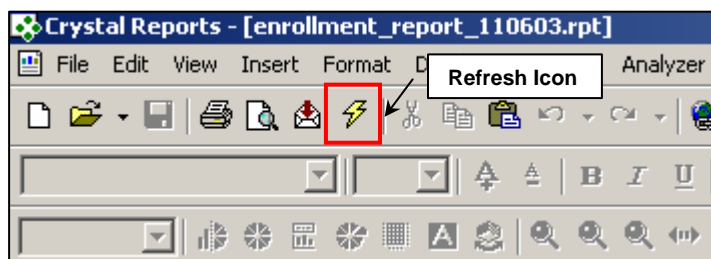


## Running a Section Enrollment Report Using Crystal Reports

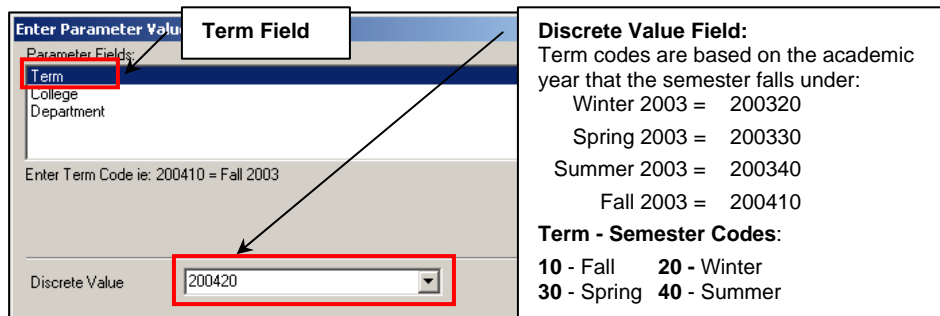
Use the Section Enrollment Report to view the rolled sections and to check your work as you build your course schedules. After printing the report, use it to determine which sections need to be deleted, edited, and created.

**Note:** To request installation and set-up of Crystal Reports, click the **Banner Username** link located at the Banner Training website (<http://bannertrain.emich.edu>) and enter the requested information.

1. Open Crystal Reports and double-click on the Section Enrollment Report.
2. Click on the **Refresh** icon in the toolbar.

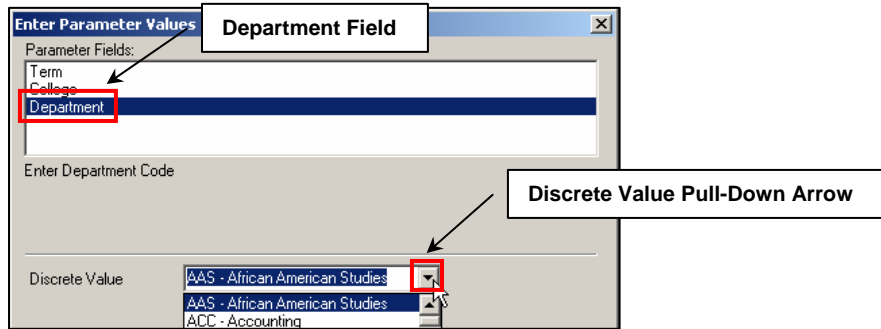


3. The **Enter Parameter Values** dialog box displays. Verify that the **Term** field is selected in the **Parameter Fields** list box. If it is not, click **Term** to select it.
4. Type the term code you want to work with in the **Discrete Value** field.

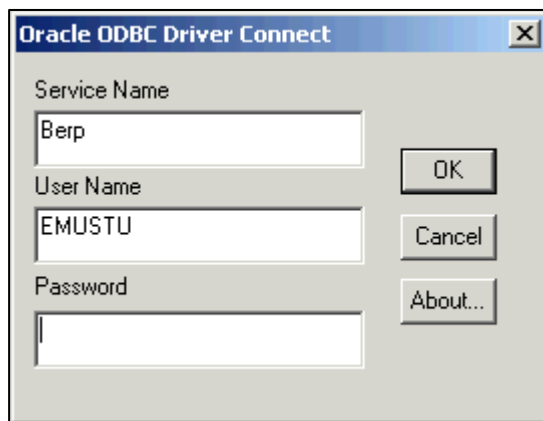


## Running a Section Enrollment Report Using Crystal Reports (cont.)

5. Click on the **Department** field in the **Parameter Fields** list box.
6. Click the **Discrete Value** pull-down arrow and select the department you want to work with from the list.



7. Click on the **OK** button. The **Oracle ODBC Driver Content** dialog box displays.
8. Type **BERP** in the **Service Name** field and press the **[Tab]** key on the keyboard.
9. Type the **Academic Reporting Username** in the **User Name** field and press the **[Tab]** key on the keyboard.
10. Type the Academic Reporting Password in the **Password** field.
11. Click the **OK** button. The Section Enrollment 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.

## Running a Section Enrollment Report Using Crystal Reports (cont.)

- Click one of the page icons on the navigation bar to navigate to different pages in the Section Enrollment 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 department. Click the **Stop Query** icon on the navigation bar to return to the **Enter Parameter Values** dialog box.

The screenshot shows the Crystal Reports interface. At the top, a navigation bar displays 'Today 9:14' and '1 of 6'. Callouts point to the 'Previous Page Icon', 'Next Page Icon', 'First Page Icon', 'Last Page Icon', and 'Stop Query Icon'. Below this, the main window shows a report titled 'enrollment\_report\_110603.rpt'. The toolbar includes a 'Print Icon' which is highlighted with a red box. The report preview shows the following data:

TERM:	Winter 2004	Eastern Michigan University	11/5															
COLLEGE:	College of Arts & Science	Enrollment Report	9:14:1															
DEPARTMENT:	Biology																	
PR	SUBJ	CRSE	SEC	CRN	COURSE TITLE	LNK	MEET	TIME	BLDG	ROOM	CH	MODE	CE	ST	INSTR	CAP	ENRL	OPW
1	BIOL	105	0	22499	Intro Biology for Non-Majors	L1	TR	1100-1130	PRAY-H	213	+	L	A	Hwanbach	230	6	244	
1	BIOL	105	001	22701	Intro Biology for Non-Majors	L1	TR	1800-1830	PRAY-H	213	+	L	A	Hwanbach	130	2	148	
1	BIOL	105	002	22700	Intro Biology for Non-Majors	B1	T	0800-1030	MARKT	304	+	LAB	A	STAFF	27	0	27	
1	BIOL	105	003	22702	Intro Biology for Non-Majors	B1	R	0800-1030	MARKT	304	+	LAB	A	STAFF	27	3	24	
1	BIOL	105	004	22703	Intro Biology for Non-Majors	B1	F	0900-1130	MARKT	304	+	LAB	A	STAFF	27	0	27	

- Click the **Print** icon on the toolbar to print the Section Enrollment Report.