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#  Class.Net – Help Document

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**Student Enquiry Labels / Follow up**

## How to produce labels for Student enquiries?

This can be achieved by using the Quick Reports.

The example below explains how to produce mailing labels for student enquiries who require a follow up.

From the main menu select: **Reporting / Quick Reports**

Alternatively, use the shortcut picture 

**Report Type** – select Student

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

**Report owned by:** this will show your Class login and is linked to the Permission

**Name**: Give your report a name

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

**Date Filter** – this is not applicable for ‘Student’ type reports.

**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.

## Adding the Required Fields to the Report:

Select **Add Item**

Open Student / Student

Highlight the fields to be included in the labels….

Example:



Scroll down and also add the field ‘Follow Up’



Select ADD to place the field in to the report.



Untick the include box so the field does not print on the labels

## Criteria:

Select the  box for the field that you want to choose the criteria for



Either highlight each of the dates you wish to follow up on

Select SET



OR use the comparison ‘Greater or Equal’ and ‘Less Or Equal’

**Examples:**

**“Greater Or Equal”**

Select first required date from the list

Select Set



Operator = AND

Operator - Less Or Equal

Select last required date from the list

Select Set



**Close**

## Adding Sort Fields:

The report must contain at least one sort field.

Select **Add Sort** -

Open Student / Student

Highlight ‘Surname’

Select Add



Close

Once happy with your selection select **Search**

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

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



What can I do now I have the list of students?

**Option 1) Produce Labels**
Select **Send As Labels**

**Label Format** Choose your required label size from the list given.

If your label size is not listed, select User Defined and type the code in the **Label Code** field.

**New Line After** - untick any items that your wish to appear on the same line.



Select **OK**

Please read the following message which explains about using <Alt><Tab> if the screen appears to freeze.



Select OK.

(This is the message that can be hidden and <Alt><Tab> is required to display it)



Select OK

This will go through a process of creating an **Excel** Spreadsheet listing the selected records and then create a **Word** label document with the merged names and addresses ready for printing.

Example merged labels



This document can be saved for future use.

Alternatively close both the Word document and Excel sheet.

**TIPS:**

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

Enquiry Source, Enquiry, Channel, Analysis Fields.

**Option 2) Produce an Excel report**

Select ‘Search & Excel’ to produce the report

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**Option 3) Produce letters**

Select ‘Send Document’

Master Document – select document name from the list

Send To All

Send Now

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