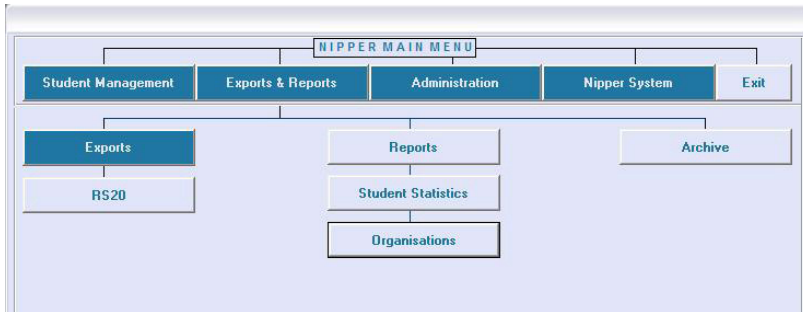


Tip Sheet No.15

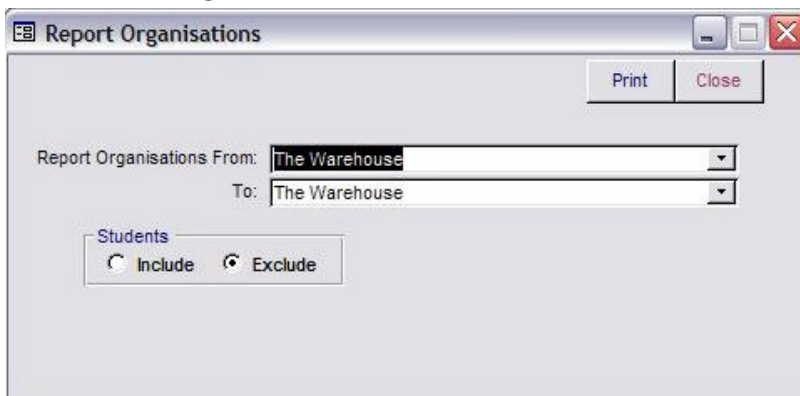
Reporting Organisations and Associated Contacts or Students

1. Click on the **Exports and Reports** button.



2. Click on the **Organisations** button.
3. Select the range of organisations to be reported on.

Print a List of Organisations and Associated Contacts




1. Leave the Students option as **Exclude**.
2. Click on the **Print** button.

The list of organisations specified will be displayed.

| Organisation | | | |
|--------------------|-----------------|--------------------------|-----------------|
| Name: | The Warehouse | ID: | 1 Acronym: TWHS |
| Mail Address: | Street Address: | | |
| Post Code: | Overseas: | <input type="checkbox"/> | |
| Phone: | | | |
| Alternative Phone: | | | |
| Fax: | | | |
| Email Address: | | | |
| Home Page | http://www | | |
| Notes | | | |

Print a List of Organisations and Associated Students



1. Set the Students option as **Include**.
2. Select the Include Where option, either Direct or Outcome.
3. Click on the **Print** button.
4. The list of organisations and students specified will be displayed.

| Organisation | |
|---|-------------------------------------|
| Name: | The Warehouse ID: 1 Acronym: TWHS |
| Mail Address: | Street Address: |
| Post Code: | Overseas: <input type="checkbox"/> |
| Phone: | |
| Alternative Phone: | |
| Fax: | |
| Email Address: | |
| Home Page | http://www |
| Notes | |
| Students | |
| Only students assigned to this organisation on the students screen are printed. | |
| Student's Name | Nipper ID |
| Clark, Helen | 4 |
| Dracula, Count | 6 |
| Peter, Winston | 5 |