**Running Curriculum Management Report**


2. Enter Run Control ID (see below for instructions on how to create a run control)
3. Enter desired criteria

Note: Lack of appropriate criteria in Class Status area must result in a failed attempt
4. Hit button: Run

5. Server Name: Enter PSUNIX
6. Hit button: OK
7. Click link: Process Monitor

8. Hit button: Refresh

Note: Keep hitting until status changes from Queued to Success
9. Click link (bottom of page): *Go back to Curriculum Management Report*
10. Click link: *Report Manager*

11. Click on tab:  *Administration*

12. Click link:  See example below (make sure *Pop-up Blocker is not active*)

**Note:** The report will only work if your criteria produce a result. If you experience a failed search try changing the criteria.
Example: **Pop-up Blocker**

![Image of a computer screen showing a browser window with a pop-up blocker]

Example: **Report**

![Image of a computer screen showing a report with a red frame highlighting some text]