Instructor List

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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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