

scheduling_load_ms_reset_seats_report_body

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❑ Enter report criteria:

Break-down by Course and Grd Lvl	Select if you want to display the report with total course requests assigned and unassigned by grade level for each course. Otherwise, these breakdowns are not included.

❑ Click **Retrieve Report**.

- Review, save, or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click  to save and print the report in PDF format.
  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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