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Reports

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Reports

District Administration > Reports

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

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Select a report:

All available report names are displayed on the left side of the page. The list of available reports remains displayed on the page even after you select a report name. This allows you to select another report within the selected reports menu without exiting the report page.

❑ Click a report to select it. The parameters for the selected report are displayed on the right side of the page.

❑ Type or select the report options. **Parameters in bold are required.**

❑ Use the buttons located at the top of the page to generate the report. If the button feature does not apply to the selected report, it is disabled. For example, a certain report may not be available in the CSV format, so the **CSV** button will be disabled when that report is selected.

- **Preview** - Click to generate the HTML view of the report.
- **PDF** - Click to generate a PDF file of the report.
- **CSV** - Click to generate a CSV file of the report.
- **Clear Options** - Click to clear data from all parameter fields.

Review, save and/or print the report.

Sort and filter:

Some reports may or may not provide the sort and/or filter option.

Sort	Sort report data:
Filter	Filter report data:
Reset	Reset report data:


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