

Crystal Reports For Course Scheduling

Curriculum Management Team



AUGUSTA UNIVERSITY

Agenda

How to access

How to locate report

How to run report

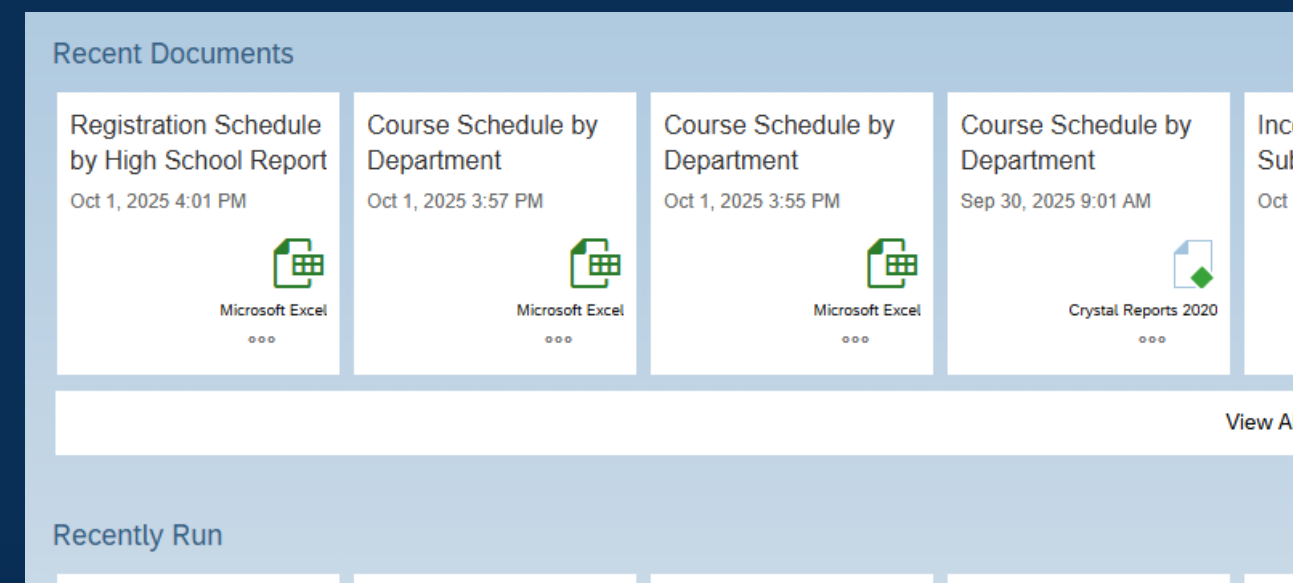
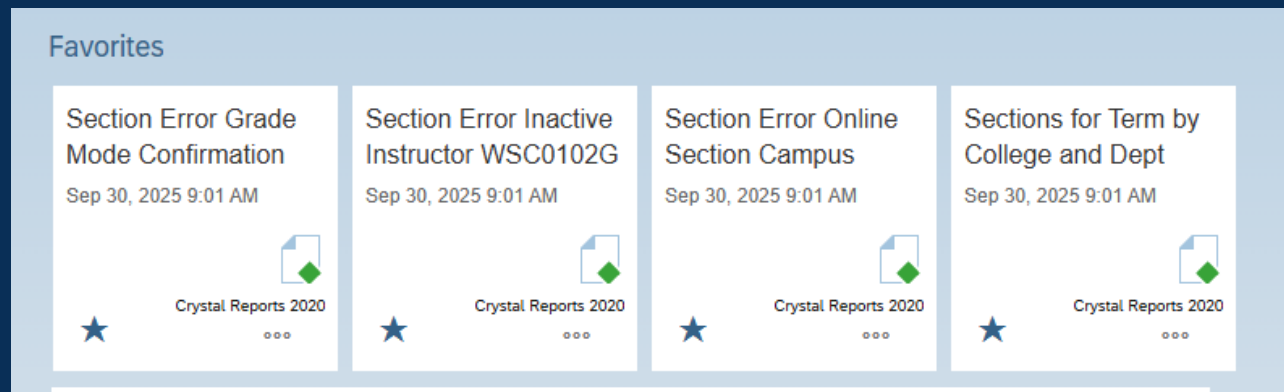
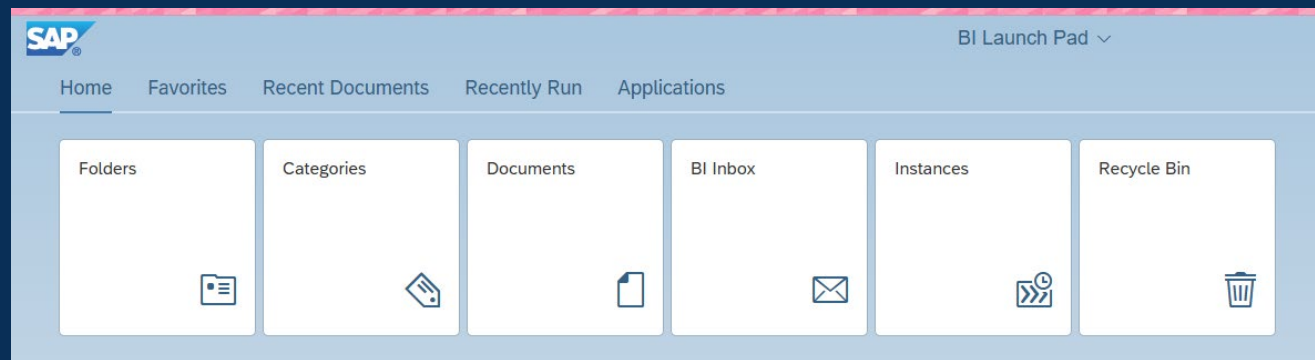
How to extract report

Other Information



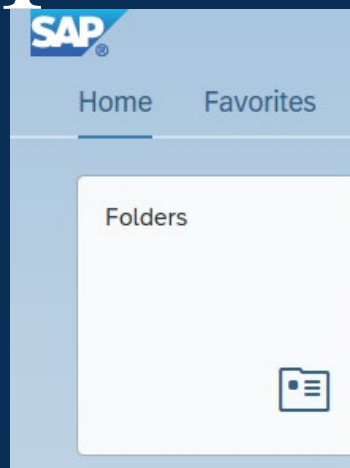
Access Crystal Reports

- Navigate to the Registrar Systems web page:
<https://www.augusta.edu/registrar/registrarsystems/>
- Or-Use any Browser
type in
crystal.augusta.edu
Log in and Duo
- If you find you do not yet have access, you may place a ticket for access via Service Now at this link:
https://aug.service-now.com/services?id=sc_cat_item&sys_id=d22fba24936c3a10e4ccbca47aba1042&referrer=popular_items

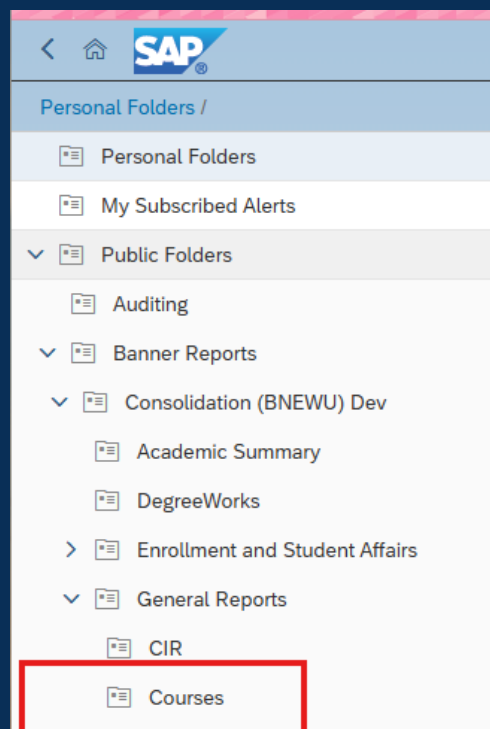


- The look of the Crystal Reports interface has been updated.
- Your favorite reports will be listed on your Home tab and are readily available.
- Recent outputs and most recently run reports are listed on your Home tab.

Step 1: Find your reports



– Click Folders

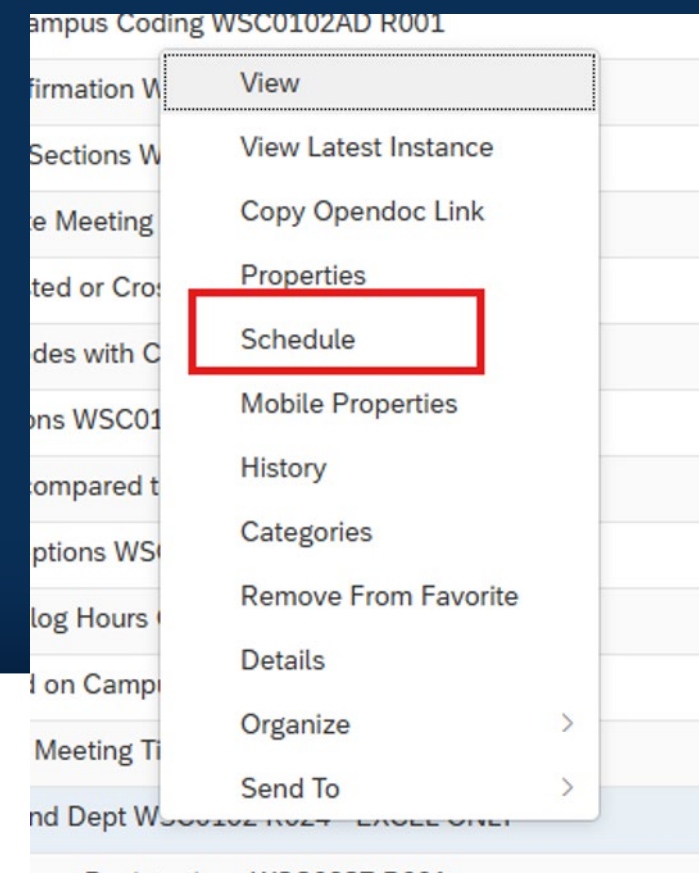
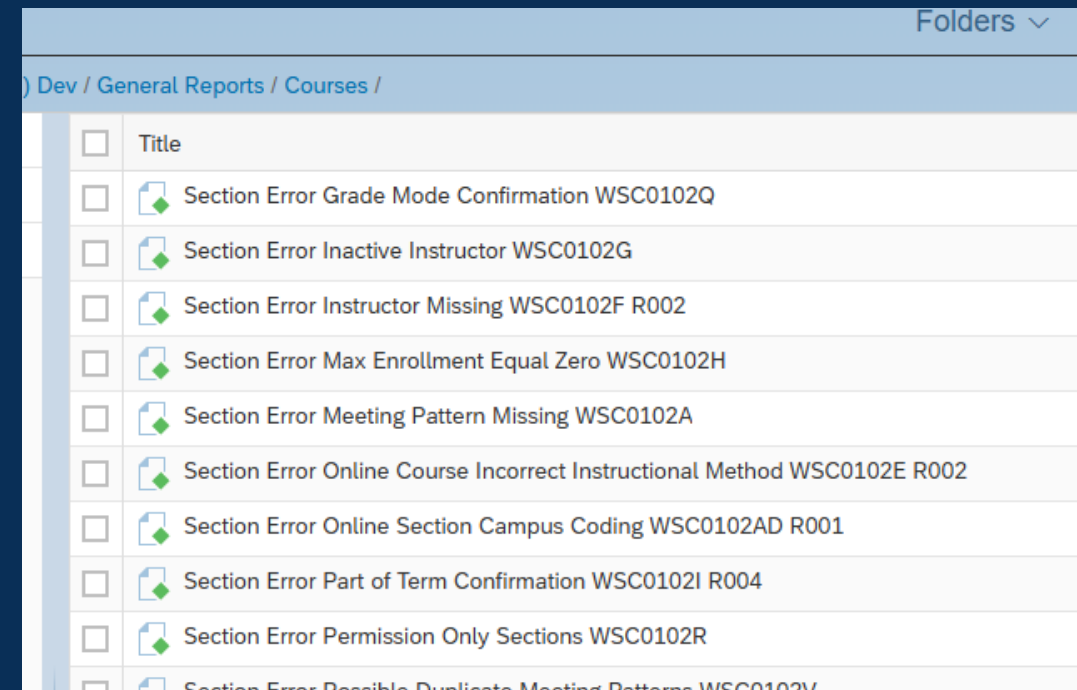


– Using the Arrows, open your Folders until you get to the Courses folder. You can also search by title, keyword, or WSC####.

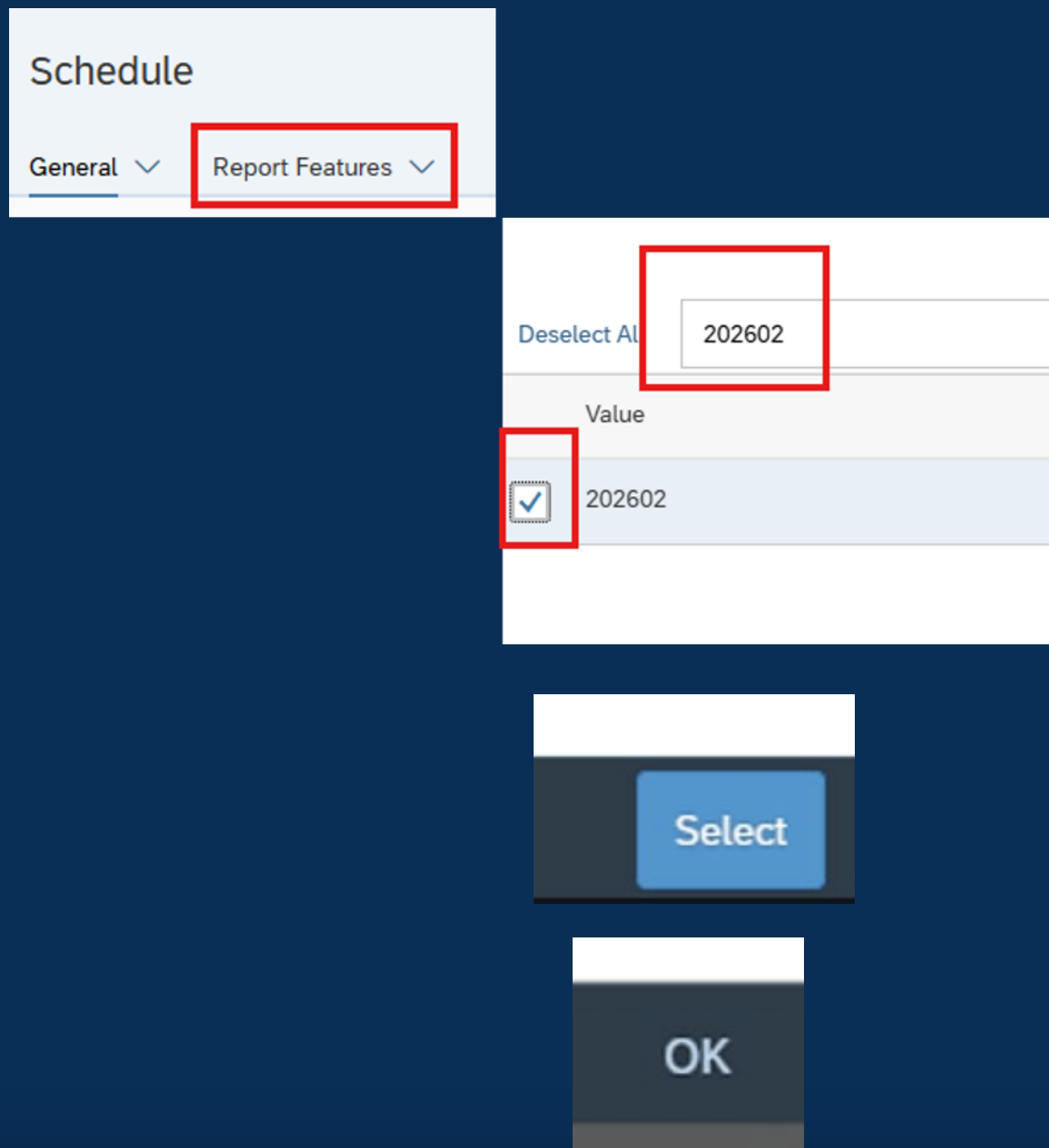


Step 2: Run Reports

1. Click on the folder **Courses** to load all reports in the folder
2. Slide the column with the report name so you can see the entire name
3. Locate report and *right click*-choose **Schedule**



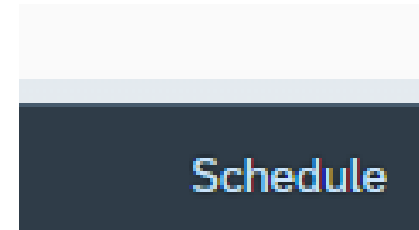
Step 3: Set PROMPTS



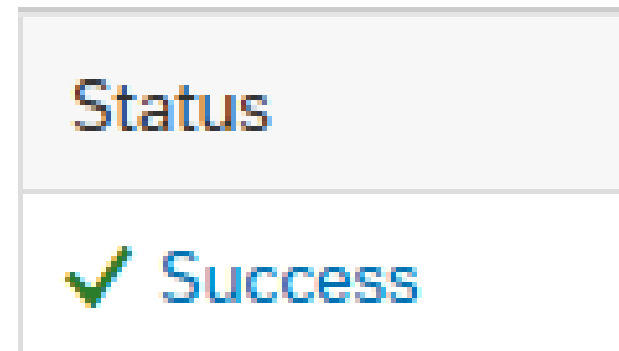
1. Once the Schedule menu loads, click Report Features
2. Select the prompt in blue font that will be updated.
3. Alternately, if you are setting many prompts, you may also use "Edit values" to update multiple parameters.
4. Click the overlapping boxes icon to the right of the selection:
5. Choose the prompt value by entering it in the search box and clicking the box to the left. Click **Select** (bottom right). Click OK.

Step 4: Schedule to Run the Report

1. After you review and set all parameter values, click **Schedule** (bottom right) to run the report.
2. The report history screen will show your instances, with the newest at the top.
3. Once the report finishes running, click on the title to display the report or to download it.

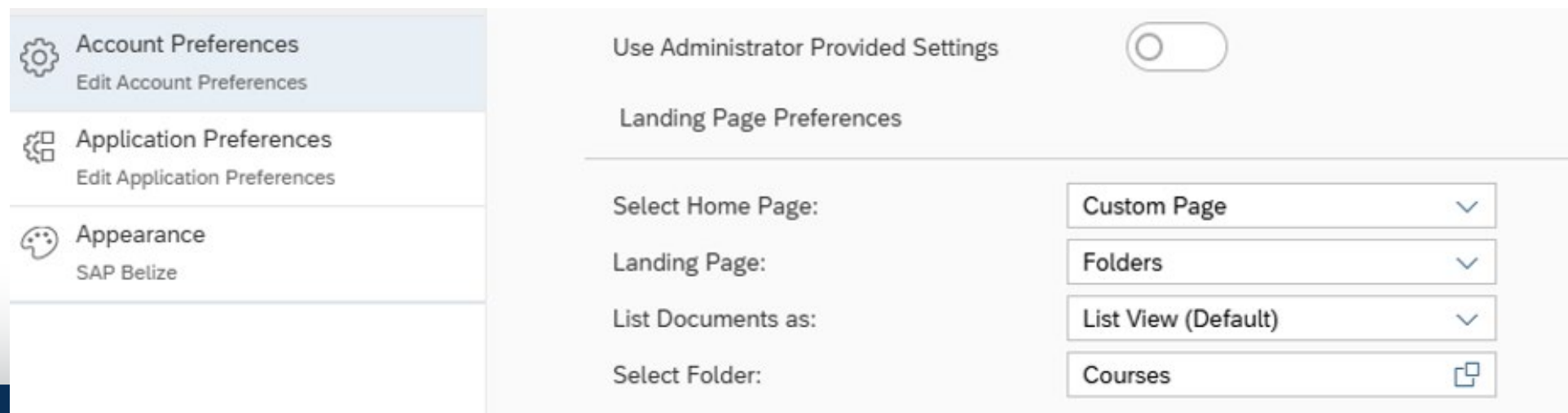


Instance Title: Sections for Term by College and Dept WSC0102 R024 - EXCEL ONLY		
☐ Title	Type	Status
☐  Sections for Term by College ...	Microsoft Excel	 Running



Option to Set Preferred Folder

1. Once you have opened the report folders to your preferred folder "Courses" (or other folder), click on the circle with your initials in the upper right corner.
2. Click Settings
3. Click Account Preferences
4. Toggle Off: "Use Administrator Provided Settings"
5. Select Home Page: Custom Page
6. Landing Page: Folders
7. List Documents as: List View (Default)
8. Select Folder: (open the folders until you get to courses, then click on Courses and select OK) Your settings will appear like this.



To Adjust Columns So Your Instances Show Your Name

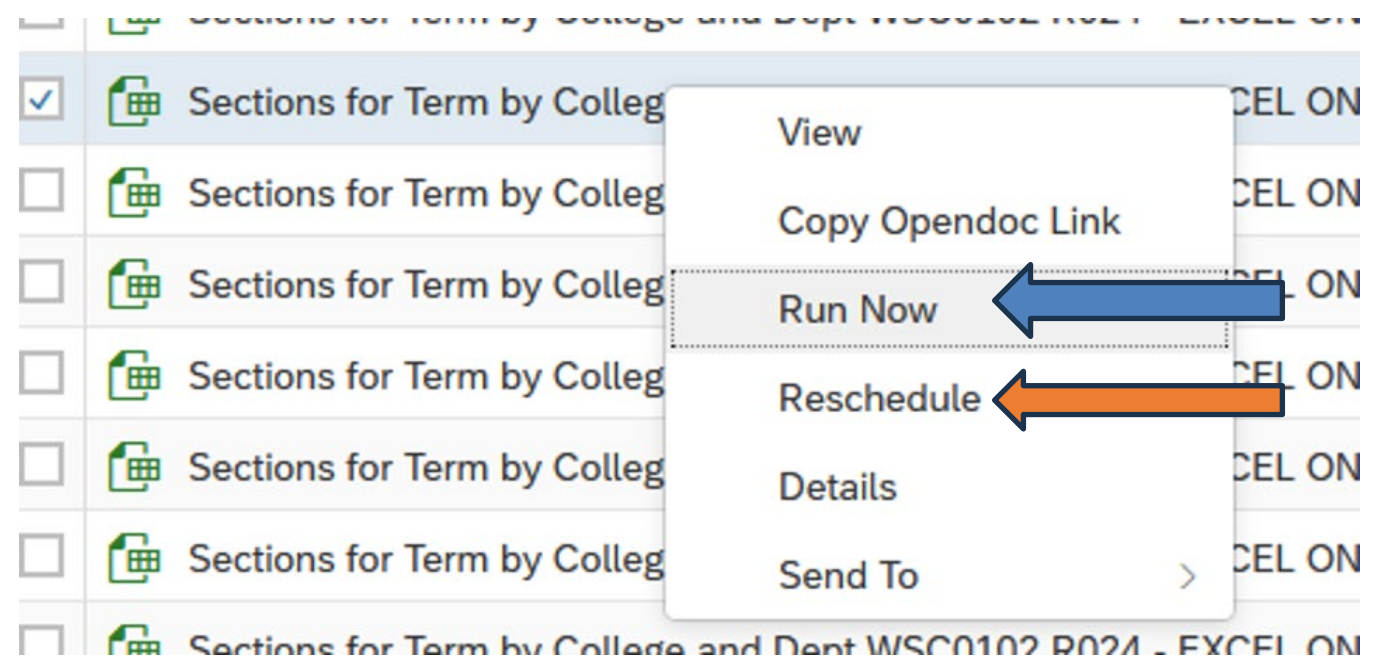
- After scheduling a report, click the gear in the upper right corner of the report history/output screen: 
- Check to make sure “Scheduled By” box is checked! This shows your name as the person who scheduled the report so that you can easily see your instances and not choose someone else’s instance.

Scheduled By
BWELSH
BWELSH
BWELSH

Column Preferences	
☐	Type
☒	Status
☐	Path
☒	Scheduled By
☐	Completion Time

To Run or Reschedule a Report

1. Locate the report in the folder
2. Right click, select "History"
3. Locate the report instance that you recently ran.
4. Right click on the report name, select Run Now
5. You will see your new instance at the top of the listing. Once the status is "Success" click the title to open it.



How To Start Over

Click the
Home Icon
to start over



- You can also click the back arrow beside the home key to go back to folders.
- Contact CLASSES@augusta.edu for assistance.