

Running a Report as a Campus User

Report Writer provides the ability to run custom reports through your Absence Management system.

Reports > Report Writer

From the Report Writer page, you can reference filter options at the top, as well as any reports that are already completed in the section below.

Click a hyperlink below to jump to that topic:

- [Filter Options](#)
- [Running a Report with New Filters](#)
- [Running a Report with Saved Filters](#)

Report Writer

Show reports last run or created

within the last month

Name:

Access: ☒ All ☐ Public ☐ Published

Search

Absence Reason Balance

Name	Access	Created	Last Run	Runs	Actions
Absence Balance Rollover Report	Published	7/22/2010 11:04 AM	2/3/2020 10:09 AM	2	<div>Run with New Filters</div> <div>Run with Saved Filters</div>

Filter Options

Show reports last run or created

within the last month

Name:

Access: ☒ All ☐ Public ☐ Published

Search

The "Show reports last run or created" dropdown list contains the following options:

- within the last week
- within the last month
- within the last year
- any time



To generate a report that you have not previously run, choose the "any time" option.

The "Name" edit window can be used when you want to locate a report by its title. To locate a report, enter the title (or a portion of it) in the "Name" field and click the **Search** button.

Actions Column

Run with New Filters

Select this option to *temporarily* customize the filters that you would like to apply to the report before running it. Clicking this button displays the "Filter Report" web page.

Run with Saved Filters

Select this option to run the report with existing and already saved filter criteria. Clicking this button displays the "Execute Report" web page, essentially bypassing the "Filter Report" web page.

Running a report with new filters

The "Run with New Filters" option can be selected via a report's "Actions" category on the Report Writer page. This option allows you to add or edit report fields prior to running the report.

Report Writer

Show reports last run or created

any time

Name: Reason

Access: ☒ All ☐ Public ☐ Published

Search

Absence Data

Name	Access	Created	Last Run	Runs	Actions
Absences by Reason	Public	2/24/2016 9:51 AM by: Timothy Jordan		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>
Year-End-Total Days Absent per Employee by Reason	Published	4/4/2016 9:48 AM		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>

Absence Log Data

Name	Access	Created	Last Run	Runs	Actions
Substitute Cancellation Reasons Report	Published	3/22/2011 8:42 PM		0	<div>Run with New Filters</div> <div>Run with Saved Filters</div>

Once selected, you can manage existing filters, as well as establish new filter criteria by clicking and dragging new fields from the left-hand side to the right-hand side.

Absences by Reason

Run Cancel

Available Fields

Common Fields

CONF#

Date

Employee Full Name

Employee Identifier

School Name

Substitute Full Name

Substitute Identifier

Filled

Start Time (Absence)

End Time (Absence)

Absence Reason

Vacancy (Yes/No)

Other Fields

Absence Instance ID

Filters

Date

Start: 600 | Day(s) before today

End: 0 | Day(s) before today

Relative Fixed

Relative Fixed

When you are finished making selections, click the **Run** button. The "Execute Report" web page displays.

Running a report with saved filters

The "Run with Saved Filters" option can also be selected via a report's "Actions" category on the Report Writer page. Rather than apply new filters, this option allows you to use the existing filters to run your report.

Report Writer

Show reports last run or created: any time Name: Reason Access: All Public Published

Search

Name	Access	Created	Last Run	Runs	Actions
Absences by Reason	Public	2/24/2016 9:51 AM by: Timothy Jordan		0	Run with New Filters Run with Saved Filters
Year-End-Total Days Absent per Employee by Reason	Published	4/4/2016 9:48 AM		0	Run with New Filters Run with Saved Filters

Name	Access	Created	Last Run	Runs	Actions
Substitute Cancellation Reasons Report	Published	3/22/2011 8:42 PM		0	Run with New Filters Run with Saved Filters

The "Execute Report" web page displays. *This web page is also displayed when you click "Run" on the "Filter Report" web page.*

Absences by Reason
Template ID: 0

Output Types

- ☒ HTML ☐ Include Page Breaks
- ☐ Excel Compatible (csv)
- ☐ Delimited Text Delimiter: Tab
- ☐ Fixed Length Text

Delivery Options

Email address: rosetyler@education.com

Static File Name:

Attach results to email: ☐

Deliver to FTP Server: ☐

Schedule:

☐ I want to run the report right away.

☒ Let me know when the report is ready

Report Options

☐ Exclude Header Row

☐ Mark as Extracted

Run Cancel

This page provides output types, delivery options, a schedule, and report options. You can learn more about these options and their potential configurations [here \(https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384508-running\)](https://absence-help.frontlineeducation.com/hc/en-us/articles/115003384508-running).



Be sure to select the "Attach results to email" check box if you would like to receive the report results via email.

Once you have made your selections, click the **Run** button.

- If you select the "Let me know when the report is ready" radio button, Absence Management will send the report to the "queue," and the system will display the "Report Writer" home web page. An email is sent when the report is complete.
- If you select the "I want to run the report right away" radio button, the "Report Run" popup will display, and it provides the option to download the report.

From the results page, you can use the date range beneath the report name, as needed, and once you are ready, select the **output** link to view results.

Report Executions			
<div> Date Range: <div>01/27/2020</div> <div>02/03/2020</div> <div>Search</div> </div>			
Entered	Started	Finished	Output
2/3/2020 11:24:52 AM (View Details)	2/3/2020 11:24:53 AM	2/3/2020 11:24:54 AM	

Recommended for you

[Infographic]

Great Teachers...

utm_source=referral&utm_medium=Web_browser&utm_campaign=...

Recruiting Substitute Teachers

(https://www.insightsoneducation.com/blog/61601248-Web_browser&utm_source=referral&utm_medium=Web_browser&utm_campaign=...)