Quick Reference Guide Updated: 25 May 2018

Using the Student Details Report to list all students and their class

Navigate to the Student Details Report in ERN.

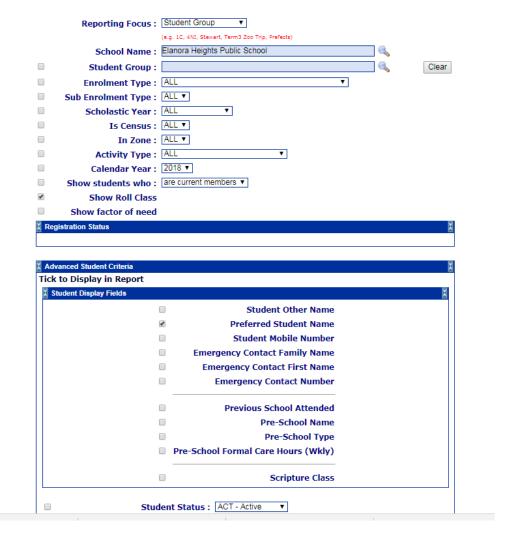


To display the desired information in the report

- place a tick in the box next to any of the fields you would like to display in the report
- for the purposes of this report:
 - o place a tick next to 'Show Roll Class'
 - o expand the 'Advanced Student Criteria' box by clicking on the 'x' in the top right corner
 - o expand the 'Student Display Fields' box by clicking on the 'x' in the top right corner
 - o place a tick in the box next to any of the fields you would like to display in the report i.e. 'Preferred Student Name'

The screen should look similar to the screenshot below.

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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.