

# **Reports**

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### Reports

#### **District Administration > Reports**

This page allows you to select the report you want to generate.

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### Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

 $\square$  Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

- ☐ Type or select the report options. **Parameters in bold are required.**
- ☐ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the CSV button will be disabled when that report is selected.
  - **Preview** Click to generate the HTML view of the report.
  - **PDF** Click to generate a PDF file of the report.
  - CSV Click to generate a CSV file of the report.
  - Clear Options Click to clear data from all parameter fields.

Review, save and/or print the report.

#### Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort Sort report data:

Filter Filter report data:

Reset Reset report data:

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