

Integrus G2

Ad-Hoc Reporting

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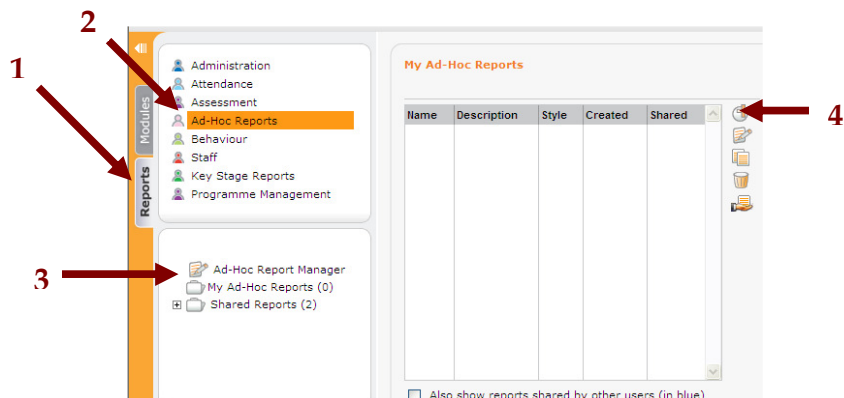
020 8708 8881

(Int. 88881)

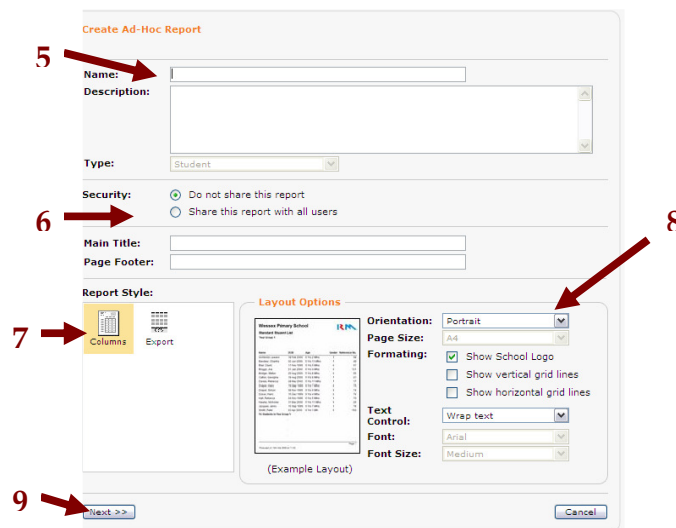
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Creating Adhoc Reports

Go to Reports (1) > Ad-Hoc Reports (2) > Ad-Hoc Report Manager (3) > Create Report (4)



You will need to give the report a name (5), choose whether or not to share the report (6) with other users who have access to the Ad-Hoc area, choose the **Report Style*** (7) and **Orientation** (8)...



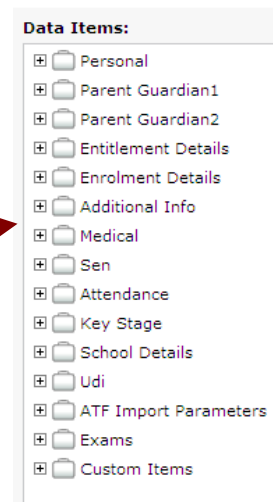
... Then click Next >> (9) ...

**Report Style: Choose 'Columns' to create a normal printable report. Choose 'Export' to create an instant CSV Export.*

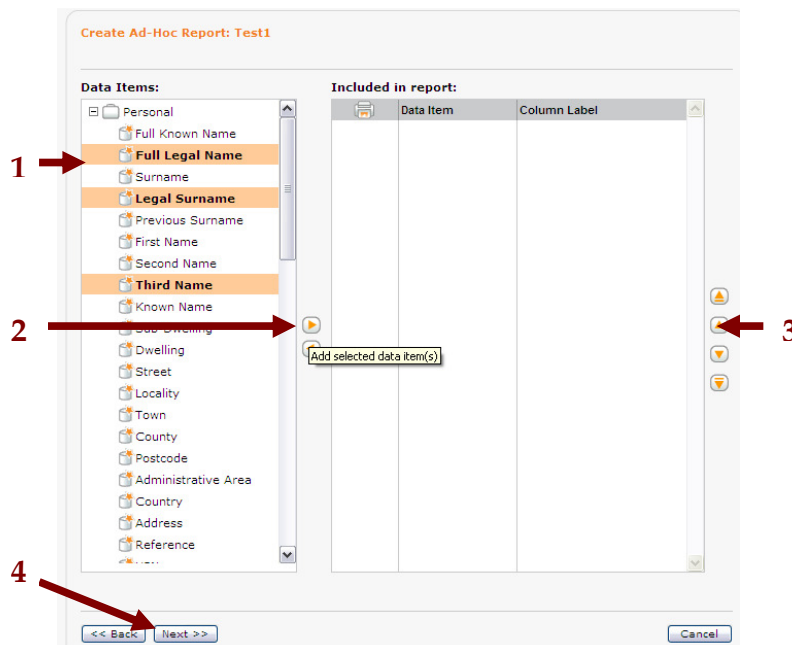
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The following data folders will appear on the screen that follows. Each folder represents the tabs in the General Student Details area.

To expand the folders click on the **+**



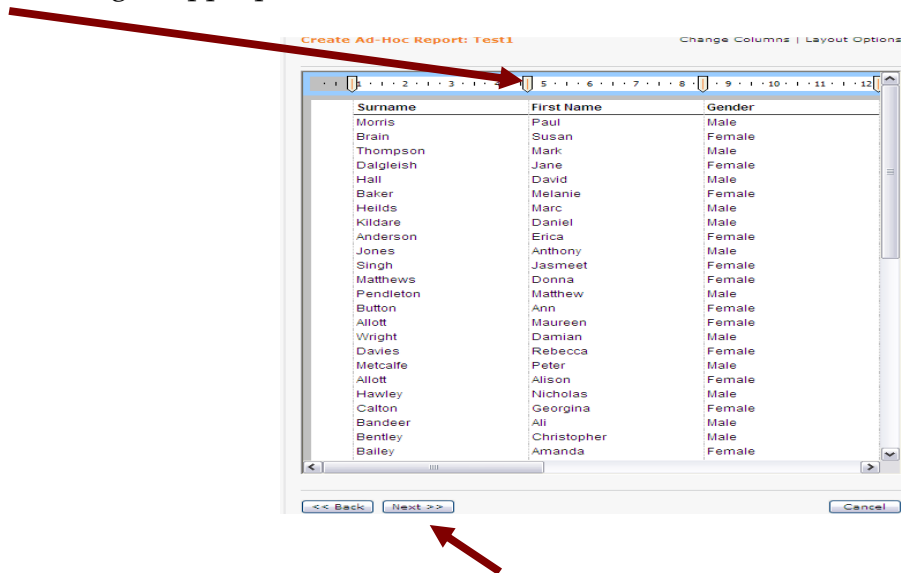
Highlight the Data Items **(1)** you wish to include in your report (hold Ctrl on your Keyboard whilst highlighting, to select multiple items from the list), click the arrow in the middle of the screen in order to move items to the **'Included in report'** area on the right hand side of the screen **(2)**. The order of the data items can be rearranged using the arrow buttons to the right of the screen **(3)**.



Once you are happy with the selected data items and the order that they are in, Click **Next >>** **(4)** and then **Next >>** again.

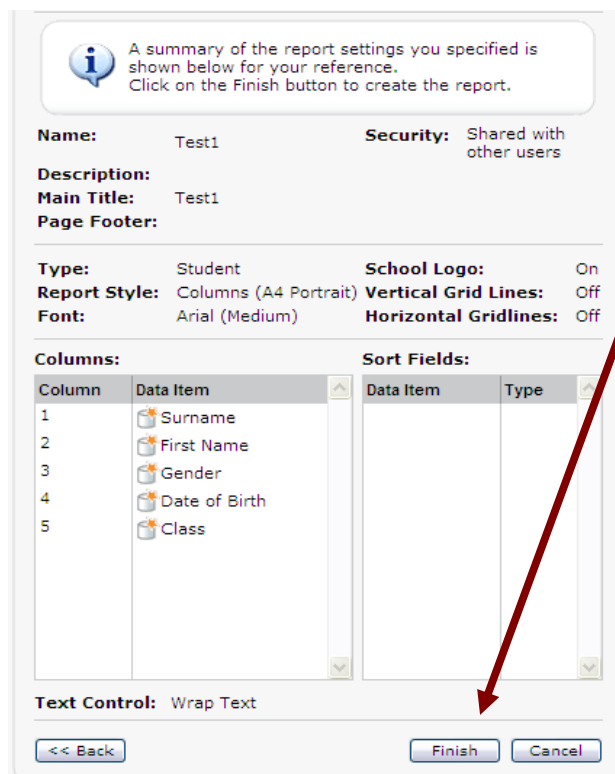
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The following page will appear with a list of example names (*Randomly selected from the Current and Former Roll*), if you wish to adjust the width of the columns, simply click the tabs and drag as appropriate.



...If you are happy with the layout click **Next >>**

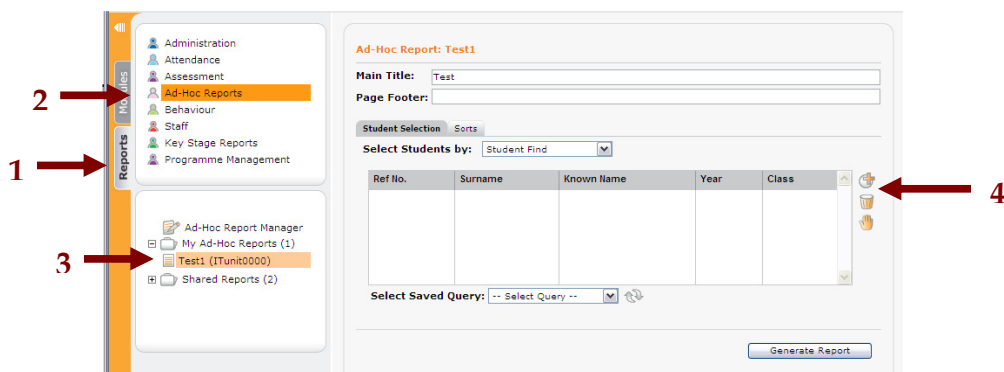
...And then **Finish.**



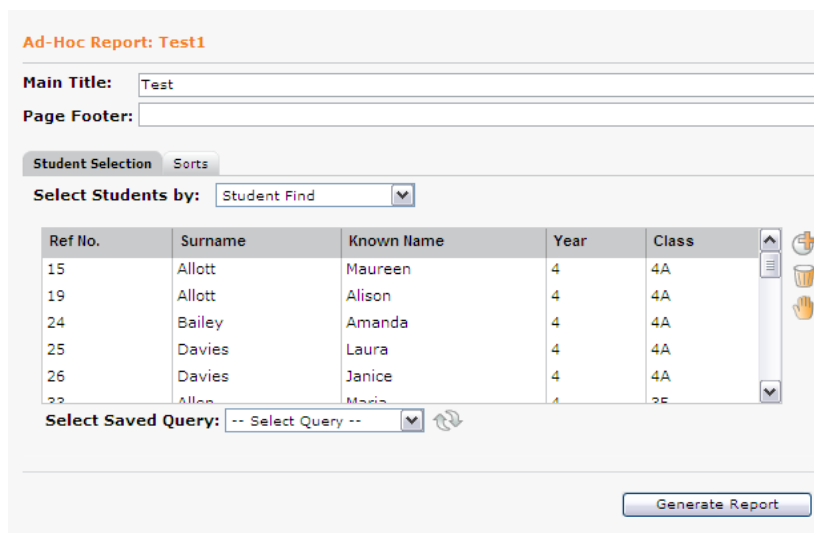
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Using Adhoc Reports

Go to **Reports (1)** > **Ad-Hoc Reports (2)** > **My Ad-Hoc Reports*** and select a report **(3)** > Click on the **Add students** buttons **(4)**



The **Student Find** page will appear. Enter search requirements and click **Find...** (then **Select & Yes**)



The selected students' names should have appeared in the **Student Selection** area.

To Generate the report simply click **Generate Report**.