

## Students With Unscheduled Proxies (Trial Scheduling Load)

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This tab generates the Unscheduled Sections of Match Proxies report for the scheduling load which lists the students whose requested match proxy could not be scheduled, the individual courses in the match proxy, and the reason the courses could not be scheduled.

Print and review the report before accepting the load.

#### View report:

□ Enter report criteria:

Grades	Select a grade level, or select All to include all grade levels.
	Type the student ID. Leading zeros are not required. Or, click <b>Directory</b> to select one or more students from the <u>directory</u> . Leave blank to include all students.
<b>Match Proxies</b>	Select a proxy, or select All to include all proxies.

#### □ 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.

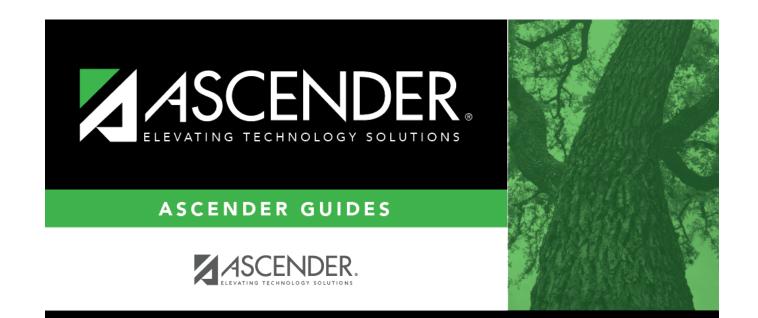
- Click  $\blacktriangleleft$  to go back one page.
- Click I to go forward one page.

Click Let 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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