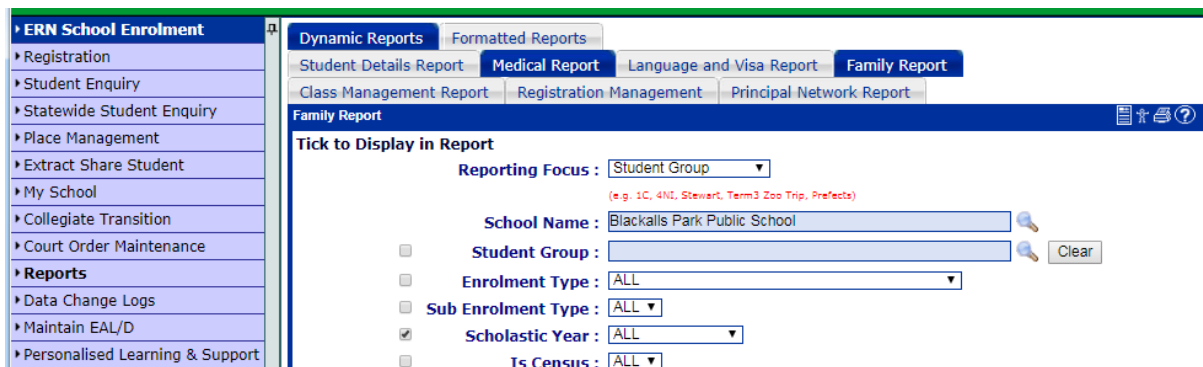


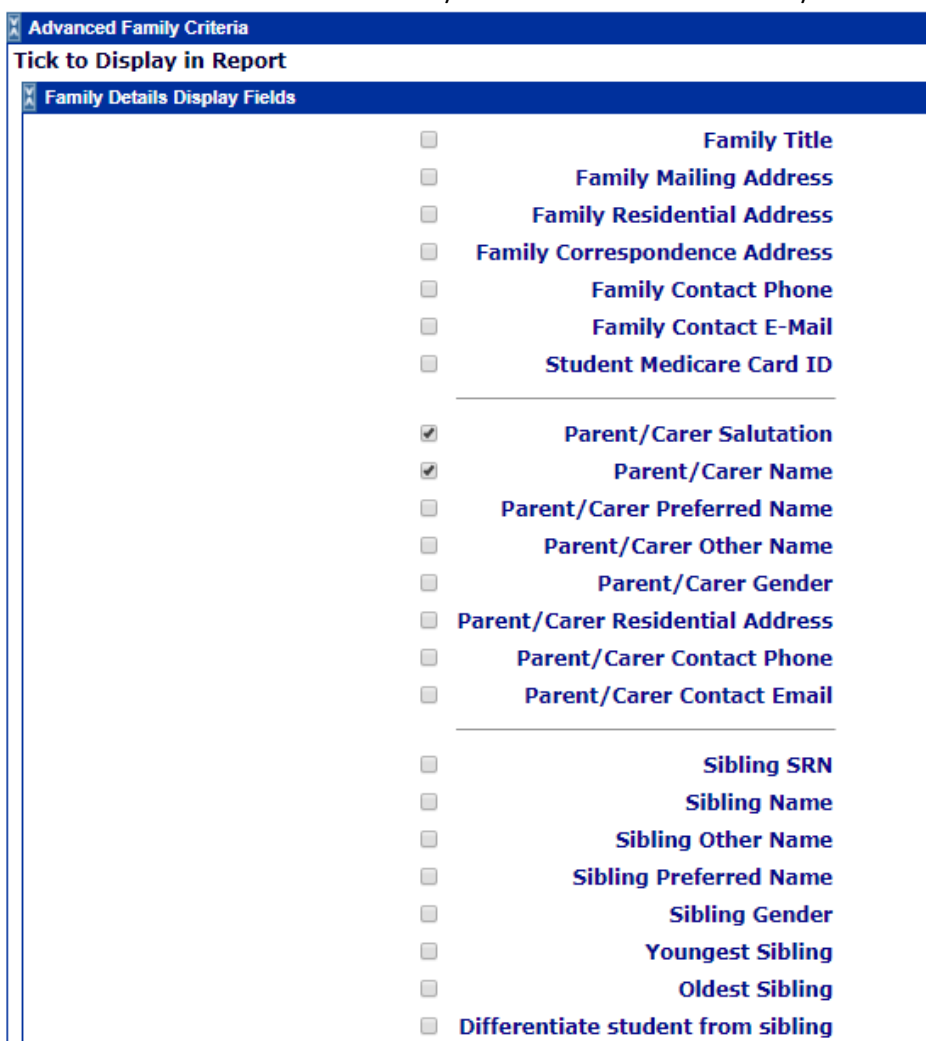
Using the Family Report to list admissions register information

Navigate to the Family Report in ERN.



Place a tick in the box next to any of the fields you would like to display in the report ie Scholastic Year.

- Expand the 'Advanced Family Criteria' box by clicking on the 'x' in the top right corner.
- Expand the 'Family Details Display Fields' box by clicking on the 'x' in the top right corner.
- Place a tick in the box next to 'Parent/Carer Salutation' and 'Parent/Carer Name'.



- Update the value of 'Student Resides With' to 'Yes'.

<input type="checkbox"/>	Parent is alive :	Yes ▾
<input type="checkbox"/>	Parent/Carer Relationship Type :	ALL ▾
<input type="checkbox"/>	Parent/Carer Lang Other Than Eng Spoken :	ALL ▾
<input type="checkbox"/>	Parent/Carer Receive Academic Report :	ALL ▾
<input type="checkbox"/>	Parent/Carer Has Custody :	ALL ▾
<input type="checkbox"/>	Student Resides With :	Yes ▾
<input type="checkbox"/>	Parent/Carer Statement of Account :	ALL ▾
<input type="checkbox"/>	Parent/Carer Occupation Category :	ALL ▾
<input type="checkbox"/>	Parent/Carer School Education :	ALL ▾
<input type="checkbox"/>	Parent/Carer Tertiary Education :	ALL ▾
<input type="checkbox"/>	Parent/Carer Multiple Address Indicator :	ALL ▾
<input type="checkbox"/>	Parent/Carer Language :	ALL ▾
<input type="checkbox"/>	Parent/Carer Country Of Birth :	ALL ▾
<input type="checkbox"/>	Parent Dossier :	ALL ▾

- You can place a tick next to any of the other values you'd like to see in the report.

Expand the 'Student Criteria' box by clicking on the 'x' in the top right hand corner.

Expand the 'Student Display Fields' box by clicking in the 'x' in the top right hand corner.

- Place a tick next to 'Student Other Name' and 'Previous School Attended'.
- Place a tick next to 'Actual Start Date (From)'. Enter the date range for enrolments that you want to report on. In this example, a list of all students enrolled between 1 June 2018 and 8 June 2018 will be returned.

- Place a tick next to 'Gender'.

The screenshot shows the 'Student Criteria' window with the following sections:

- Student Display Fields:** A list of fields with checkboxes:
 - Student Other Name
 - Preferred Student Name
 - Student Mobile Number
 - Emergency Contact Family Name
 - Emergency Contact First Name
 - Emergency Contact Number
 - Previous School Attended
 - Pre-School Name
 - Pre-School Type
 - Pre-School Formal Care Hours (Wkly)
 - Scripture Class
- Student Status:** ACT - Active
- Intended Start Date (From):** (To):
- Actual Start Date (From):** 01/06/2018 (To): 08/06/2018
- Leaving Date (From):** (To):
- Date Of Birth (From):** (To):
- Gender:** ALL
- Religion:** ALL
- Aboriginal/Torres Strait Islanders:** ALL
- Permission To Publish:** ALL
- Online Services:** ALL
- Country Of Birth:** ALL
- Other Student Details:** (Empty field)

Scroll to the bottom of the page to the 'Report Schedule' box.

- choose whether you'd like a pdf or csv output file in the 'Report Format'
- choose whether you'd like to see header information in the output file using the 'Report Header Criteria'
- modify the other options depending on your preferences

Click the Schedule Report button.

Note: If this is a report that you anticipate running frequently, you can save the criteria using the 'Save Criteria' button. You can then use the 'Load Criteria' button at a later date to save having to go through and tick the required boxes. You would need to update the date range that you are interested in seeing enrolments for.