

Genesis Reports Profile Report

Steps	Screen Displayed	Procedures
1		<p>Click on the 'Word Processing and Reports' icon</p>
2		<p>Click on the 'Profile Report' icon</p>

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3		<p>The Profile Report window will appear. A Profile Report saves the format of the report so you can run it when ever you want.</p> <ul style="list-style-type: none"> • Click the 'Add New' icon • Type in a 'Report Title' • Select the desired 'Criteria' <p>Status (ex. Active, Withdrawn) Sort (ex. Alpha) Layout (ex. Portrait) Grade Tiny Print Include Tchr. Last Name Print Recent Entry/WD dates</p> <ul style="list-style-type: none"> • Select a 'Table' by click the '+' • Double Click to select a 'Field' <p>The select field will appear in the box in the center.</p> <p>To Delete a field, highlight the field and then click the 'Delete Selected Item' icon</p> <p>To Sort, Click and drag from the Drag to Desired Sort box, to the respected Sort Area.</p> <ul style="list-style-type: none"> • Click the 'Update' icon • Select the report in Report Box • Click the 'Start' icon <p>This is display an excel spreadsheet with the information you have selected.</p>