

## 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.

The screenshot shows the 'WAIT - Course Waitlist' interface. At the top is a menu bar with 'File', 'Options', and 'Help'. Below the menu are buttons: 'Keep Context Open', 'Save', 'Save All', 'Cancel', and 'Cancel All'. The main form area is titled 'WAIT - Course Waitlist'. It contains several input fields and sections:

- Phone Type:** A dropdown menu set to 'CEL Cel Phon'.
- Print Acad Pgm/Class:** A dropdown menu set to 'No'.
- Print Address:** A dropdown menu set to 'No'.
- Name/Address Hierarchy:** A text input field.
- Saved List Name:** A text input field.
- Waitlist Rating:** Two input fields labeled 'Begin' and 'End'.
- Courses:** A section with two rows, each with a small '1' button and a text input field.
- Sections:** A section with two rows, each with a small '1' button and a text input field.
- Terms:** A section with two rows. The first row has a small '1' button and the text '15/FA FALL 2015'. The second row has a small '2' button and a text input field.
- Pref Locations:** A section with two rows, each with a small '1' button and a text input field.
- Additional Selection Criteria:** A checkbox labeled 'Y'.

Red arrows point to the 'Phone Type', 'Print Acad Pgm/Class', 'Print Address', 'Terms' (specifically the first row), and 'Additional Selection Criteria' fields.

- 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.

File Options Help Keep Context Open Save Save All Cancel Cancel All

**WAIT - Course Waitlist**

Additional Selection Criteria

Using the CDL055 List Specification

Selection File: WAIT.LIST

|   | Additional Select Criteria<br>Connective | Field Name<br>Parameter | Value | Relation |
|---|--|-------------------------|-------|----------|
| 1 | WITH                                     | WAIT.STATUS             |       | EQ       |
|   |  | 'A'                     |       |          |
|   |  | A                       |       |          |
| 2 |  |                         |       |          |
|   |  |                         |       |          |
|   |  |                         |       |          |
| 3 |  |                         |       |          |
|   |  |                         |       |          |
|   |  |                         |       |          |
| 4 |  |                         |       |          |
|   |  |                         |       |          |
|   |  |                         |       |          |

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Element Select Specification  
Field Name LookUp

Adding Value 2

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