

# Run Error Reports

## Introduction

Before your classes are set to [Display in Class Search](#), it is important to run these four reports to look for errors that could prevent students from being able to register for your department's classes:

- Error Report
- Cross-Listed Classes Report
- Staffing Report
- Instructor/Advisor Report

## Logging In

1. [Login to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, select the [Reporting Tools](#) tile, and then choose [BIP Query Report Viewer](#).

Alternatively, use the menu and navigate to Reporting Tools > BI Publisher > BIP Query Report Viewer.

The [BIP Query Report Viewer](#) search screen appears.

## Error Report

The Error Report will identify any errors that could prevent students from being able to register.

2. Search for [Acad Org](#) and click the [Acad Org](#) link.
3. Enter the term code or click the [Term](#) icon and select the appropriate value from the list.
4. Enter the Acad Org code or click the [Acad Org](#) icon and select the appropriate value from the list.
5. Click [Run](#).

Depending on your browser, the report will appear as a PDF or you will receive a notification that it has been downloaded.

6. All class sections owned by the academic organization you selected that have an error or warning will appear in the list, along with a description of the error or warning.

are items that may compromise the ability of students to register for a class. Errors begin on page 1.

appear for items that are not ideal in the setup of a class but will not compromise the ability of students to register for it. Warnings appear on a separate page.

- 7. Resolve all errors (and warnings, if appropriate).

See [Resolving the SOC Error Report](#) for instructions on m m L I

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If a section of a cross-listed course has been given a meeting pattern, but it differs from the meeting pattern for the rest of the cross-listed sections, this message will appear.

If a section has been scheduled but not combined with the rest of the cross-listed sections, this message will appear.

Once a cross-listed section is scheduled, it must be combined with the rest of the sections of every one of its cross-listed courses.

If any sections are missing from a combined cross-listed course, this message will appear.

If one section of a cross-listed course is scheduled, all other courses in the cross-listing must also have a section scheduled.

Please note: Many of the errors will also be detected by the SOC Error Report.

This completes the process of running the Cross-Listed Classes Report. To run another report, return to the Query Report Viewer window in your browser.

## Staffing Report

The Staffing Report displays instructors and their schedules based on the instructor's home department in SIS. The instructor's type (Primary, Secondary, TA, or Grading Proxy) and access to enter and approve grades on the grade roster are displayed for each class section.

14. Search for  and click the  link.
15. Enter the term code or click the  icon and select the appropriate value from the list.
16. Enter the Acad Org code or click the  icon and select the appropriate value from the list.
17. Click .

Depending on your browser, the report will appear as a PDF or you will receive a notification that it has been downloaded and you need to locate the download.

18. All active instructors in the academic organization you selected will appear on the report, along with all the sections on which they're listed.

