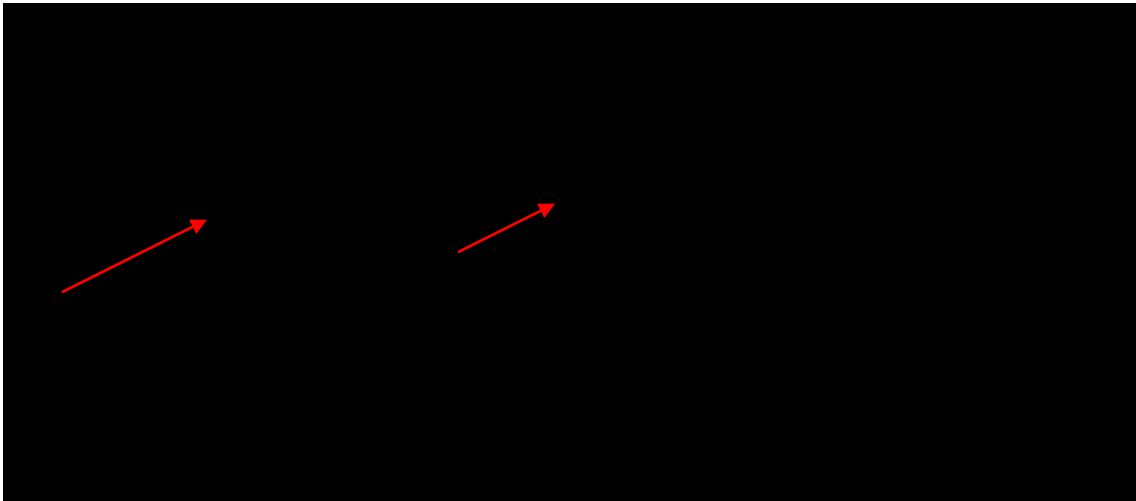


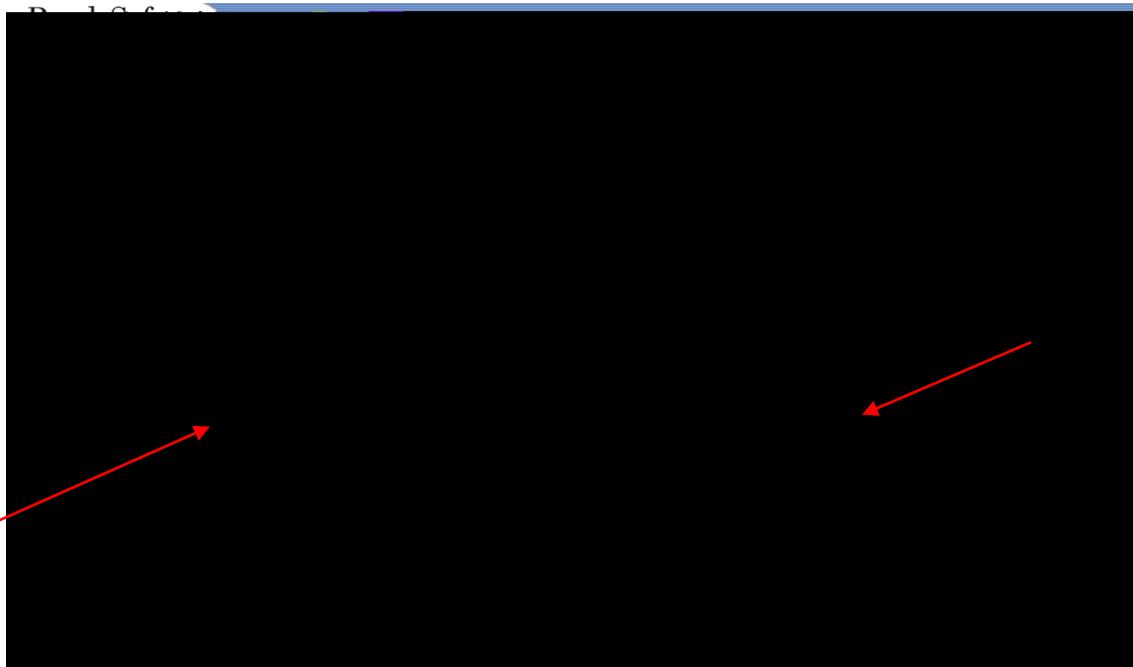
Staff members who use the Enrolment Control component may run a query which
or by course.

Navigation: Reporting Tools>Query>Query Manager

1. Enter **UCRG** as the **Query Name**
2. Click on **Search**



3. Select (check) the **UCRG_ALLOW_BYCRSE** (Query Student Allows) query
4. recommended as it can be saved and manipulated to suit)

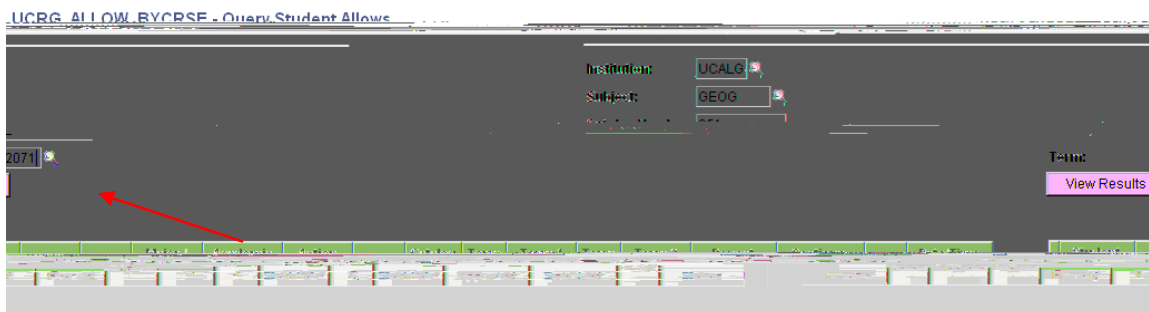


5. Click on the magnifying glass to choose:
the **Institution** (required field)
the **Subject** (required field)
the **Catalog Number** (optional)
the **Term**

If the required information is known, it can be typed in, rather than using the magnifying glass

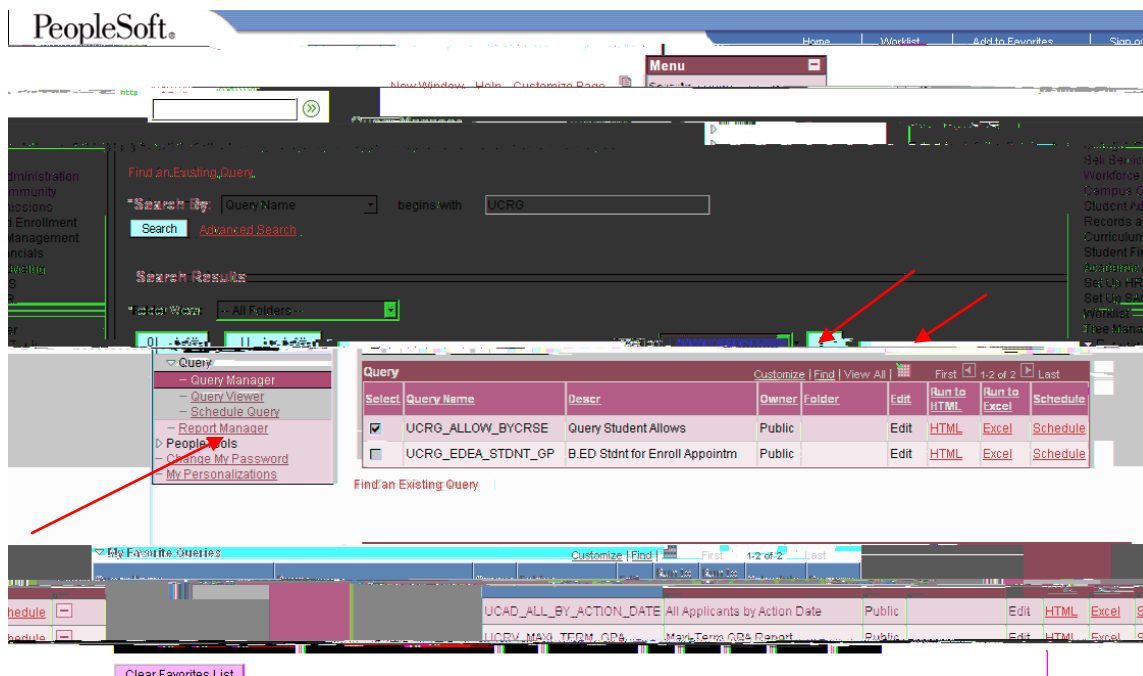
If a Catalog Number is not entered, the resulting report will list all 'allow' actions performed for the Subject chosen. For example, choosing 'GEOG' as the Subject, without stipulating a Catalog Number, will return a report summarizing the 'allow' actions for ALL Geography courses in the term specified.

6. Click on **View Results**



Queries may be saved as a Favorite, which saves time by eliminating the need to search for the query:

1. Select the **Query** to add as a Favorite
2. Under the **Action** drop-down list, choose **Add to Favorites**, click on **Go**



3. The selected Query now appears under **My Favorite Queries**

