



Senior Academic Products Release Bulletin

It is our pleasure to introduce you to the latest enhancements to the Academic products.

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Reports Enhanced with New Preference

We have added a **new preference** to the Preferences tab in **Administration Maintenance** in **REGISTRAR, SCHEDULING, PLACEMENT, and DEAN'S OFFICE**, which allows you to leave report screens open after a report has been run. This option allows you to run multiple reports as needed from the same screen, without having to go back through the Reports menu.

Student Worksheet Report Added

We have added a new **Student Worksheet** report to **REGISTRAR, SCHEDULING, PLACEMENT, and DEAN'S OFFICE**. This report allows you to print out a selected list of students with columns of information selected by you according to your specific needs.

Reports Can Now Be Saved Directly in PDF Format

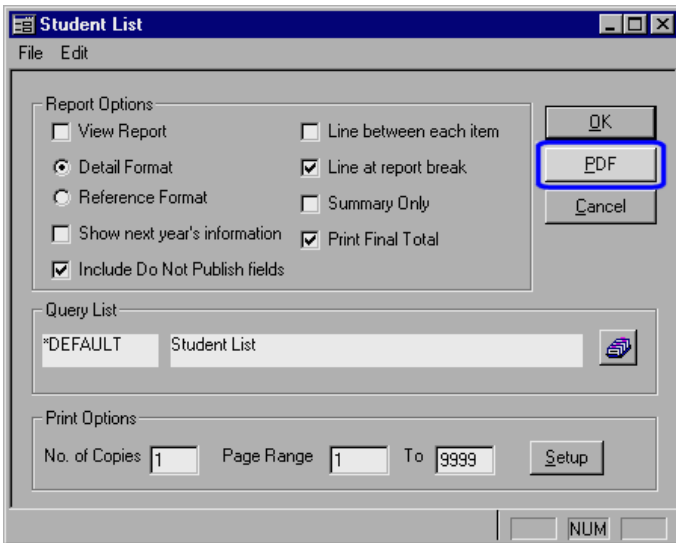
An option that allows you to save reports directly in PDF format has been added to all reports in **REGISTRAR, SCHEDULING, PLACEMENT, and DEAN'S OFFICE**.

New Print Feature Added to Attendance

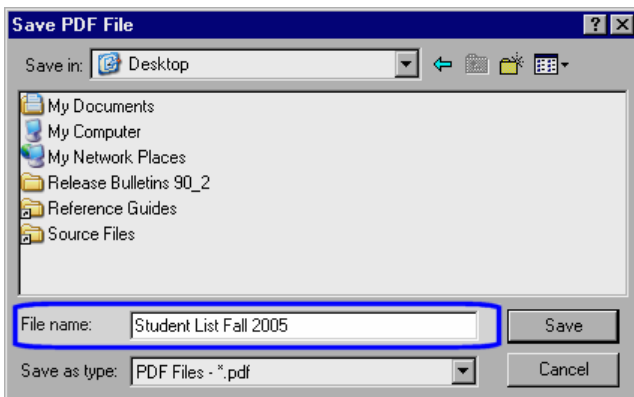
The **Class Attendance** and **Daily Attendance by Group** screens in **DEAN'S OFFICE** now include a Print button, which allows you to print the attendance list as needed.

Registrar, Scheduling, Placement and Dean's Office Reports Can Now Be Saved Directly in PDF Format

An option that allows you to save reports directly in PDF format has been added to all reports in REGISTRAR, SCHEDULING, PLACEMENT, and DEAN'S OFFICE. You can access this feature by clicking the new PDF button, which you will find on the right-hand side of each report screen.



The Save PDF dialog, shown below, opens, prompting you to save the PDF file locally. By default, the file name will be the same as the report (*e.g.*, Student List, Course List) but you can change it before saving if you want.



New Preference Added to Administration Maintenance

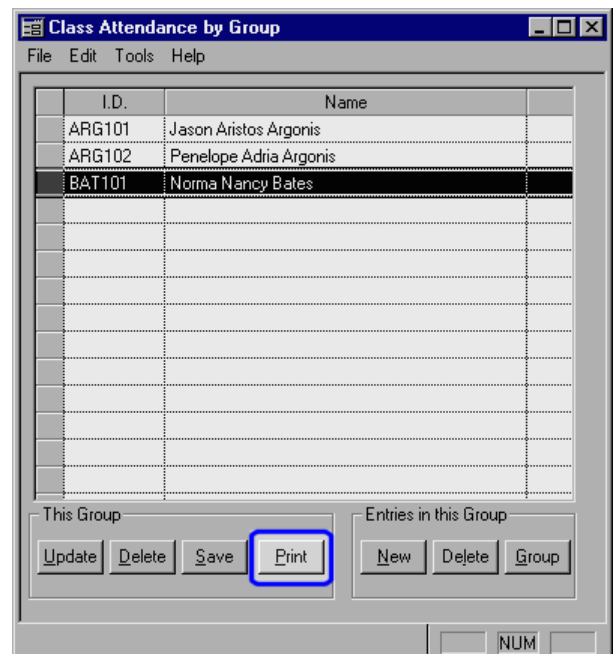
We have added a new preference to the Preferences tab in Administration Maintenance in REGISTRAR, SCHEDULING, PLACEMENT, and DEAN'S OFFICE, which allows you to select to leave report screens open after a report has been run.

To utilize this option, enter an **N** in the value column next to the preference "Should windows close after running report?" Report screens will remain open after you have selected this preference, allowing you to run multiple reports as needed from the same screen.

Dean's Office

Print Option Added to Class Attendance and Daily Attendance by Group

The Class Attendance and Daily Attendance by Group screens now include a Print button, which allows you to print the attendance list as needed.



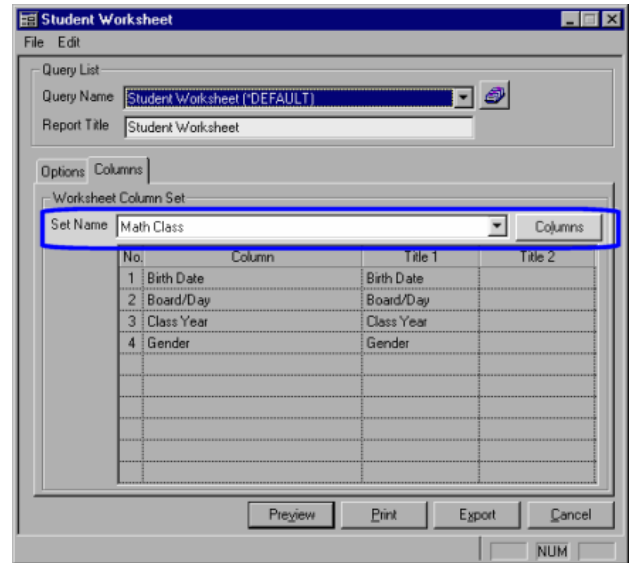
Registrar, Scheduling, Placement and Dean's Office

Student Worksheet Report Added

We have added a Student Worksheet report to REGISTRAR, SCHEDULING, PLACEMENT, and DEAN'S OFFICE. This report allows you to print out a selected list of students with columns of information selected by you according to your specific needs.

The Options Tab in the Student Worksheet report window is where you determine the usual report options, including which student records you want to include. You can also select whether to print the report in portrait or landscape format: If you want to print your report in the portrait layout, you can choose up to seven columns, where the first three columns will be narrow (using abbreviations for data). If you choose to print the report in landscape, you can choose up to ten columns, and the first four will be narrow. (The very first column will always be the student's name).

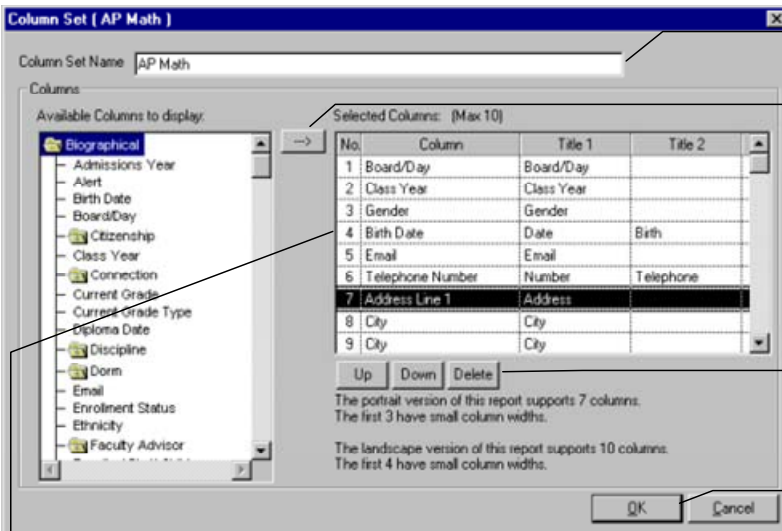
The Columns Tab (shown on the right) is where you determine which columns to include in the report by selecting a column set to utilize. A column set is a set of columns which you define, and which are then given a name and stored in the Column Sets dialog box so that they can be used as often as necessary.



Select a column set to use from the Set Name drop-down list. You can also create a new column set if you want by clicking the Columns button next to this field.

The Column Set dialog box opens, showing a list of existing column sets. Then click the New button in the Column Set dialog box if you want to create a new column set. The Column Set Editor (described below) opens.

Use the Column Set Editor to select the columns that you want to include in the new column set as described.



Enter a name for the column set in this field.

Available columns are listed in the area on the left. To select a column, simply highlight it and click the arrow button. You cannot select more than ten columns. Remember that the first three (portrait) or four (landscape) columns that you select will be narrower than the other columns, so you might want to select the columns with brief data for these first columns (e.g., grade, gender, age).

Use the Up and Down buttons to manage the order of the columns. Use the Delete button to remove a column.

When you are finished, click the OK button to return to the Column Set dialog box. The new columns set will be saved in the Column Set dialog box, and will show in the Set Name drop-down list where you can then select it for use in the report.

Use the Title 1 field to designate the title that you want to appear in the column header. The Title 2 field is provided in case you have a long title that you want to break and stack in a certain way in the column header. See how "Birth Date" and "Telephone Number" are broken up between the Title 1 and Title 2 fields here and how they display on the printed report on the next page for an example.

Student Worksheet

August 30, 2006

4:45 PM

Your School

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<u>STUDENT NAME</u>	<u>Board</u>	<u>Class</u>	<u>Gend</u>	<u>Birth Date</u>	<u>Email</u>	<u>Telephone Number</u>	<u>Address</u>
Jason Aristos Argonis	B	2004	M	10-30-1987	jay@yourschool.edu	555-4455	1771 East Apple Avenue
Penelope Adria Argonis	B	2006	F	05-07-1989	penny@yourschool.edu	555-4545	1771 East Apple Avenue
Theodore Perseus Argonis	B	2006	M	10-26-1989	theoargonis@aol.com		1771 East Apple Avenue
Joshua Aaron Baker	B	2008	M	08-19-1989	josh@yourschool.edu		2 West Street
Charles William Bates	B	2006	M	12-05-1989			23 South Street
Norma Nancy Bates	B	2003	F	08-17-1986	nancy@yourschool.edu		447 Country Road 3 West
Susan Cecilia Bates	B	2003	F	05-26-1986	cece@yourschool.edu		23 South Street
Finnegan Charles Bell	B	2005	M	11-25-1989	finn@yourschool.edu		35 Village Road
Julie Darlene Benz	B	2006	F	09-15-1990			210 Spring Street
Caroline Maria Brent	B	2004	F	03-27-1988	carrie@yourschool.edu		638 Adams Road
Joseph Robert Briggs	B	2006	M	06-23-1989	joeb@yourschool.edu		407 South 3 Notch Street
Winifred Amy Burkle	B	2006	F	12-14-1990			225 Hewitt Drive