   |              |              |              |              |         |              |                         |         |            |     |     |              |

| Step                     | Action  |               |   |                      |                 |                   |                         |        |         |                          |        |         |   |                      |                 |        |                         |
|--------------------------|---|---------------|---|----------------------|-----------------|-------------------|-------------------------|--------|---------|--------------------------|--------|---------|---|----------------------|-----------------|--------|-------------------------|
| 17.                      | <p>Once posted, click the <b>Open and Closed Classes</b> link.</p>  <p>The screenshot shows the 'Administration' section with 'View Reports For' filters. The 'Report List' table contains the following data:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Report ID</th> <th>Prcs Instance</th> <th>Description</th> <th>Request Date/Time</th> <th>Format</th> <th>Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>699343</td> <td>2949077</td> <td><a href="#">Open and Closed Classes</a></td> <td>11/08/2010 2:33:00PM</td> <td>Acrobat (*.pdf)</td> <td>Posted</td> <td><a href="#">Details</a></td> </tr> </tbody> </table>                     | Select        | Report ID                               | Prcs Instance        | Description     | Request Date/Time | Format                  | Status | Details | <input type="checkbox"/> | 699343 | 2949077 | <a href="#">Open and Closed Classes</a> | 11/08/2010 2:33:00PM | Acrobat (*.pdf) | Posted | <a href="#">Details</a> |
| Select                   | Report ID   | Prcs Instance | Description                             | Request Date/Time    | Format          | Status            | Details                 |        |         |                          |        |         |   |                      |                 |        |                         |
| <input type="checkbox"/> | 699343  | 2949077       | <a href="#">Open and Closed Classes</a> | 11/08/2010 2:33:00PM | Acrobat (*.pdf) | Posted            | <a href="#">Details</a> |        |         |                          |        |         |   |                      |                 |        |                         |
| 18.                      | <p><b>TURN OFF POP-UP BLOCKERS!!</b> Your report will display in a new window.</p> <p>The University of Southern Mississippi<br/>Open and Closed Classes<br/>Spring 2009-2010</p> <pre> ts Description                Class Topic Time           Days -- 0  Intro Composition          10:00AM-10:50AM M W F 0  Intro Composition          10:00AM-10:50AM M W F 0  Composition One            08:00AM-08:50AM M W F 0  Composition One            08:00AM-08:50AM M W F 0  Composition One            08:00AM-08:50AM M W F 0  Composition One            09:00AM-09:50AM M W F 0  Composition One            09:00AM-09:50AM M W F 0  Composition One            10:00AM-10:50AM M W F 0  Composition One            08:00AM-09:15AM T R 0  Composition One            08:00AM-09:15AM T R </pre> |               |   |                      |                 |                   |                         |        |         |                          |        |         |   |                      |                 |        |                         |
| 19.                      | <b>End of Procedure.</b>  |               |   |                      |                 |                   |                         |        |         |                          |        |         |   |                      |                 |        |                         |