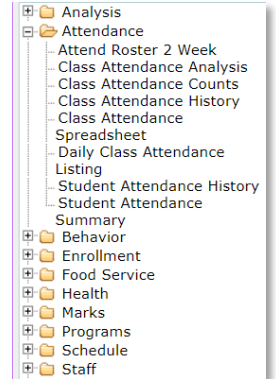
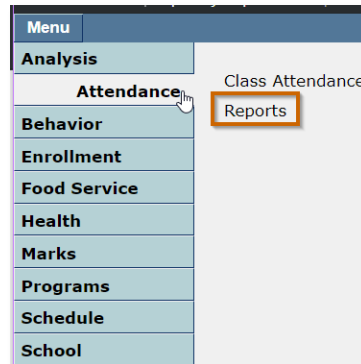


Reports Overview

Reports are available for all Q application categories and can be found in every Q Menu under Reports. Most Q reports follow the same format providing the user choices in three areas, Report Options, Report Selections and Report Sorts. Once a report has been configured to a user's liking a report set may be created that contains the selected values please see the Reports QWiki for more information.

Navigation

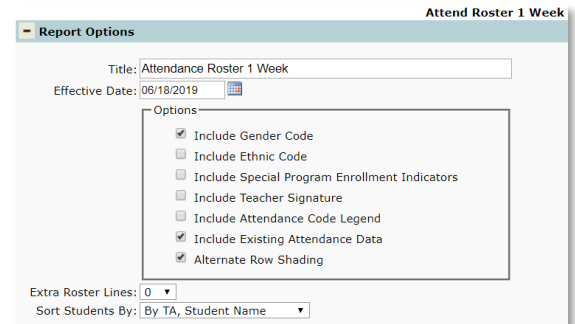
- Click **Menu**, Choose **Reports**
- Click the + sign to display all reports in a menu area
- Once the report tree displays users may move from menu area to menu area
- Your district may have created custom report folders which will appear in the report tree



Report Options

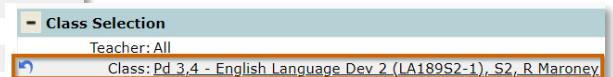
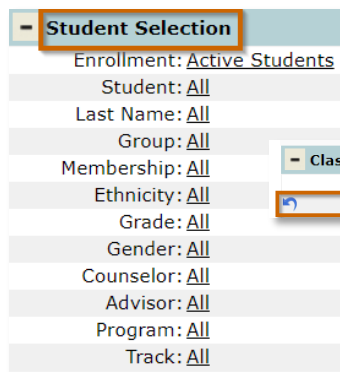
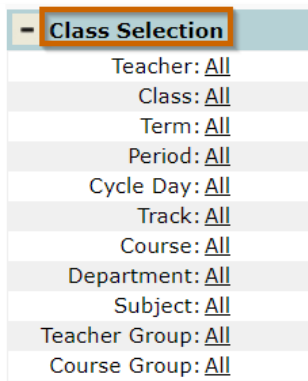
Q reports all have report options. Options may include dates, check boxes and drop-down lists.

- Title—May be customized to user's choice and allows for use of specialized characters
- Place check marks in the boxes next to the desired Options
- Many report options offer the user a choice of formats and dates
- Dates may be entered by typing in the date or by clicking the pop-up calendar and selecting the date
- Several Q reports include cascading list boxes where input is reliant on the previous entry



Report Selections

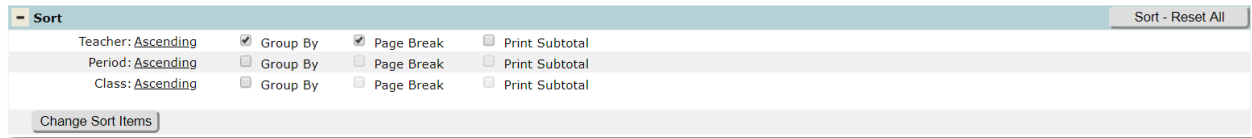
Most Q Reports offer include Student or Class selections. Information included on the report may be filtered by using the selections. For example: a teacher might want to print a class attendance roster for just one of their classes, so they would select the class using the Class Selection filter.



Report Overview

Report Sorts

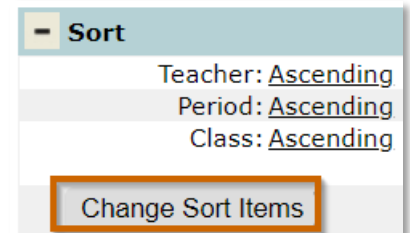
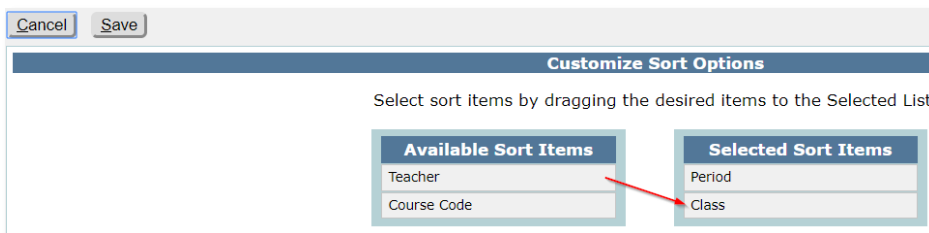
Many Q Reports offer users several sorting options and give the user the ability to modify the report's default sort options. Some reports have sorts with the ability to group by, page break or print subtotals for the selected sort item.



- Place checkmarks in boxes to group, page break or subtotal the sort selection

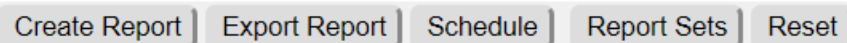
To access additional sort items:

- Click **Change Sort Items** to open a list of available choices
- Sort items may be moved back and forth between *Available Sort Items* and *Selected Sort Items* by clicking and dragging the item name with the mouse. Click **Save** when the sort items are as desired:

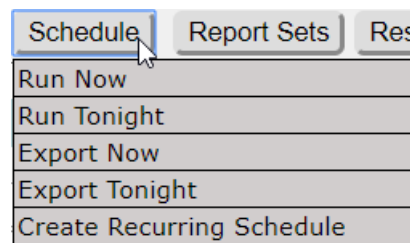



Running Reports

Once you've finished selecting the report *Options*, *Selections* and *Sorts* the report is ready to run. Q reports create PDF files which may be saved and printed. Most reports may also be exported as an excel spreadsheet. Several analysis reports open as pivot tables and a mail merge option is available in selected Q reports.



- Click **Create Report** to launch a pdf report
- Click **Export Report** to launch an excel spreadsheet
- Some districts have added the ability to schedule reports. If the schedule button is available and you have the appropriate permissions, clicking it will give you the option to run the report by picking one of the following options:



Report Overview