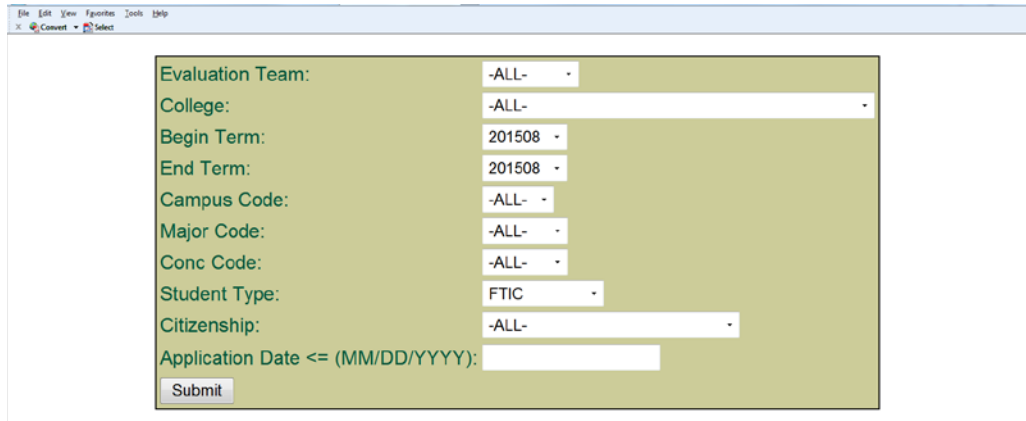


HOW TO RUN A GRADUATE APPLICATIONS PROTOTYPE REPORT IN THE WEB REPORTING SYSTEM

Web Reporting System Login: <https://www.registrar.usf.edu/reportingsystem/V6/login.php>

When you log in and give your Banner ID and password you will see a list of reports. Select PROTOTYPE - Applicant Download by TEAM DESIGNATION . That will bring up this screen.



The screenshot shows a web browser window with a search form. The form has the following fields:

Evaluation Team:	-ALL-
College:	-ALL-
Begin Term:	201508
End Term:	201508
Campus Code:	-ALL-
Major Code:	-ALL-
Conc Code:	-ALL-
Student Type:	FTIC
Citizenship:	-ALL-
Application Date <= (MM/DD/YYYY):	

There is a "Submit" button at the bottom left of the form.

Evaluation Team: - ignore this; it's an Admissions Office category

College: - use the dropdown box to select the college you want OR go directly to major or concentration

Begin Term: - select the earlier semester of the range you want (201405=summer, 201408=fall, 201501=spring)

End Term: - select the later semester of the range you want or use the same as Begin Term for one term

Campus code: - select your campus, T = Tampa

Major Code: - if you want to select only a specific major select code from the dropdown (select one at a time)

Conc Code: - if you want to select only a specific concentration select code from dropdown (select one at a time)

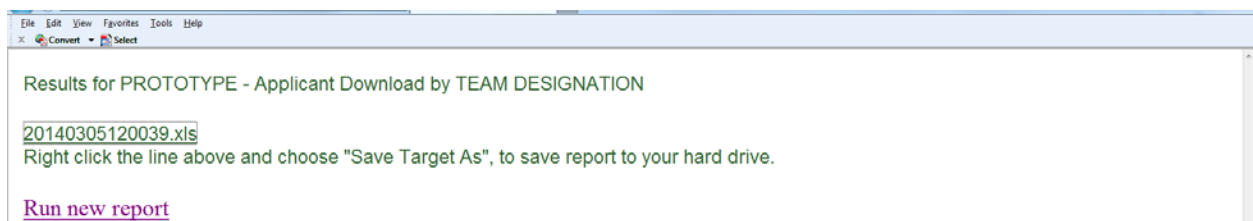
Student type: - select Graduate

Citizenship: - use this to filter by citizenship: citizen, foreign national, permanent resident, unknown

Application Date: - use this if you want to select a specific application date or range prior to it (optional)

Click Submit. Depending on the size of your report this could take a few minutes.

When finished, the following message will pop up. Click on the top link (.xls) to open list in Excel.



The screenshot shows the results page for the report. It displays the following text:

Results for PROTOTYPE - Applicant Download by TEAM DESIGNATION

[20140305120039.xls](#)

Right click the line above and choose "Save Target As", to save report to your hard drive.

[Run new report](#)