

Instructor List

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Instructor List

Scheduling > Maintenance > Master Schedule Generator > Resource Allocator > Instr List

This tab allows you to view and print the Teacher and Resources File Listing report which displays all instructors who have values greater than zero in all **Maximum Values** fields (except **Study Halls/Day**) on the Instructors tab. The report includes the courses and free times assigned to the instructor.

View report:

❑ Select the instructor:

Instructor	Select a instructor, or select *All* to produce the report for all instructors.

❑ Click **Retrieve Report**.

- Review, save, or print the report.

  Review the report using the following buttons:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  The report can be viewed and saved in various file formats.

  Click to save and print the report in PDF format.
  Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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