

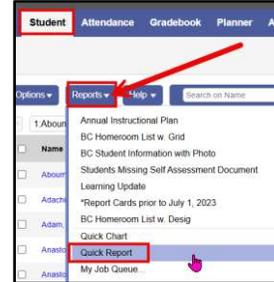
Quick Reports

Quick Reports are perfect for collecting and printing information “on the go”. What can be included in the Report will be dependent on what screen (Top Tab) you are accessing the Quick Report from.

Quick Report – Student Top Tab

1

To access the Quick Report option, click on a Top Tab > Reports Drop Down > Quick Report



This will initiate a “Quick Report” wizard.

Follow each step until completion:



- Step 1: Select New or Saved report > Next
- Step 2: Report type > Simple > Next
- Step 3: Select fields by “Adding from Left” and “Removing from Right” > Next through to Step 6
- Step 6: Report Title AND Format (HTML, csv, txt) > Next through to Step 8
- Step 8: Decide whether to save the report – if select save, provide a Name > Finish

2

A report will be created. Download to local machine.

If the HTML format was selected, print from “Browser” settings to save and print.

