

Instructions to Run Reports in MyResearch

Note: This document uses the “*Supervisor Student List*” report as an example. Each Report is designed to be output / exported in a specific format(s) based on the data being reported and the intended use of the report. The following table lists the reports currently available to CSU Researchers and how they are intended to be exported.

Report Name	How can be Run	How to be exported
Project Budget	<ul style="list-style-type: none"> From Home Page From Crystal Reports 	<ul style="list-style-type: none"> PDF
My Projects by Status	<ul style="list-style-type: none"> From Home Page From Crystal Reports 	<ul style="list-style-type: none"> PDF Microsoft Excel (97 – 2003)
My Org Unit Projects by Status	<ul style="list-style-type: none"> From Home Page From Crystal Reports 	<ul style="list-style-type: none"> PDF Microsoft Excel (97 – 2003)
Supervisor Student List	<ul style="list-style-type: none"> From Home Page From Crystal Reports 	<ul style="list-style-type: none"> PDF Microsoft Excel (97 – 2003)

Example *Supervisor Student List* Report via View Crystal Reports

Charles Sturt University **Welcome to MyResearch** TEST SYSTEM ONLY

Home Projects Ethics Applications HDR Scholarships Personnel **System** Help Logout

QA Users Please Note:
Approved CSU staff have access to researcher and student profiles and data in Research Master.
Additional Help and Guides can be found [Here](#)

Quick Links

Higher Degree by Research	Project Information	Publications
<ul style="list-style-type: none"> Student Portal Higher Degree by Research Policy Forms and Guides Research Office <p>Supervisor Links</p> <ul style="list-style-type: none"> Supervisor Student List Instructions to run Reports 	<ul style="list-style-type: none"> Project Budget My Projects By Status My Org Unit Projects By Status 	<ul style="list-style-type: none"> CSU Research Output (CRO)

Online Forms

- Project Requests
 - Research Project Requests
- HDR
 - Progress Reviews
 - Manage Progress Reviews
- Online Form Email Templates
 - Manage E-Mail Templates

Charles Sturt University **Welcome to MyResearch**

Home Projects HDR System Help Logout

QA Users Please Note:
Approved CSU staff have access to researcher and student p

2. View Crystal Reports under Crystal Reports

View Crystal Reports Crystal Reports

Online Forms

- HDR
 - Progress Reviews
 - Manage Progress Reviews

Reports (3) Select Report Group ALL

Report Name	Report Description
Projects_by_Status	
Budget Status Report	
Supervisor Student List	

First Prev 1 of 1 Next Last

3. Select Supervisor Student List

4. Enter the parameter for the student status

Enter Values

Please enter the Student Status to be Reported

- AS - Active Students Only
- ALL - All Students

OK

Your report will be displayed

All HDR Students as at: 09/NOV/2018 02:11 for Ms Leonie Worley

SUPERVISORY_ROLE	PRIMARY	ACTIVE	S
Principal Supervisor	Y	Y	Gradu
Unregistered Supervisor	Y	Y	
Principal Supervisor	Y	Y	
Co-Supervisor	N	Y	
External Supervisor	N	Y	W

Total Number Of Students: 5

If you have any suggestions as to how this report may be made more useful, please email them to research@csu.edu.au

Parameter Panel

Apply | Reset

Please enter the Student Statu... (?)

AS - Active Students Only

AS - Active Students Only

ALL - All Students

Main Report

Charles Sturt University

All HDR Students as at: 09/NOV/2018 02:11 for Leonie Worley

SUPERVISORY ROLE

Principal Supervisor

Unregistered Supervisor

Principal Supervisor

Co-Supervisor

5. You can change the status parameter by clicking the ?, picking the other status and then the green Apply arrow. The report will then update

Parameter Panel

Apply | Reset

Please enter the Student Statu... (?)

AS - Active Students Only

Main Report

Charles Sturt University

Active HDR students as at: 09/NOV/2018 02:11 for Ms Leonie Worley

The Report is exportable to either PDF or Excel 97-2003

Parameter Panel

Apply | Reset

Please enter the Student Statu... (?)

AS - Active Students Only

Main Report

Charles Sturt University

Active HDR students as at: 09/NOV/2018 02:11 Ms Leonie Worley

SUPERVISORY RO

Unregistered Super

Principal Supervi:

6. Click the export menu

Total Number Of Students:
If you have any suggestions as to how th

7. Enter File format of PDF and then Export

8. You'll be prompted to either open or save the report. I always open first with PDF.

Do you want to open or save ucCRViewer.pdf (69.4 KB) from myresearchqa.csu.edu.au? [Open] [Save] [Cancel]

Home Tools ucCRViewer.pdf x

31.5%

9. You'll notice it opens the report with a small zoom % so the whole report is visible. Change this to 100%

Employment Supervisor	Principal Supervisor	Co-supervisor	Student ID	Student Name	Student Email	Student Phone	Student Address	Student City	Student State	Student Postcode	Student Country	Student Date of Birth	Student Date of Entry	Student Date of Exit
Y	Y	N	L201901	Student1	Student1@csu.edu.au	0800 000 000	123 Street	Canberra	ACT	2600	Australia	10-01-2019	10-01-2021	10-01-2021
Y	Y	N	L201907	Student2	Student2@csu.edu.au	0800 000 000	456 Street	Canberra	ACT	2600	Australia	10-01-2019	10-01-2021	10-01-2021
Y	Y	N	L201902	Student3	Student3@csu.edu.au	0800 000 000	789 Street	Canberra	ACT	2600	Australia	10-01-2019	10-01-2021	10-01-2021

File Edit View Window Help
Home Tools ucCRViewer.pdf x

Charles Sturt University
Active HDR students as at: 09/NOV/2018 02:11 for Ms Leonie Worley

SUPERVISORY_ROLE	PRIMARY	ACTIVE	STUDENT_STATUS	ID	STUDENT_LAST	STUDENT_FIRST
Unregistered Supervisor	Y	Y	Active Student	11650891	Student11	RME6
Principal Supervisor	Y	Y	Active Student	11650837	Student6	RME6
Co-Supervisor	N	Y	Active Student	11650832	STUDENT1	RME6

Total Number Of Students: 3
If you have any suggestions as to how this report may be made more useful, please email them to research@csu.edu.au. Thank you

10. Then 'Save As' wherever you want as per normal

Export

File Format: Microsoft Excel (97-2003)

- Crystal Reports (RPT)
- PDF
- Microsoft Excel (97-2003)
- Microsoft Excel (97-2003) Data-Only
- Microsoft Excel Workbook Data-only
- Microsoft Word (97-2003)
- Microsoft Word (97-2003) - Editable
- Rich Text Format (RTF)
- Character Separated Values (CSV)
- XML

11. For excel choose the option highlighted here. This will export with the report formatting. The Data Only versions will not work.

	A	B	C	D	E	F	G	H
1	Charles Sturt University	SUPERVISORY_ROLE	PRIMARY	ACTIVE	STUDENT_STATUS	ID	STUDENT_LAST	STUDENT_FIRST
3	Active HDR students as at: 09/NOV/2018 03:11 for Ms Leonie Worley	Unregistered Supervisor	Y	Y	Active Student	11650891	Student11	RME6
4		Principal Supervisor	Y	Y	Active Student	11650837	Student6	RME6
5		Co-Supervisor	N	Y	Active Student	11650832	STUDENT1	RME6
6								
8	Total Number Of Students:				3			
9	If you have any suggestions as to how this report may be made more useful, please email them to research@csu.edu.au. Thank you							
10								

This is what your report will look like