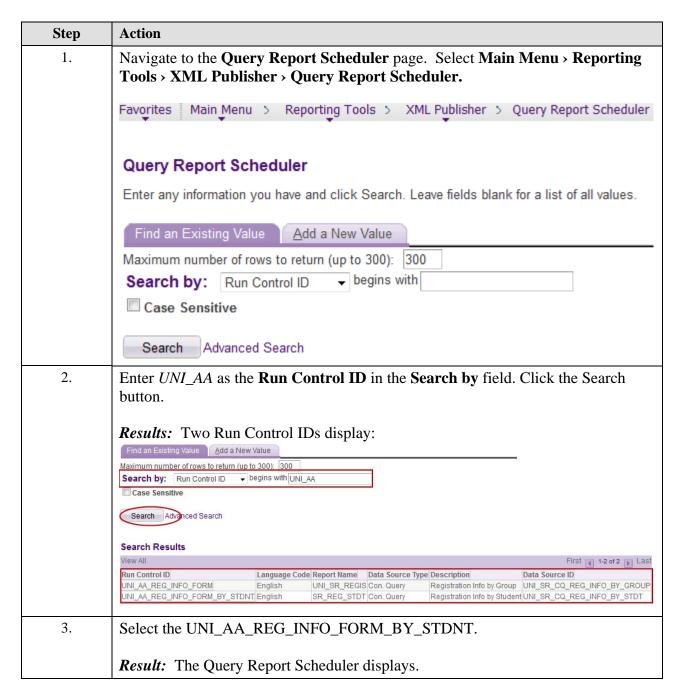


Generating Registration Information Form (Individual Student)

Purpose: The following instructions describe how to generate a Registration Information Form for an individual student.



Last Updated: 6/26/2012 Page 1



Step	Action					
4.	Change the Template As Of Date to today's date. <i>Tip:</i> Use the current date link in the calendar icon next to the field.					
	Query Report Scheduler					
	Run Control ID: UNI_AA_REG_INFO_FORM_BY_STDNT Report Manager Process Monitor Run					
	Language: English Report Definition Data Source Type: Connected Query					
	Report Name: SR_REG_STDT Q Registration Info by Student					
	Template ID: SR_RE	G_STDT_1	Registration Info by Student			
	Template As Of Date: 06/26/2	012 3 Chann	el:			
	Update Parameters					
	Query Parameters					
	Query Name 1 UNI_AD_CQ_ACT_SCORES_CH	Prompt Name EMPLID	Prompt Value 666041			
	2 UNI_AD_CQ_ALEKS_SCORE_C		666041			
	3 UNI_AD_CQ_NO_FOREIGN_CH		666041			
	4 UNI_AD_CQ_PAR_SEL_BY_STE	T EMPLID	666041			
	5 UNI_AD_CQ_REG_GRP_CH2	EMPLID	666041			
	6 UNI_AD_CQ_SAT_SCORE_CH2		666041			
	7 UNI_AD_CQ_SRVC_IND_CH2	EMPLID	666041			
	8 UNI_AD_CQ_STDT_DRES_CH2		666041			
	9 UNI_AD_CQ_STDT_GRP_CH2 10 UNI_AD_CQ_STDT_NOT_DRES	EMPLID CH2 EMPLID	666041 666041			
	11 UNI_AD_CQ_TEACH_GRP_CH2		666041			
	Go to XMLP Report Search	Previous in List His Next in List	Notify	у		
5.	Click the Update Parameters link.					
	Report Definition					
	Data Source Type: Oc	Connected Query				
	Report Name: SR	SR_REG_STDT				
		_REG_STDT_1	Registration Info by Student			
	Template As Of Date: 06/	06/26/2012 3 Channel:				
	Update Parameters					
	Query Parameters					
	Query Name	Prompt Name	Prompt Value			
	1 UNI_AD_CQ_ACT_SCORES		##### _ A A ##\			
	AU	CH2 EMP	Character At			

Page 2 Last Updated: 6/26/2012



Step	Action				
6.	A prompt for each of the query parameters displays one at a time. Copy/Paste the student's ID for which you wish to generate the form into the ID field for each prompt.				
	Prompt for Query UNI_AD_CQ_ACT_SCORES_CH2				
	UNI_AD_CQ_ACT_SCORES_CH2 ID: ###### OK Cancel				
7.	Click the OK button.				
	Result: The prompts continue to display. Once you have completed the last prompt, the Report Scheduler page with updated prompt values (the student ID you entered displays).				
8.	Click the Run button (upper right).				
	Result: The Process Scheduler Request page displays. Process Scheduler Request				
	User ID: peck Run Control ID: UNI_AA_REG_INFO_FORM_BY_STDNT				
	Server Name: ▼ Run Date: 06/26/2012				
	Recurrence: ▼ Run Time: 9:07:00AM Reset to Current Date/Time Time Zone: Q				
	Process List				
	Select Description Process Name Process Type *Type *Format Distribution ✓ XML Publisher Query Report PSXPQRYRPT XML Publisher Web ▼ PDF ▼ Distribution OK Cancel				
9.	Click the OK button at the bottom of the page.				
10.	Click the Report Manager link (upper right).				
11.	Click the <i>Administration</i> tab.				



Step	Action				
12.	Continue to click the Refresh button on the <i>Administration</i> tab until the report posts. You will not see the link for the PDF report until it posts.				
	List Explorer Administration Archives		_		
	View Reports For User ID: peck Type: Status: ▼ Folder:		1 Days ▼ Refresh		
	Report List Customize	Request Date/Time Format	st 1 of 1 Last Status Details Posted Details		
		9.06.27AW (".pdi)			
13.	Click the report link (SR_REG_STDT-SR_REG_STDT.pfd).				
	Result: A PDF report opens. Use the PDF toolbar to print the report.				
	###### REGISTRATIO	F NORTHERN IOWA ON INFORMATION	CF05 Orientation - Fresh Sess 5		
		tion: Freshman sification: Freshman	Admit Type: Freshman w/Coll Credit		
	Major Information:				
	Major Major Code Deciding 000PRE				
	Teacher Ed Code Note				
	Registration Restrictions/Notes	Test Information	ALEKS Placement		
	Group Code Note	ACT Information English: 25.00 Math: 20.00	Score Class to be enrolled in		
	(SG)	Reading: 24.00 Natural Science: 21.00	ECON1021 Intro to Dec Tech MATH1130 Trigonometry		
	Group Code Note (SI)	Composite: 22.00 ALEKS Information	MATH1140 Precalculus MATH1150 Calc for Technology		
	Writing Enhanced ACT English score of 25 or above - satisfy two liberal arts core requirements by taking writing-enhanced sections of	Composite: 23	>45% STAT1772 Intro to Stats >40% MATH1110 Analysis for Business MATH1120 Math for Biol Sci		
	core requirements by taking writing-enhanced sections of ENGLISH 1120 or RELS 1020.	SAT Information	>35% MATH1100 Math in Decsn Makng MATH1201 Math Reasoning for Tch STAT1774 Stats for Life Sciences		
		SAT INIOTHIAUOH	<35% MATH100 Intermediate Algebra		