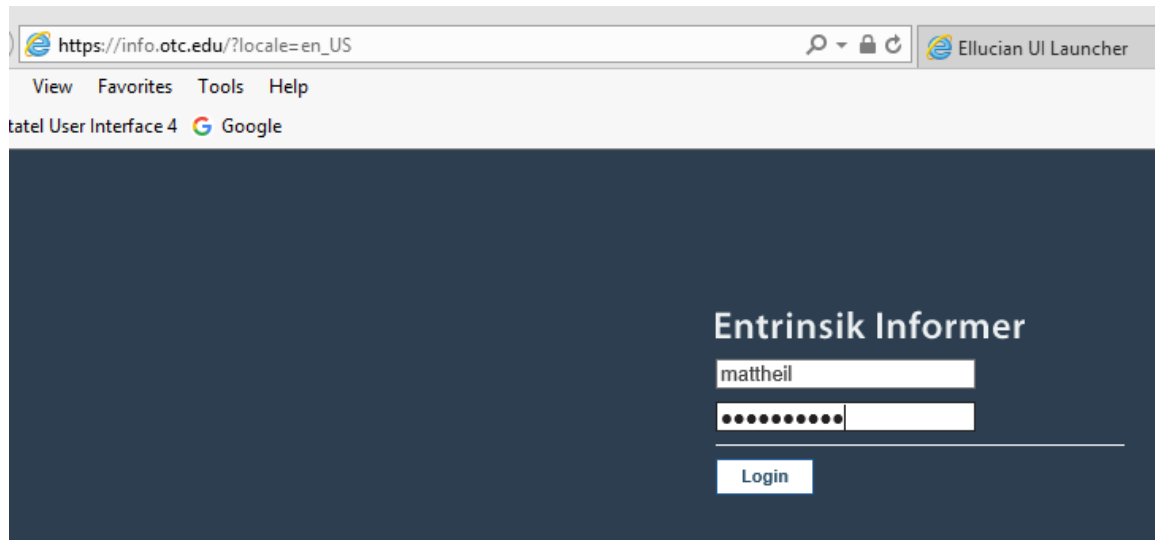
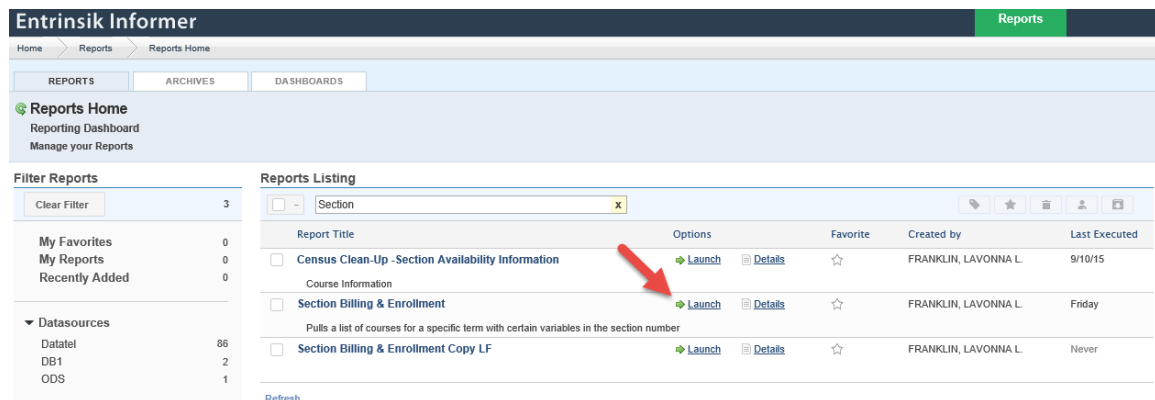


Waitlist - Run Section Informer Report

- 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

REPORT TEMPLATE DATA USER SETTINGS SCHEDULES LIVE EXCELS

Section Billing & Enrollment

Report Results

Pulls a list of courses for a specific term with certain variables in the section number

Report Results Analytics Charting

Runtime Parameters

Enter Term: (Example 13/FA) 16/SP ☒ Ignore case

Section Digit: (Example WD, G, M) ☒ Ignore case

Section Status (Optional) (example: A, C) A ☒ Ignore case

Search by course subject (Example: CIS) HSM ☒ Ignore case

Launch Report

Report Results

Refresh Clear Filter Aggregate Options Summary Only Drag columns here to group Search

Course Name	Billing Method	Billing Period Type	Billing Credits	Student Count	Global Capacity (All Sections)	AR Code	AR Amt	AR Code Other	AR Amount Other
No items listed									

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

Runtime Parameters

Enter Term: (Example 13/FA) 16/SP ☒ Ignore case

Section Digit: (Example WD, G, M) ☒ Ignore case

Section Status (Optional) (example: A, C) A ☒ Ignore case

Search by course subject (Example: CIS) HSM ☒ Ignore case

Launch Report

Report Results

Refresh Clear Filter Aggregate Options Summary Only Drag columns here to group Search

Course Name	Billing Method	Billing Period Type	Billing Credits	Student Count	Global Capacity (All Sections)	AR Code	AR Amt	AR Code Other	AR Amount Other	Min Credits	Max Credits
HSM-101-101	T	T	3.00	5	0					3.00	0.00
HSM-101-102	S		0.00	14	0					3.00	0.00

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

Home Reports Section Billing & Enrollment Report Results

REPORT TEMPLATE DATA USER SETTINGS SCHEDULES LIVE EXCELS

Section Billing & Enrollment

Report Results

Pulls a list of courses for a specific term with certain variables in the section number

Report Results Analytics Charting

Runtime Parameters

Enter Term: (Example 13/FA) 16/SP ☒ Ignore case

Section Digit: (Example WD, G, M) ☒ Ignore case

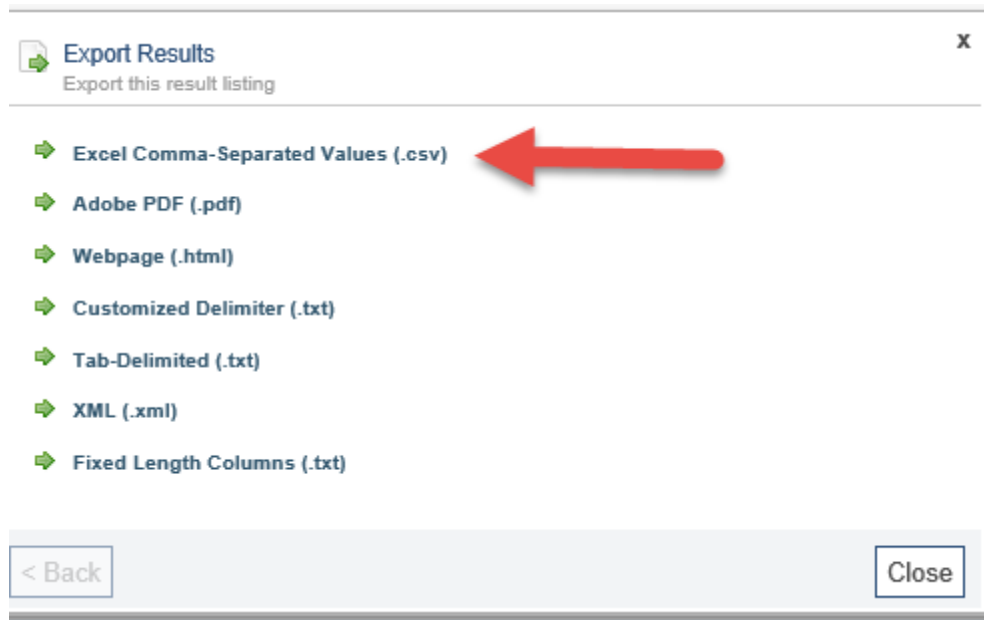
Section Status (Optional) (example: A, C) A ☒ Ignore case

Search by course subject (Example: CIS) HSM ☒ Ignore case

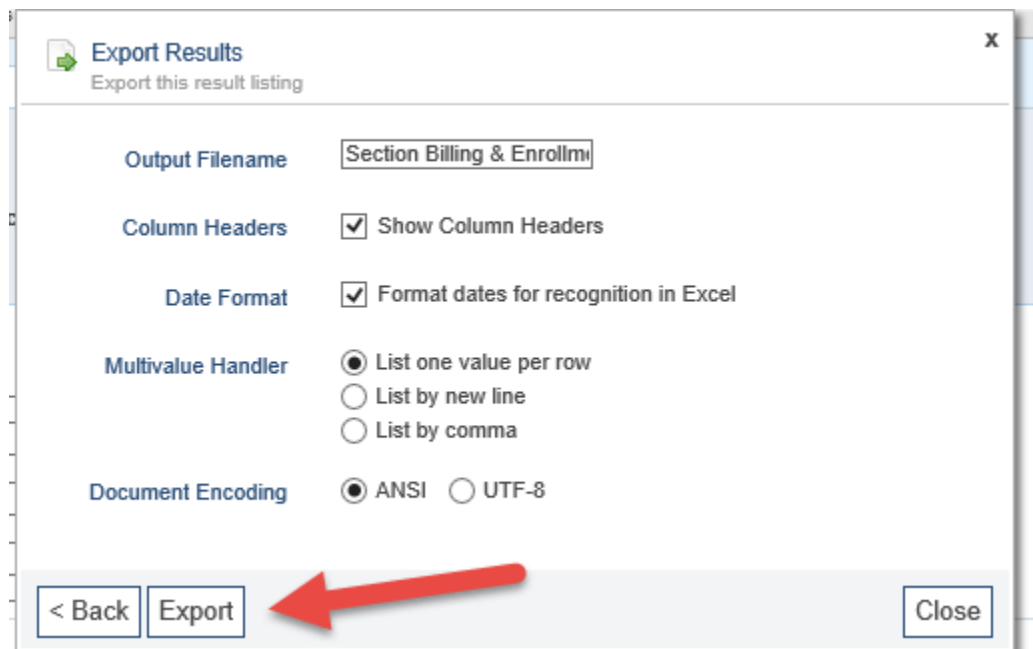
Launch Report

Export Results Archive

- Select Excel Comma-Separated Values.



- Click Export.



- 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.