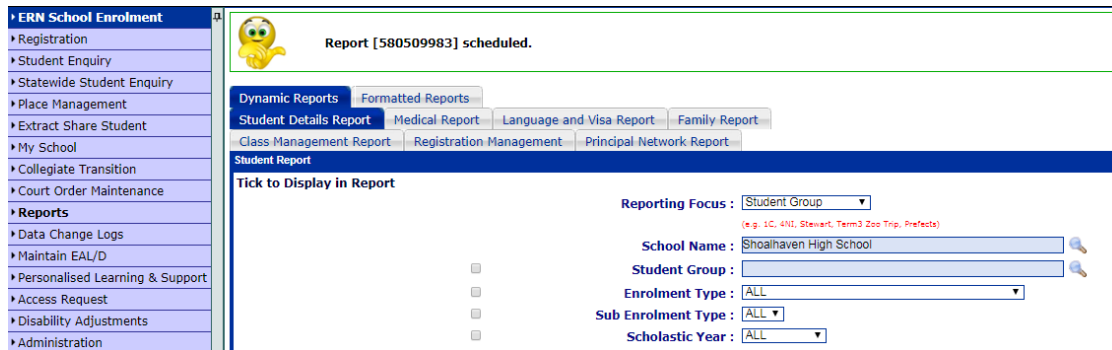


Using the Student Details Report to list students based on age

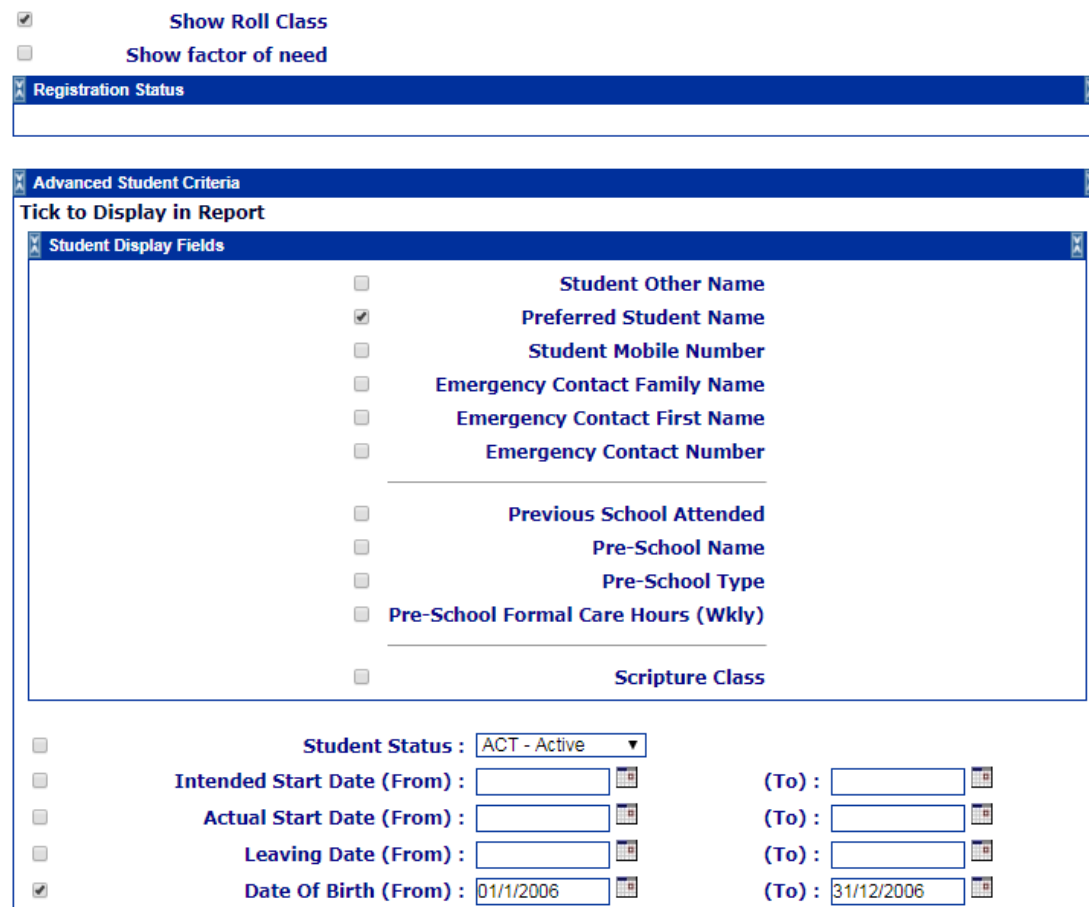
Navigate to the Student Details Report in ERN.



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
- expand the 'Advanced Student Criteria' box by clicking on the 'x' in the top right corner
- expand the 'Student Display Fields' box by clicking on the 'x' in the top right corner
- 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'
- place a tick in the box next to Date of Birth
- enter the required DOB range dates

The screen should look similar to the screenshot below.



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 amend the DOB range if the purpose is to list students of a particular age.