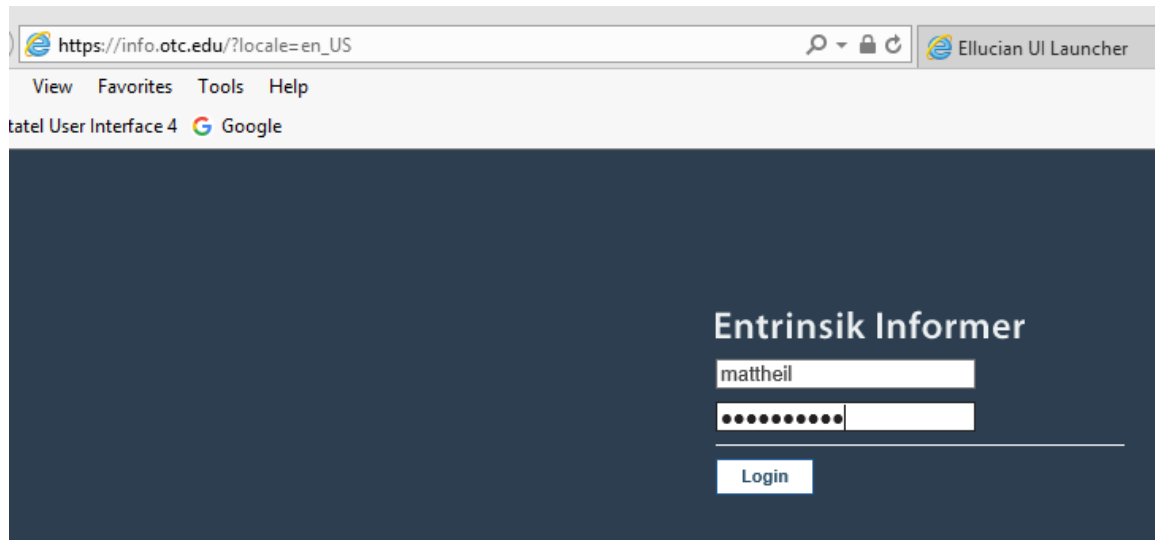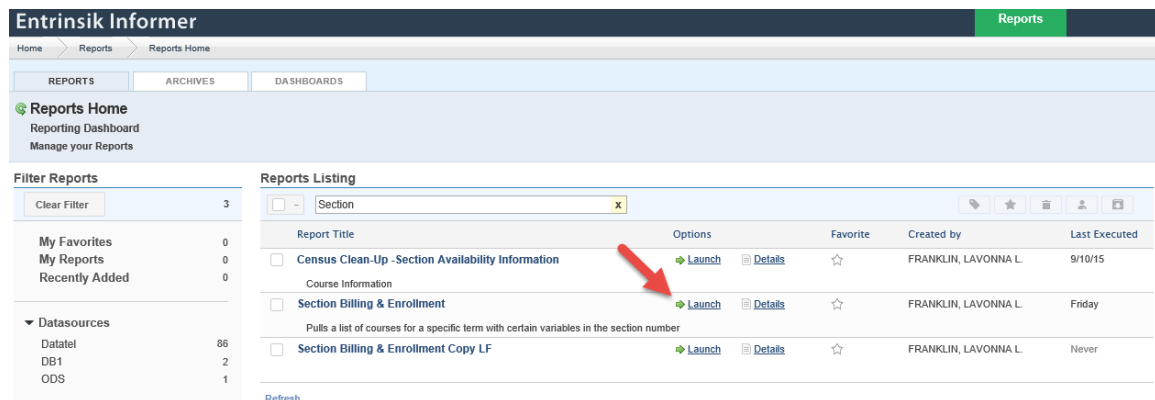# Waitlist - Run Section Informer Report

- Visit info.otc.edu and login using your login and password.

-

- Click to Launch the Section Billing & Enrollment report.

- Enter your run parameters.
  - Always enter the term.
  - Enter an A in the section status to pull the active sections. It can be troublesome to sort through all statuses. Example: C for canceled; F for frozen.
  - To pull all sections leave the search by course subject blank. To narrow by multiple subjects enter a comma and space between them. Example: HSM, CUL

- Click Launch Report and allow time for the results to return.

- I recommend exporting the results by clicking the Export Results button.

- Select Excel Comma-Separated Values.

Export Results
Export this result listing

➡ **Excel Comma-Separated Values (.csv)**   ⬅

➡ Adobe PDF (.pdf)

➡ Webpage (.html)

➡ Customized Delimiter (.txt)

➡ Tab-Delimited (.txt)

➡ XML (.xml)

➡ Fixed Length Columns (.txt)

< Back   Close

- Click Export.

Export Results
Export this result listing

Output Filename   Section Billing & Enrollm

Column Headers   ☑ Show Column Headers

Date Format   ☑ Format dates for recognition in Excel

Multivalue Handler   ⦿ List one value per row
                      ○ List by new line
                      ○ List by comma

Document Encoding   ⦿ ANSI   ○ UTF-8

< Back   **Export**   ⬅   Close

- Recommended sorts:
  - Waitlisted seats see what sections have waitlists and how many students are on the waitlist.
  - Allow waitlist to see is the section allows students to waitlist when the section is full.
  - This is also a great way to check caps, billing, credits, instructor consent, etc. This report returns exactly how your section is built in Datatel.