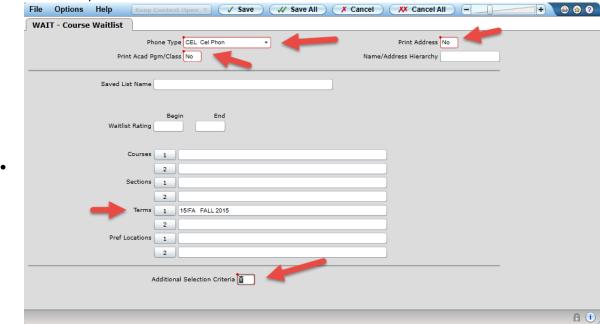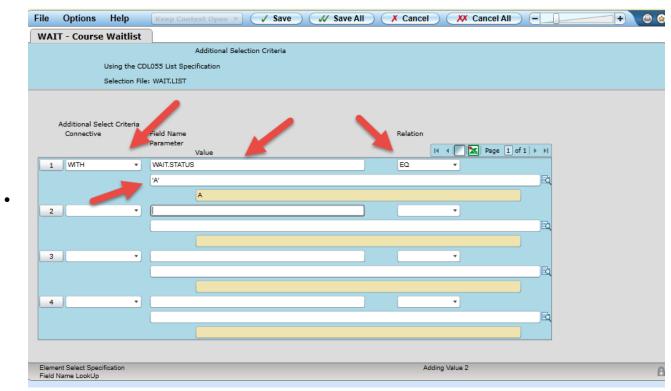# Waitlist - WAIT Report

This screen will generate a report of waitlisted students. The report is sorted by section and provides names and contact information for the students.

- Enter the WAIT screen.
- Enter your search criteria and enter Yes in the additional selection criteria field. The example below will pull all sections for the term.

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- The standard report will list all waitlist statuses. You may use the additional selection criteria to narrow the results. The example below will pull only students active on the waitlist.

- Click save on the screen presented until the progress bar runs.
- Click finish to generate the report.