

Reports

Contents

Selections

Use our templates to customize and run a variety of reports that meet your form, content, and organizational requirements. Each report provides detailed and contextually relevant information concerning your facility, saved in a convenient PDF format.

Categories

▼ Student

Information

History

▼ Staff

Information

History

▼ Volunteer

Information

History

▼ Vendor

Information

History

▼ Visitor

Information

History

▼ Special

Account

Activity

Background Checks

Facility

Student Reports

Contact Information 1 Line

Student 1 Line

Student Brief

Student Brief with Activities

Student Details

Student Details with Picture

Student Person Card

Student Security List 1 Line

Selections

First Name

Last Name

Facility

All Listed Facilities

Creation Date

From mm/dd/yyyy

Through mm/dd/yyyy

Person Info

None

Student Info

None

Security Group

Any

Effective Date

From mm/dd/yyyy

Through mm/dd/yyyy

Expiration Date

From mm/dd/yyyy

Through mm/dd/yyyy

Sort By

Last Name

☐ Exact Classification Selection

Run Report

Categories

The first step in producing meaningful reports is picking the proper report category. Reports are organized in categories and subcategories. Select a category or subcategory title to view the list of associated reports in the Report Selection pane to the right.

Report Selection

Once you've selected a category or subcategory, the associated reports will be listed in the Reports Selection pane on the right. Scroll through the list to locate and select the specific report you would like to run.

Selections


The Selected Report pane options will change depending on the report you've selected above. It contains *essential* options that allow you to configure how your reports are ordered, organized, scheduled, and presented.


Enter the specified information and choose your selections to build your report, and when you're ready, click **Run Report**. The completed report will be logged in Operations Management.





On a report, an asterisk * next to the Check Out time indicates that the person is still signed in to the timed activity. The asterisk will be cleared when the person signs out or during daily maintenance.


Complete List


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