



# Report Parameters



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## Report Parameters

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**SAT0000 - Absence Transaction List**

Parameter Description	Value
<b>Ending School Year (YYYY)</b>	<input type="text" value="2022"/>
<b>Campus ID</b>	<input type="text"/> ⋮
<b>Absence Type (Blank for All)</b>	<input type="text"/> ⋮
<b>Period</b>	<input type="text"/>
<b>From Date (MMDDYYYY)</b>	<input type="text"/> 📅
<b>To Date (MMDDYYYY)</b>	<input type="text"/> 📅

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. The first three characters generally refer to the application. For example, SAT refers to Student Attendance, SGR refers to Grade Reporting, and so on.

- ☐ 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. **Parameter Descriptions 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 of the report.

**CSV** - Click to generate a CSV file of the report.

**Clear Options** - Click to clear all data in the **Value** fields if necessary.

### Parameter Description

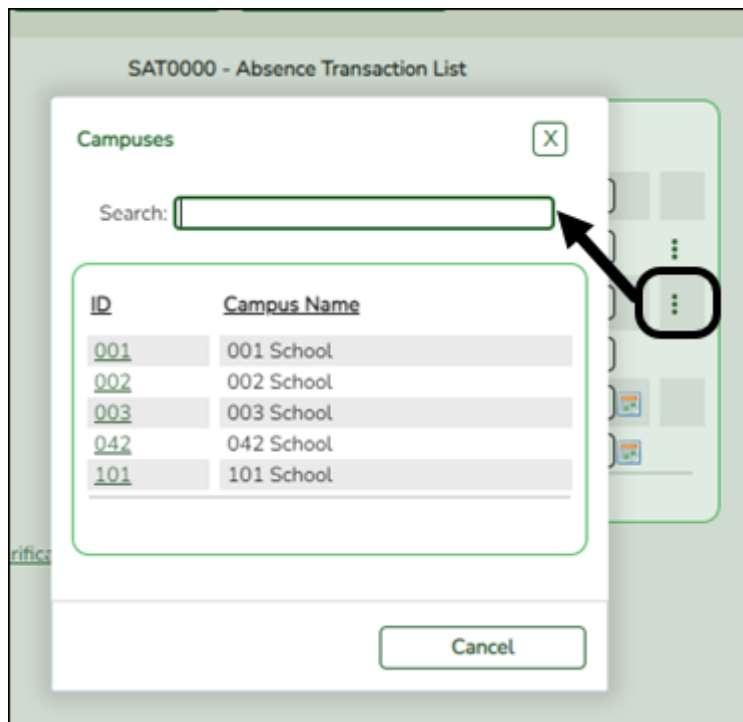
For each row, enter data in the **Value** field as needed. **Parameter Descriptions in bold are required.**

If the parameter has an ellipsis button, you can type data in the **Value** field, or you can click the button to select a value from a lookup or directory.

If the parameter has an calendar icon, you can type a date in the **Value** field, or you can click the icon to select a date from a calendar.

## Ellipsis Button

When you click the ellipsis button on a report parameter page, a lookup or directory opens. See the **Ellipsis Icon** section of this guide for more information.



For reports, it is common for Lookups and Directories to allow you to select multiple values. When multiple values can be selected, check boxes are displayed for each value, and you can select one or more check boxes.

PDF CSV Clear Options

SAT0202 - Attendance Tear Strips (#6185)

Attendance Roster  
Attendance Verification  
Attendance Roster

Print Sequence (A=Alpha,N=Numeric)

Print Sequence

Course

Sort Order

Course

Retrieve Select Cancel

Course Number	Title	Service ID	Nbr Of Sem
0100	SEE COUNSELOR	8EXCLUDE	2
1111	PAP ENG 1	03220100	2
1112	PAP ENG 2	03220200	2
1113	PAP ENG 3	03220300	2
1114	PAP ENG 4	03220400	2
1121	ENGLISH 1	03220100	2
1122	ENGLISH 2	03220200	2
1123	ENGLISH 3	03220300	2
1124	ENGLISH 4	03220400	2
1126	ENGL 1301	03220300	1
1127	ENGL 1302	03220300	1

Many parameter descriptions will also state that you can leave the **Value** field blank to select all available values. For example, leave the **Period** parameter blank to select all periods at the campus.




SAT0202 - Attendance Tear Strips (#6185)

Parameter Description	Value
Print Sequence (A=Alpha,N=Numeric)	
Campus ID	
Attendance Track	
Beginning Date (MMDDYYYY)	
Period (Blank for All,Not used by Cntrl Nbr)	
Control Nbrs (Blank for All)	
Course Nbrs (Blank for All,Not used by Cntrl Nbr)	
Print Spacing (S=Single,D=Double)	
Sort Order (C=Teacher/Crs,P=Teacher/Prd,N=Control Nbr)	

## Calendar Icon

For date parameters, you can type the date in the MMDDYYYY format, or you can click the calendar icon to select a date from a calendar.

SAT0202 - Attendance Tear Strips (#6185)

Parameter Description	Value
Print Sequence (A=Alpha,N=Numeric)	<input type="text"/>
Campus ID	<input type="text"/>
Attendance Track	<input type="text"/>
Beginning Date (MMDDYYYY)	<input type="text"/> 
Period (Blank for All,Not used by Cntrl Nbr)	 May 2022 
Control Nbrs (Blank for All)	
Course Nbrs (Blank for All,Not used by Cntrl Nbr)	
Print Spacing (S=Single,D=Double)	
Sort Order (C=Teacher/Crs,P=Teacher/Prd,N=Control Nbr)	

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Arrows on either side of the month name allow you to view previous and future months.

When you click a date on the calendar, the calendar closes, and the **Value** field is populated with the selected date.

If you click outside the calendar, the calendar closes with no date selected.





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