



Academic Management Manual

Section F

On-Line Reports

Academic
Affairs
2015-16

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On-Line and Batch Printing Instructions

This manual contains basic instructions on how to print PantherNet documents such as unofficial transcripts, class master reports and class rosters directly to a networked laser printer. A “networked” printer is a laser printer that is connected to the mainframe, not a laser printer connected to a desktop computer.

There are two types of printing on PantherNet: “online” and “batch.” *Online* printing is used directly from a menu and produces information about a student or a class – student schedules, transcripts and class rosters. *Batch* printing refers to report-style printouts that give information about many students or classes – (class masters, building and room report).

Every networked laser printer can print in three styles depending on the layout of the PantherNet document. The three styles are:

1. Portrait-Large: used for class rosters (12 point text)
2. Landscape-Small: used for class master reports and other wide reports that would usually print on green-bar paper
3. Portrait-Small: used for unofficial transcripts

Two additional styles occasionally used are:

1. Landscape-Large: used in Financial Aid
2. Portrait-Extra Large: used for class rosters

Each of these different styles is identified by a printer number. Each style listed above has a different style number. Please contact the IT Help Desk to find your closest network printer and obtain the correct printer numbers.

On-Line Printing

On-line printing in the student system can be used for 1) unofficial transcripts; 2) rosters; and 3) student schedules. The default spacing for on-line printing is double-spaced.

TRANSCRIPTS

The direct command for unofficial transcripts from the Student Information System Main Menu is as follows:

SR TR DT – along with the student’s ID number

```

STS400P0          ***** PBSC Student Information System *****          STS400M0
Feb 13,05          - Transcripts Menu -                                     7:57 PM

Code Function
-----
DT   Display Student Transcripts
RI   Send Transcript to Institution
RR   Request Electronic Transcript fm Institution
RS   Send Transcript to Student
RO   Send Transcript to Other
DL   Display Log of Transcripts Out
DR   Display Log of Transcripts In
EX   External Credentials/Transcripts Menu
RP   Batch Transcript Request/Report Menu
FH   FASTER Hold Maintenance
FE   Faster Request and Response Errors
?    Help           . Terminate
-----

Code: _____
*Student ID: _____ *Term: _____
*Name: _____
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                                     main

```

Press enter. Transcript is displayed. Press ‘PF5’ to print. Print screen is shown below.

```

+-----+ STS410M1
| STS410N1 ***** PBSC Student Information System ***** STS410M2 | 8:01 PM
| Feb 13,05      Print Student Unofficial Transcript      8:01 PM |
| Student ID: 000-00-000  SAMPLE, STUDENT | ESIDENT
| Available Transcripts |
| Credit.....: X |
| Voc Credit....: _ |
| High School....: _ | pa
| Non-Credit....: _ Print Descriptions(Y/N): _ |
| Personal Options |
| Suppress SSN.....: N (Y/N) |
| Suppress DOB.....: N (Y/N) | 3.0
| Suppress Gender...: N (Y/N) | GPA 2.00
| Suppress Address..: N (Y/N) | GPA 2.00
| Copies: 1 *Printer: D172 | 08/06/98
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10- |
| help  retrn | 3.0
| 8072 - Extended information displayed |
+-----+
| help  retrn quit      print      bkwrđ frwrđ      srch      main

```

Enter the type of transcript desired, number of copies and the printer location, if required. The printer ID's can be accessed through the 'F1' key. Press Enter. You will be given a message at the bottom of the screen indicating that the transcript has been printed.

```

STS410P1          ***** PBSC Student Information System *****          STS410M1
Feb 13,05          - Display Student Transcript -                          8:04 PM
Student ID.....: 000-00-0000 Name: SAMPLE, STUDENT
Birth Date.....: 07/23/1975 Sex.: M          Fee Residency: FLORIDA RESIDENT
High School.....: EDGEWATER HIGH SCHOOL      Graduation Date:
Admission Basis: COLLEGE TRANSFER

Line 1__ of 22
Crse ID   Equiv Crs   Course Title           Cmp  Typ Grd  Att   Ern   Gpa

SPRING 1997-98 (19983 ) PBSC      001512   BEGINNING 05/13/98   ENDING 06/24/98
PROG: (3001 ) ND  ND-TRANSIENT (OBS)
SPC2052   SPC2052   VOICE AND DICTION              C    03.0   03.0   03.0
Term Totals:  Att:   3.00; Ern:   3.00; For GPA:  3.00; Pts:   6.00; GPA 2.00
Cuml Totals:  Att:   3.00; Ern:   3.00; For GPA:  3.00; Pts:   6.00; GPA 2.00

SUMMER 1997-98 (19984 ) PBSC      001512   BEGINNING 06/29/98   ENDING 08/06/98
PROG: (3001 ) ND  ND-TRANSIENT (OBS)
LIT2110   LIT2110   W LIT BEF RENAISSANCE          B    03.0   03.0   03.0

```

CLASS ROSTERS

The direct command for class rosters from the Student Information System Main Menu is as follows:

RG CA PR – along with the course reference number

Enter the reference number or browse by term. The reference numbers and printer ID's can be browsed with the 'F1' key. Enter the printer ID, if required. Press 'Enter.' You will be given a message at the bottom of the screen indicating that the roster has been printed.

```

STR500P0          ***** PBSC Student Information System *****          STR500M0
Feb 13,05          - Class Administration Menu -                          8:08 PM

Code Function
-----
VR   View Class Roster
PR   Print Class Roster
MR   Maintain Class Roster
?    Help
.    Terminate
-----
Code: VR *Reference Number: _____
        *Printer: D174_____ (for option 'PR' only)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit                                main

```

STUDENT SCHEDULES

The direct command for student schedules from the Student Information System Main Menu is as follows:

RG RS PS – along with the student's ID number

Fill in the student ID, term and printer ID, if required. Press 'Enter.' You will be given a message at the bottom of the screen indicating that the schedule has been printed.

STR300P0 Feb 13,05	***** PBSC Student Information System ***** - Registration Support Menu - Code Function ----- MT Maintain Student Term Info VC Browse Classes by Day & Time HO View Student Registration Holds CS Display Student's Schedule VP View Student Test Scores/Placement OV Maintain Student Overrides HI View Registration History Menu AS Admission Status PS Print Student Class Schedule FI Student Credit & Collection Inquiry Menu ? Help . Terminate ----- Code: _____ *Student ID: 592-78-6336 *Term: _____ *Printer: D174_____ *Name: AAGARD _____ DAVID _____ C _____ Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- help retn quit	STR300M0 8:09 PM
-----------------------	--	---------------------

Batch Printing

Batch printing can be used for Curriculum Requests and Registration Requests.

Curriculum Request Samples (see screen below)

- Class Master
- Class Master Responsible Division and Department
- Non-Credit Coordinator Report
- Building and Room Report
- Open Class List

Direct command from the Student Information System Main Menu is as follows: **JS CU**

STS010P1		***** PBSC Student Information System *****			8:11 PM	
Feb 13,05		- Browse Student Batch Jobs -				
Act	Batch Name	Description	Prior	Process	Job Step	
---	---	-----	---	---	---	
---	STC166J1	Course Special Designator	99	REPORT	50	
---	STC167J1	Responsible Division and Department	99	REPORT	50	
---	STC168J1	STC168J1 COURSES NOT OFFERED SINCE TERM 'X'	99	REPORT	50	
---	STC169J1	Course Status	99	REPORT	50	
---	STC192J1	STC192J1 PRE/CO REQUISITE COURSES	99	REPORT	50	
---	STC232J1	STC232J1 MISSING CLASS DATE CODE REPORT	50	REPORT	50	
---	STC235J1	STC235J1 CLASS FEES REPORT	99	REPORT	50	
---	STC271J1	STC271J1 CLASS MASTER	99	REPORT	50	
---	STC272J1	Class Master Responsible Division And Departm	99	REPORT	50	
---	STC274J1	STC274J1 NON-CREDIT COORDINATOR REPORT	99	REPORT	50	
---	STC276J1	Instructor Schedules by Term	99	REPORT	50	
---	STC277J1	STC277J1 INSTRUCTOR SCHEDULES BY DIV/DEPARTME	99	REPORT	50	
---	STC278J1	Instructor Schedule - Individual	99	REPORT	50	
Batch Job Name: _____ System Area: _____ System Area Ind: _						
Direct command...:						
Display Runs Submit						

Tab to the report you wish to run and choose submit (S) to bring you to the following screen to enter your parameters. Each parameter allows you to choose options on how the report will run.

1. Make sure 'Run Now' indicates 'Y.'
2. To see a description of the options for each parameter, tab to the '>' sign, select the parameter by typing an 'X' and press the Enter key to see the options.

```

UTL830N2          ***** Utility System *****          UTL830M1
Feb 13,05          - Maintain Run Jobs -                    1 more >
                  Run Status...: Pending
*Action (A,M,P,N,D,C) AD   Requested on: 02/13/2005 at: 20:13:39.9
                  Job Name: STC271J1 STC271J1 CLASS MASTER   >
                  Run Nbr.:      Run Now: _ (N/Y)
                  Parameters      Value      Text
1 of 18 1 Effective Term.....: _____ >
        2 Class Type (C,N,T,A).....: _____ >
        3 Campus/Center Code.....: _____ >
        4 Course Id.....: _____ >
        5 Time Block (D,E,W,O).....: _____ >
        6 Course Responsible Division Cd _____ >
        7 Course Responsible Dprtmnt Cd: _____ >
        8 Print Totals Indicator.....: _____ >
        9 Session Code.....: _____ >
       10 CLASS STATUS.....: _____ >
       11 INSTRUCTOR STATUS.....: _____ >
       12 SPECIAL DESIGNATOR 01.....: _____ >
          Number of Report Copies: 1_ *PrinterDest: S173_____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit      Cnfrm Dflt  bkwrđ frwrđ      left  right main
  
```

Press 'PF2' to exit the description. You have two options on how you may print the report. You can print the report directly to the printer or you may view the report on-line before printing.

Note the Run Number so that you can check the run status if needed (see page 10).

Please note: To print without viewing, in the printer destination field, type 'S' and three digits for the printer ID (e.g. printer D14 would now be S014). To view your job on the Intranet web, in the printer destination field, type WEB.

Batch printing will be single-spaced on regular white 8-1/2 x 11" paper. Printing to the web is the preferred method because you can view the report prior to printing, or you may not need to print the entire report. You can view the report and then delete it without printing.

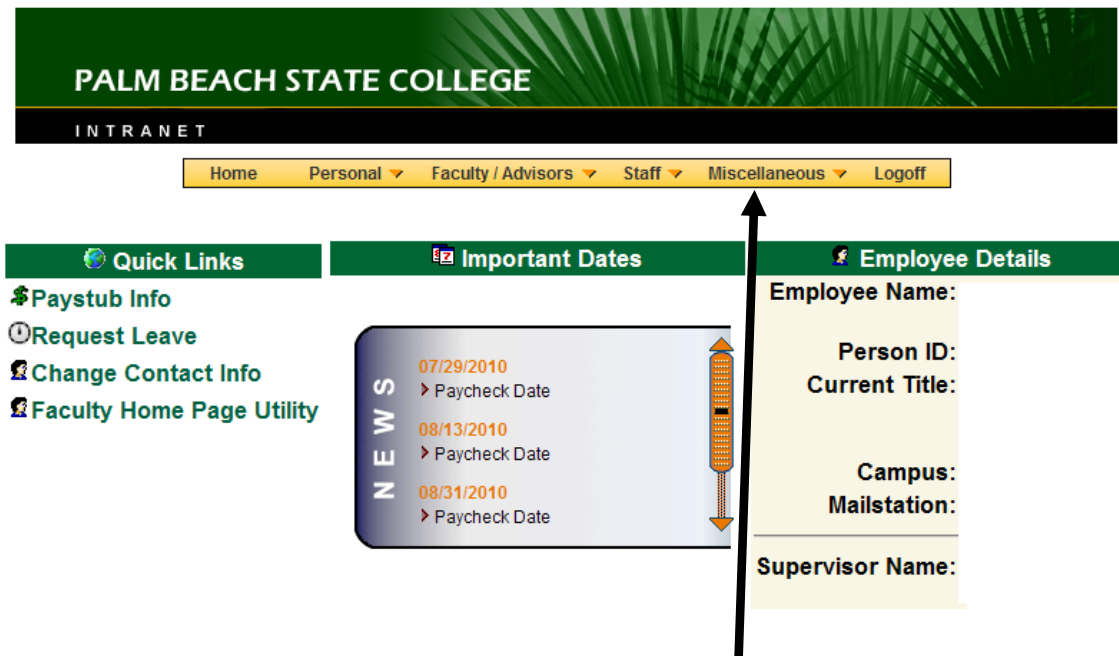
Printing Reports from the Web

To print reports from the web, follow these steps:

1. Logon to Employeeweb with your User-ID and password that you use for signing onto PantherNet and email at the following web address:

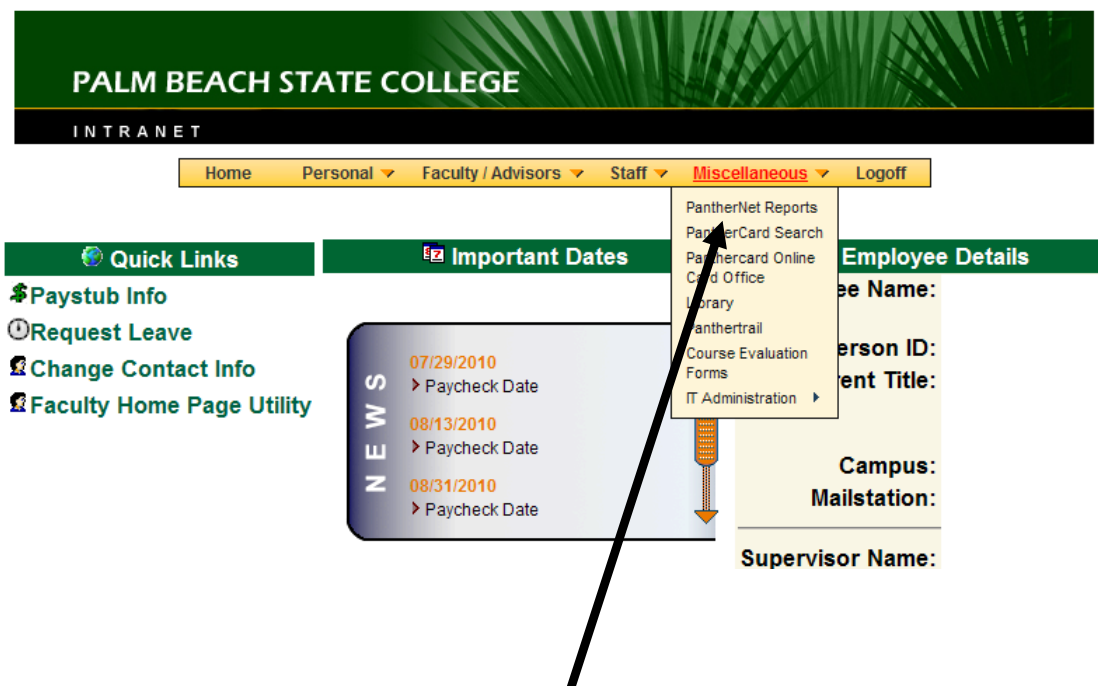
<http://www.palmbeachstate.edu/employeeweb>

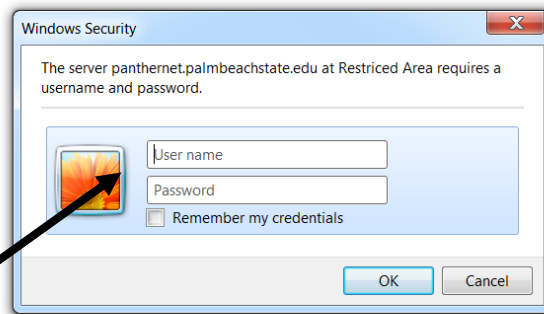
2. You will see the following screen:



On the Yellow Menu Bar is an entry marked “Miscellaneous” – this is where the menu is located for printing reports – hold your mouse over this part of the menu bar.

Click on the menu entry that is marked PantherNet Reports





You will be prompted to sign in with the same user id and password that you use for email and PantherNet.

Execution Queue ----- 1 Jobs (Q=* j=* u=pederseg)

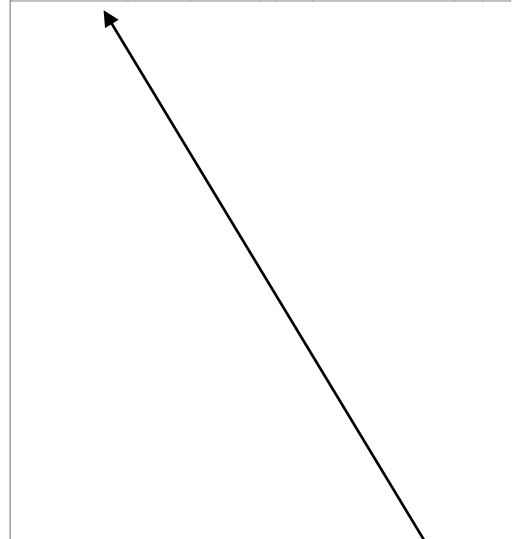
JobName	Job #	User	Q Stps	Date/Time	CC
STC271J1	691617	pederse	g 2	08/08/2013-14:30	0

The screen above will appear. The **Execution Queue** shows jobs that are currently running. The **Output Queue** shows jobs that have finished. Click on the appropriate tab, typically the **Output Queue** to see your completed batch job.

Output Queue ----- 1 Jobs (Q=* j=* u=pederseg)

Execution Queue Input Queue Output Queue
Set prefs/filters Log/Console Stat Status

JobName	Job #	User	Q Stps	Date/Time	CC	
STC271J1	691617	pederse	G 6	08/08/2013-14:30	0	



To view the output from a report, click on the button with the report name.

Output Queue ----- 1 Jobs (Q=* j=* u=pederseg)

Close Delete Hold

Execution Queue Input Queue Output Queue
Set prefs/filters Log/Console Stat Status

JobName	Job #	User	Q Stps	Date/Time	CC	
STC271J1	691617	pederse	G 6	08/08/2013-14:30	0	

Job Display: STC271J1.691617 - 23 files						
iSeq	Step	FileName	Lines	Date/Time	CC	Dest
*	*job*	joblog	433	20130808-14:30:16	---	
*	*job*	.jobin	191	20130808-14:29:59	---	
000	STEPBOJ	CMPRINT	14	20130808-14:30:00	0	
000	STEPBOJ	CMSYNIN	4	20130808-14:30:00	0	
000	STEPBOJ	SYSIN	1	20130808-14:30:00	0	
001	STEP10	CMPRINT	68	20130808-14:30:12	0	
001	STEP10	CMPRT02	57	20130808-14:30:12	0	WEB
001	STEP10	CMSYNIN	22	20130808-14:30:00	0	
001	STEP10	SYSIN	1	20130808-14:30:00	0	
002	STEP20	SYSIN	2	20130808-14:30:13	0	
002	STEP20	SYSIN jcltmp	5	20130808-14:30:13	0	
002	STEP20	SYSIN scl	17	20130808-14:30:13	0	
002	STEP20	SYSIN scltmp	14	20130808-14:30:13	0	
003	STEP30	CMPRINT	14	20130808-14:30:15	0	
003	STEP30	CMPRT03	11217	20130808-14:30:15	0	WEB
003	STEP30	CMSYNIN	4	20130808-14:30:13	0	
003	STEP30	SYSIN	1	20130808-14:30:13	0	
004	STEP98	SCRIPT	1	20130808-14:30:15	0	
004	STEP98	STDERR	3	20130808-14:30:15	0	
004	STEP98	STDOUT	8	20130808-14:30:15	0	
006	STEPEOJ	CMPRINT	14	20130808-14:30:16	0	

All of the job output is listed – look for the one that has the most “lines” – this is typically your actual report output. Click on the PDF symbol and a popup will appear on your screen. You may print the output or view it on the screen.

Other Reports available on Employeeweb:

The screenshot shows the Palm Beach State College Intranet interface. At the top is a green header with the college name. Below it is a black bar with the word "INTRANET" in white. A yellow navigation bar contains links: Home, Personal, Faculty / Advisors, Staff, Miscellaneous, and Logoff. The "Staff" link is highlighted, and a dropdown menu is open, showing options: Campus, Department Leave Roster, Facilities, Payroll Dept Access, Student Finances, Credit Card Reconciliation, and Supervisors. A black arrow points from the "Staff" link to the "Campus" option in the dropdown. Overlaid on the screen is a text box that reads: "Please Note: The reports can be downloaded as plain text files or using Adobe Acrobat Reader. To upgrade to the latest version, click on the Adobe Reader icon." Below this, a green box titled "Listing of Available Reports" contains a list of reports with links: [FCR220J1](#) Fcr220j1 Room Utilization Reports, [IRM900J1](#) Approved Instructor Roll-Over, [STC230J1](#) Class Roll-Over, [STC235J1](#) Stc235j1 Class Fees Report, and [STC271J1](#) Stc271j1 Class Master.

Under the Staff Tab on the Yellow Menu bar are additional reports.

Click on the report you would like to run – Example:

The screenshot shows the "Room Usage" report form. At the top is a green header with the college name. Below it is a black bar with the word "INTRANET" in white. A yellow navigation bar contains links: Home, Personal, Faculty / Advisors, Staff, Miscellaneous, and Logoff. The "Staff" link is highlighted. Below the navigation bar is a green box titled "Room Usage". Inside this box is a "Selection Criteria" section with the following fields: Date (07/22/2010), Activity Type (Both Classes and Events), Campus (dropdown), Center (dropdown), Building (dropdown with a question mark), and Room (dropdown with a question mark). A red "Submit" button is located at the bottom of the form.

These are the same reports that are available from the PantherNet “green screens” but the report can be run from the web.

QCLASS

QCLASS is a quick utility that can provide short summary reports.

Direct Command: CU QC QC

After you enter this command, the following screen is displayed:

```

STC710P0          ***** PBSC Student Information System *****          STC710M0
Feb 13,05          - Query Class File (Online) -                          08:31 PM
                  Retrieve Request...: N  Save Request...: N

Totals Only.....: N
Cred, Noncred, Both or Test: C
*Terms...(Range)....From...: _____ Thru...: _____
or (Specific).....: _____
Sessions.....: _____
*Credit Type.....: _____
*Special Designators.....: _____
Status.....(OFCHU)..: _____
*Campus/Center.....: _____
*Course.....: _____
Enrollment.....: 000 Thru 999
*Budget Number.....(Local): _____ (State): _____
*Division.....: _____ Department..: _____
Building.....: _____ Room.....: _____
*Instructor(Last,First,Mi)..: _____
Dates.....From...: _____ Thru...: _____
Times.....From...: _____ Thru...: _____
Days.....(MTWRFSSU)..: _____ Time Block.....(DEWO)..: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  reset                                          main

```

On this screen, you enter the parameters you want to run to produce a customized report. Some of the fields have the asterisk so you can use the F1 key to find out about those values.

Some Details:

TOTALS ONLY – if the field is set to “Y”, the summary screen is produced. An “N” produces detailed listings.

Examples:

Find the current FTE, enrollment and occupancy of all ENC1101 classes in 2005-2.

```

STC710P0          ***** PBSC Student Information System *****          STC710M0
Feb 13,05          - Query Class File (Online) -                          08:31 PM
                  Retrieve Request...: N  Save Request...: N

Totals Only.....: y
Cred, Noncred, Both or Test: C
*Terms...(Range)....From...: 20052_ Thru...: 20052_
or (Specific).....: _____
Sessions.....: _____
*Credit Type.....: _____
*Special Designators.....: _____
Status.....(OFCHU)..: u f o h _
*Campus/Center.....: _____
*Course.....: enc1101
Enrollment.....: 000 Thru 999
*Budget Number.....(Local): _____ (State): _____
*Division.....: _____ Department..: _____
Building.....: _____ Room.....: _____
*Instructor(Last,First,Mi)..: _____
Dates.....From...: _____ Thru...: _____
Times.....From...: _____ Thru...: _____
Days.....(MTWRFSSU)..: _____ Time Block.....(DEWO)..: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      help  retrn quit  reset                                          main

```

The following report is produced:

STC710P0	***** PBSC Student Information System *****	STC710M2
Feb 13,05	- Query Class File (Online) -	08:36 PM
Panel 1 of 5	20052 /	/
Terms.....	20052	
Total Classes.....	79	0 0.0+ 0 0.0+
Open.....	1	0 0.0+ 0 0.0+
Full.....	1	0 0.0+ 0 0.0+
Cancelled....	0	0 0.0+ 0 0.0+
Unavailable..	77	0 0.0+ 0 0.0+
Total FTE.....	147.450	0.000 0.0+ 0.000 0.0+
Average Enrollment..	24.8	0.0 0.0+ 0.0 0.0+
Total Seats.....	2038	0 0.0+ 0 0.0+
Total Enrolled....	1966	0 0.0+ 0 0.0+
Enr/Seats %..	96.4	0.0 0.0+ 0.0 0.0+
Total Paid.....	1953	0 0.0+ 0 0.0+
Paid/Enr %...	99.3	0.0 0.0+ 0.0 0.0+
Records Read.....	80	
Records Selected...	79	
Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
help retrn quit left right main		

Running the same report with Totals only = N produces:

STC710N1		***** PBSC Student Information System *****							
Feb 13,05		- Query Class File (Online) -							2 more >
Term	C N Course	Camp Cntr	Sess	Ref#	S t	Tot Enr	Paid Enr	Max Seats	Instructor
20052	C ENC1101	1	1	071426	U	26	26	26	WILSON, WILLIAM, J
20052	C ENC1101	1	1	071427	U	26	26	26	CECERE, GREGORY, D
20052	C ENC1101	1	1	071428	U	26	26	26	CECERE, GREGORY, D
20052	C ENC1101	1	1	071429	U	26	26	26	WILSON, WILLIAM, J
20052	C ENC1101	1	1	071430	U	26	26	26	DILGEN, REGINA, M
20052	C ENC1101	1	1	071431	U	26	26	26	ADAMS, JOHN
20052	C ENC1101	1	1	071432	U	26	26	26	AGUILA, SUSAN, D
20052	C ENC1101	1	1	071433	U	24	24	26	BECK, BRUCE, M
20052	C ENC1101	1	1	071434	U	25	25	26	GEOGHEGAN, ELIZABETH,
20052	C ENC1101	1	1	071435	U	26	26	26	AGUILA, SUSAN, D
20052	C ENC1101	1	1	071436	U	26	26	26	BECKFORD, JOY, F
20052	C ENC1101	1	1	071437	U	26	26	26	BECK, BRUCE, M
20052	C ENC1101	1	1	071438	U	23	23	24	WILSON, WILLIAM, J

If you become familiar with the parameters, the number of different quick reports you can run is limitless. Because this program takes some system resources, it is not recommended to be run frequently during peak registration.

ONLINE INTERACTIVE REPORTS

Users may generate reports online through additional reporting tools. These tools are accessed from: <http://www.palmbeachstate.edu/ire/online-research-and-data/interactive-reports.aspx>

Interactive reports are customized reports that are generated on demand, allowing users to specify parameters, such as term, campus, session, etc.

Data for these reports come from Palm Beach State's data warehouse, which is refreshed once a day, normally by 7:30 AM. Please note these reports may not be accessible from off campus computers.

How to Use Interactive Reports

Step 1: Point your web browser to: <http://www.palmbeachstate.edu/ire/online-research-and-data/interactive-reports.aspx>

Step 2: Click on one of the report names you wish to run.

Home | Contact Us | Jobs | People Finder | Events Calendar | Campuses

Current Students | Future Students | Continuing Education | eLearning | Faculty & Staff | Donors & Alumni | Visitors Business

APPLY | AREAS of Study | FINANCIAL AID | LIBRARY | PANTHER WEB | CATALOG Handbook | Campus LIFE | STUDENT SERVICES | SEARCH for Classes

HOME > Institutional Research & Effectiveness > Online Research and Data > Interactive Reports

Interactive Reports

Interactive reports are customized reports that are generated on demand, allowing users to specify parameters, such as term, campus, session, etc.

[Online Interactive Reports Manual](#) -- basic instructions on how to access and download these reports.

Data for these reports come from our data warehouse, which is refreshed once a day, normally by 7:30 AM.

If you are asked to log in, you must log in with your **full email address and password**.

Class scheduling tools

- [Low enrollment alert \(enrollment\)](#): Enrollment statistics for **sections** with enrollments less than a specified number of filled seats. By term, campus and session.
- [Low enrollment alert \(occupancy rate\)](#): Enrollment statistics for **sections** with enrollments less than a specified seat occupancy rate. By term, campus and session.
- [High enrollment alert](#): Enrollment statistics for courses (rolled-up) with enrollment greater than a specified seat occupancy rate. By term and campus.
- [Mission critical](#): Enrollment statistics for general education, college preparatory, Strategies (SLS1501) and other courses deemed critical to the College's mission.
- [Classes under special designator](#): List of classes running under a selected special designator for a particular term, campus and session.
- [Classes listed by start and end times](#): Lists classes that run between user-selected starting and ending times, for a particular term, campus and session.
- [Class schedule by department](#): Generates the class schedule by term, campus, class type (credit/non-credit), session and department, including instructors and class enrollments.
- [Class schedule by building](#): Generates the class schedule by term, campus, building and room.
- [Actual enrollment](#): Original enrollment minus withdrawals. By term, campus, class type (credit/noncredit), session and department.

Step 3: Select Criteria for your report

Each report you click on will have different selection criteria. This example is the Low Enrollment Report. On this report you select **TERM**, **CAMPUS**, **CLASS ENROLLMENT** and **SESSION CODE**. After selecting the values you want, click the **VIEW REPORT** button.

Report Viewer

Term: 20103 Campus: Lake Worth

Class enrollment less than or equal to: 10 Session code: SUMMER C (12 WEEKS), SUMM

View Report

Step 4: View Report

Your report is now viewable on the screen. You may also select to save the report as a different format. Click the **SELECT A FORMAT** button.

Report Viewer

Term: 20103 Campus: Lake Worth

Class enrollment less than or equal to: 10 Session code: SUMMER C (12 WEEKS), SUMM

View Report

1 of 16 100% Find | Next Select a format Export

Credit/Prep/EPI classes with enrollment of 10 or less

Campus(es): Lake Worth
Term: 20103 Session(s): 1, 2, 3, CPPT, CTRM

Course	Title	Reference	Time Block	Status	Enrolled	Limit	Available	Occupancy	Notes
Lake Worth									
SUMMER C (12 WEEKS)									
ACG2022	FINANCIAL ACCOUNTING	128035	Evening	Open	0	35	35	0.0 %	
ACG2022	FINANCIAL ACCOUNTING	128036	Other	Open	0	36	36	0.0 %	DL
AMH2020	US HIST FROM 1865	128066	Other	Open	0	37	37	0.0 %	DL
ATF1100	PRIVATE PILOT FLT 1	128141	Other	Open	0	10	10	0.0 %	
ATF1101	PRIVATE PILOT FLT 2	130181	Other	Open	0	15	15	0.0 %	Off-campus
ATF1105	INTER FLT LAB HELCPT	128142	Other	Open	0	10	10	0.0 %	Off-campus
ATF1120	PRIVATE PILOT FLT 3	130182	Other	Open	0	15	15	0.0 %	Off-campus
ATF1140	FLIGHT-PRIVATE HLCPT	128143	Other	Open	0	10	10	0.0 %	Off-campus
ATF1150 A	FLIGHT LAB 1	130183	Other	Open	0	15	15	0.0 %	Off-campus

Done Internet 100%

Step 5: Save Report (if needed)

Select the format in which you would like to save the report.

The screenshot shows the Palm Beach State online report interface. At the top, there are search filters: Term (20103), Campus (Lake Worth), Class enrollment less than or equal to (10), and Session code (SUMMER C (12 WEEKS), SUMMI). A 'View Report' button is on the right. Below the filters, there is a navigation bar with '1 of 16' pages, a '100%' zoom level, and a 'Find | Next' search bar. A dropdown menu labeled 'Select a format' is open, showing options: XML file with report data, CSV (comma delimited), Acrobat (PDF) file, MHTML (web archive), Excel, TIFF file, and Word. Below the dropdown, the report title 'Credit/Prep/EPI classes with enrollment of 10 or less' is displayed, followed by 'Campus(es): Lake Worth' and 'Term: 20103 Session(s): 1, 2, 3, CPPT, CTRM'. At the bottom, a table header is visible with columns: Course, Title, Reference, Time Block, Status, Enrolled, Limit, Available, Occupancy, and Notes.

Please check the web page at <http://www.palmbeachstate.edu/ire/online-research-and-data/interactive-reports.aspx> frequently as new reports will be added.