

QA-2200 Class Build Quality Assurance Report in Crystal Reports

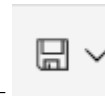
To ensure you have an error free class build, run the “Class Error Identification” report through Crystal Reports. If you do not have access to Crystal Reports, please contact Reporting and Data Services studentreporting@usask.ca .

To run the “QA-2200 Class Build Quality Assurance Report” report

1. Open your browser and type paws.usask.ca.
2. If you receive a logon box, enter your NSID and password. From there you will
3. Type in Crystal Reports in the search bar at the top of the page.
4. Select the Administrative Reports folder (click directly on the folder).
5. Find and select “QA-2200 QA Detail by Subject and Term”
6. Choose and enter your parameters with a minimum of terms and subject code.

***NOTE: All parameters must have a value or the report will not successfully run.**

7. When finished choosing all the parameters, click <View Report t> in the top right corner of the screen. You will then have to wait until the report finishes. This report that you have run through Crystal Reports is a list of the classes that are currently in the system for the term you chose.



8. To export the report, click <Export drop down menu – the disk icon> and choose the file format you want view.

HOW TO READ AND USE THIS REPORT

Any class that appears on this report is an error that needs correction. Follow the instructions under each heading on how to fix these errors. If you are not sure what to do, email classbuid@usask.ca right away.