

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.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

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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