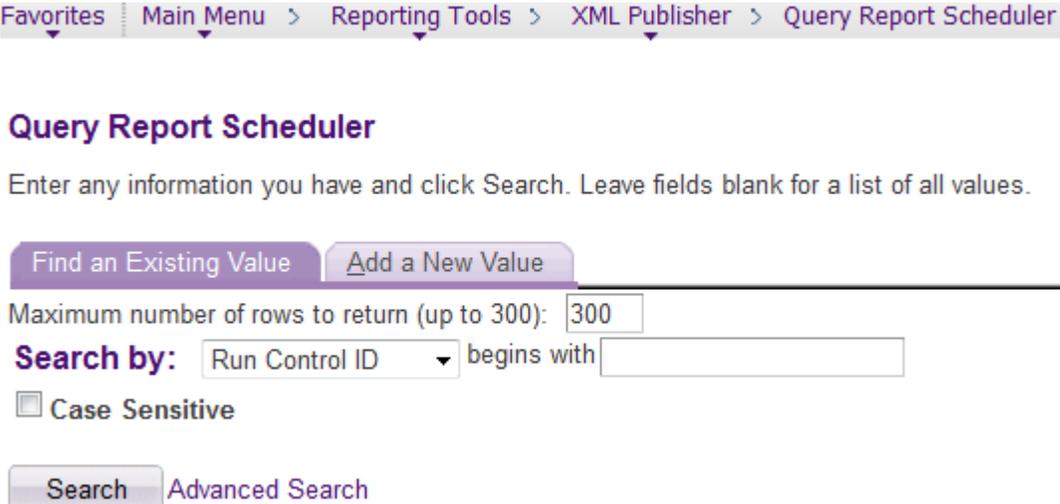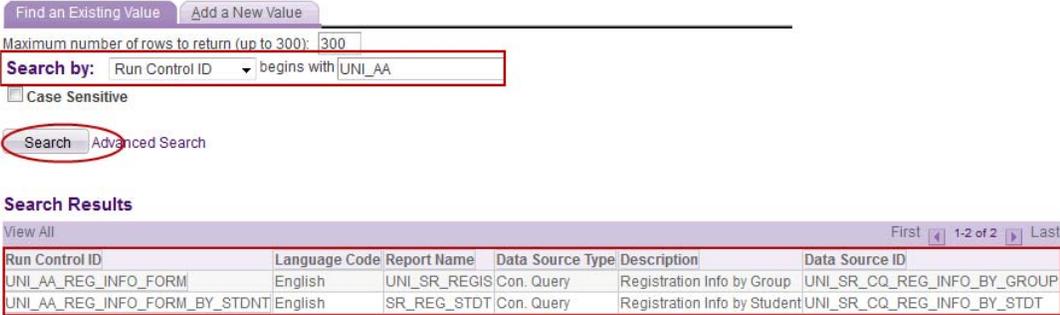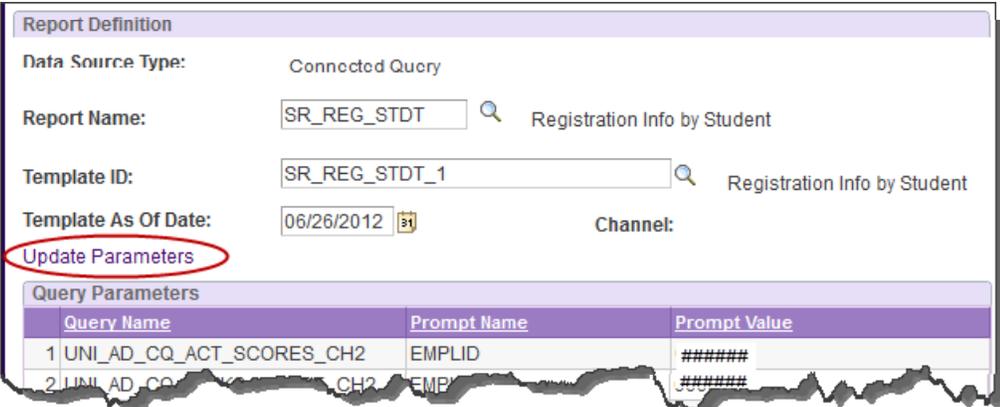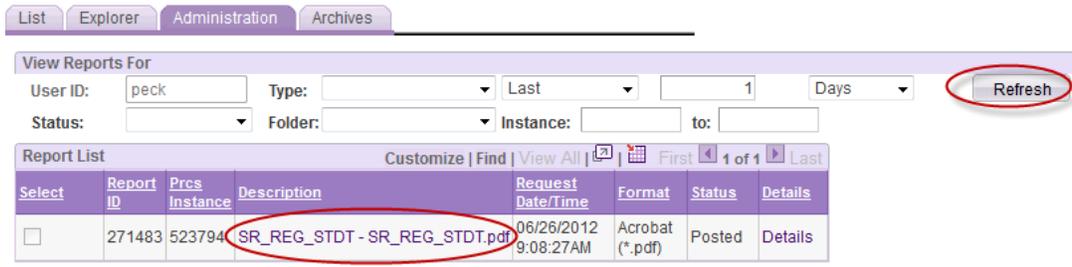# Generating Registration Information Form (Individual Student)

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

Step	Action
1.	Navigate to the **Query Report Scheduler** page. Select **Main Menu › Reporting Tools › XML Publisher › Query Report Scheduler.**
2.	Enter *UNI_AA* as the **Run Control ID** in the **Search by** field. Click the Search button. ***Results:*** Two Run Control IDs display:
3.	Select the UNI_AA_REG_INFO_FORM_BY_STDNT. ***Result:*** The Query Report Scheduler displays.

Step	Action
4.	Change the **Template As Of Date** to today's date. *Tip:* 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 Registration Info by Student Template ID: SR_REG_STDT_1 Registration Info by Student Template As Of Date: 06/26/2012 Channel: Update Parameters **Query Parameters** <table><tr><th></th><th>Query Name</th><th>Prompt Name</th><th>Prompt Value</th></tr><tr><td>1</td><td>UNI_AD_CQ_ACT_SCORES_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>2</td><td>UNI_AD_CQ_ALEKS_SCORE_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>3</td><td>UNI_AD_CQ_NO_FOREIGN_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>4</td><td>UNI_AD_CQ_PAR_SEL_BY_STDT</td><td>EMPLID</td><td>666041</td></tr><tr><td>5</td><td>UNI_AD_CQ_REG_GRP_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>6</td><td>UNI_AD_CQ_SAT_SCORE_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>7</td><td>UNI_AD_CQ_SRVC_IND_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>8</td><td>UNI_AD_CQ_STDT_DRES_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>9</td><td>UNI_AD_CQ_STDT_GRP_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>10</td><td>UNI_AD_CQ_STDT_NOT_DRES_CH2</td><td>EMPLID</td><td>666041</td></tr><tr><td>11</td><td>UNI_AD_CQ_TEACH_GRP_CH2</td><td>EMPLID</td><td>666041</td></tr></table> Go to XMLP Report Search Save Return to Search Previous in List Next in List Notify Add Update/Display
5.	Click the **Update Parameters** link. **Report Definition** Data Source Type: Connected Query Report Name: SR_REG_STDT Registration Info by Student Template ID: SR_REG_STDT_1 Registration Info by Student Template As Of Date: 06/26/2012 Channel: Update Parameters **Query Parameters** <table><tr><th></th><th>Query Name</th><th>Prompt Name</th><th>Prompt Value</th></tr><tr><td>1</td><td>UNI_AD_CQ_ACT_SCORES_CH2</td><td>EMPLID</td><td>######</td></tr><tr><td>2</td><td>UNI_AD_CQ...CH2</td><td>EMP...</td><td>######</td></tr></table>

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: 🔍 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 *Administration* tab.

Step	Action
12.	Continue to click the **Refresh** button on the *Administration* tab until the report posts. You will not see the link for the PDF report until it posts.
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.