

# **SAT0000 - Absence Transaction List**

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## **SAT0000 - Absence Transaction List**

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This report provides absence data for the specified campus, including the absence date, period, and type. The report is sorted by grade level, student name, absence date, and then absence period. It can be run for specific absence types, periods, dates, or date ranges allowing you to verify absences posted to student records.

- The total of all students listed is printed at the end of the report.
- The Posting Code from Maintenance > District > Posting Codes is printed for each absence reported.
- The student's phone number from Registration > Maintenance > Student Enrollment > Demo1 is printed.

## Run the report:

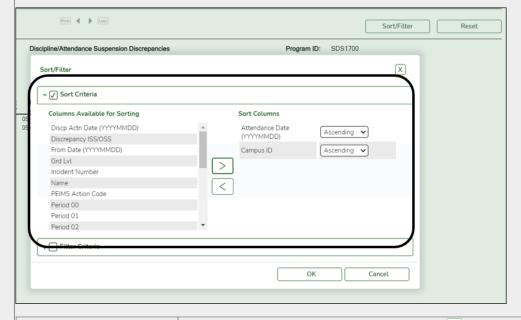
Parameter	Description
<b>Ending School Year (YYYY)</b>	Type the four-digit <b>ending</b> school year.
Campus ID	Type the three-digit campus ID, or click to select the campus.
Absence Type (Blank for All) Type the one-character absence type code, click to select the absence type code, or leave blank to select all absence types.	
Period	Type the two-digit period, or leave blank to select all periods.
From/To Date (MMDDYYYY)	Type the date, or click 🗷 to select the date from a calendar.

## Other functions and features:

## Sort | Sort report data.

You can sort data to make it easier to review or find records in the reports. Not all reports allow this option.

In the report window, click **Sort/Filter** to open the Sort/Filter window. By default, the **Sort Criteria** section is expanded. If not, click **Sort Criteria**.



(Left grid) Columns Available for Sorting

(Right grid) Sort Columns

(Right grid) Sort Columns

(Right grid) Sort Columns

Click the field by which you want to sort, and then click 

You can rearrange the fields to indicate the order in which you want the sort applied. Click a field name, and drag it up or down to a new location.

In the right grid, for each field, indicate if you want that data sorted in ascending (e.g., A-Z, 0-9) or descending (e.g., Z-A, 9-0) order.

To remove a field from the sort, select the field, and then click 

to move it back to the left grid.

Select the **Sort Criteria** check box and click **OK** to apply the selected sort criteria to the report.

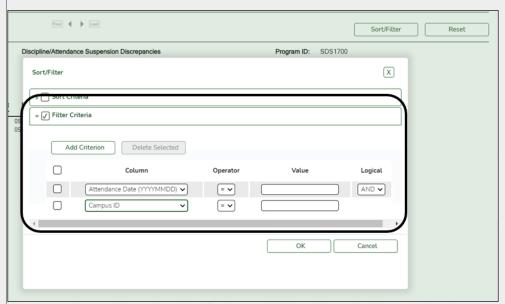
Click Cancel to close the window without re-sorting.

## Filter Filter report data.

### Filter

When you want to view only certain data, you may find it useful to filter the report data. You can use specific criteria to retrieve only the data that you want. Not all reports allow this option.

From the report window, click Sort/Filter to open the Sort/Filter window. By default, the Sort Criteria section is expanded. Click Filter Criteria to expand the Filter Criteria section.



If the report does not allow sorting, the Filter button is displayed instead of the Sort/Filter button, and sort criterion fields are not available.

Click **Add Criterion** to add new filter criteria. A blank row is added to the grid.

**Column** Select a field by which to filter the data. The drop down lists the columns that appear on the report.

## Operator Select an operator.

= Equals

- ≠ Not equals
- > Greater than
- ≥ Greater than or equal to
- Less than
- ≤ Less than or equal to

## Value

Type the value by which you want to filter. For example, if you selected a date in the Column field, type a date to view only data for a specific date.

Note: When filtering report data by date, you must use the following formats:

- If the date is displayed in the MM/DD/YYYY format, the filter value must be in the YYYYMMDD format.
- If the date is displayed in the MM/YYYY format, the filter value must be in the YYYYMM format.
- If the date is displayed in the MM/YY format, the filter value must be in the YYMM format.

## **Add Criterion**

## Add another row.

Select the logical connector (AND or OR) in the Logical field. Continue adding rows as needed. The Logical field does not appear until you click Add Criterion to add an additional row.

- · Using the AND operator limits search results, because the program looks only for records that contain both criterion.
- Using the OR operator expands search results, because the program looks for records that contain either one criterion or the other, or both.

## **Delete Selected** Delete selected row.

Select the row, and then click the button. The row is deleted from the filter criteria.

Click **OK** to apply the selected filter criteria to the report.

Click Cancel to close the dialog box without applying a filter.

**NOTE:** Some applications allow you to filter by specific data:

In Test Scores, you can filter report data to include only students who are enrolled in special programs. When filtering report data for At Risk, PRS, and GT programs, you must select 1 (Yes) or 0 (No) in the **Value** field. For example, if you filter report data for the At Risk program by selecting Equals in the **Operator** field and Yes in the **Value** field, no data is displayed; however, if you select 1 in the

Reset report data.

Click to restore the report to the original view, removing all sorting and filtering that has been applied.



# **Back Cover**