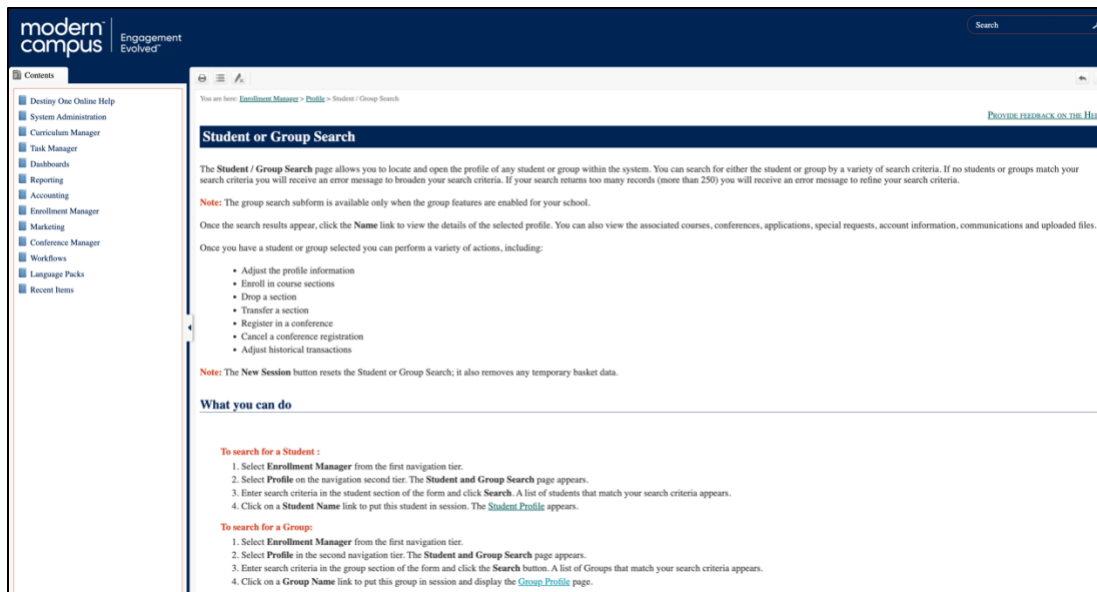
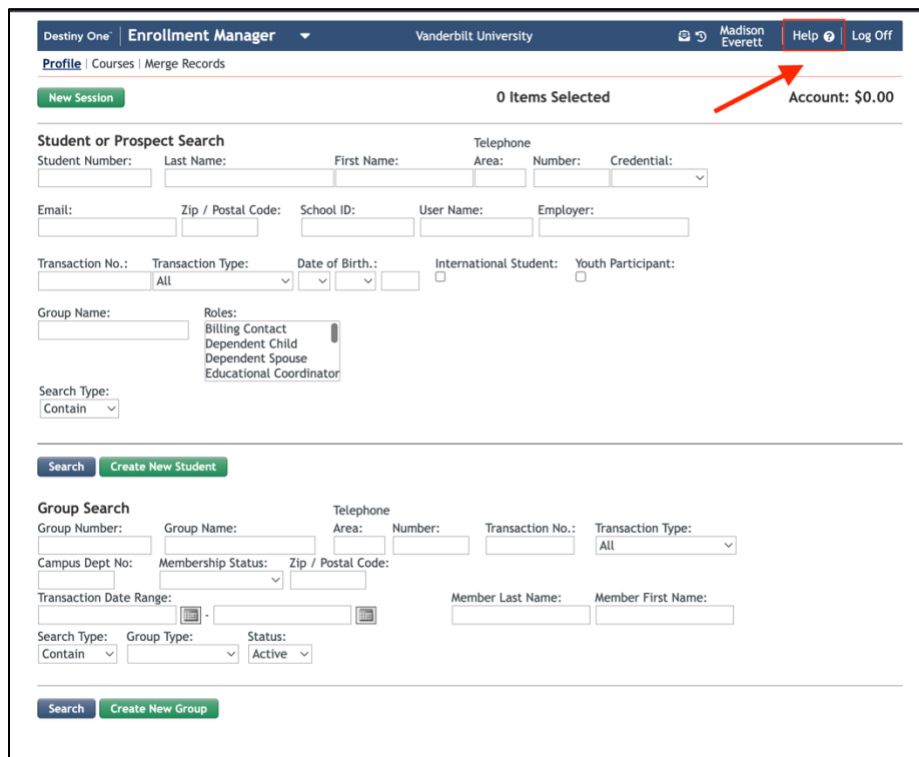


D1 Staff View Guide – Reporting

Welcome to the Destiny Staff View Guide! Use **cmd + f** or **ctrl + f** to navigate the document or use the Table of Contents on the following page to direct your search.

NOTE: The following guide is a brief overview of the most common actions and situations that Program Admins may encounter while utilizing the Destiny One system. For more in-depth help, please access the Admin Guides in Destiny One by clicking the **HELP** option on the navigation tab. For any further questions, please contact psi-list@vanderbilt.edu.



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Search

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You are here: **Enrollment Manager** > **Profile** > **Student / Group Search**

[Provide Feedback on the Help](#)

Student or Group Search

The **Student / Group Search** page allows you to locate and open the profile of any student or group within the system. You can search for either the student or group by a variety of search criteria. If no students or groups match your search criteria you will receive an error message to broaden your search criteria. If your search returns too many records (more than 250) you will receive an error message to refine your search criteria.

Note: The group search subform is available only when the group features are enabled for your school.

Once the search results appear, click the **Name** link to view the details of the selected profile. You can also view the associated courses, conferences, applications, special requests, account information, communications and uploaded files.

Once you have a student or group selected you can perform a variety of actions, including:

- Adjust the profile information
- Enroll in course sections
- Drop a section
- Transfer a section
- Register in a conference
- Cancel a conference registration
- Adjust historical transactions

Note: The **New Session** button resets the Student or Group Search; it also removes any temporary basket data.

What you can do

To search for a Student :

1. Select **Enrollment Manager** from the first navigation tier.
2. Select **Profile** on the navigation second tier. The **Student and Group Search** page appears.
3. Enter search criteria in the student section of the form and click **Search**. A list of students that match your search criteria appears.
4. Click on a **Student Name** link to put this student in session. The **Student Profile** appears.

To search for a Group:

1. Select **Enrollment Manager** from the first navigation tier.
2. Select **Profile** in the second navigation tier. The **Student and Group Search** page appears.
3. Enter search criteria in the group section of the form and click the **Search** button. A list of Groups that match your search criteria appears.
4. Click on a **Group Name** link to put this group in session and display the **Group Profile** page.

D1 Staff View Guide – Reporting

How to access D1 Reports

1. Navigate to the **Reporting** tab.
2. Click the **Master** navigation item and select the **Report Type** that you would like to view.
3. Fill in the required criteria information.
4. Click the **Generate Report** button. Some reports may require additional criteria.

Note: Some reports are only generated as **PDF** or **XLS** documents.

Commonly Used Reports

Application Response Report

- Provides the answers students gave to the questions within an application.

Application Status List

- Provides a listing of student applications by Program Office and Costing Unit including the status of the application.

Deposit Details: Fee GL Account

- Provides a record of payment relationships between payment transactions and the Fee GL Account to which those payments are applied.

Emergency Contact Report

- Provides a listing of all the Emergency Contact Information by course section and student.

Section Enrollment Report

- Provides student enrollment information for a particular section.

Student Enrollment: Section

- Provides a variety of information about students who were enrolled in course sections through the system.