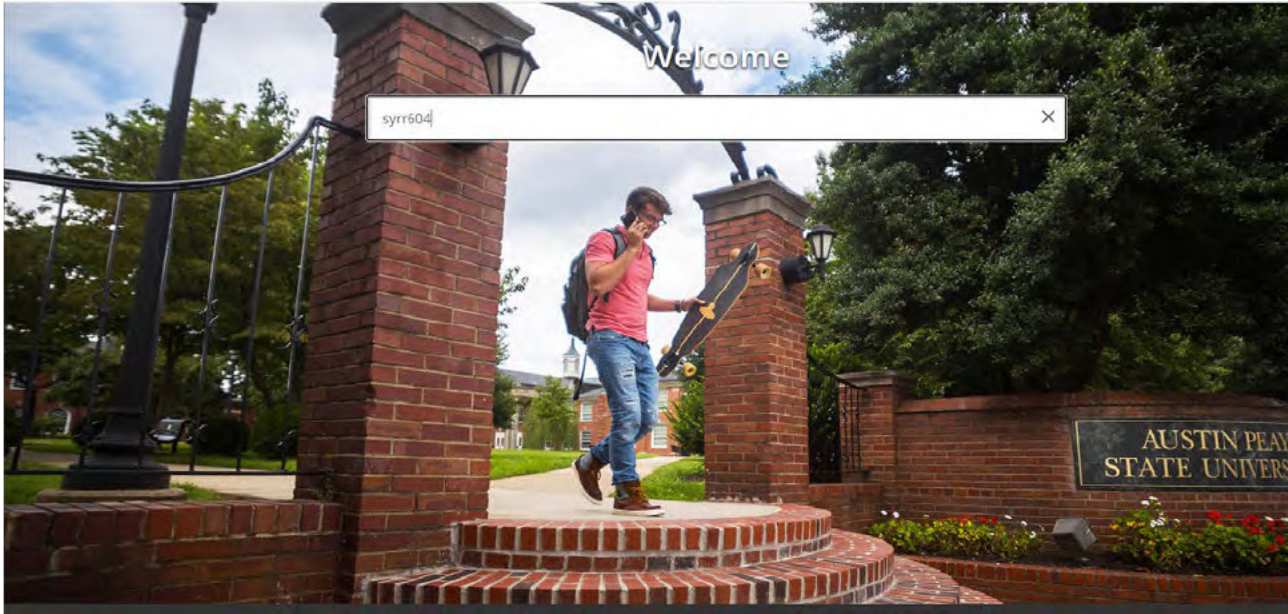


Instructions for Generating Missing/Invalid Grade Report

Type SYRR604 in the Search Bar and hit Enter



Click on “Go” located in the upper right corner

Go to “Parameter Values”

01 Term Code: Enter Term Value (ex. 202057)

02 Grade Type: Enter 'F' for Final Grades

Next Block which is the arrows on the bottom of the screen in the left corner

Save Parameter Set as - Click the box > Arrow down > Save

Number	Parameters	Values
01	Term Code	202057
02	Grade Type	F

LENGTH 6 TYPE Character OR Required MS Single
Enter Term Code(YYYYTT)

Save Parameter Set as

Hold / Submit Hold Submit

Save



Process: SYRR604 Parameter Set: []

ADD RETRIEVE RELATED TOOLS 2

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

- Saving current parameter values as user level defaults.
- Log file: syrr604_8632151.log List file: syrr604_8632151.lis

The File Name is displayed in the right corner.
 Click "Related" from Drop Down Menu (top right corner)
 Click "Review Output" (GJIREVO)

Process: SYRR604 Missing / Invalid Grades Parameter Set:

PRINTER CONTROL

Printer: DATABASE Submit Time: PDF Font Size: []
 Special Print: [] MIME Type: None Delete After Days: []
 Lines: 55 PDF Font: [] Delete After Date: []

PARAMETER VALUES

Number *	Parameters	Values
01	Term Code	2019GSA
02	Grade Type	F

LENGTH: 3 TYPE: Character OR: Required MS: Single
 Enter Term Code (YYYYTT)

SUBMISSION

Save Parameter Set as Hold / Submit Hold / Submit

Name: [] Description: []

Search

- Review Output [GJIREVO]
- Delete Multiple Saved Output [GJIREVD]
- Upload File [GUAUPLP]
- Upload file [GUAJFLU]
- Review PDF/plain text output [GJAJLIS]

Under "File Name", Click on the 3 dots (located beside it) to display Report Options

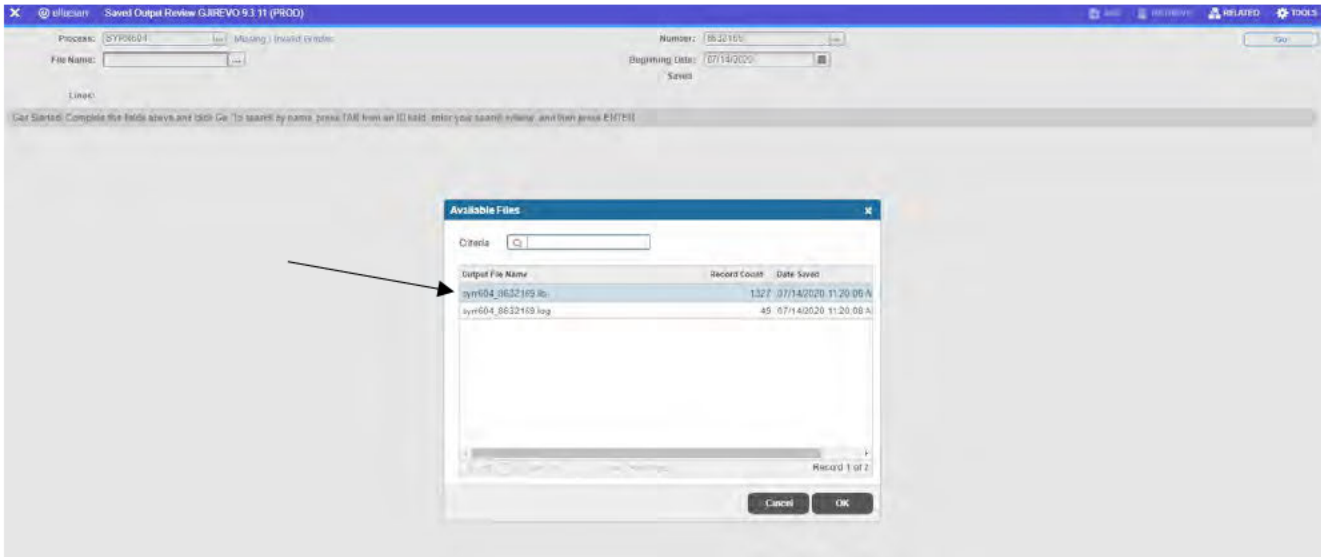
Process: SYRR604 Missing / Invalid Grades Number: 8632186
 File Name: [] Beginning Date: 07/14/2020
 Lines: Saved

ADD RETRIEVE RELATED TOOLS

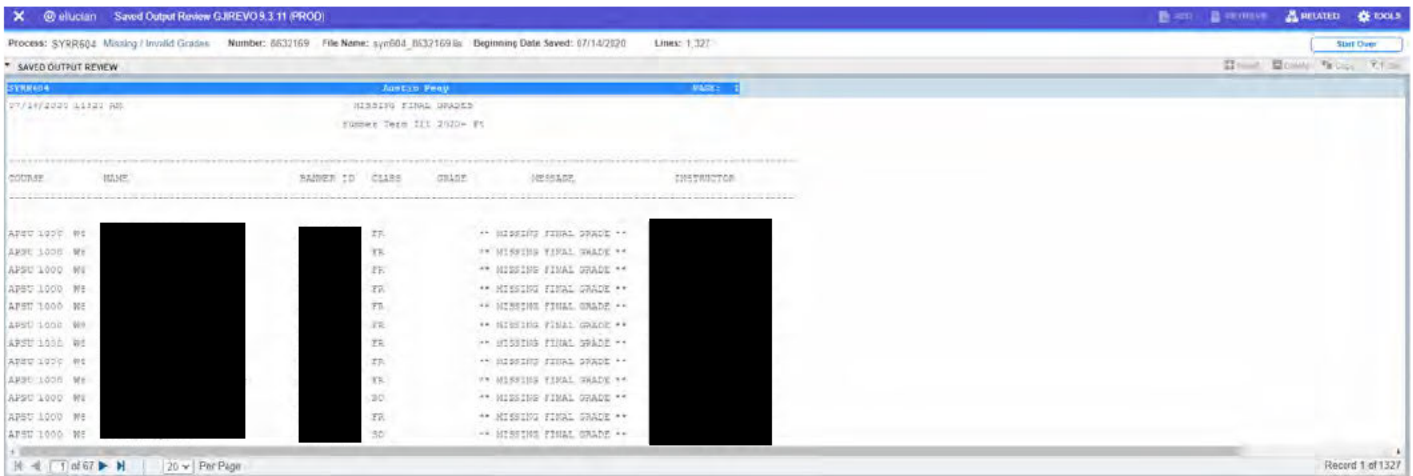
Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Double click the Report (.lis) to view information



Displayed Report



The Report can be exported to Excel by using the Tool function in the top right corner.

The report can also be printed by page.