

Directory - Create Report Templates

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The Template Directory can be use to retrieve private and public create report templates.

Locate a private or public template:

You can search for a template by the report title, report template or user ID. Enter data in any or all of the following fields:

Report Template	Type all or any part of the report template name.
Report Title	Type all or any part of the report title.
User ID	Type all or any part of the user ID that created the template.
Public	Select to include both private (i.e., your templates) and public (i.e., district-wide) reports in your search results. **NOTE:** Any changes you make to a public template will be saved under your user ID as a private template. If you want to save the template as public, you must change the name. Public templates cannot have the same names.

Click **Search**.

- The report templates that meet the criteria entered are displayed. The list can be re-sorted.

  You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.

  A triangle next to the column heading indicates the column by which the grid is currently sorted and whether it is sorted in ascending or descending order.

- When you locate the report template you want to retrieve, click the report template name. The report template is displayed on the create reports page from which you accessed the directory.

Click **Cancel** to return to the previous page without selecting a report template.


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