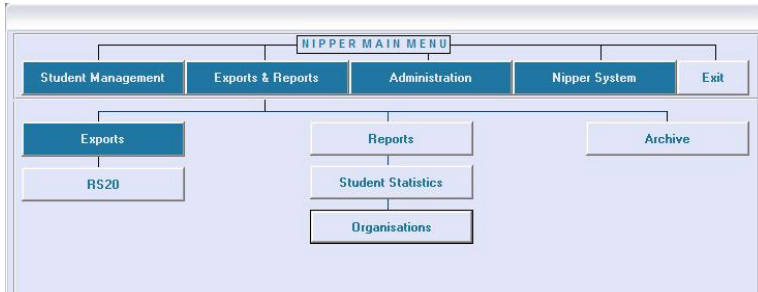
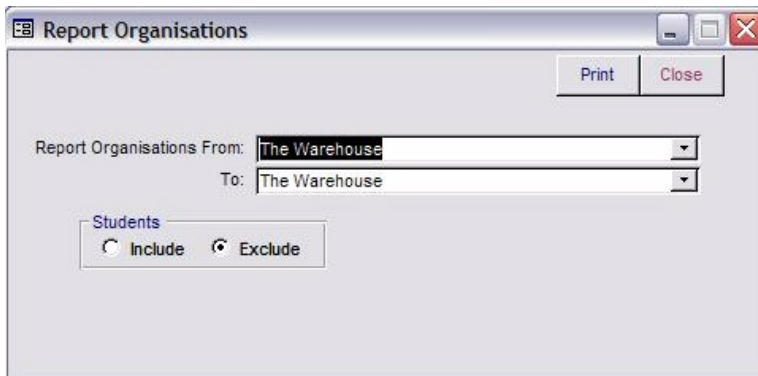


Reporting Organisations

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



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



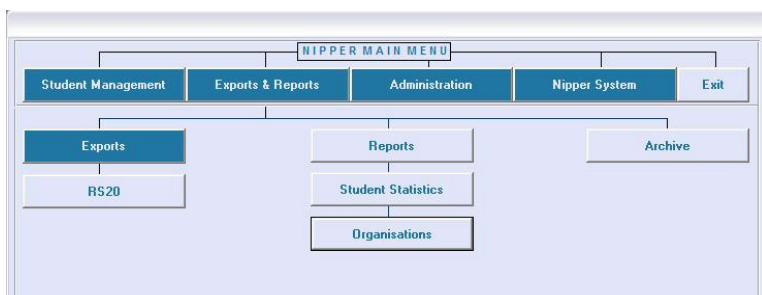
4. Leave the Students option as **Exclude**.
5. Click on the **Print** button.
6. The list of organisations specified will be displayed.

| 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 | |

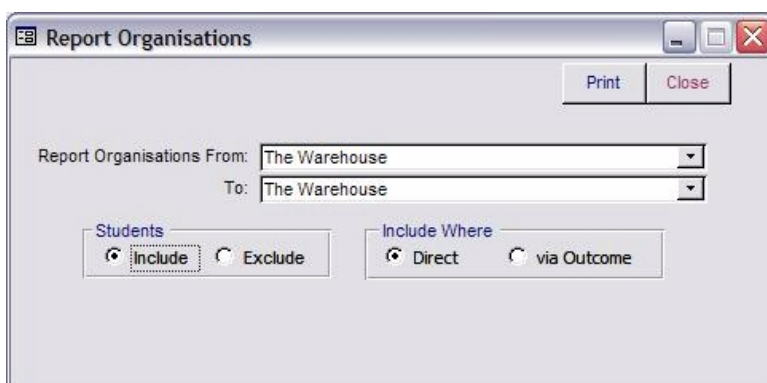
Reporting Organisations and Students

To print a list of organisations and associated 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.



4. Set the Students option as **Include**.
5. From the **Include Where** options select either **Direct** or **Outcome**
6. Click on the **Print** button.
7. 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 |