Running a Report as a Campus User

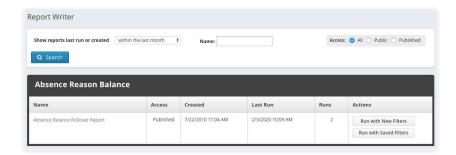
Report Writer provides the ability to run custom reports through your Absence Management system.

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



Filter Options



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



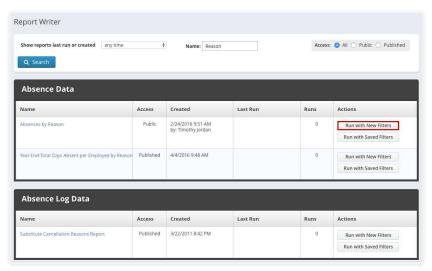
To generate a report that you have not previously run, choose the "any time" option.

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.

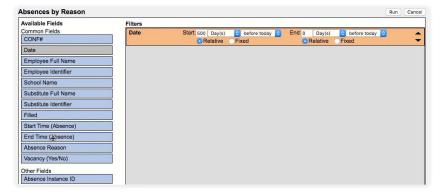
Actions Column	
Run with New Filters	Select this option to <i>temporarily</i> customize the filters that you would like to apply to the report before running it. Clicking this button displays the "Filter Report" web page.
Run with Saved Filters	Select this option to run the report with existing and already 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.



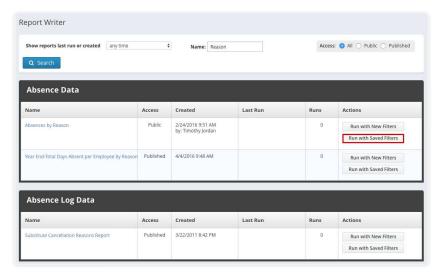
Once selected, you can manage existing filters, as well as establish new filter criteria by clicking and dragging new fields from the left-hand side to the right-hand side.



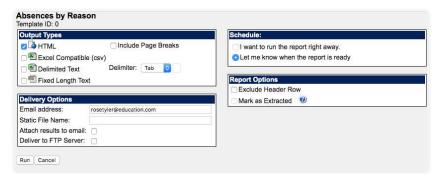
When you are finished making selections, click the **Run** button. The "Execute Report" web page displays.

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.



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



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).



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.



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