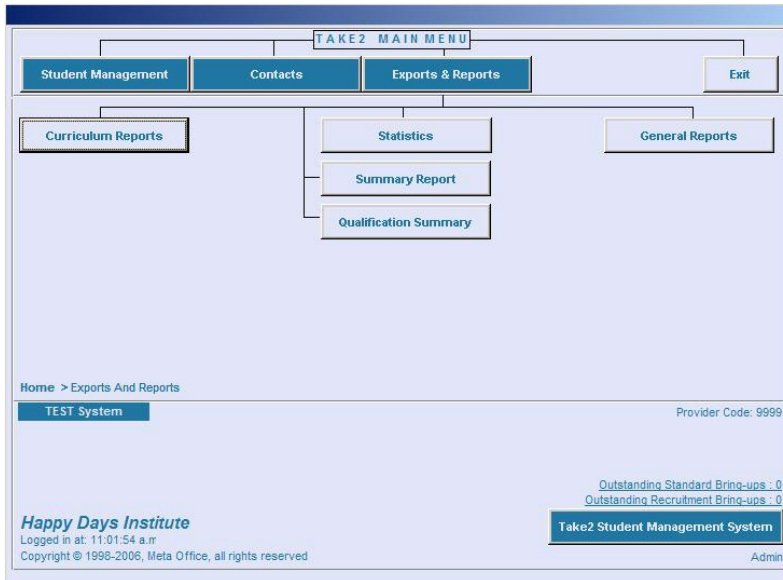
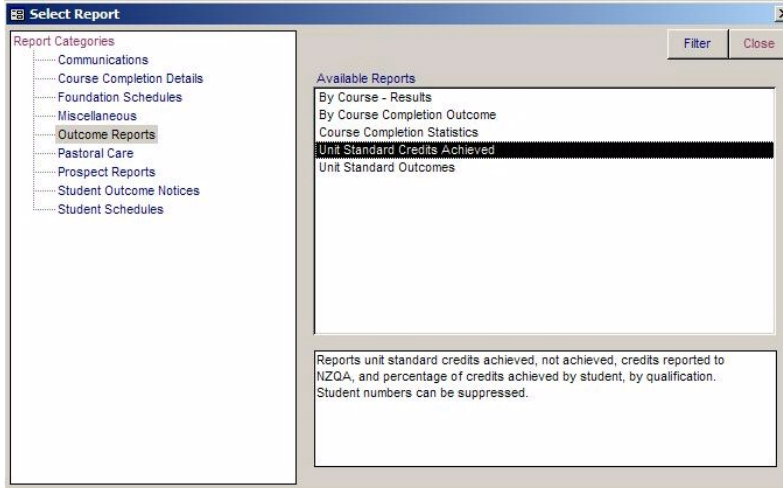


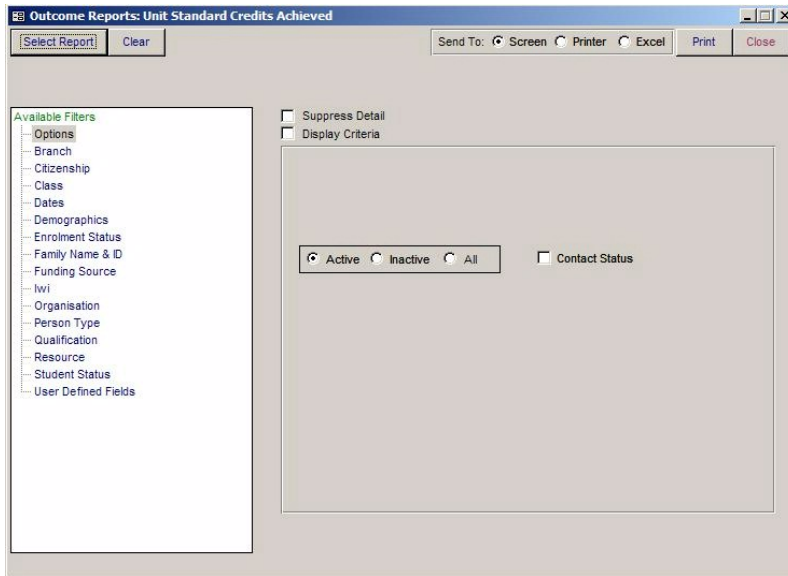
1. In the Main Menu click on the **Exports and Reports** button.
2. Click on the **General Reports** button.



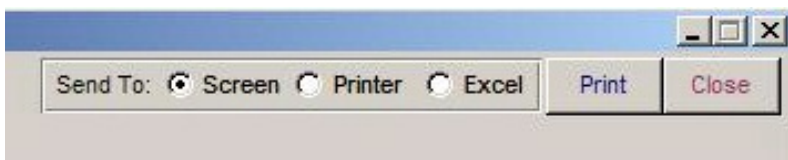
3. The **Select Report** form will be displayed.



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** appropriate filters that are relevant to your requirements.
9. **Select** the destination to where to report will go.



By default the report will be displayed on screen.

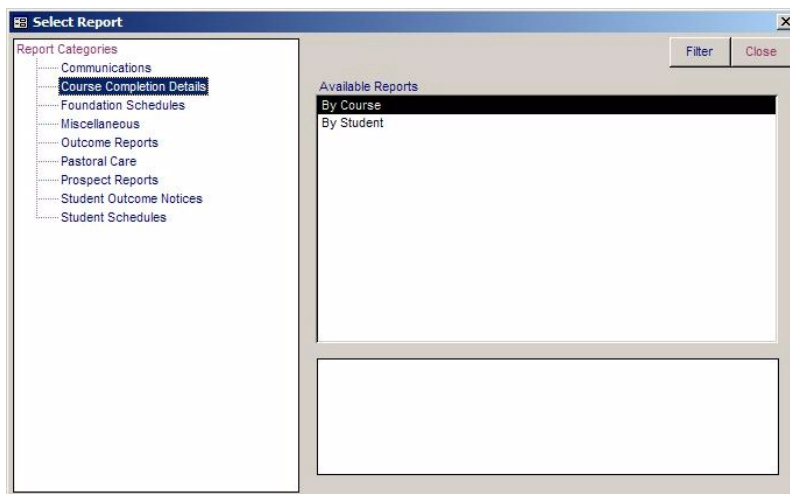
10. **Click** on the **Print** button.
11. The report will be displayed.

Name	ID	Achieved	Not Achieved	% Achieved	NZQA Reported
Qualification: NC1234-06A Happy Days Certificate in Hairdressing					
Bailey, Maree Louise	133	0	112	0.00%	0
Bamalman, Ryan Peter	118	0	112	0.00%	0
Beck, Patricia Margaret	45	0	112	0.00%	0
NC1234-064		0	336	0.00%	0

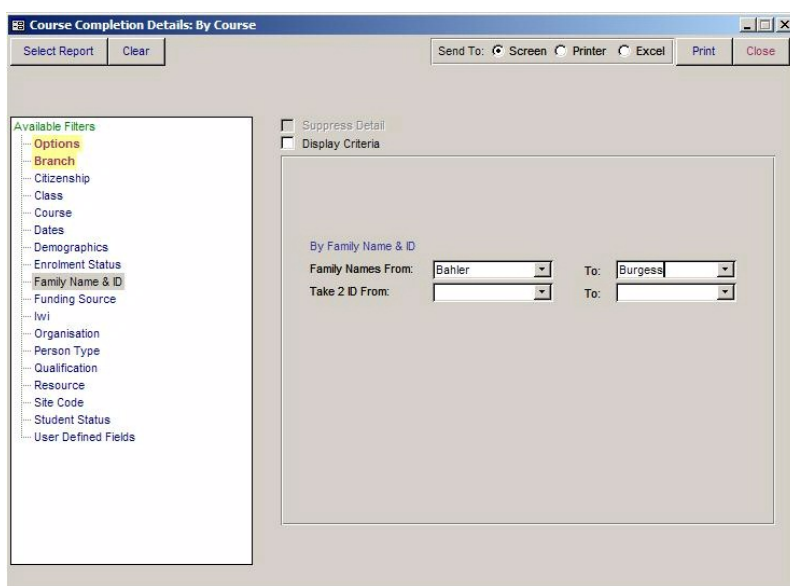
Example: Course Completion Report

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.



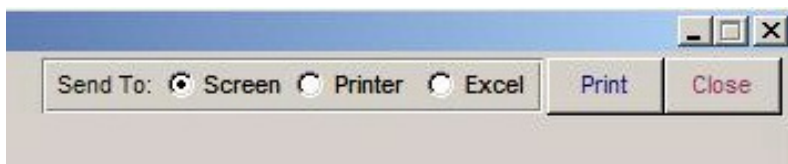
2. **Select** By Course from the Available Reports.
3. **Click** on the **Filter** button.



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.

The screenshot shows a web browser window displaying a report titled 'Course Completion Details'. The report is organized into three sections, one for each course unit. Each section contains a table with columns for Name, ID, NSSN, Credit Value, Complete, and Assessment. The 'Complete' column contains checkboxes, and the 'Assessment' column contains empty boxes. The 'Total Credits' for each unit is 0.

Code:	Unit Standard:	0	Version:	0	Credit:
Name	ID	NSSN	Credit Value	Complete	Assessment
Balke, Maree Louise	133	0		<input type="checkbox"/>	
Barnimren, Ryan Peter	118	0		<input type="checkbox"/>	
Beggs, Kim James	115	0		<input type="checkbox"/>	
Bennett, Lisa Kaye	134	0		<input type="checkbox"/>	
Bodd, Damon Leslie	19	0		<input type="checkbox"/>	
Borgen, Nicholas James	31	0		<input type="checkbox"/>	
Total Credits: 0					

Code:	Unit Standard:	0	Version:	0	Credit:
Name	ID	NSSN	Credit Value	Complete	Assessment
Balke, Maree Louise	133	0		<input type="checkbox"/>	
Barnimren, Ryan Peter	118	0		<input type="checkbox"/>	
Beggs, Kim James	115	0		<input type="checkbox"/>	
Bennett, Lisa Kaye	134	0		<input type="checkbox"/>	
Bodd, Damon Leslie	19	0		<input type="checkbox"/>	
Borgen, Nicholas James	31	0		<input type="checkbox"/>	
Total Credits: 0					

Code:	Unit Standard:	0	Version:	0	Credit:
Name	ID	NSSN	Credit Value	Complete	Assessment
Balke, Maree Louise	133	0		<input type="checkbox"/>	
Barnimren, Ryan Peter	118	0		<input type="checkbox"/>	
Beggs, Kim James	115	0		<input type="checkbox"/>	
Bennett, Lisa Kaye	134	0		<input type="checkbox"/>	
Bodd, Damon Leslie	19	0		<input type="checkbox"/>	
Borgen, Nicholas James	31	0		<input type="checkbox"/>	
Total Credits: 0					

Code:	Unit Standard:	1277	Version:	4	Credit:
Name	ID	NSSN	Credit Value	Complete	Assessment
Balke, Maree Louise	133	0		<input type="checkbox"/>	
Barnimren, Ryan Peter	118	0		<input type="checkbox"/>	
Beggs, Kim James	115	0		<input type="checkbox"/>	
Bennett, Lisa Kaye	134	0		<input type="checkbox"/>	
Bodd, Damon Leslie	19	0		<input type="checkbox"/>	
Borgen, Nicholas James	31	0		<input type="checkbox"/>	
Total Credits: 0					