

Using VZ Orientation to View Reservation Lists

STEP 1: Go to the Visual Zen/VZ Orientation Sign In Web Page:

<https://secure1.vzorientation.com/apsu/controlpanel/signin.aspx>

Enter your APSU e-mail address and your password. Click the **Sign In** button.

VZ Orientation: APSU: Cor x

← → ↻ 🏠 <https://secure1.vzorientation.com/apsu/controlpanel/signin.aspx> ☆ 🔍

VisualZen.

Welcome to the VZ Orientation APSU Control Panel!

E-mail: *

Password: *

Remember Me

* Inc **Step 1** [Password Assistance](#)

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STEP 2: Click the **Reports** button.

Step 2

Sign out timer: 00:29:05 My Account VZ Community Portal Sign Out

Home

Welcome, Mark!

E-mail Configurations

Not Registered Reminder	
- Enabled:	Yes
Pending Reminder	
- Enabled:	Yes
Pending Submission Reminder	
- Enabled:	Yes
Event Reminder	
- Enabled:	Yes

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STEP 3: Click on Student Reports.

The screenshot shows the VisualZen Reports interface. At the top left is the VisualZen logo. To its right is a 'Reports' folder icon. Below the logo is a 'Sign out timer: 00:29:48'. To the right of the timer are links for 'My Account', 'VZ Community Portal', and 'Sign Out'. The main content area shows a breadcrumb trail 'Control Panel > Reports' and a 'Go Back' link. A large green arrow labeled 'Step 3' points to the 'Student Reports' link, which is accompanied by a graduation cap icon. Below this is another 'Go Back' link. At the bottom of the page are logos for Visa, MasterCard, VeriSign, Trustwave Trusted Commerce, and VZ Orientation™, along with copyright information for VisualZen, Inc. 2016.

STEP 4: Point to and click on the report for the **date** of the report you need.

The screenshot shows a list of reports in a table. At the top, there are 'New' and 'Go Back' links, a search bar with a dropdown set to '10', and 'Search' and 'Clear' buttons. Below the search bar, it says 'Results 1-7 of 7' and a red '1' indicating one result. The table has columns for 'Options', 'Report', 'Created By', 'Report ID', and 'Creation Date'. A green arrow labeled 'Step 4' points to the first row of the table.

Options	Report	Created By	Report ID	Creation Date
	June 3 Advisor Report CoAL (LAYOUT TEMPLATE) **DO NOT MAKE CHANGES OR SAVE REPORT** Click the "Run Report" button to see student registered for this event.	Comer, Tracy	44	4/29/2016 12:54 PM
	June 3 Advisor Report CoSM **DO NOT MAKE CHANGES OR SAVE REPORT** Click the "Run Report" button to see student registered for this event.	Comer, Tracy	46	4/29/2016 1:15 PM
	May 14 Advisor Report CoAL **DO NOT MAKE CHANGES OR SAVE REPORT** Click the "Run Report" button to see student registered for this event.	Comer, Tracy	47	4/29/2016 1:19 PM
	May 14 Advisor Report CoB **DO NOT MAKE CHANGES OR SAVE REPORT** Click the "Run Report" button to see student registered for this event.	Comer, Tracy	48	4/29/2016 1:20 PM
	Online Orientation Online Orientation Report	Wadia, Kay	39	4/22/2016 10:54 AM
	SOAAPPT Upload Student SOAAPPT Upload	Comer, Tracy	37	4/18/2016 4:40 PM
	Transfer Report Click the "Run Report" button to see student registered for this event.	Comer, Tracy	41	4/29/2016 12:30 PM

At the bottom of the table, there is a red '1' and 'Results 1-7 of 7'.

STEP 5: Data to be included in the report can be modified, if needed. However, all reports have been set up so you can run them without making any changes. Click on Run Reports.

Step 5

Run Report | Delete | Save As New | Users | Go Back

1. Select the data you wish to include in your report.

Available Data: Advisor Name (Imported), Alternate ID (Imported), APP TERM REG (Imported), Application Decision Code (Imported), Attended, Cell Phone Number 3 (Imported), City/Town (Imported)

Data Included In Report *: SIS ID, Last Name, First Name, College Code (Imported), Degree Code (Imported), Major, Concentration Code (Imported)

2. Build the sort expression for the data included in the report.

- Select Sort Expression - | ASC | Add

3. Select the date ranges of the data you wish to view in your report.

Submission Date: mm/dd/yyyy to mm/dd/yyyy

Last Date Major Changed: mm/dd/yyyy to mm/dd/yyyy

Last Date Session Changed: mm/dd/yyyy to mm/dd/yyyy

4. Select the filtering of the data you wish to view in your report.

Reservation Statuses: Pending, Pending Submission, Submission Received

Student Statuses: Active, Cancelled

STEP 6: Save your spreadsheet.

1 June 3 Advisor Report CoAL (LAYOUT TEMPLATE)

2 Date Rep: 04/30/2016 5:12 PM

3 Total Stuc 50

	SISID	LastName	FirstName	COLLEG E_CODE_ Imported	DEGREE_ CODE_ Imported	Major	CONC_ C ODE_ Imported	ACADEMI C_ INTER EST_ Imported	STUDEN T_ TYPE_ Imported	CONDITI ONAL_ Imported	DSPM_ Imported	DSPR_ Imported	DSPW_ Imported	CAMPUS_ EMAIL_ Imported	Promise Scholarship	TN_PATH WAYS_ Imported	TRANSF ER_ SCH OLARSHI P_ Imported	MAX_ AC T_ COMP_ Imported
5				AL	BA	Academic	YHLT	N	Y	2	2	2		No	N	N	N	17
6				AL	BA	Academic		N	N	4	4	4		No	N	N	N	28
7				AL	BA	Academic	YSOC	N	N	4	4	4		No	N	N	N	21
8				AL	BA	Academic		N	N	4	4	4		Yes	N	N	N	23
9				AL	BA	Art-Studio	BASA	N	N	3	4	4		No	N	N	N	22
10				AL	BA	Communic	BACC	N	N	4	4	4		No	N	N	N	29
11				AL	BS	Communic		N	N	2	4	4		No	N	N	N	19
12				AL	BA	Academic	YHLT	N	N	4	4	4		No	N	N	N	25
13				AL	BA	Academic	YBUS	N	Y	4	2	4		No	N	N	N	18
14				AL	BA	Music		N	Y	2	2	2		Yes	N	N	N	16
15				AL	BA	Music		N	N	4	4	4		No	N	N	N	20
16				AL	BA	Art		N	N	4	4	4		Yes	N	N	N	23
17				AL	BA	Theatre/Da	DANC	N	Y	3	2	4		No	N	N	N	16
18				AL	BA	Communic		N	N	4	4	4		No	N	N	N	22
19				AL	BA	Academic	YGEC	N	N	3	4	4		Yes	N	N	N	22
20				AL	BA	Academic	YHUM	N	N	4	4	4		Yes	N	N	N	27
21				AL	BA	Academic	YBUS	N	N	4	4	4		Yes	N	N	N	23
22				AL	BA	Music		N	N	4	4	4		Yes	N	N	N	26
23				AL	BA	Academic	YHLT	N	N	4	4	4		No	N	N	N	24
24				AL	BA	Academic	YBUS	N	N	4	4	4		No	N	N	N	32
25				AL	BA	Academic	YBUS	N	N	4	4	4		No	N	N	N	21
26				AL	BA	Academic	YGEC	N	N	4	2	4		No	N	N	N	21
27				AL	BA	Academic	YHLT	N	N	4	4	4		Yes	N	N	N	24
28				AL	BA	Academic	YHLT	N	N	2	4	4		Yes	N	N	N	20