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# Class.Net – Help Document

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**Quick Reports – List of Groups**

How to produce a list of Groups?

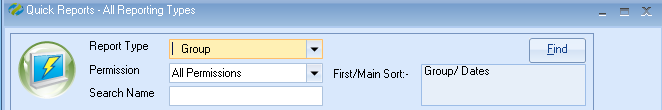
This can be achieved by using the Quick Reports.

The example below explains how to produce a list of all Groups present in the School.

From the main menu select: Reporting / Quick Reports

Alternatively, use the shortcut picture 

**Report Type** – select “Group”



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** – Set this to Present and add the date range you want to report on.

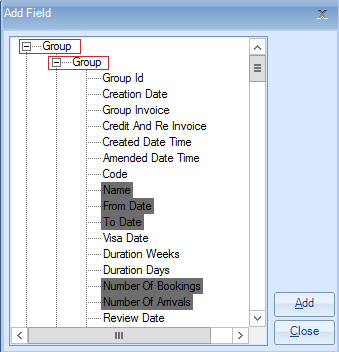
Now you can add the required fields to the report

Select **Add Item**

Open Group / Group

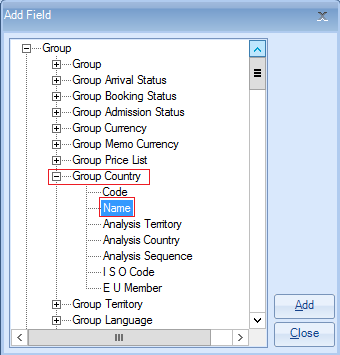
Highlight the fields as in the example below.

Example:

  
Select **ADD**

Open Group / Group Country

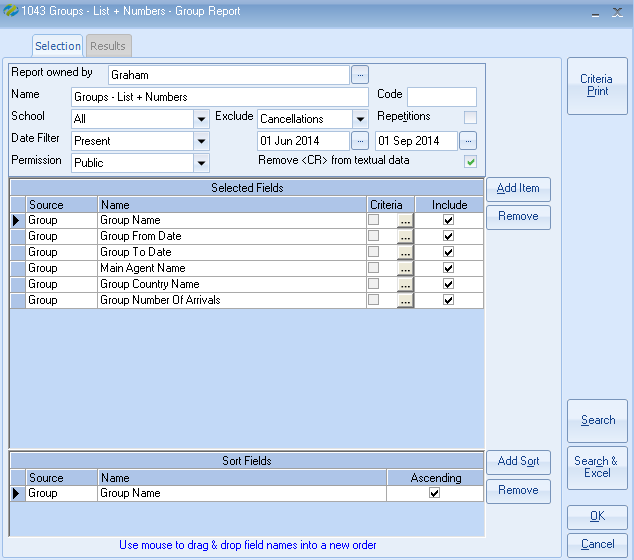
Highlight the field **Name**



Select **ADD** to place the fields in to the report.

Once all the required fields have been added to the report select **CLOSE**

Example:



The report must contain at least one sort field

Select **Add Sort** -

Open Group / Group

Highlight ‘Name’

Select **Add**

Select **Close**

## Exclude: ‘Cancellations’ This will exclude any Cancelled Groups.

Once happy with your selection select **Search.**This will display the list of groups 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

**TIPS:**

Within the ‘Group’ quick report you can also use the criteria to be selective by a number of other fields. Some examples are:

Country, agent.