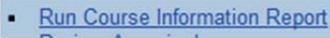


Course Information Report for Future Classes

1. Select **Run Course Information Report** 

2. Click **Get Variant** 

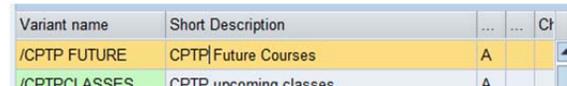
3. Remove all information from the Create By field



Variant	<input type="text"/>	
Environment	<input type="checkbox"/>	
Created by	<input type="text"/>	
Changed by	<input type="text"/>	
Original language	<input type="checkbox"/>	

4. Click the green check mark 

5. Select **/CPTP FUTURE** from the list of variants



Variant name	Short Description	Cl
/CPTP FUTURE	CPTP Future Courses	A		
/CPTPCLASSES	CPTP incoming classes	A		

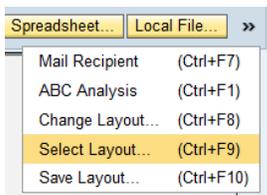
6. Click the green check mark 

7. Click the **Execute** button at the top of the page 

The list of all classes by date will be displayed. To further sort this list by location, follow these additional steps:

1. Click the  button at the top of the page

2. Click **Select Layout** from the list



Spreadsheet...	Local File...	»
Mail Recipient	(Ctrl+F7)	
ABC Analysis	(Ctrl+F1)	
Change Layout...	(Ctrl+F8)	
Select Layout...	(Ctrl+F9)	
Save Layout...	(Ctrl+F10)	

3. Select **/CPTPLOCATE** from the list



/CPTPINST	CPTP Course Room and Instruc	
/CPTPLOCATE	/CPTP Future by Location	
/CPTPLOCATEW	/CPTP Future by Location Web	

4. Click the green check mark 