



## overview\_report\_parameters




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Each report has a parameters page where you specify options for running the report.



**Reports > Attendance Reports > Rosters > SAT3500 Daily Class Attendance Roster**

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**Report ID:** SAT3500 



**User ID:**

Enter Selection Criteria:

Parameter Description	Value
<b>Campus ID</b>	<input type="text"/> <a href="#">...</a>
Control Nbrs (Blank for All)	<input type="text"/> <a href="#">...</a>
Period (Blank for All)	<input type="text"/>
<b>From Date (MMDDYYYY)</b>	<input type="text"/> 
To Date (MMDDYYYY)	<input type="text"/> 
Double Space (Y,N)	<input type="text"/>
Include Courses Excluded from txGradebook (Y,N)	<input type="text"/>

[Run Preview](#)

[Clear Options](#)

<b>Report ID</b>	The unique ID for the report is displayed. The first three characters generally refer to the application. For example, SAT refers to Student Attendance, SGR refers to Grade Reporting, and so on.
<b>User ID</b>	The ID you used to log on to ASCENDER is displayed.
<b>Clear Options</b>	Click to clear all data in the <b>Value</b> fields if necessary.
<b>Parameter Description</b>	<p>For each row, enter data in the <b>Value</b> field as needed. <b>Parameter Descriptions in bold are required.</b></p> <p>If the parameter has an ellipsis button , you can type data in the <b>Value</b> field, or you can click the button to select a value from a lookup or directory.</p> <p>If the parameter has a calendar icon , you can type a date in the <b>Value</b> field, or you can click the icon to select a date from a calendar.</p>
<b>Run Preview</b>	Click to generate the report.
<b>Return to Reports</b>	Click to return to the list of reports.

## Ellipsis Button

When you click the ellipsis button on a report parameter page, a lookup or directory opens. See the **Ellipsis Lookups & Directories** 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.

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.

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Report ID: SAT3500  
User ID:


Enter Selection Criteria:

Parameter Description	Value
Campus ID	001 <a href="#">...</a>
Control Nbrs (Blank for All) 	<input type="text"/> <a href="#">...</a>
Period (Blank for All) 	<input type="text"/>
From Date (MMDDYYYY)	<input type="text"/>

[Run Preview](#)  
[Clear Options](#)

## 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.

Control Nbrs (Blank for All)	<input type="text"/> <a href="#">...</a>
Period (Blank for All)	<input type="text"/>
From Date (MMDDYYYY)	<input type="text"/> 
To Date (MMDDYYYY)	<input type="text"/>
Double Space (Y,N)	<input type="text"/>
Include Courses Excluded from txGradebook (Y,N)	<input type="text"/>

May 2018

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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