Running the Unsent One-off Report

Ideally once a week (at minimum) the Unsent One-off Report should be run by each division. The Unsent One-off Report will:
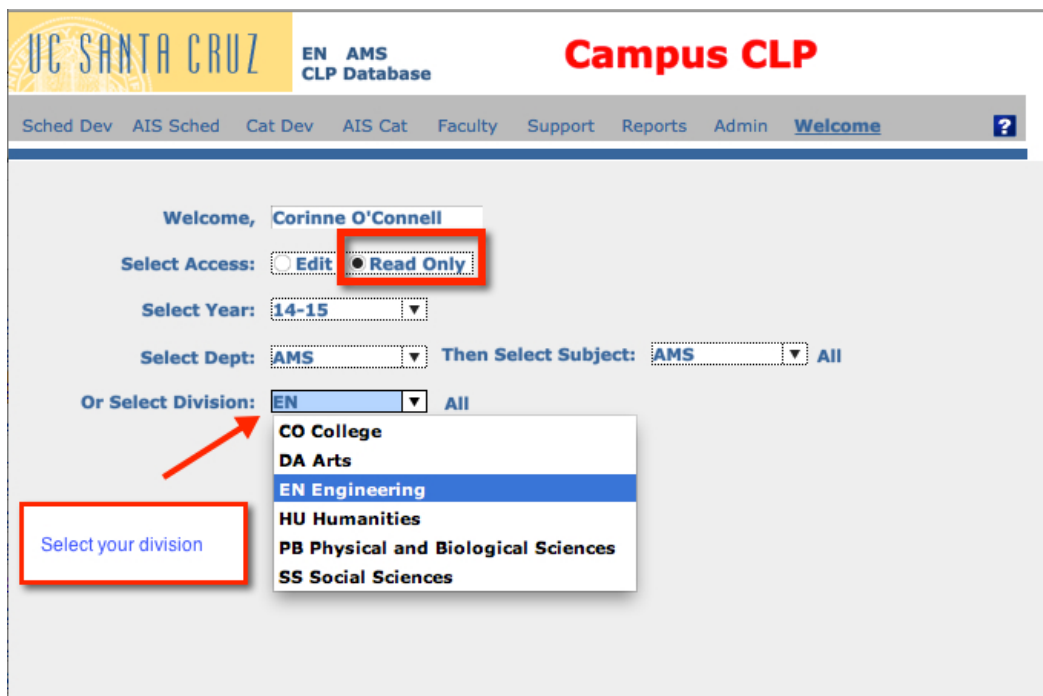
- List any Sched Dev unsent one-offs for the selected academic year (from the Welcome screen), and any selected term (if applicable, otherwise all terms will be selected).

It is important to run this report on a regular basis because:

- One-offs must be sent in order to be processed by Margie.
- Failure to send a started one-off will delay processing and could have consequences such as scheduling or a faculty member not being assigned to a class.
- Failure to send a started one-off will prevent that Sched Dev record from potential synching with AIS.

Here are the steps to run the Unsent One-off report:

1. From the Welcome page, log in with the desired academic year, select Read Only mode, and select your Division.

2. From the menu, select Reports

3. Select a term (or leave term blank), then click Unsent One-offs.

4. The Unsent One-offs report will display if there are any unsent one-offs, otherwise you will get no records. You can save the report as a PDF or Print it. To close the report, click Continue (blue button). Please note that you may also want to run the report in both 14-15 and 13-15 (you will need to run the report separately for two academic years).

5. Follow up with users about any unsent one-offs and ask them to complete the one-offs and send them to AIS (by clicking Send One-off to AIS).