

Printing Rosters

Using the mnemonic XCRS you can create a report that contains roster information

Datatel - Collive17 - ST

File Edit Favorites Tools Help

Quick Access XCRS Go

XCRS-Roster Listing

Academic Level UG

Term 06/SU

Sec Start Date

Sec End Date

Course Section 1 DMTH-0050-2001
2

Locations 1 200 Harlingen
2
3
4
5

Controller Section Numbers Value 1/1

Set:

Academic Level = **UG**

Term = **06/SU** (or any valid term)

Course Section: any valid course section

Location = **200**

Then click on Save 

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XCRS-Roster Listing

Peripheral: SETPTR.XCRSJ1.12447 Description: Initial Settings
Process...: XCRS Description: Faculty Roster

Output Device H Hold/Browse File Output

Printer

Form Name

Banner DROBLEDD

Copies 1

Defer Time

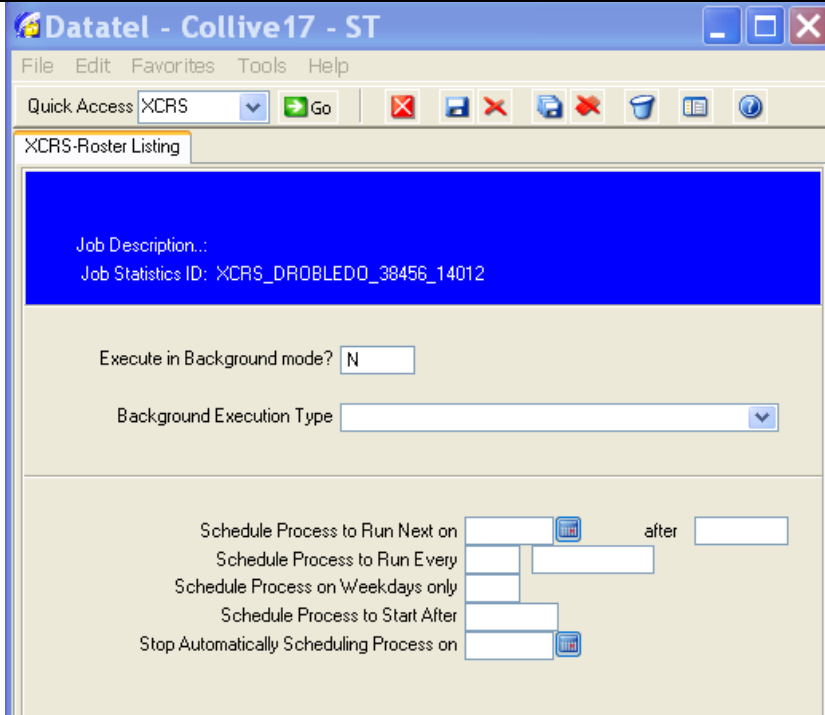
Other Options 1 NOEJECT
2 NHEAD
3

Page Width 132
Page Length 60
Top Margin 3
Bottom Margin 3


Make sure the **Output Device** is set to **H Hold/Browse File Output**.

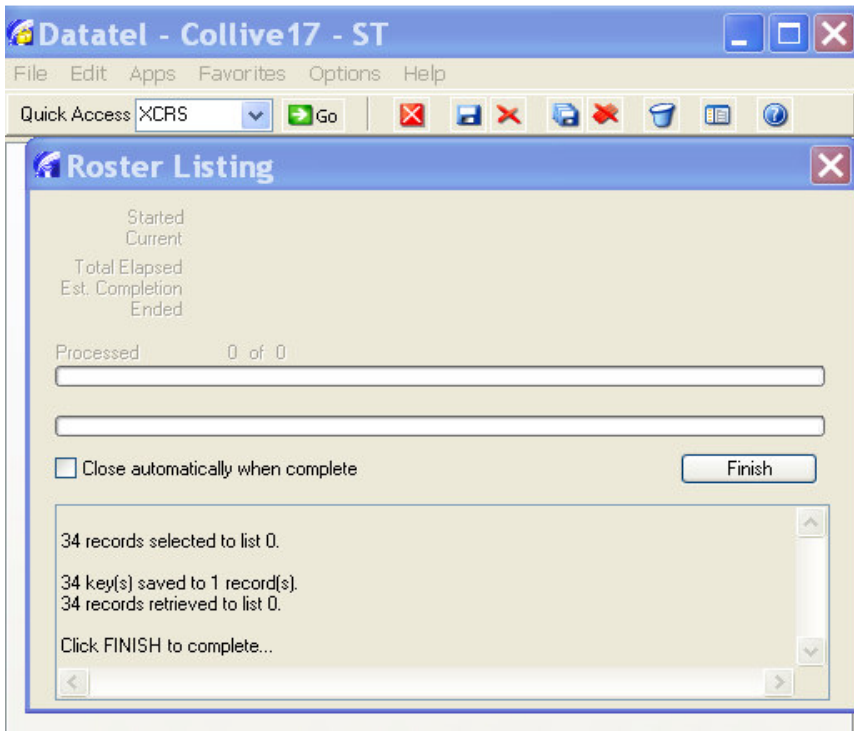
You can simply type H in the Output Device box to set this parameter.

Then click on Save 



Make sure the “Execute in Background Mode?” parameter is set to N

Then click on Save 



You will get this dialog box, unless at some point in the past when running a Datatel report you put a check mark in “Close automatically when complete”. I recommend that you do NOT have this dialog close automatically. If there is a problem with the report you will see the error message about the report only if this dialog box is open.

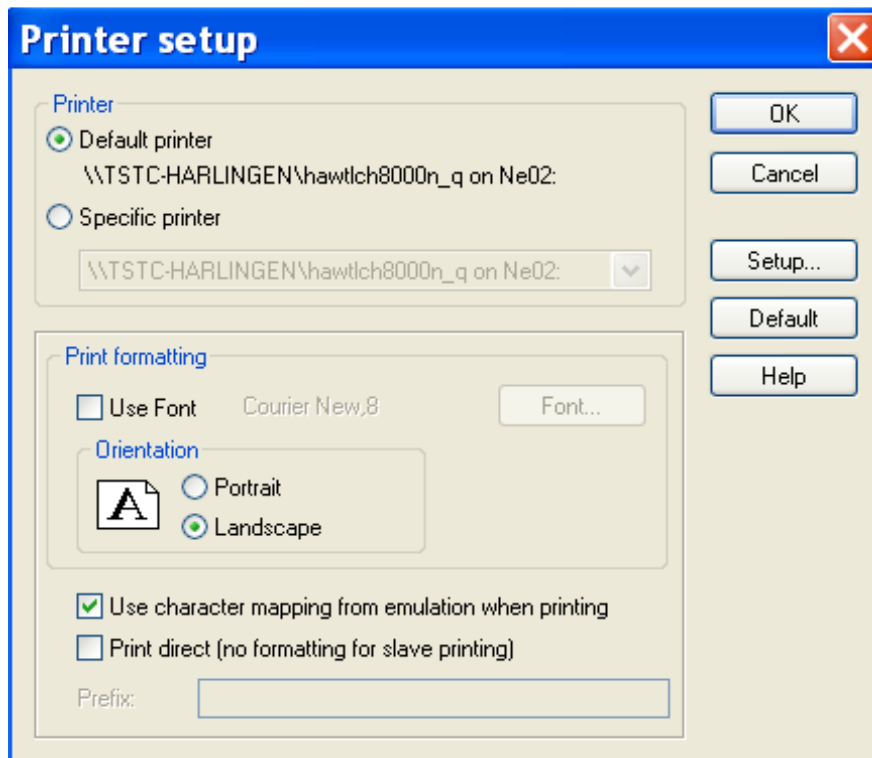
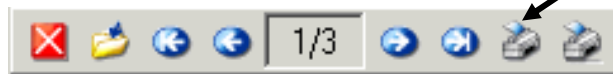
Once the “Click FINISH to complete...” message appears in the dialog box

Click Finish 

A query is running in the background and the report is being formatted so it may take several seconds for the “Report Browser” to open.

Number	Student	Last Name	First Name	Current	Reg	Cred	Pass/Audit	Vrfd	Grade	Term	CNT
1	1040960	Alaffa	Brenda	A		3.00				06/SU	1
1	0897523	Alvarez	Otto	N		3.00				06/SU	1
1	0767477	Cervantes	Juana	A		3.00				06/SU	1
1	1054190	Delossantos	Venessa	N		3.00				06/SU	1
1	1028572	Diaz	Roberto	A		3.00				06/SU	1
1	1019714	Garza	Adan	A		3.00				06/SU	1
1	1092861	Hernandez	Janet	N		3.00				06/SU	1
1	1063261	Lozano	Daniel	N		3.00				06/SU	1
1	1069870	Perez	Venessa	A		3.00				06/SU	1
1	0805300	Rivera	Sandra	N		3.00				06/SU	1
1	0944495	Saldana	Jesse	N		3.00				06/SU	1
1	0785448	Solis	Romel	N		3.00				06/SU	1
1	1028038	Velez	Abraham	A		3.00				06/SU	1
1	1025433	Villarreal	Alfonso	N		3.00				06/SU	1
1	0821642	Villarreal	Domingo	N		3.00				06/SU	1
1	0832201	Villezcas	Christopher	N		3.00				06/SU	1

To **print** the report click on the print button  located on the Report Browser tool bar



A standard Windows “Printer setup” dialog box will open. You can select any printer you have access to and click OK to send the report to your printer.

This report prints best if you set

Print Formatting

Use Font
Courier, New 8

Orientation:
Landscape