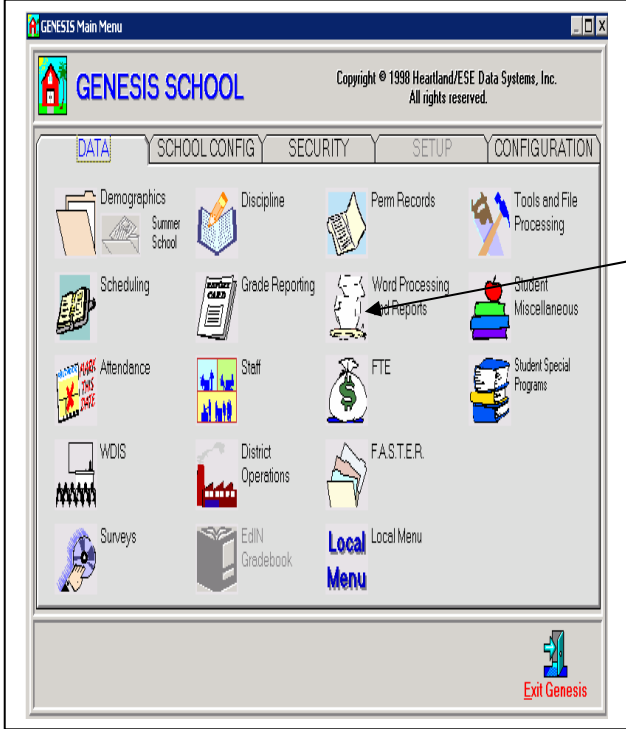
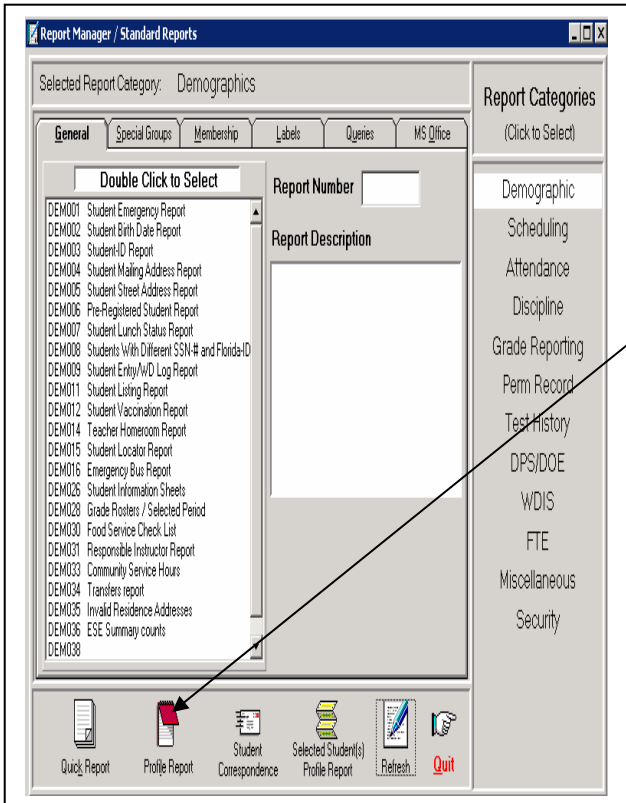


Genesis Reports

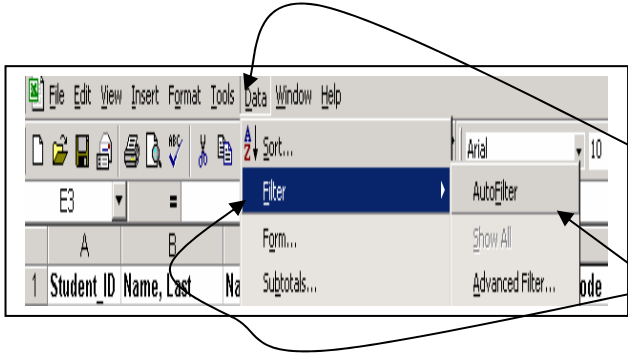
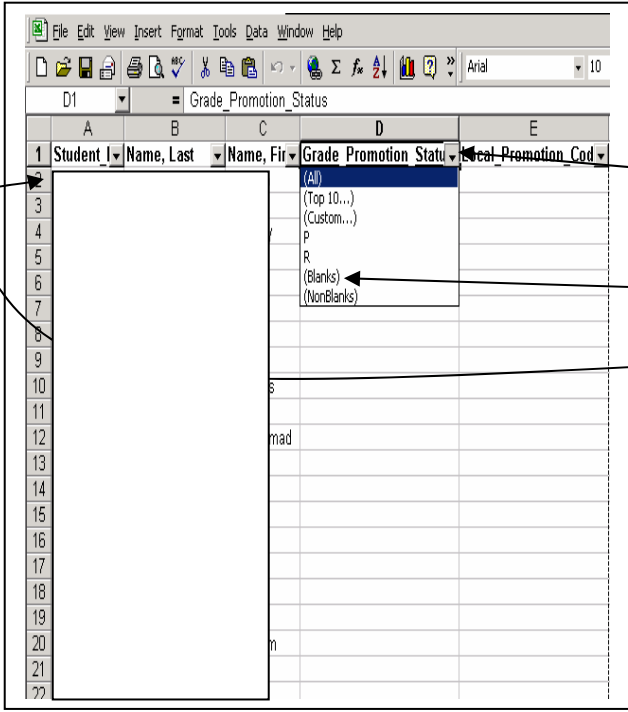
Profile Report – Promoted / Retained

Steps	Screen Displayed	Procedures
1		<ul style="list-style-type: none"> Click on the 'Report Manager' icon
2		<ul style="list-style-type: none"> Click on the 'Profile Report' icon

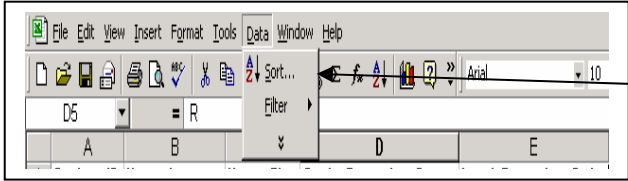
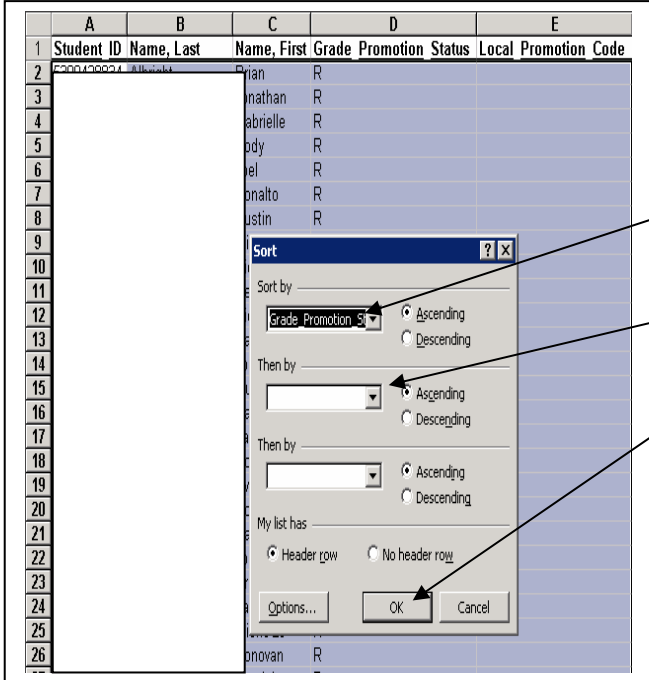
Genesis Reports Profile Report – Promoted / Retained

Steps	Screen Displayed	Procedures
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 ‘Promoted/Retained’ • Select the ‘Student_Info_Core’ Table by click the ‘+’ • Double Click on the following fields: <p style="margin-left: 20px;">Name, Last Name, First</p> <ul style="list-style-type: none"> • Select the ‘Student_Misc_Basic’ Table by click the ‘+’ • Double Click on the following fields: <p style="margin-left: 20px;">Grade_Promotion_Status Local_Promotion_Code (aka Good_Cause_Promotion_Code)</p> <p>The selected fields will appear in the box in the center.</p> <ul style="list-style-type: none"> • Click the ‘Update’ icon <p>The Report Added box will appear</p> <ul style="list-style-type: none"> ▪ Click ‘OK’ • Select the report in Report Box • Click the ‘Start’ icon <p>An excel spreadsheet will appear with the information you have selected.</p>

Genesis Reports Profile Report – Promoted / Retained

Steps	Screen Displayed	Procedures
4		<ul style="list-style-type: none"> ▪ Make sure a cell is highlighted that has data in it. ▪ Click on Data ▪ Click on Filter ▪ Click on AutoFilter
5		<ul style="list-style-type: none"> ▪ Drop-down buttons will appear in the cell of each column. ▪ Click the drop-down of the Grade_Promotion_Status ▪ Select 'Blanks' ▪ Highlight all the cells (except for the first row) (Click on '2' and drag to the last row that has information in it) ▪ Right-Click and Click 'Delete Rows' ▪ Then disable the filter by clicking on Data, then Filter, then AutoFilter.

Genesis Reports Profile Report – Promoted / Retained

Steps	Screen Displayed	Procedures
6		<ul style="list-style-type: none"> ▪ Make sure a cell is highlighted that has data in it. ▪ Click on Data and then click on Sort.
7		<p>Select the Sort criteria.</p> <ul style="list-style-type: none"> ▪ Select the Sort by Grade_Promotion_Staus ▪ Select the Then by Last, Name ▪ Click the 'OK' button