**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’.

   ![Main Menu](image)

   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.
2. 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.

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

In Term Selection - Add the Term Code the subject is running, for Easter 2024 the code is **3471**

In Subject Selection - Clicking on Include All to return all exams you have access to. This will return the data in one long list OR Click on Specify subject(s) if you want to only see data for specific exam codes. You can add more rows for multiple subjects by clicking on the '+' button, however this will mean the report is in one document, rather than separate document for each subject.
Should you want to only include certain colleges, click on ‘specify college’ in College Selection - This will open up the cells below for you to add the college codes. If you would like all colleges, click on ‘Include all’.

In Class Selection - 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.

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

In General Options – You can select how you would like the papers each student is taking to be displayed – all together in one Cell, in consecutive cells and in full columns

In Sort Order - 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 this.

In Set Display Order for Report Fields – You can specify the information to include on your report (list of candidates) by ticking the boxes relating to several data options. There is also the facility to specify the order that the data is provided in the list (the order of the columns) this is done by adding a number in the text box (see above).

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.

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.

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.