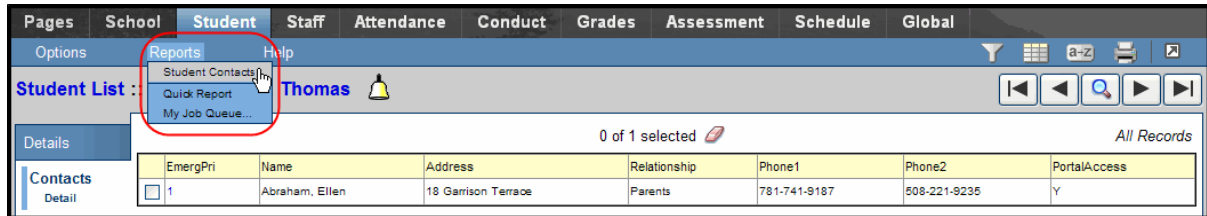# Follett Aspen™
Instructional Management System

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.

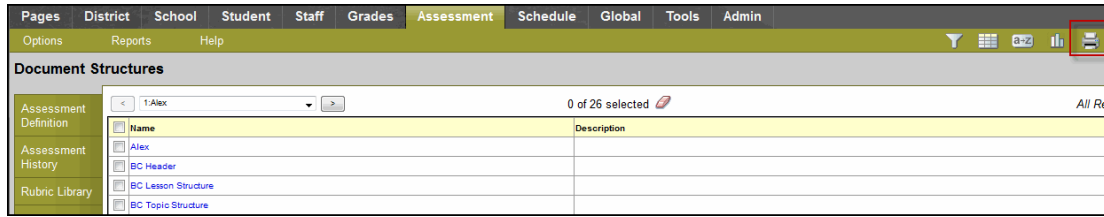### To enter parameters when running reports:

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:

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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:

- 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.

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