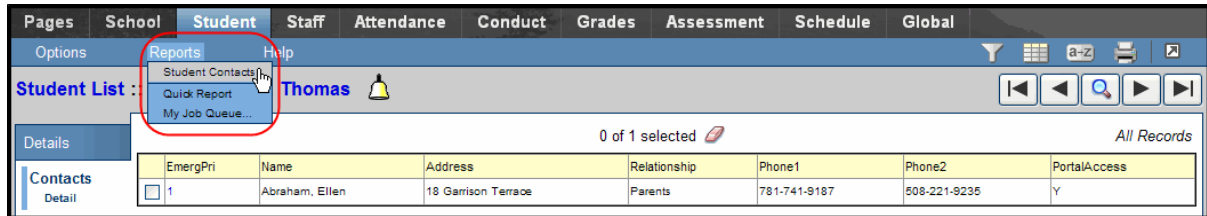


Using the Reports Menu

Use the **Reports** menu to run reports associated with the current page:



The **Reports** menu options change on every page.

Enter Parameters When Running Reports

When you run reports in Aspen, you view them on-screen before you send them to a printer. This way, you can verify that the report contains the data you want in the appropriate format.

To enter parameters when running reports:

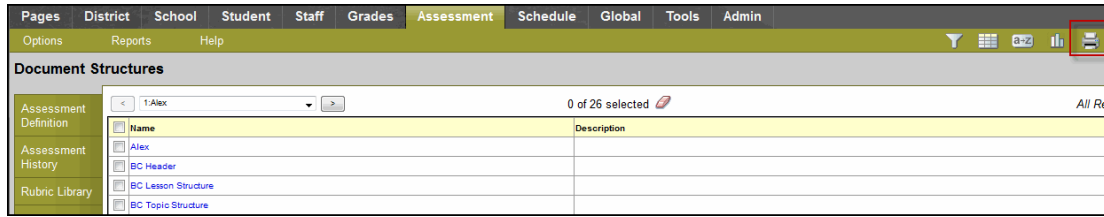
1. After you click a report name on the **Reports** menu, the dialog box for that report appears.

Note: Parameters vary from report to report, but generally require a date range, sort order, and output format.

2. Type the date range for the report, or click the calendars to select the dates.
3. Select how you want the report to sort the results.
4. Select one of the following report formats:
 - **Adobe Acrobat (PDF)**
 - **Web Page (HTML)**
 - **Microsoft Excel (XLS)**
 - **Comma-separated values (CSV)**
5. Click **Run**. The system displays the report in the format you select.
6. Check the results of the report. Then, print it.

Using Quick Reports/Quick Print

Use the Quick Print menu on list pages to quickly create reports to capture information about the list of records you are viewing in a printable format:



Using the Quick Print menu, you can create two types of reports:

- A Quick Print, which is a *Simple* Quick Report that instantly prints the list of records you are viewing in a formatted report.

To generate a *Simple* Quick Report (known as a [Quick Print](#)), click the **Printer** icon. Select an output format, such as **Web Page (HTML)**, and your Quick Print appears:

Student List - All Active Students									
Name	SASID	LASID	H1N1	EnrStatus	Grade	Homeroom	HR Teacher	DOB	Email 1
Ackerman, James	1345564569	293479	N	Active	11	C107	Wilson, A	8/19/1992	jackerman@comcast.com
Adam, Monique	1302499311	206544	N	Active	11	E207	Deang, C	1/20/1993	madam@blueyonder.com
Adams, Tyler	1652226004	297230	N	Active	12	D105	Baker, A	7/10/1991	tadams@gmail.com
Aldoriso, Mingle	1172991282	232039	N	Active	10	D103	Baum, H	11/13/1993	maldoriso@eudora.com
Allen, Diana	1129254645	208672	N	Active	09	E107	Sjolie, E	12/26/1993	dallen@aol.com
Alper, Heather	1062556430	248235	N	Active	11	E101	Weisz, J	11/15/1993	halper@blueyonder.com
Amico, Elaine	1304051361	244040	N	Active	12	B205	Ambrose, A	6/20/1991	epilla@hotmail.com
Amico, Joseph	1215480988	205314	N	Active	11	A101	Medwar, D	1/2/1993	jamico@eudora.com
Amico, Timothy	1062645502	241387	N	Active	09	E201	Brandy, H	1/14/1995	tamico@eudora.com
Anderson, Isabella	1260305854	283490	N	Active	09	B105	Bowers, J	5/12/1995	ipost@earthlink.com
Anderson, Lee	1208266062	260687	N	Active	10	D104	Holland, K	2/24/1994	venkatesh@earthlink.com
Anderson, Margaret	1395487850	236301	N	Active	11	D201	Liu, K	6/20/1992	manderson@comcast.com
Anderson, Rose	1188397751	255264	N	Active	12	D201	Liu, K	5/3/1992	randerson@eudora.com
Anderson, Taylor	1038939046	231707	N	Active	10	A204	Barr, D	1/18/1994	thoulgate@aol.com
Anderson, Zachary	1360247593	213726	N	Active	10	E102	Wilson, A	11/28/1993	zimsong@webfoot.com
Antuna, Erika	1330258775	272189	N	Active	11	M101	Gordon, J	11/24/1992	ejolicoeur@earthlink.com
Arakelian, Andrew	1090613445	254713	N	Active	10	B205	Ambrose, A	11/17/1993	agannaway@webfoot.com
Arakelian, James	1048595505	210338	N	Active	09	E207	Deang, C	5/20/1995	jarakelian@msn.com

- A Quick Report, which is an on-the-fly report of the information you are viewing on a list page. You decide what's on it, and the system formats it to look professional.

There are four types of Quick Reports:

- **Simple:** Produces a list of the records and fields you select to include
- **Detail:** Produces a page for each record, and the report aligns the data fields vertically instead of horizontally
- **Group:** Groups records by the fields you select, such as homeroom
- **Summary:** Hides individual records from the list and produces a list of cumulative values based on the records

To create a Quick Report, click the **Printer** icon, and click **Create Quick Report**. The Quick Report wizard appears and walks you through the steps of creating the report you need.