CRYSTAL: RESCHEDULING A CRYSTAL REPORT

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PROCESS

The Office of the Registrar is responsible for ensuring student data accuracy that allows for end users to run and reschedule reports at their convenience. Rescheduling a report allows the user to use a previously run report instance as the start of their report query instead of having to enter/change all parameters when a report is first scheduled. The user is able to only change one or more parameters as needed to get the information needed.

RESPONSIBILITIES

FACULTY AND STAFF

Users have the option to reschedule an existing report within Crystal. Rescheduling a report is used when a report has been run but you need to change one or more parameters.

INSTRUCTIONS

1. Find the report you wish to reschedule from the report history listing.
2. Click the report title you wish to reschedule to highlight the report listing blue.
3. Click "More Actions" from the top menu bar.
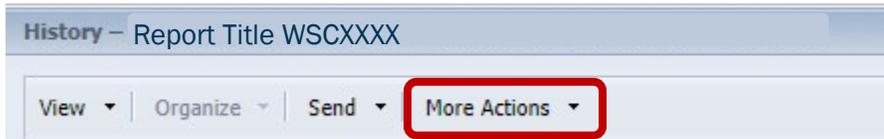
4. Click "Reschedule" from the "More Actions" menu.
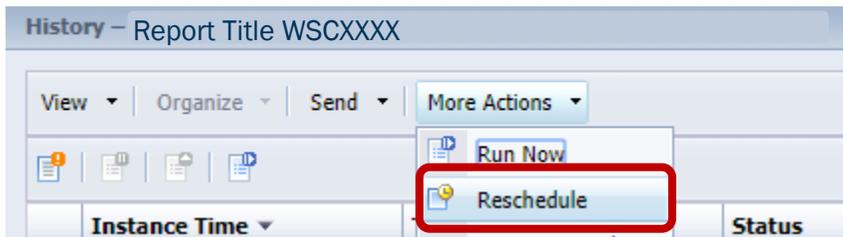
5. Choose "Prompts" from the options in the left menu.

Schedule
- **Instance Title**
- Recurrence
- **Prompts**
- Filters
- Formats
- Destinations
- Print Settings
- Events
- Scheduling Server Group
- Languages

6. Choose "Edit Values" to update the parameters, as needed.

Prompts
Edit Values...
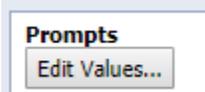
7. Once updated to the required parameters, click OK. The current window will close, and you will return to the "Prompts" menu.

OK   Cancel

8. Click "Schedule" to run the report. This will open a new window with the report history listing.

Schedule   Cancel
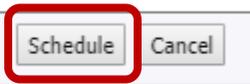
9. When the report is complete, the status will update to "Success".

Instance Time ▼	Title	Status	Created By
Month Day, Year HH:MM	Report Title	Success	Your Username

10. Click the "Instance Time" of the report to open the output.

Instance Time ▼	Title	Status	Created By
Month Day, Year HH:MM	Report Title	Success	Your Username

CONTACT

If you have any additional questions, please contact our office at banneraccess@augusta.edu.