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~~10~~ EASY STEPS TO...

Check Verification of Attendance Rosters

1. Select "HR/Campus Solutions"
2. Select "Reporting Tools"
3. Select "Query"
4. Select "Query Viewer"
5. Enter the Query name: QCCV_SR_COA_ROSTER_DTL (not case sensitive)
6. Select "Search"
7. Select "Excel" under the "Run to Excel" column
8. In the new window enter the necessary information:
 - a. Institution – NYT01
 - b. Term – enter appropriate term
 - c. Session – Regular Academic Session
 - d. Acad Org – enter appropriate department code, or use the magnifying glass to search
9. Select "View Results"
10. In the new window choose to "Open" or "Save" the file
11. Review the list for missing VoA rosters from your department.