





BOE Report MCCD_SR_1650s Class Roster (One Class)

Class Roster with student name, address, phone, email & note option

Before running this report, you will need the 5 digit Class Number. You can do a Class Search in SIS to find this number.

1.	<p>Login to Business Objects Enterprise. Go to my.maricopa.edu Click Employees tab and click BOEXI login Enter your MEID and password Make sure Authentication=LDAP</p>																
2.	<p>You will find the SR1650s report in the Business/IT folder. Public Folders>Paradise Valley CC>Business/IT>MCCD_SR_1650s</p>																
3.	<p>Click the Schedule link below the SR_1650s Class Roster (One Class).</p>																
4.	<p>Click Format to expand the menu.</p>																
5.	<p>At Report Format, select Adobe Acrobat.</p>																
6.	<p>Click Parameters to expand the menu.</p> <div data-bbox="289 850 673 1102" style="border: 1px solid gray; padding: 5px;"> <p>☐ Parameters</p> <table border="1"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Institution, Term</td> <td>Empty, Empty</td> </tr> <tr> <td>Print Addresses?</td> <td>Empty</td> </tr> <tr> <td>45th day roster</td> <td>Empty</td> </tr> <tr> <td>Note on Bottom</td> <td>Empty</td> </tr> <tr> <td>Enrollment Status</td> <td>Empty</td> </tr> <tr> <td>Basis?</td> <td>Empty</td> </tr> <tr> <td>Class Number</td> <td>Empty</td> </tr> </tbody> </table> </div>	Parameter	Value	Institution, Term	Empty, Empty	Print Addresses?	Empty	45th day roster	Empty	Note on Bottom	Empty	Enrollment Status	Empty	Basis?	Empty	Class Number	Empty
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7.	<p>Set the desired report parameters one-by-one, by clicking the links below Value.</p> <p>Institution, Term:</p> <ul style="list-style-type: none"> • Select Institution: PVC09-Paradise Valley Comm College (use the drop-down menu to make a selection.) • Select Academic Career: CRED-Credit (Under Available Values, highlight CRED-Credit and click the right arrow to move it to Selected Values.) • Select the Term: 4092-Spring 2009, for example. • Click OK. <p>Print Addresses?</p> <ul style="list-style-type: none"> • Select Y and click OK. <p>45th day roster</p> <ul style="list-style-type: none"> • Select False-No and click OK. <p>Note on Bottom:</p> <ul style="list-style-type: none"> • Skip, leave Empty <p>Enrollment Status:</p> <ul style="list-style-type: none"> • Select Enrolled and click OK. 																

	<p>Basis:</p> <ul style="list-style-type: none"> Select N - No and click OK. <p>Class Number:</p> <ul style="list-style-type: none"> Enter the 5 digit Class Number and click OK. (Ignore the comma the system inserts into the class number.) <p>This is what the Parameters section should look like when you are done:</p> <table border="1" data-bbox="289 422 1438 737"> <thead> <tr> <th>Parameter</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>Institution, Term</td> <td>PVC09 - Paradise Valley Comm College, 4092 - Spring 2009</td> </tr> <tr> <td>Print Addresses?</td> <td>Y</td> </tr> <tr> <td>45th day roster</td> <td>false - No</td> </tr> <tr> <td>Note on Bottom</td> <td>Empty</td> </tr> <tr> <td>Enrollment Status</td> <td>Enrolled</td> </tr> <tr> <td>Basis?</td> <td>N - No</td> </tr> <tr> <td>Class Number</td> <td>13,348.00</td> </tr> </tbody> </table>	Parameter	Value	Institution, Term	PVC09 - Paradise Valley Comm College, 4092 - Spring 2009	Print Addresses?	Y	45th day roster	false - No	Note on Bottom	Empty	Enrollment Status	Enrolled	Basis?	N - No	Class Number	13,348.00
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8.	When you have finished setting parameters, click the Schedule button (lower right corner).																
9.	<p>Click the refresh icon  until the Status shows Success.</p> 																
10.	To view the report, click the Date/Time link.																
11.	To print the report, click the printer icon  in the toolbar directly above the report.																
12.	Click the Close (x) in the upper right edge of the report to close it. You will be returned to the report list.																
13.	<p>To Reschedule a report without having to reset all the parameters: Click History to display a list of reports run.</p> <p>Locate a report you ran to success. Click the Reschedule link. (<i>Note: you can only reschedule your own reports.</i>)</p> <p>Update any parameters as necessary. For example, enter a new Class Number.</p> <p>Run the report.</p>																
14.	To logout of BOE Reports, click the  icon (upper right corner).																