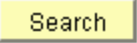

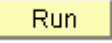
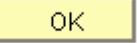
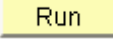




## Running Reports in the Student Administration System v9.0

1.	Navigate to the report you wish to run.
2.	Click  to view your existing Run Control IDs. From the list, select a Run Control ID. If the only one that appears in the list is your User ID in all capital letters, or you wish to create another Run Control ID, click  . <b>Note:</b> Run Control IDs are case sensitive and cannot contain spaces.
3.	Enter the criteria for this report.
4.	Click  .
5.	From the <b>Server Name</b> drop-down list: <ul style="list-style-type: none"> <li>▪ If the <b>Process Type</b> is Crystal, choose PSNT.</li> <li>▪ If the <b>Process Type</b> is SQR, choose PSUNX.</li> </ul>
6.	From the <b>Type</b> drop-down list, choose Web.
7.	From the <b>Format</b> drop-down list, choose PDF.
8.	Click  .
9.	A unique Process Instance number will appear under  .
10.	Click  to access the report list.
11.	Click  until the report status is <b>Posted</b> .
12.	Click the name of the report to view and print it in Adobe Reader.
13.	Click the link that begins "Go Back to" to return to the previous page.