

Printing the Admissions Applicant Report

Opening the Admissions Applicant Report

The report can be used to track the application details of an applicant. It can also be used to check missing items for incomplete applicants and get their contact information. This report provides a list of applicants based on level, term, and major specified by the user. For each applicant the report lists their email address, phone number, application checklist items, and decision summary.

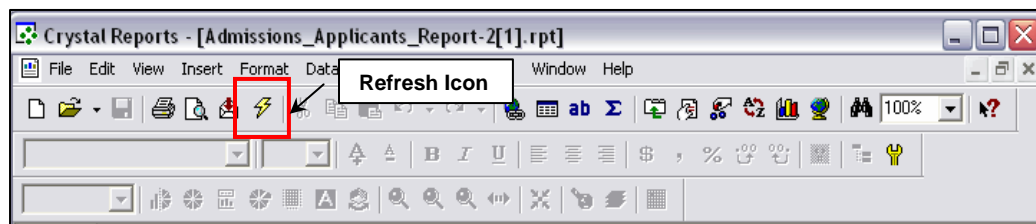
Note: If you haven't already done so, you must complete the following steps prior to accessing this report:

1. Request access to Banner student data via Crystal Reports (You must have department approval to be granted access).
2. Once your access has been approved, purchase a Crystal Reports 10 Standard Edition license from the ICT Computer Store (734.487.2400).
3. After you have purchased your software license, contact the Help Desk (734.487.2120) or your local technician to request installation of Crystal Reports.
4. It is also recommended that you attend training to learn how to use these reports. Contact bannertrain@emich.edu for assistance.

1. From the **Reports** tab of my.emich, click on the **Admissions Reports** link. A list of admissions reports displays.
2. Click the Admissions Applicants Report **Details** link. A detailed description of the report displays.
3. Click the **Download Report** link. An **Open** dialog box displays.
4. Click the **Open** button. The **Admissions Applicants Report** format opens in Crystal Reports.

Running the Admissions Applicant Report

5. Click on the **Refresh** icon in the toolbar.



Printing the Admissions Applicant Report (continued)

Running the Admissions Applicant Report (continued)

6. The **Enter Parameter Values** dialog box displays. Verify that the **Term** field is selected in the **Parameter Fields** list box. If it is not, click **Term** to select it.
7. Type the term code you want to work with in the **Discrete Value** field.

Enter Parameter Values

Parameter Fields:

- Term
- Major
- Level

Enter Application Term Code (ex. 200720):

Discrete Value: 200330 - Spring 2003

OK Cancel

Discrete Value Field:
Term codes are based on the academic year that the semester falls under:
Winter 2003 = 200320
Spring 2003 = 200330
Summer 2003 = 200340
Fall 2003 = 200410
Term - Semester Codes:
10 - Fall 20 - Winter
30 - Spring 40 - Summer

8. Click on the **Major** field in the **Parameter Fields** list box.
9. Click the **Discrete Value** pull-down arrow and select the Major you want to work with from the list.

Enter Parameter Values

Parameter Fields:

- Term
- Major
- Level

What Major would you like the report for?

Discrete Value: EDTM

Add

Add Button

Value: EDTM

Delete

OK Cancel

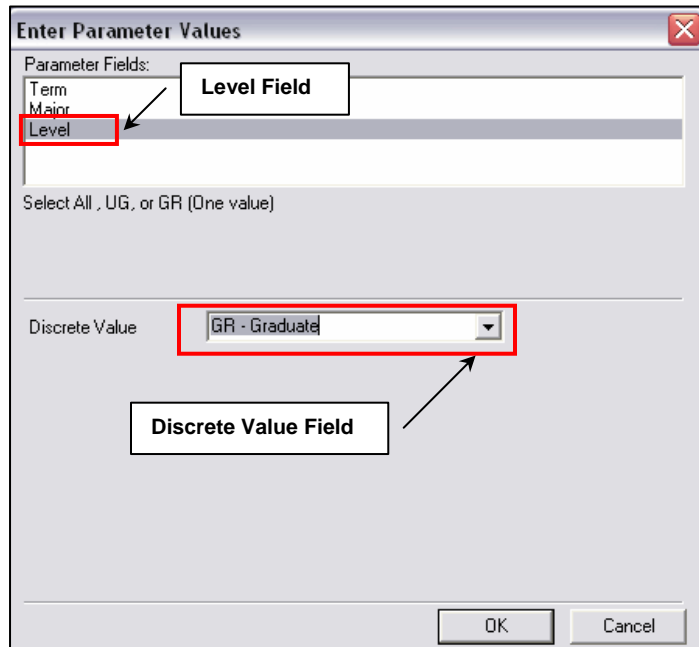
Discrete Value Pull-Down Arrow

10. Click the **Add** button.

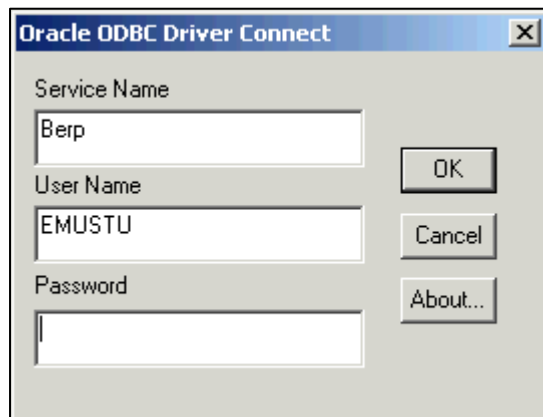
Printing the Admissions Applicant Report (continued)

Running the Admissions Applicant Report (continued)

11. Click on **Level** field in the **Parameter Fields** list box.



12. Type the **Level** code (UG or GR) you want to work with in the **Discrete Value** field.
13. Click the **OK** button. The **Oracle ODBC Driver Content** dialog box displays.
14. Type **BERP** in the **Service Name** field and press the **[Tab]** key on the keyboard.
15. Type your Banner username in the **User Name** field and press the **[Tab]** key on the keyboard.
16. Type the Banner password in the **Password** field.
17. Click the **OK** button. The Admissions Applicant Report displays.



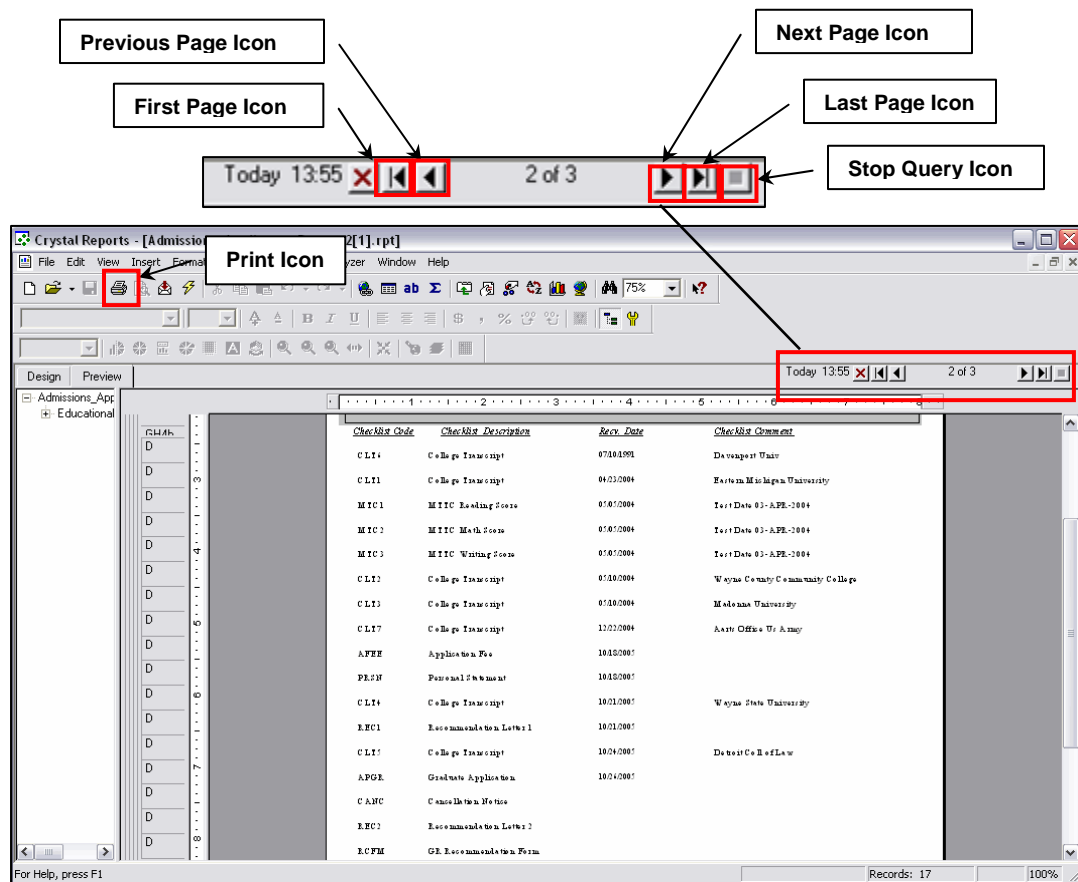
Note: If you have not been given the academic reporting username and password, click the Banner Username link located at the Banner Training website (<http://bannertrain.emich.edu>) and enter the requested information.

Printing the Admissions Applicant Report (continued)

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18. Click one of the page icons on the navigation bar to navigate to different pages in the Admissions Applicant Report.

Note: If you click the **OK** button in the **Enter Parameter Values** dialog box prior to entering the parameters, you may be accessing the wrong major. Click the **Stop Query** icon on the navigation bar to return to the **Enter Parameter Values** dialog box.



19. Click the **Print** icon on the toolbar to print the Admissions Applicant Report.