

## Downloading Lists of Candidates in CamSIS – a guide for Departments and Colleges

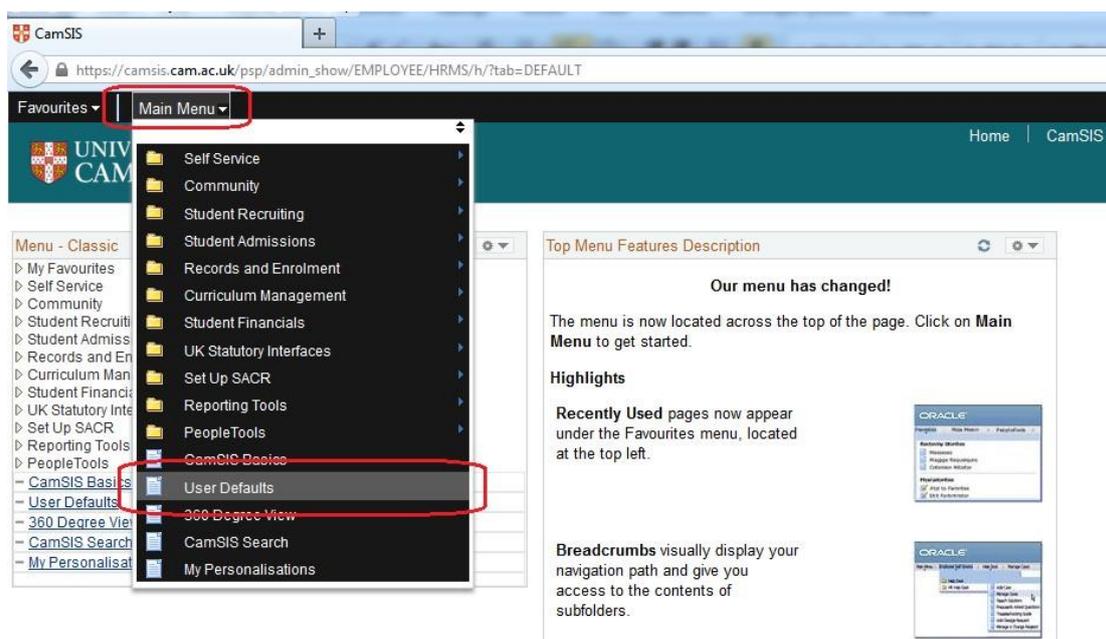
Faculties, departments and Colleges are able to create lists of candidates for students enrolled into examinations on demand via CamSIS.

Below is a guide as to how to run the report. It assumes that CamSIS access is already in place and the user is logged in.

### Preparation

1. This only needs to be done once, usually the first time you use CamSIS. **Should this not appear to work proceed to Step Two as you may still be able to create a list of candidates.**

Click on the main menu link on the top left of the page. Scroll down and select 'user defaults'.



This will open a new page. On the first and second tabs of this page, called 'User Defaults 1' and 'User Defaults 2', you should check that the value in the field 'Academic Institution' is set to UCAMB.

If they are already set to UCAMB, you can exit by clicking on the home link in the top right. If not, add 'UCAMB' to the field and save then exit.



User Defaults 1 | User Defaults 2 | User Defaults 3 | User Defaults 4 | **Enrolment Override Defaults** | Communication Speed Keys |

User ID: rd405 Name: Cooper,Philip

Academic Institution:  University of Cambridge

Career Group SetID:

Facility Group SetID:

Academic Career:

Academic Group:

Subject Area:

Term:

Academic Programme:

Academic Plan:

Academic Sub-Plan:

[User Defaults 1](#) | [User Defaults 2](#) | [User Defaults 3](#) | [User Defaults 4](#) | [Enrolment Override Defaults](#) | [Communication Speed Keys](#) | [User 3C Groups Sur](#)

- From the Main Menu link, navigate to Curriculum Management>Class Roster>Exam Candidates Report. (Tip – at this point you can click on the ‘Add to Favourites’ on the top right of the page which will move it into your favourites list for future use)

This will take you to a page where there is a ‘run control id’. The first time you run the report, you need to use the ‘Add a new Value’ tab and assign this report an ID. The code will not accept any spaces, so either concatenate the words, or use underscores ( \_ ) to join words together. Then click on ‘Add’. This will take you into the report page.

Favourites ▾ | Main Menu ▾ > Curriculum Management ▾ > Class Roster ▾ > Exam Candidates Report

UNIVERSITY OF CAMBRIDGE

### Exam Candidates Report

Find an Existing Value

Run Control ID

[Find an Existing Value](#) | [Add a New Value](#)

Next time you want to run the report, you can use the Search button to find the code again.



# UNIVERSITY OF CAMBRIDGE

Student Registry  
Academic Division

## Exam Candidates Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Limit the number of results to (up to 300):

[Advanced Search](#)

Search Results

View All First 1-2 of 2 Last

Run Control ID
<a href="#">Report</a>
<a href="#">listofcandidates</a>

[Find an Existing Value](#) | [Add a New Value](#)

Select your Run Control ID and you can now run the list of candidates.

It will open a page as below. To run the report, complete the fields as follows;

Data Options
Format Options

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Run Control ID: listofcandidates Report Manager Process Monitor Run

**Term Selection**

\*Term:  Easter Term 2014

**Class Selection**

Catalogue Nbr:

Display 9999 Classes

**Subject Selection**

Include All  Specify Subject(s)

Subject	Description	
1 MLT0	Med & Med Langs, Part IA	+ -

**College Selection**

Include All  Specify College

College	Description	
1		+ -

Insert the exam term code, use look up if needed. For Easter 2022, the term code is 3431

If you only want a list for a specific paper, insert the paper code here. If you want a full list of all students enrolled into all papers, leave this blank.

Click on Include All to return all exams you have access to. This will return the data in one long list.

Click on Specify subject(s) if you want to only see data for specific exam codes.

You can add more rows and subjects by clicking on the '+' button, however this will mean the report is in one long list, rather than separate lists.

If you want to only include certain colleges, click on 'specify college'. This will open up the cells below for you to add the college codes. If you would like all colleges, click on 'Include all'.

If you do specify subjects, insert the exam code here. You can use the magnifying glass to the right to look up codes, although it will return all exam codes, not just those within your faculty.

Once you have completed these fields, click on the 'format options' tab at the top of the page and complete as follows;

Data Options **Format Options**

Run Control ID: listofcandidates Report Manager Process Monitor Run

### General Options

\*Report Type: Consolidated

Group by College

Reset Page Numbering after each Group

Optional Header Text:

### Sort Order

Name

Blind Grade Number

### Set Display Order for Report Fields

<input type="checkbox"/> Acad Career	<input checked="" type="checkbox"/> Name	<input type="text"/>
<input type="checkbox"/> USN	<input checked="" type="checkbox"/> College	<input type="text"/>
<input checked="" type="checkbox"/> Blind Grade	<input type="checkbox"/> Gender	<input type="text"/>
	<input checked="" type="checkbox"/> Footnotes	

Save Return to Search Previous in List Next in List Notify Add Update/Display

Data Options | Format Options

iscript:submitAction\_wip0/document\_wip0/#ICDand1%3E

Some of the fields allow you to determine the order to be displayed by entering a number next to the field.

You can set the report to sort by either name, or by Blind Grade Number (candidate number). Blind grade numbers are attached to records by April so you should select the 'name' option prior to then.

Tick these boxes to determine which fields you would like displayed on the report output.



# UNIVERSITY OF CAMBRIDGE

## Student Registry Academic Division

When you have completed the fields, click on the yellow 'Run' button at the top of the page.

This will take you to a new process scheduler page. Ensure that the 'Exam Candidates Report' button is ticked, that the format is set to pdf and then click on ok. This will return you to the request page and has set the report to run.

### Process Scheduler Request

User ID: rd405      Run Control ID: listofcandidates

Server Name:       Run Date: 09/10/2014

Recurrence:       Run Time: 15:56:39     

Time Zone:

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Exam Candidates Report	UCRPT102	SQR Report	Web	PDF	Distribution

To monitor the progress of the report, click on the blue hyperlink to the left of the Run button on this page called '**Report manager**'. This will open in a new window and show the progress of the report. Using the yellow 'refresh' button, refresh the page until the status of the job is set to Posted.

Administration      Archives

View Reports For

User ID: jh256      Type:       Last  6      Minutes      

Status:       Folder:       Instance:       to:

Report List      Personalise | Find | View All |  |

Select	Report ID	PrCs Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	943888	1165452	Exam Candidates Report	09/10/2014 16:23:46	Acrobat (*.pdf)	Posted	<a href="#">Details</a>

Select All       Deselect All

Click the delete button to delete the selected report(s)

[Go back to Exam Candidates Report](#)

Now you can click on the blue details link to the right of the 'posted' and it will present a list of reports starting 'ucrpt102\_'. You will note that there is a pdf and a csv. Click on the link appropriate to your desired output and your list of candidates will open.