

Class.Net – Help Document

Quick Report – Birthday List

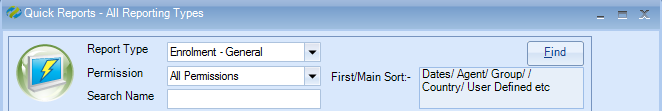
How to produce a list of present students who celebrate a birthday whilst studying in the school.

This can be achieved by using the Quick Reports.

From the main menu select: Reporting / Quick Reports

Alternatively, use the shortcut picture 

**Report Type** – select ‘Enrolment-General’



Click **ADD** to create a new report.

Report owned by – this will show your Class login and is linked to the Permission.

**Permission:**

* Public – other users can amend the criteria and run this report.
* Public Read Only – other users can run this report but not amend the criteria.
* Private – only the ‘owner’ can amend and run the report.

**Name**: Give your report a name

**Code**: a suggestion is to enter your initials

**Date Filter** = Present

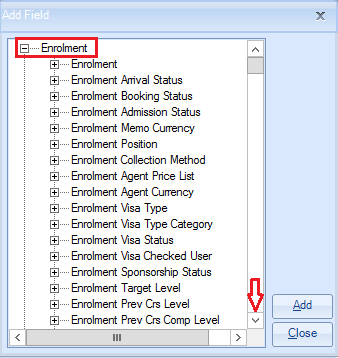
Add the required date selection to pick up the present students

Now you can add the required fields to the report

Select **Add Item**

Open Enrolment

Scroll down

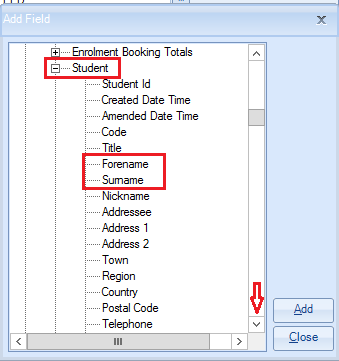


Open Student

Highlight **Forename** & **Surname**

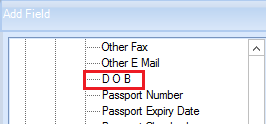
Select **ADD**

Scroll down

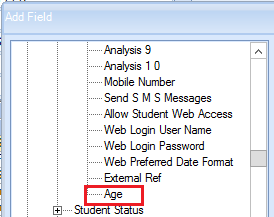


Add **DOB**

Scroll down



Add **Age**



Add any other fields that you would like to appear in your report.

Once all the fields are added in the Add Field list select **Close**

The report must contain at least one sort field

Select **Add Sort** -

Open Enrolment / Student

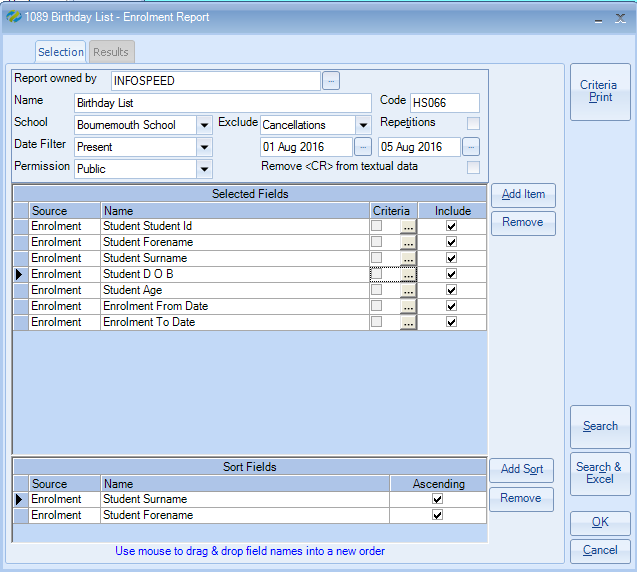
Highlight **Surname**

Select **Add**

Highlight **Forename**

Select **Add**

Select **Close**

Example of report:

**Criteria:**

Criteria needs to be added to the DOB field in order to find students with a birthday.

To add the criteria select the box with three dots:

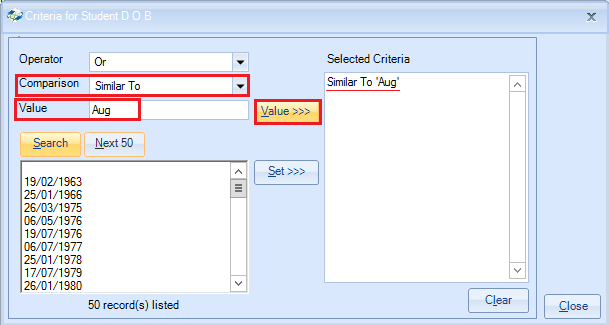


This can only be set per month using:

Comparison = **Similar To**

Value – type the first 3 characters of the month required, e.g. **Aug**

Select **Value>>>**

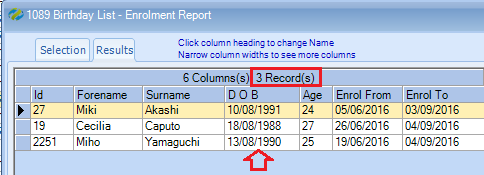


Select **Close**

Once happy with your selection select **Search.**

This will display a list of students that match your selection criteria.

The number of records found is listed at the top of the screen.



Select **Search & Excel** to produce the list in an Excel Spreadsheet.