

REPORT ORDERING STEPS

1. On RT208, select the module from the drop down list. Press Enter. When you see the desired report name, school number and sequence number, click the box in front of the report. Click on the Template tab to select the report.
2. Click on the Auto Screens tab to go to the Parameters screen.
3. Click on the Auto Screens tab to go to the Include/Exclude Elements screen.
4. Click on the Auto Screens tab to go to the Sorts /Totals/Page Breaks screen.
5. To order the report, click on the Rpt Request tab. The school number, Report, sequence number and default school year will fill. If you want to pull data from another school year, tab and type in the applicable "Sch Yr".
6. The fields for "Title, Overnight, Page Limit, and Copies" are not necessary unless you need to change the title, start the report after normal business hours, or print more than one copy. For example, enter a page limit if you only want to run a few pages of a complete report; enter copies only to request more than one copy.
7. Verify the printer in the "Destination 1" box. Be sure to assign the correct printer. Your printer should be listed in the drop list of available printers, so that all you have to do is highlight the correct printer. The printer defined on the template will be the default.
8. To email a report to yourself, select Email in Destination 1. Select TXT in Email 1. If you are logged in as yourself, just put "me" in the next field. Otherwise, enter your email address here.
9. Once you have completed the information, press Submit, or enter.
10. The report status will show "Requested". By pressing enter several times, the report status will change to Active". When the report disappears, it has been completed.
11. Always check your status line for success or errors.

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