# Using Registration Management to list new enrolments

Note: This report can be used to get a list of 'Enrolled' students between a certain date range or 'Left' students between a certain date range.  It cannot do both at the same time.  If you tick both 'Enrolled' and 'Left', it will return a list of students who have both enrolled and left your school in the specified date range.

Navigate to the Registration Management report in ERN.
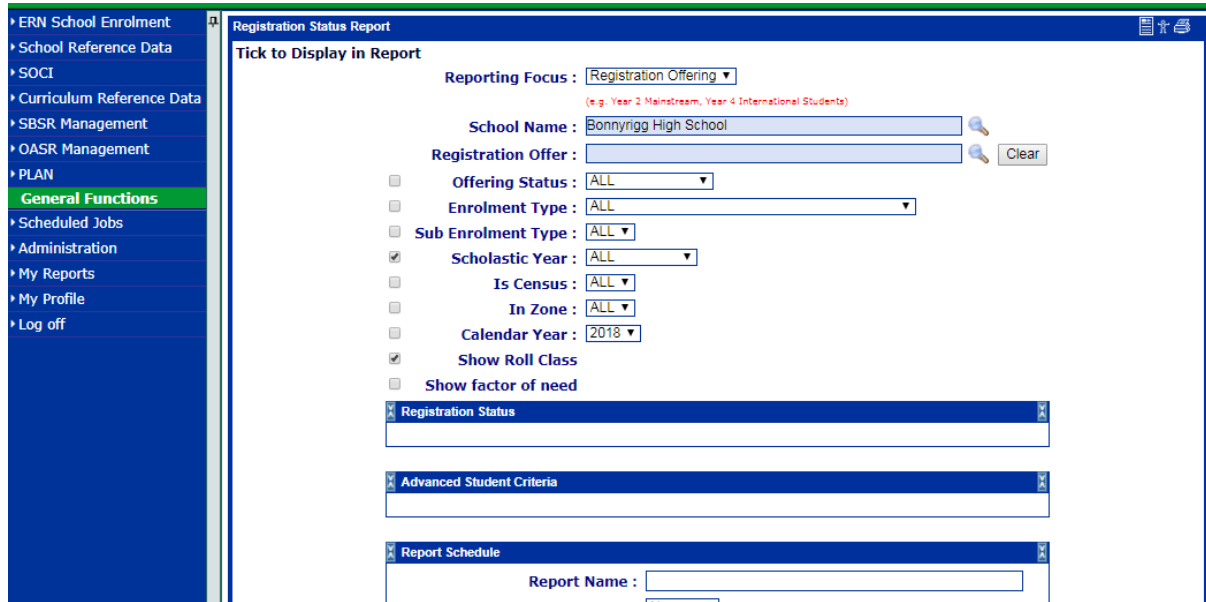


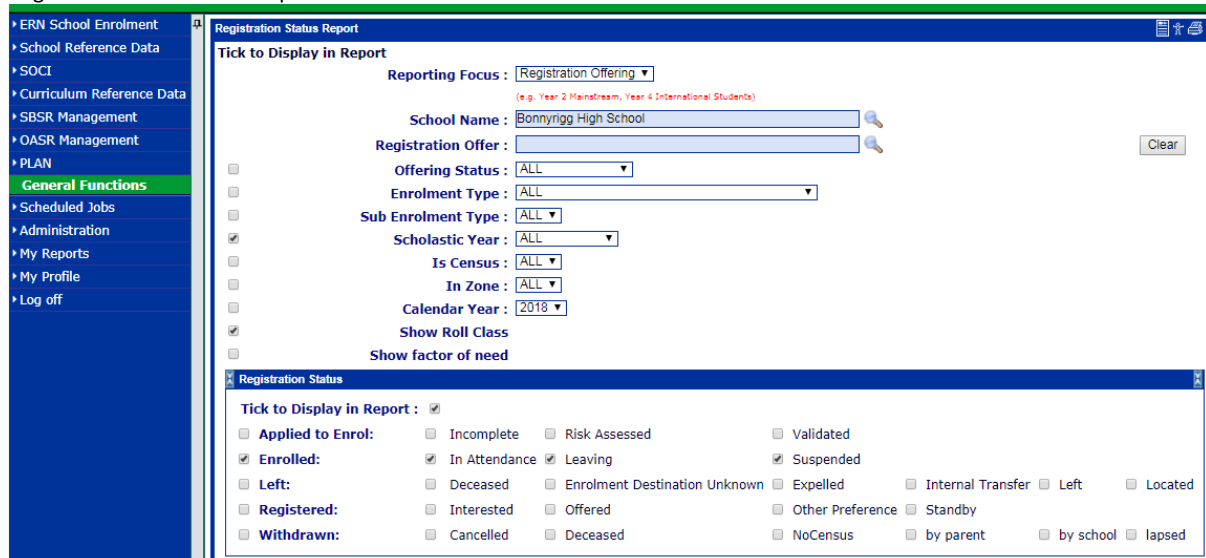Place a tick in the box next to any of the fields you would like to display in the report
- for the purposes of this report:
    o place a tick next to 'Scholastic Year'
    o place a tick next to 'Show Roll Class'

Expand the 'Registration Status' box by clicking on the 'x' in the top right corner
    o If you want to see the student's Registration Status in the report, place a tick next to 'Tick to Display in Report'
Tick the box next to 'Enrolled'.  It will automatically show students who are 'In Attendance', 'Leaving' or 'Suspended'.  You can tick or un-tick these registration statuses as required.

The screen shot below will show any students who are 'In Attendance', 'Leaving' or 'Suspended'.  It will also display the Registration Status 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'
- To show students enrolled between specific dates
    o enter the date range in the 'Actual Start Date (From)' and '(To)' boxes
    o tick next to this row to show the Actual Start Date for each student

The screen shot below shows how to enter dates to show any students whose Actual Start Date is between 1 January 2018 and 7 June 2018.  It will also display their start date in the report.

| ☐ | Student Status : | ACT - Active ▼ | | | |
|---|---|---|---|---|---|
| ☐ | Intended Start Date (From) : | | (To) : | | |
| ☑ | Actual Start Date (From) : | 01/01/2018 | (To) : | 07/06/2018 | |
| ☐ | 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 ▼ | | | |

Place a tick in the box next to any of the other fields you would like to display in the report ie 'Gender'

Scroll to the bottom of the page to the 'Report Schedule' box.
- choose CSV in the 'Report Format'
- choose 'Exclude All Criteria' in 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.