The Detailed Class Schedule Report will create either a .pdf and/or an Excel file that you can download to view scheduled classes for your department or faculty. It is recommended to create a Detailed Class Schedule Report when timetabling.

1.   Click the

Print Detailed Schedule Class Report
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22.   When the prompt window displays, select Save As.

        Click the Save as button.

23.   Enter a file name and save the file.
        Click the Save button.

24.   You will see this prompt when opening the excel file.

        Click the Yes button. The excel file will open displaying the Detailed Class Schedule and you
        can manipulate the file as desired.

25.   To run a Detailed Class Schedule Report from a previously saved Run Control, from the
        Detailed Class Schedule, press Search and any previously saved Run Controls will be listed.

4.   To navigate to the Report Manager, open a previously saved Run Control. From the Detailed Class Schedule, press Search and any previously saved Run Controls will be listed.

       Click the Search button. Click on a desired Run Control..

5.   Click the Report Manager link.

6.   Click the Administration tab.

7.   You can use the View Reports fields as desired. For example, you can view reports created in the Last 7 Days.

       Click the Refresh button. Based on the View Report criteria the results will be displayed.

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