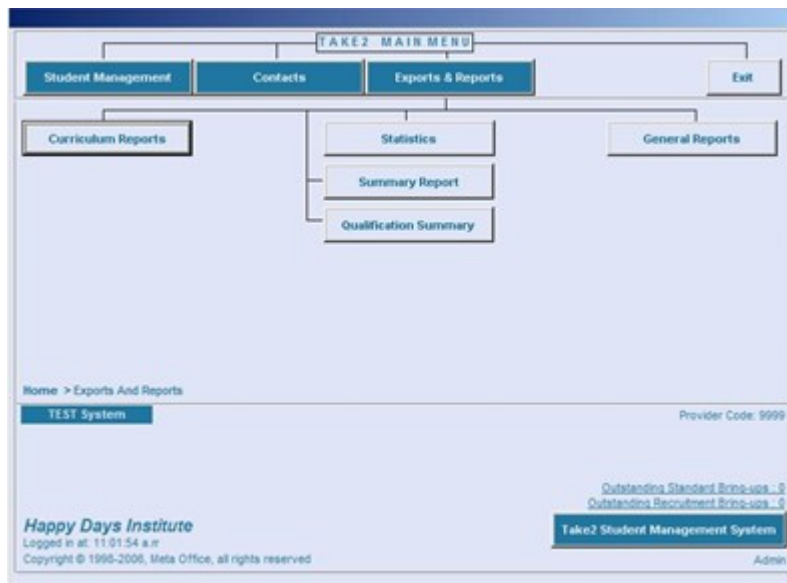


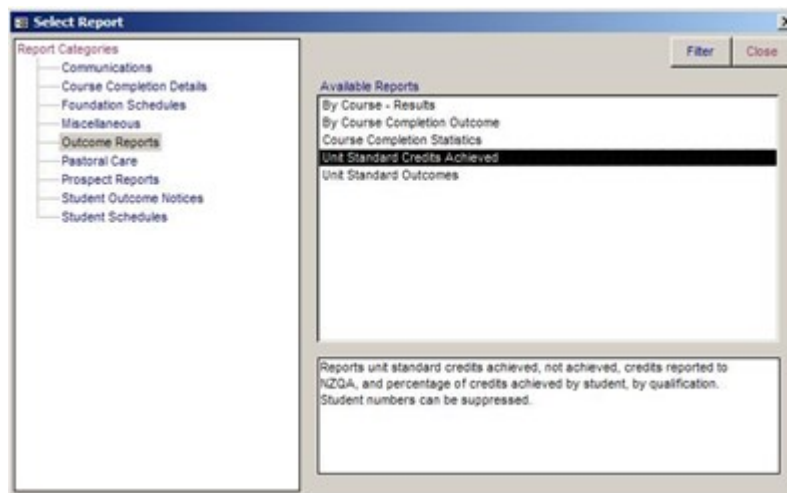
# Tip Sheet No.10

## General Reports

1. In the Main Menu click on the **Exports and Reports** button.
2. Click on the **General Reports** button.

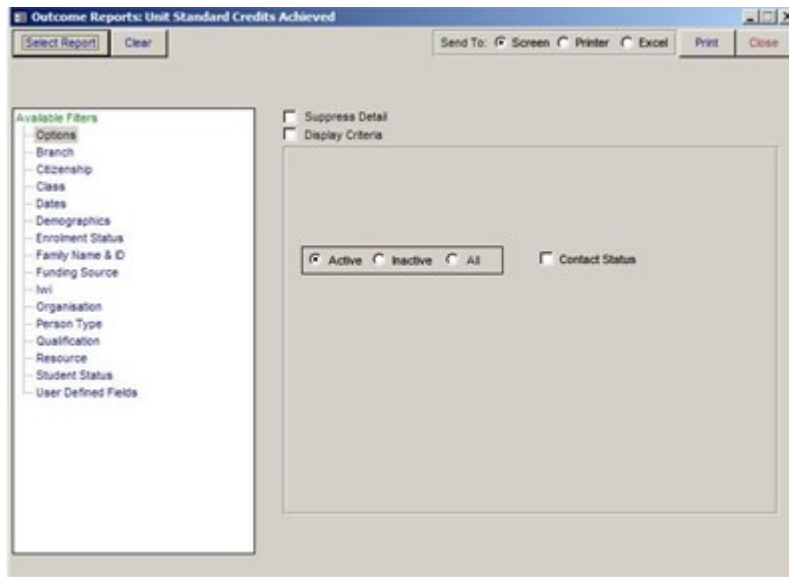


3. The **Select Report** form will be displayed.



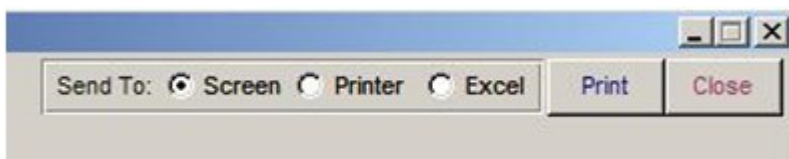
4. The Report Categories are displayed on the panel on the left-hand side. Click on a category to view the available reports.
5. The Available Reports are displayed on the panel on the right-hand side. Click on an available report to select it.
6. A description of the report may be displayed on the panel at the bottom. This gives a brief overview of what the report will display and any options which are specific to the report.

7. Click on the **Filter** button.



8. The Available Filters are displayed on the panel on the left-hand side. Select the appropriate filters that are relevant to your requirements.

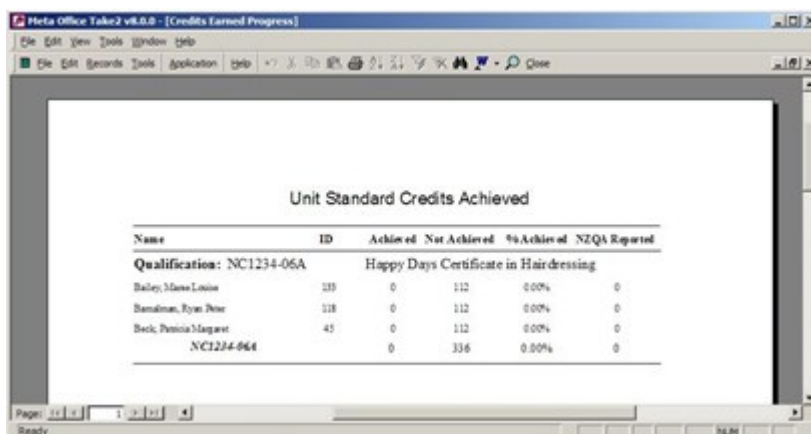
9. Select the destination of the report.



By default the report will be displayed on Screen.

10. Click on the **Print** button.

11. The report will be displayed.

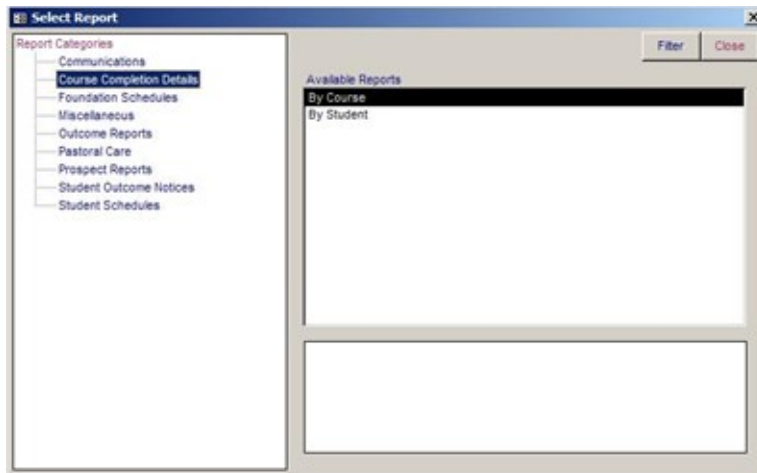


Name	ID	Achieved	Not Achieved	% Achieved	NZQA Reported
<b>Qualification: NC1234-06A Happy Days Certificate in Hairdressing</b>					
Bailey, Mavis Louise	33	0	112	0.00%	0
Bamford, Ryan Peter	118	0	112	0.00%	0
Beck, Penina Margaret	45	0	112	0.00%	0
<b>NC1234-064</b>		0	336	0.00%	0

### Example: Course Completion Report

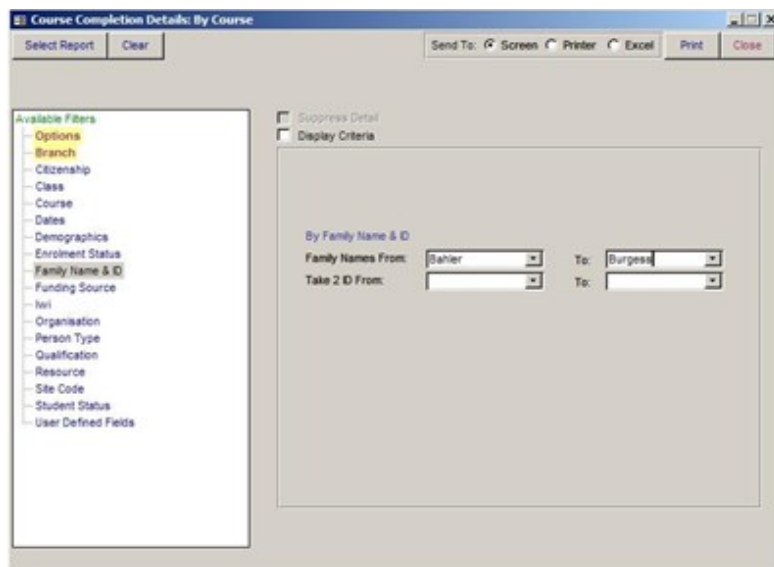
In this example we will generate a report for the Happy Days Institute. The report will show course completion details for those students with a family name beginning with B.

1. In the **Select Report** form, select Course Completion Details from the Report Categories.



2. Select **By Course** from the **Available Reports**.

3. Click on the **Filter** button.

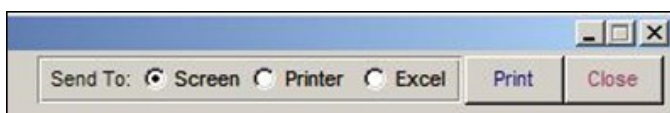


4. Select **Family Name & ID** from the **Available Filters**.

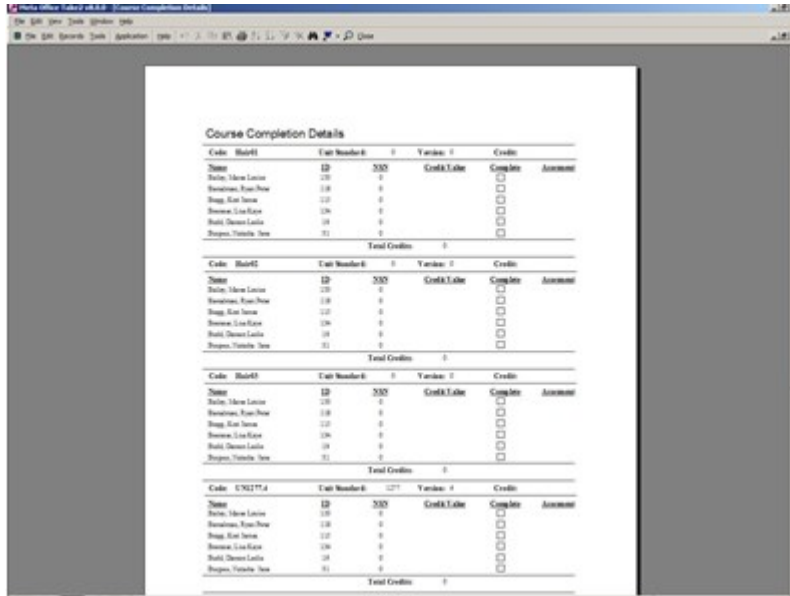
5. Select the Family Name range. In our case it is those with a family name beginning with B.



6. Click on the **Print** button.



7. The report will be displayed.



Code	R0141	Unit Number	0	Yr/sem	0	Credits
ID	12	330	Credit Value	Complete	Assessment	
Written, Exam-Pass	10	0		<input type="checkbox"/>		
Assignment	10	0		<input type="checkbox"/>		
Quiz	10	0		<input type="checkbox"/>		
Exam	10	0		<input type="checkbox"/>		
Self-Directed Learning	10	0		<input type="checkbox"/>		
Project/Portfolio Item	10	0		<input type="checkbox"/>		
Total Credits						0

Code	R0142	Unit Number	0	Yr/sem	0	Credits
ID	12	330	Credit Value	Complete	Assessment	
Written, Exam-Pass	10	0		<input type="checkbox"/>		
Assignment	10	0		<input type="checkbox"/>		
Quiz	10	0		<input type="checkbox"/>		
Exam	10	0		<input type="checkbox"/>		
Self-Directed Learning	10	0		<input type="checkbox"/>		
Project/Portfolio Item	10	0		<input type="checkbox"/>		
Total Credits						0

Code	R0143	Unit Number	0	Yr/sem	0	Credits
ID	12	330	Credit Value	Complete	Assessment	
Written, Exam-Pass	10	0		<input type="checkbox"/>		
Assignment	10	0		<input type="checkbox"/>		
Quiz	10	0		<input type="checkbox"/>		
Exam	10	0		<input type="checkbox"/>		
Self-Directed Learning	10	0		<input type="checkbox"/>		
Project/Portfolio Item	10	0		<input type="checkbox"/>		
Total Credits						0

Code	0701114	Unit Number	071	Yr/sem	4	Credits
ID	12	330	Credit Value	Complete	Assessment	
Written, Exam-Pass	10	0		<input type="checkbox"/>		
Assignment	10	0		<input type="checkbox"/>		
Quiz	10	0		<input type="checkbox"/>		
Exam	10	0		<input type="checkbox"/>		
Self-Directed Learning	10	0		<input type="checkbox"/>		
Project/Portfolio Item	10	0		<input type="checkbox"/>		
Total Credits						0