

select_campus_for_reports

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Select Campus for Reports

The campus lookup displays only the campuses to which you have access. Some reports allow you to select multiple campuses.

Select a campus:

Campuses are listed in order by campus ID. The list can be re-sorted. sort_grid_data_inline

To search for a campus, begin typing the campus ID or name in the Search field. The list is automatically filtered to display the campuses that contain the characters you have typed.

When you locate the campus(es) you want to retrieve:

If the report allows you to select only one campus, click the campus ID. The lookup closes, and the parameter is populated with the campus ID.

If the report allows you to select multiple campuses, select the check box(es) for one or more campuses, and then click Select. The lookup closes, and the parameter is populated with the campus IDs separated by commas.

Click Cancel to close the lookup without selecting a campus.


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