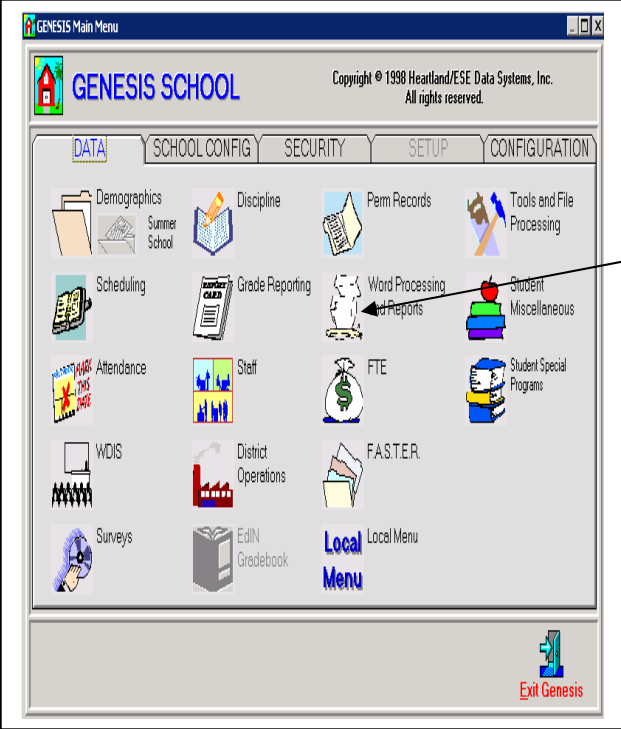
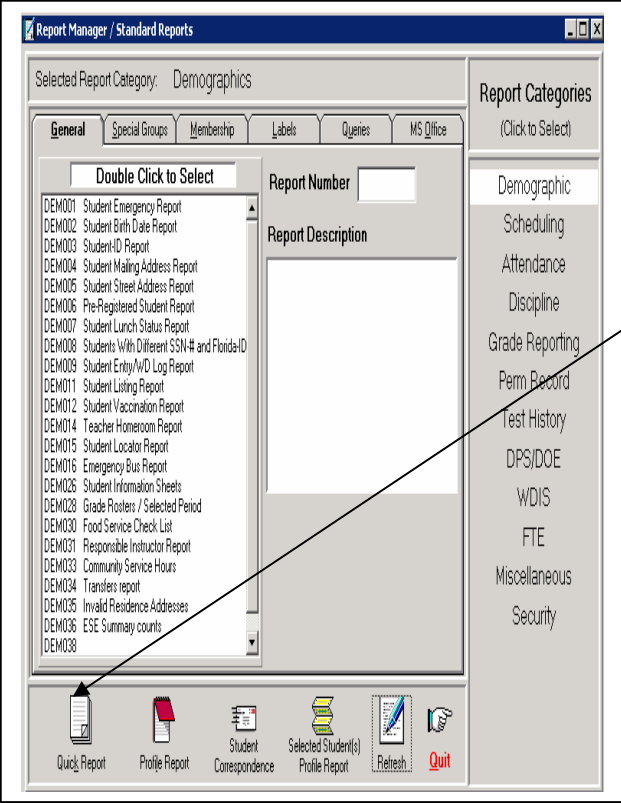


Genesis Reports Quick Report

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

Genesis Reports Quick Report

Steps	Screen Displayed	Procedures
3		<p>The Quick Report window will appear.</p> <ul style="list-style-type: none"> • 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 Active, Withdrawn) Sort (ex.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 on the right.</p> <p>To Delete a field, highlight the field and then click the 'Delete Selected Item' icon</p> <ul style="list-style-type: none"> • Click the 'Start' icon • Click the 'Quit' icon <p>This is display an excel spreadsheet with the information you have selected.</p>