How to run an AA Exception Report

Updated June 2012
Run an AA Exception Report

This report is likely to be run in an administrative office towards the end of the “add/drop” period to report students who are enrolled. They can also be run at any other time by an adviser or administrator. The output returns students who have not enrolled in accordance with the appropriate advisement rules. They may provide a trigger for the adviser to approach students highlighted by the report.

Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>On the Advising Quick Links, click the Exception Report link</td>
</tr>
</tbody>
</table>

The UOG AA Exception Report page will be displayed

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Minimum number of rows to return (up to 300): 300

Search by: Name ContainsID begins with

Search: Advanced Search
2. Where a report has been run previously under your log-in details, you can enter the previous name (run control id) and search to locate that report. In this case we will assume the report is being run for the first time:

Click the **Add a New Value** tab.

3. In the **Run Control ID** field, enter the name you wish to give this report, such as your initials and a number (no spaces) e.g. "RF_01".

4. Click the **Add** button.

5. Complete all the fields by entering the appropriate values or using the look-ups.
   
   You may choose to run the report for a given programme, a programme and plan, or for a given adviser (but you cannot combine the criteria of adviser and prog / plan). The example below specifies the Adviser.
   
   If you wish to define additional sets of criteria for the report (e.g. multiples levels (years of study) or multiple programs or plans), you can do this by adding additional rows. To add a row, click **+**
6. **Step**  
   **Action**  
   When all criteria are set, click the Run button.

7. **Step**  
   **Action**  
   In the Server Name field, choose PSUNX.

8. **Step**  
   **Action**  
   Click the OK button.
9. To review the progress of the report, click the Process Monitor link.

10. The Run status is likely to show “Processing” and the Distribution Status, “N/A”
Click the Refresh button to update this.

You may need to click it a few times until Run Status reads “Success” and Distribution Status “Posted”. Please wait about 30 seconds between clicks to avoid overloading the system. (clicking more often will not speed up the process)
Step | Action
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11. | Click the **Go back to UOG AA Exception Report** link.

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| 12. | Click the **Report Manager** link.
Step | Action
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13. | Click the **Administration** tab.

![Image of Administration tab](image)

Step 13 Action:<br>Click the Administration tab.

14. | To view the report, click the **AA Exception Report** link.

![Image of AA Exception Report](image)

Step 14 Action:<br>To view the report, click the AA Exception Report link.

15. | Select the excel report. You will be invited to save or view. If you choose view, the report will appear as shown below.

![Image of Excel Report](image)

Step 15 Action:<br>Select the excel report. You will be invited to save or view. If you choose view, the report will appear as shown below.
16. **End of Procedure.**