



How Do I? Batch Advising Reports

- **Sign in to WINS.**
- **Click on Academic Advising.**
- **Click on Advisement Processes.**

Create Request

1. **Select Generate Report Request.**
2. **Click** and select the Run Control you wish to use. It may be necessary to Add a Run Control
3. **Select the Report Type.**
4. **Select ADMIN for the Report Identifier**
5. **Choose External File** from the Selection Tool dropdown. (**See Notes for file information**)
6. **Click** , **Click** , **Navigate** to your file. **Click** , **Click** .
7. **Click** and **Select SR_ADVISINGREPORT.**
8. To preview the list of students from your file **Click** [Preview Selection Results](#), **Click** to return to the Generate Report Requests page.
9. By **Clicking Use Student Select** you can add additional students to your request.
10. **Click** . The Server Name should be PSUNX. **Click** .
11. **Select** [Process Monitor](#) to monitor the status of the process.

12. **Click** as necessary to update the status information.

Generate Request

1. **Select Generate Advisement Reports.**
2. **Click** and select the Run Control you wish to use. It may be necessary to Add a Run Control
3. **Select the Report Type.**
4. **Enter the From and To Dates** (the date you created the request)
5. **Select ADMIN for the Report Identifier**
6. See steps 10-12 (Create Request).

Print Request

1. **Select Print Batch Reports.**
2. **Click** and select the Run Control you wish to use. It may be necessary to Add a Run Control
3. **Select the Report Type.**
4. **Enter the From Request Date and To Request Date** (the date you created the request)
5. **Select ADMIN for the Report Identifier**
6. See steps 10-12 (Create Request).

Notes:

- The Student ID number should have a header row titled EMPLID.
- The file needs to be a comma delimited file. In Excel you can choose “.csv” as a file ending by doing as Save As. The Helpdesk can assist you if you need more details.