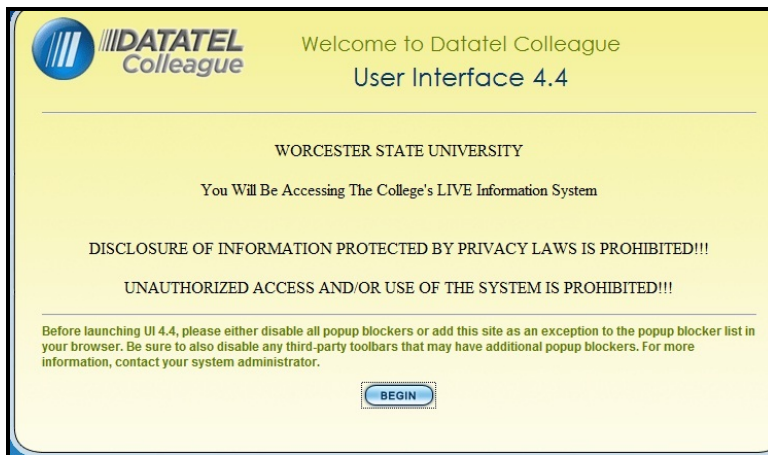


XMLST- Make a List of Majors

- The “Make a List of Majors” custom report creates a list of majors for specified term(s).
 - Make certain to use CAPS when entering your Datatel/Colleague User ID and requested terms and majors.
1. Double-click the **Datatel/UIWeb** icon to open the application and click **Begin** to access the login screen.



2. Type your **Datatel/Colleague User ID** (Usually, the user's first initial and first six letters of their last name typed in CAPS) provided by University Technology Services after the user completes the required [application for a Colleague account](#) form.



3. Type your **Password**.

Click the **Login** button.

Note: Your Datatel/Colleague password does NOT get changed when your network/Gmail/Blackboard/WebAdvisor password is changed.

If you need to change your Datatel/Colleague Password, click the blue Change Your Password link and follow the directions.

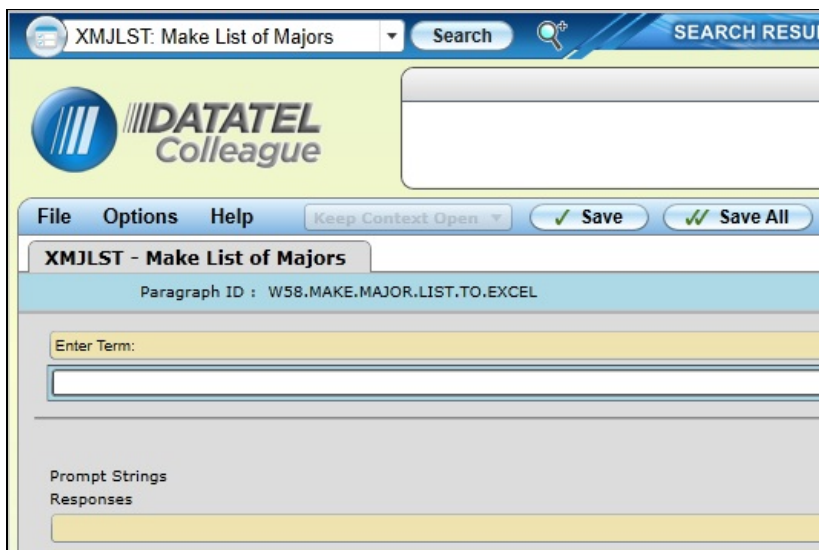
XMJLST- Make a List of Majors

- Custom report forms are created by our University Technology Services programmers to perform tasks requested or needed by our user community.
 - Text prompts alert users for required form input.
 - Enter requested text and Press <Enter> (e.g. Term 12/FA).
 - Make certain to enter your User ID and terms and majors in CAPS.
 - Text prompts repeat to allow additional requests for similar criteria (e.g. Term 13/SP)
 - If no additional data for the same criteria is requested, press <Enter> to proceed to the next form field.
 - If a different prompt displays, enter requested input.
 - If a blank row without a prompt displays, click the Save button, followed by the Update button to run the report.
4. With the **Form Search button active** (form icon displaying on the Form/Person Search button in the upper left-hand corner of the UIWeb window—as shown below), type **XMJLST** (Make List of Majors) **in the form search box** and click the **Search** button or press <Enter>.



Alternately, the Navigation tab can be used to access the report form.

- a. Click the Navigation tab to move it toward the front of other tabs/screens.
- b. Make certain the ST application is selected.
- c. Expand the Registrar Custom User Menu and choose (double-click) the XMJLST - Make List of Majors icon.
- d. Proceed as directed in # 5 below.



The XMJLST – Make List of Majors form displays.

XMJLST- Make a List of Majors

5. In the "Enter Term" box, enter the desired year and term in a 2 digit year, forward slash (/), 2 letter semester format (e.g. 13/SP), **TYPED IN CAPS**, and press <Enter>.

Terms:

S1 Summer 1

S2 Summer 2

FA Fall

SP Spring

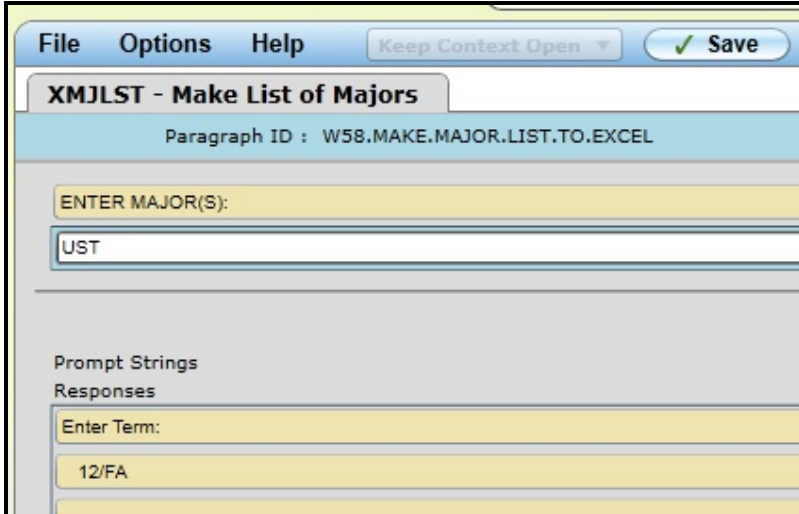
IN Winter intersession

The screenshot shows a web browser window with the title "XMJLST: Make List of Majors". The browser's address bar contains "XMJLST: Make List of Majors" and a search icon. The page header features the "DATATEL Colleague" logo. Below the header is a navigation bar with "File", "Options", and "Help" menus, along with buttons for "Keep Context Open" and "Save". The main content area has a tab titled "XMJLST - Make List of Majors" and a paragraph ID "Paragraph ID : W58.MAKE.MAJOR.LIST.TO.EXCEL". A form with a label "Enter Term:" contains the text "13/SP". Below the form are sections for "Prompt Strings" and "Responses".

4. If another term is desired, type it in CAPS in the box provided after <Enter> was pressed.
6. If no additional terms are desired, just press <Enter> to display the next piece of requested information.

XMJLST- Make a List of Majors

- When prompted "Enter Major(s)", type the 3 Letter code in CAPS, (e.g, BIO for Biology, EDU for Education, UST, for Urban Studies, or another desired department code), and Press <Enter>.

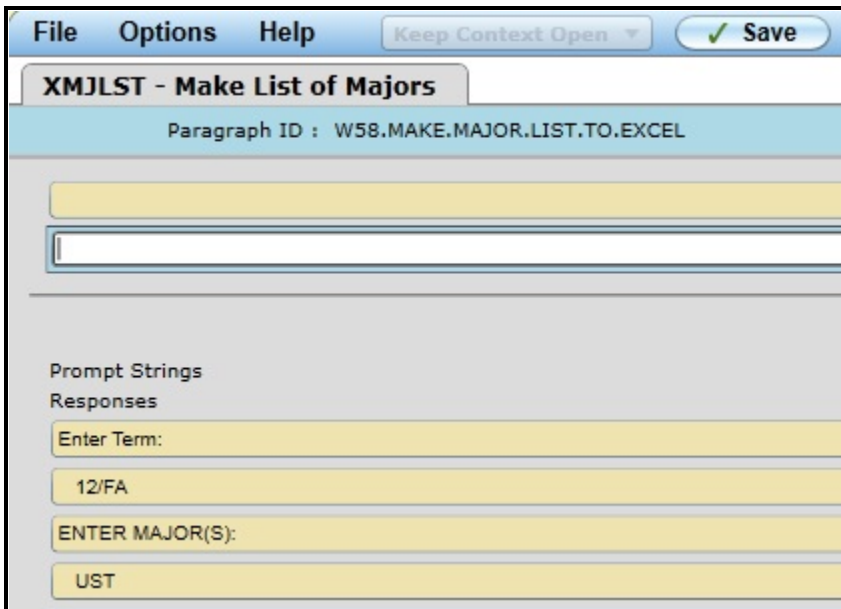


The screenshot shows a software window titled "XMJLST - Make List of Majors". At the top, there is a menu bar with "File", "Options", and "Help", along with a "Keep Context Open" dropdown and a "Save" button. Below the title bar, the window displays "Paragraph ID : W58.MAKE.MAJOR.LIST.TO.EXCEL". The main area contains a yellow prompt box labeled "ENTER MAJOR(S):" with a white text input field containing "UST". Below this, there is a section for "Prompt Strings" and "Responses" with a yellow prompt box labeled "Enter Term:" and a white text input field containing "12/FA".

If a different code is desired, call the Help Desk (508 929-8856) or use the online [Help Desk Support Form](#) to request the desired **three letter Majors Code** (e.g. HSC, NUE, UST, EDU). A member of the Colleague group will get back to you.

- Enter any additional majors that you desire.
- After all desired majors have been entered, press <Enter>.

Specified Terms and Majors will be listed.



The screenshot shows the same software window as above. In addition to the "ENTER MAJOR(S):" prompt with "UST" entered, there is now a yellow prompt box labeled "Enter Term:" with a white text input field containing "12/FA". The "Paragraph ID" and menu bar remain the same.

XMLST- Make a List of Majors

10. If all of the terms and majors you want included in your report are listed, click the **Save** button, followed by **Update, to run the report.**

A "processing" message will display while the report is being compiled.

11. Click "**Save As**" to save a copy of the report as a **.csv** (comma delimited file) that can be opened in **Excel, Export PDF** to send the results to a **.pdf** file, or click **Print Remote** to print to your department printer.
12. **Since Datatel/Colleague runs on the Unix operating system, you will need to know the Unix printer name assigned to the department's printer**, if you plan to print the report directly to the printer (not as .pdf or .csv). **If you don't know the Unix printer name, contact the Help Desk** (as described on Page 3), and a member of University Technology Services will contact you with the information.