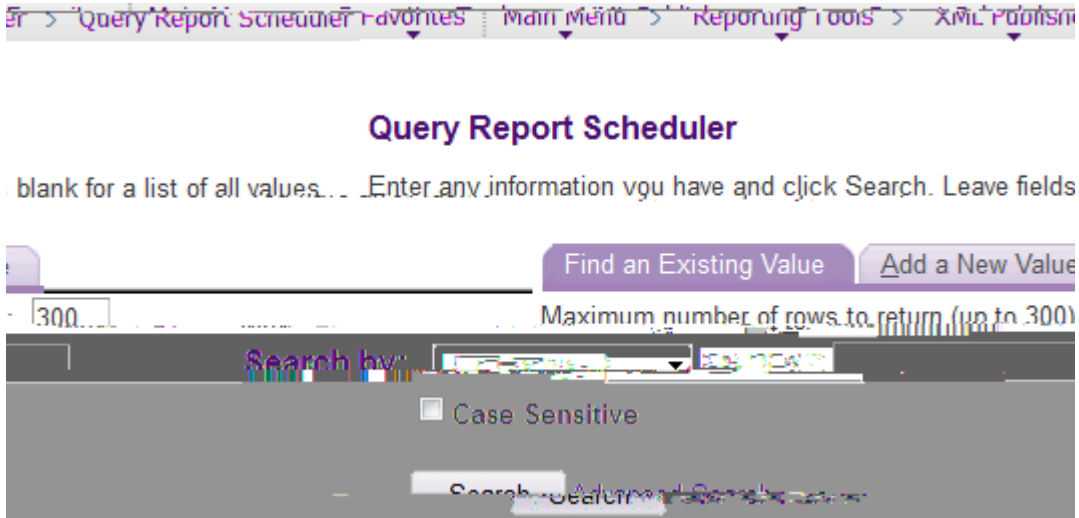
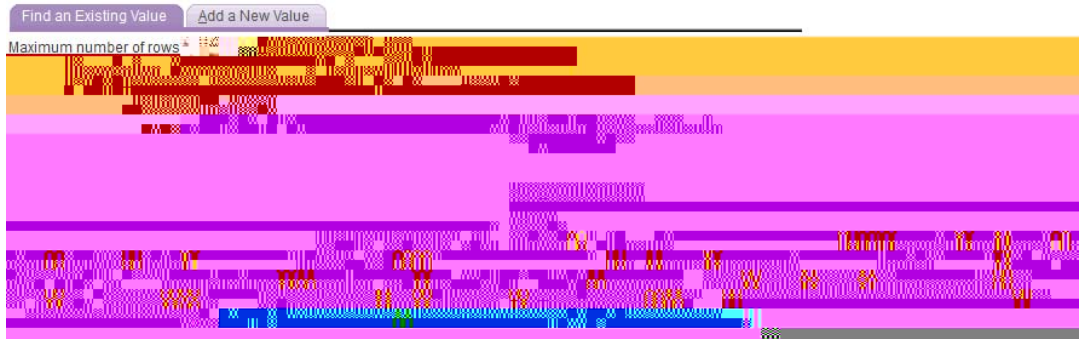


Generating Registration Information Form (Individual Student)

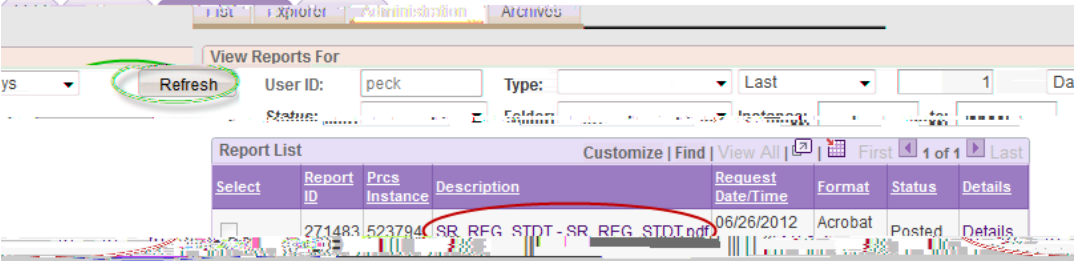
Purpose: The following instructions describe how to generate a Registration Information Form for an individual student.

Step	Action
1.	<p>Navigate to the Query Report Scheduler page. Select Main Menu > Reporting Tools > XML Publisher > Query Report Scheduler.</p>  <p>The screenshot shows the 'Query Report Scheduler' page with a breadcrumb trail: 'Home > Query Report Scheduler > Favorites > Main Menu > Reporting Tools > XML Publisher'. Below the title, there are instructions: 'blank for a list of all values... Enter any information you have and click Search. Leave fields'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. A text input field contains '300' and is labeled 'Maximum number of rows to return (up to 300)'. Below that is a 'Search by:' dropdown menu, a 'Case Sensitive' checkbox, and a 'Search' button.</p>
2.	<p>Enter <i>UNI_AA</i> as the Run Control ID in the Search by field. Click the Search button.</p> <p>Results: Two Run Control IDs display:</p>  <p>The screenshot shows the search results page with the same breadcrumb trail. The 'Search by:' dropdown is set to 'Run Control ID'. Below the search bar, there are two search results displayed in a table format with alternating yellow and purple background colors. The first result is 'UNI_AA' and the second is 'UNI_AA_REG_INFO_FORM_BY_STDNT'.</p>
3.	<p>Select the <i>UNI_AA_REG_INFO_FORM_BY_STDNT</i>.</p> <p>Result: The Query Report Scheduler displays.</p>



Step	Action
6.	A prompt for each of the query parameters displays one at a time. Copy/Paste the



Step	Action
12.	<p>Continue to click the Refresh button on the <i>Administration</i> tab until the report posts. You will not see the link for the PDF report until it posts.</p> 
13.	<p>Click the report link (SR_REG_STDT-SR_REG_STDT.pdf).</p> <p>Result: A PDF report opens. Use the PDF toolbar to print the report.</p> 