Campus Connections

Checking on the Status of a Report

NOTE

- The images within this document are for reference only. They may not reflect the actual information that you would use as data to be entered, as you navigate through this step by step program guide.

- The screen windows and pages you explore will be identical to the windows and pages as set on the examples of the document.
If you are running a report in the background, you can always check on the status. To do this, you would do as follows:

1. Click **System** on the top of the page and select **Own Jobs**.

2. The job should appear in the **5 most recent active jobs section**.

3. Click on the **Refresh** icon to update the status.

4. The **Number of jobs section** will move the job from **Active** to **Finished** when it is completed.
5. Click **System** on the top of the page and select **Own Spool Requests**.
6. Mark the **Spool no.** that needs to be displayed.

7. Click on the **Display** icon.

8. If the report is longer than 10 pages only the first ten will appear. Notice the message ‘Only page 1 to page 10 of 36 displayed’ at the bottom of the page.

9. Click on the **Settings** button.
10. Change the **To page** field to a highest number of the report. For example if the report is 25 pages long enter 25.

11. Click on the **Continue** icon.

12. A new screen will come up warning you the by displaying this number of pages could cause a memory overflow. Just go ahead and click on the **Continue** icon again.
13. Either click on the *Print* icon to print or click on the *Export* icon to save as a file.
14. If Export was selected choose a format for the file (spreadsheet works well for this report) and click on the **Continue** icon.

15. Click on the **Directory** field drop down icon.
16. Click on a location at the left of the screen and select a file to save it in.

17. Enter a filename and click on the **Save** button.

18. Click on the **Generate** button.
19. Click on the **Yes** button.

20. Notice that it shows the bytes transferred at the bottom of the screen.

21. Click on the **Back** icon.
22. Click **System** on the top of the screen and select **End Session**.