

Reports (MSALGO)

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Scheduling > Maintenance > MSALGO > Process > Reports

This tab allows you to generate the following four reports: master schedule, course request tally, conflict chart, and conflict matrix reports. **Review and verify the data in all reports before creating the section records.**

View reports:

❑ After placing the sections on the Place tab, click the Reports tab.

❑ Under **Type**:

Master Schedule	Select to generate the MSALGO Master Schedule report which displays information from the Place tab. This report shows all sections that have been placed and the resources available. This information should be verified before moving the MSALGO information to the Scheduling tables.
Tally	Select to generate the MSALGO Course Request Tally report which lists all courses, number of sections, and number of requests per grade level.
Conflict Chart	Select to generate a report of course requests by team and grade level, a conflict chart, a seating chart, and a sections chart. The algorithm for the Number Students conflict chart is the sum of the number of students requesting both the course being placed and the course already placed divided by the number of times the course being placed meets multiplied by the number of times the course already placed meets. SUM (# students requesting both courses / (# times 1st course x # times 2nd course))
Conflict Matrix	Select to generate a report of the number of students requesting each course, and a list and count of other courses these students have also requested. The report does not include any courses that have 0 in the **Nbr of Sec** field on the Build tab. The report is also available as the Potential Conflict Matrix report (SCH0600).

❑ Click **Retrieve**.

- 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  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.

❑ Ensure that all data is valid.


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