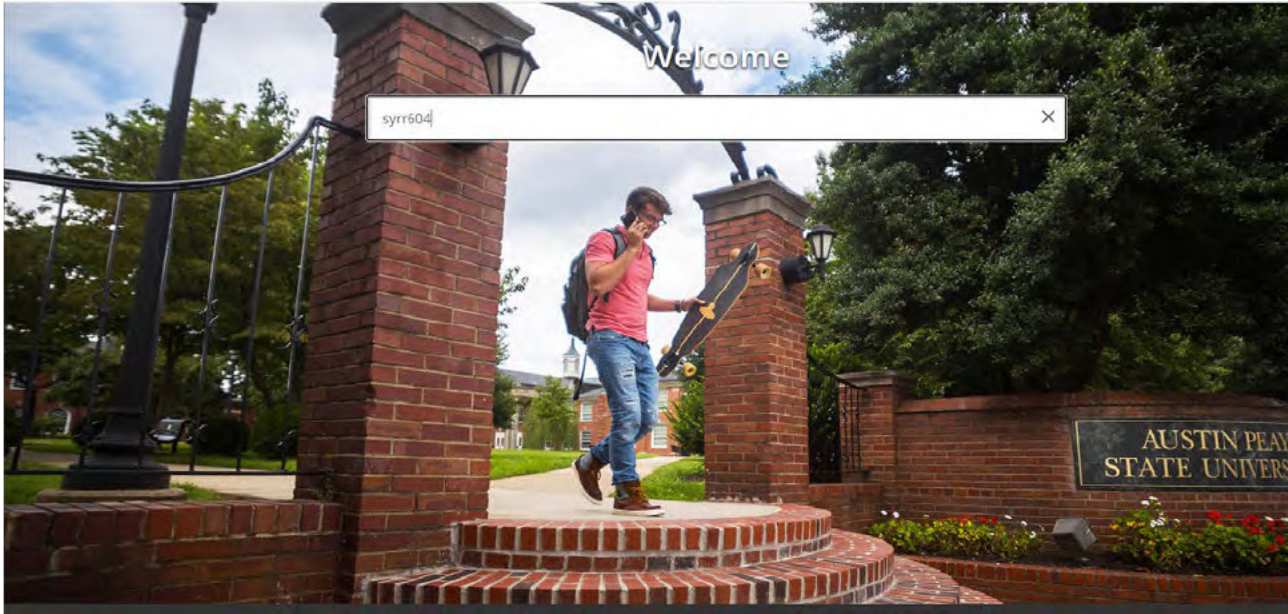# Instructions for Generating Missing/Invalid Grade Report

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

The File Name is displayed in the right corner.

Click "Related" from Drop Down Menu (top right corner)

Click "Review Output" (GJIREVO)

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

Double click the Report (.lis) to view information
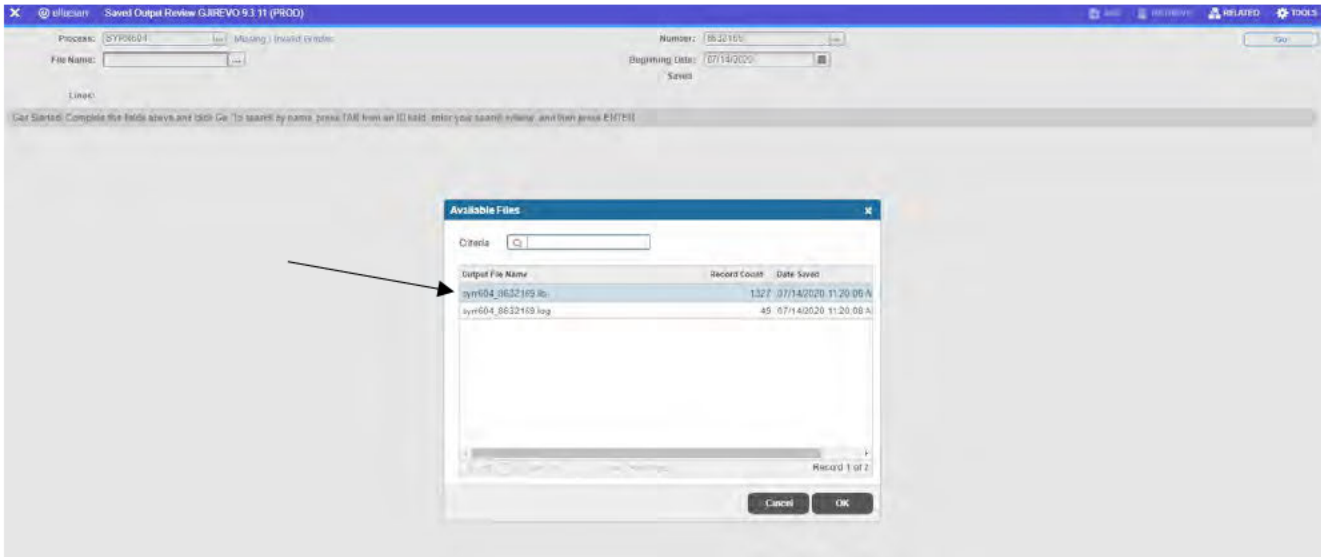
Displayed Report
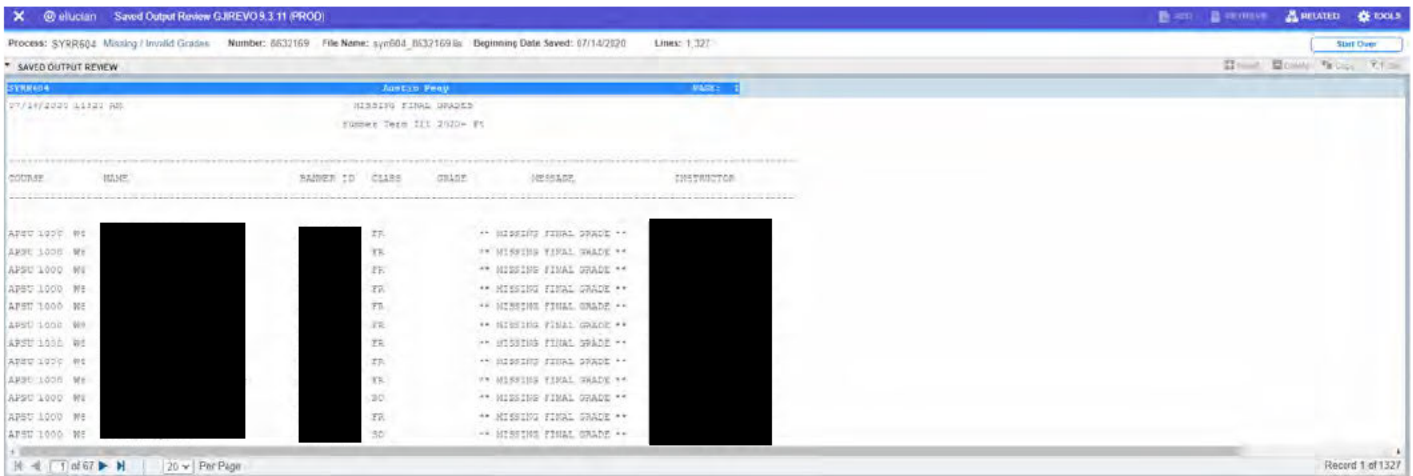
The Report can be exported to Excel by using the Tool function in the top right corner.
The report can also be printed by page.