
The Detailed Class Schedule Report creates a robust excel file that has been customized to accommodate various filtering and calculation requirements for s.9 8d(eq)1.1 (ul)1.9 (er)9 (9 (b)1028.1.98 (cD5U) (s)1 (0(i)1.9 (83 T0 Tc

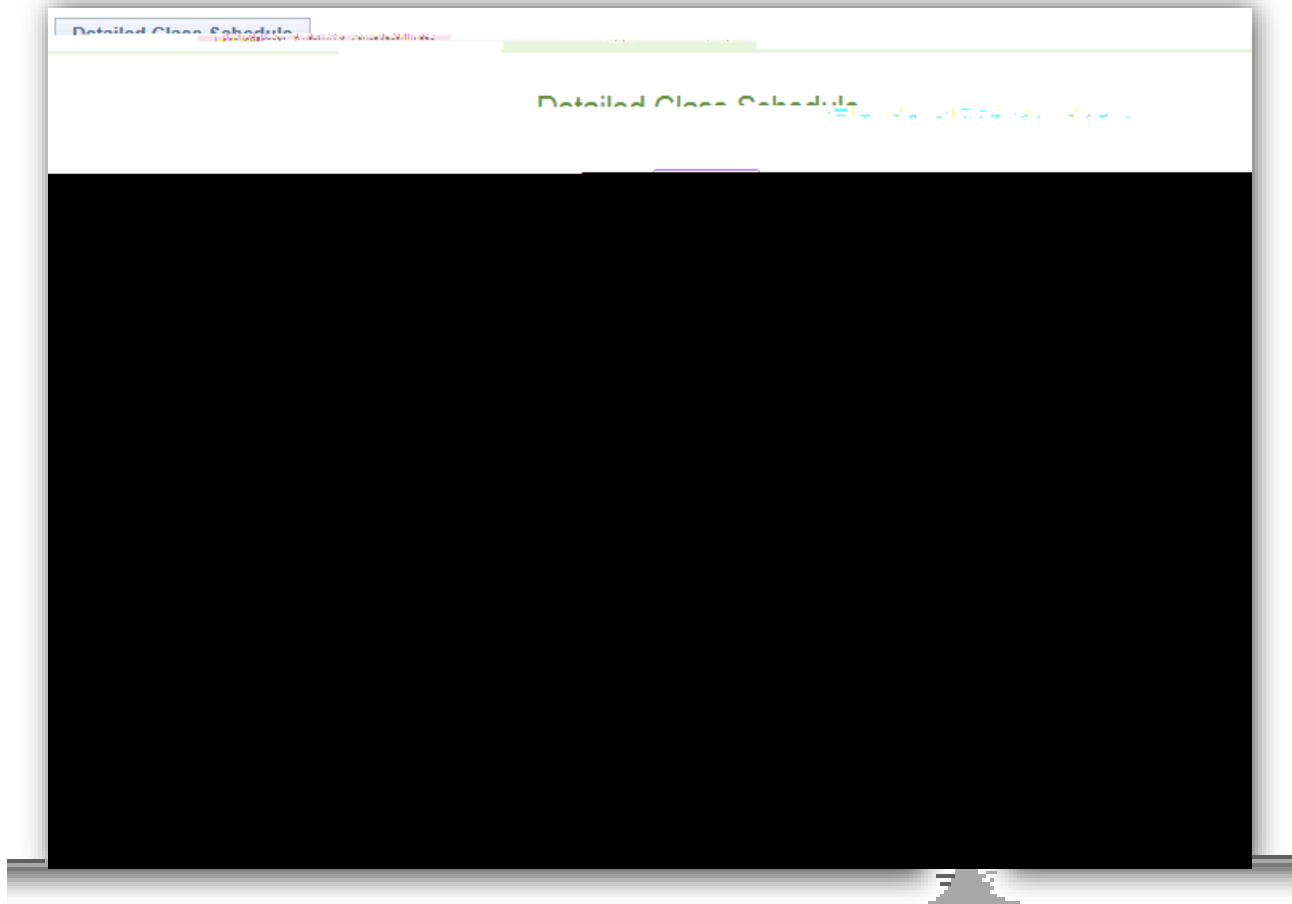
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7. Enter the specific term (e.g. 2181 for Winter 2018) and press **Enter** or **Look Up**. You may also enter the term directly. Click the **Look Up** button.
8. The To Term field will auto populate (e.g. 2181 Winter 2018). You may also select a different To Term date if desired. Click the **Look up Academic Group** button.
9. Select the applicable Academic Group (e.g. SC Faculty of Science). Click the **SC** link.
10. To further refine the report, **Optional Criteria** may be entered if desired. Click the **Look up Academic Career** button.
11. Select the applicable Academic Career (e.g. UGRD Undergraduate Programs). Click the **UGRD** link.
12. Click the **Look up Academic Career** button.

- Run the report or, if desired, save it for later. Once you create a run control you will only need to press Find an Existing Value next time you run this report. Click the **Run** button.



- On Process Scheduler Request click the Type drop down to select Window. Selecting **Window** will enable the process scheduler to run and open a window to monitor the progress of the report. When the option Window is selected, three windows display indicating the process of the report. First Queued will display, then Processing and the last window, Success will display indicating the report has been successfully created and posted. Click the **Window** list item.

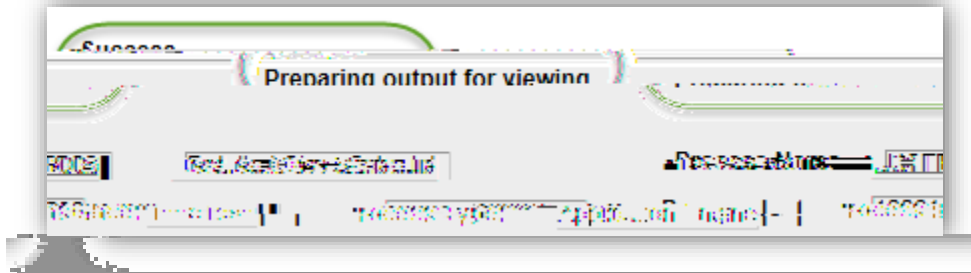
- Click the **OK** button.

- The process schedule will indicate "Queued" when the report has been queued for processing. This step eliminates pressing "Refresh" on process scheduler. As the report continues, Processing displays.

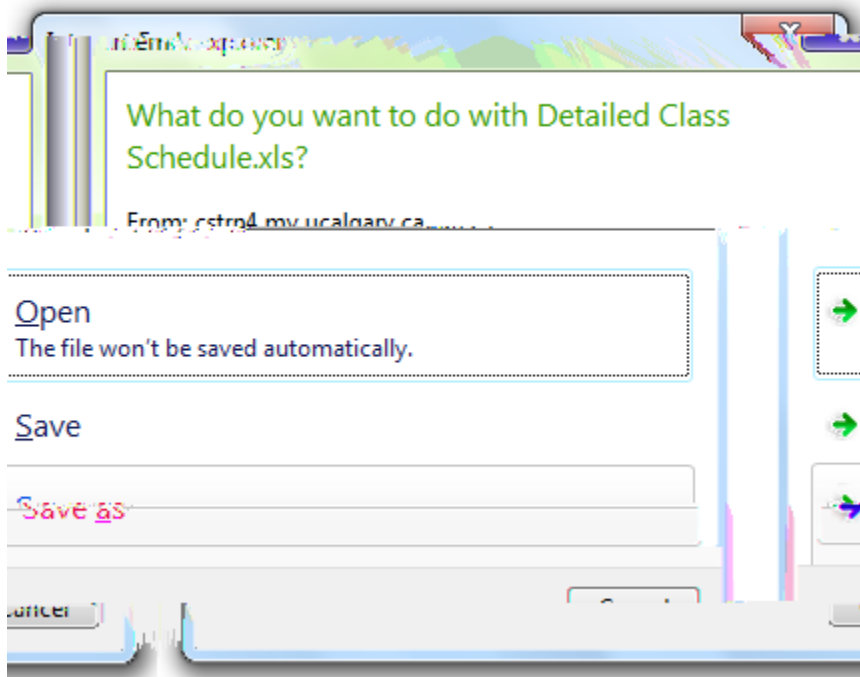
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18. When **Success, preparing output for viewing** displays the report is complete.



19. You will be prompted to Open, Save or Save as. Click the **Save as** button.



20. Save the file as desired. Click the **Save** button.

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25. You can also press the **Refresh** button when not using the window option when running a batch process. Click the [Refresh](#) button.

26. A list of previously requested run controls display. To view the results click on Details at the end of the line. Click the [Details](#) link.

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28. Click the [Detailed Class Schedule](#) link to view the excel file.

29. You will be prompted to Open, Save or Save as. Click the