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#  Class.Net – Help Document

**Enrolment Statistics -**

**Student Numbers by Agent**

**This document explains how to produce a report showing the number of enrolments (student count) within a specific date range by agent.**

*NOTE: Enrolment Statistics reports only give the student count/numbers.*

*If you wish to report on statistical weeks or financial values you will need to use the Invoicing Statistics reports.*

To produce this information go to: Reporting / Reporting Module

Select Enrolment Statistics:



**ADD** to create a new report

The criteria of this report is split between two tabs: General and Sorting.

General screen:

Give the report a name.

The code could be your initials.



**Basis -**

Booking Based - based on the date the booking item was entered into the system.

This refers to the course/accommodation/etc, and not the date that the student’s enrolment was entered in to Class.

Production Based **-** based on spreading the enrolment element (e.g. Tuition) over the duration of the study/stay (dates attended).

**Date Arrival** **–** based on the students arrival date from the enrolment general screen

**From Date -** Enter the start date for your report

**Period Type -** Days, Weeks, Months or Years

**Periods -** Select the number of periods for the above selection
 example: Days = 7, Weeks = 6, Months = 12, Years = 2

**Exclude Students Arriving After –** you may have set your selected date range for 1 year from 01/Jan/15 to 31/Dec/15, but exclude students arriving after 05/Dec/15.

**Exclude Students Booked After –** see above, but this excludes any booking items added after a certain date. For example if a long term student is starting a new course in Dec 15 you may wish to exclude this within the results.

**Use Agent Country -** The default for running this report is by student country, but this can be changed to report by agent country

Sorting Screen:

Select Add – choose **Agent Name** from the list.

You can add multiple sort fields and also subtotal if required.

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Nearer the bottom of the selection screens you will see tab –
Schools / Agents / Territories / Student Countries
If required highlight the tab and then select ADD to include extra criteria.

Example:
**Schools** = if you have multiple schools you can select just one to report on.
**Agents** = be selective by certain agents.
**Territories** = be selective by one or two Territories.
**Student Countries** = select specific countries to report on.

Once the criteria is set up to your requirements select **EXCEL** to produce the results.

