



ASCENDER GUIDES



Reports

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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.](#)

Click to print the report.

[Review the report.](#)

Other functions and features:

Clear Options	Clear all data from the parameter fields.
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