# 

# Class.Net – Help Document

# 

**Quick Reports – List of Current Students**

How to produce a list of Current Students

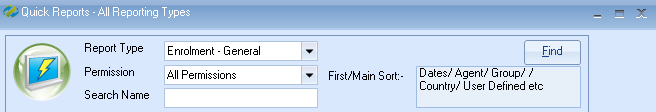
This can be achieved by using the Quick Reports.

The example below explains how to produce a list of all students currently in the school.

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

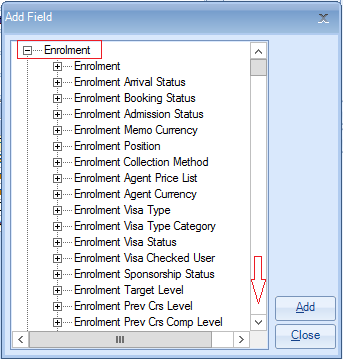
**Code**: a suggestion is to enter your initials

**Date Filter** – this would be set as “Present” and then add the dates you want to report on.

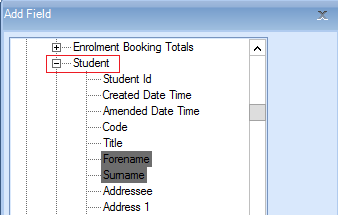
Now you can add the required fields to the report

Select **Add Item**

Open **Enrolment**Scroll down to **Student**



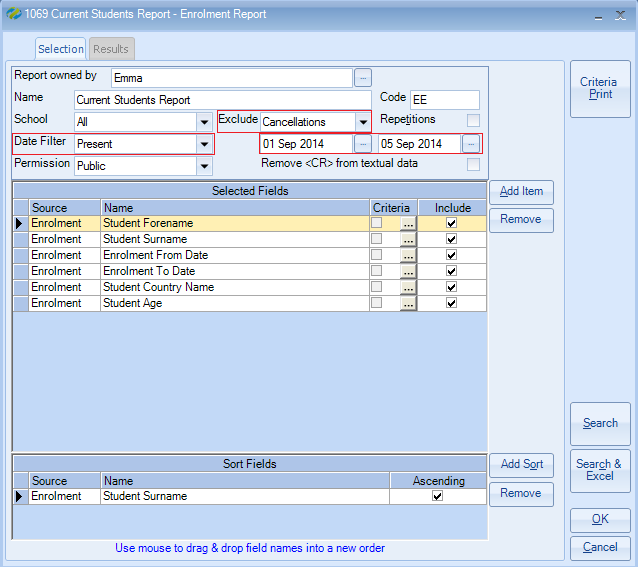
Highlight the required fields.



Select **ADD**

Once all the fields have been added select **Close**

Example of Report



The report must contain at least one sort field

Select **Add Sort** -

Open Enrolment / Student

Highlight Surname

Select **Add**

Select **Close**

## Exclude: ‘Cancellations’

A student’s enrolment has three booking status options:

**Booked, Provisional, Cancelled**

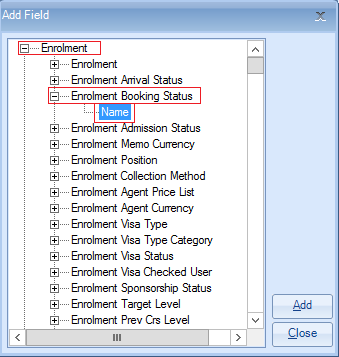
If your report is set to ‘exclude inactive’ it will include only enrolments that are Booked and Provisional.

Therefore, if you wish to report on only ‘Booked’ enrolments you must add an additional field to the report with criteria as follows:

Select **Add Item**

Open Enrolment / Enrolment Booking Status

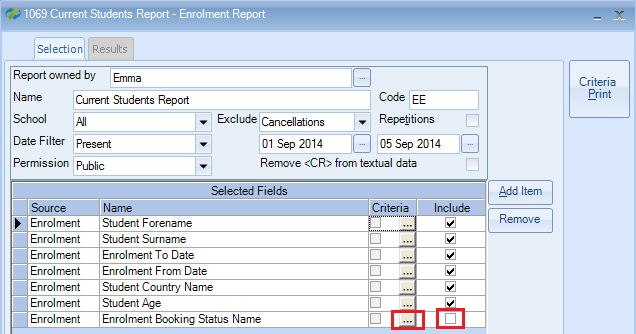
Highlight ‘Name’

****

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

**Close**

Untick the **Include** box so that the status does not appear in the results.

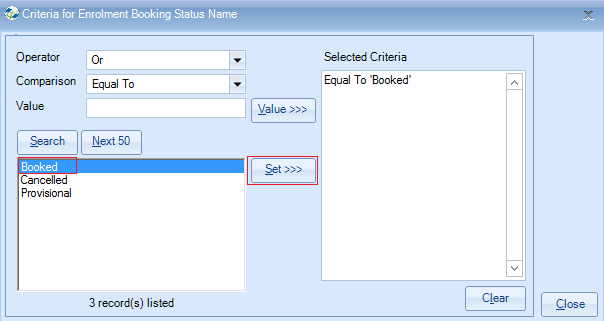


To add the criteria, select the box with three dots.

**Criteria:**

For Booked enrolment only, highlight Booked

Select Set



Select **Close**

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

This will display the list of student enrolments 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