


# Board Reports

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# District Administration Reports

***District Administration > Reports***

This page allows you to select the report you want to generate.

## Select a report:

1. Click a report to select it. The parameter page for the selected report is displayed.
2. Type or select the report options. **Parameters in bold are required.**
3. Click **Run Preview** to generate the selected report. Review, save and/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 **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

## Other functions and features:

| | |
|---|---|
| **Clear Options** | Clear all data from the parameter fields. |


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