

What are the new features in the Quick Report?

The new features we've introduced allow you to:

1. Completely control the data displayed, through the use of filters and sorting.
2. Hide columns you don't need when printing or searching.
3. Download only the records you need instead of the entire report.
4. Find exactly what you're looking for without having to click through numerous pages.

How do I use the new Quick Reports features?

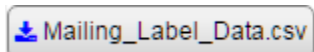
The quick reports page has changed for all users. The basic functionality has remained the same, however. Below, we answer a few common questions about the new quick reports, then answer a few how-to questions.

Why isn't it sorted the same way?

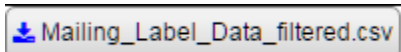
When we included the ability to sort by any column, we had it default to the first column. You can now sort by any of the columns on the report, either by ascending or descending values.

How do I download the report? I don't see a Save to File Button.

It's still there, but now saves as a specifically named file instead of one filename for every report. For example, for the Mailing Label Data quick report, the download button looks like this:



Or, if you've chosen to filter the results, it appears like this:



The download icon on the left side of the button indicates it's downloadable.

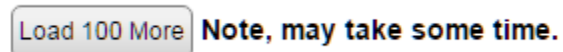
Why aren't there page numbers anymore? How can I see all of the data?

The data is still all there, and always available for download, regardless of how many records are currently visible. On the Quick Report screen, you will see this:

Showing 100 of 129 records found.

All data is available for download but may not be visible to print. Data will automatically populate as you scroll down. Scroll down until the data is fully loaded if you intend to print.

When there is additional data available for viewing. The number on the right indicates the total number of records. The number on the left indicates how many are currently visible. Additional records become visible as you scroll down the page, or you can click this button:



to load more without having to scroll down. Please note, this is only useful when printing. When downloading data, the full number of records represented by the number on the right (129 records found) will always download.

I have a very large quick report, why can't I see more than 2500 records?

The reason for this limit is only for the display and printing of the report. Too many records, and the browser will slow to a crawl and eventually crash under the load. For the majority of quick reports, this will not be an issue, but if it does get over 2500 records displayed, you will see this message:

Showing 100 of 24014 records found.

Data set too large to display fully. Please use filters to display or print sets of 2500 or less. All data is available to download as a CSV.





All data is available for download but may not be visible to print. Data will automatically populate as you scroll down. Scroll down until the data is fully loaded if you intend to print.



If you see this message, it means that the full number of 24014 records will not display entirely on the screen. You can, however, use filters to restrict the number to a more manageable amount. Any of the columns on the page can be used in any combination to filter the results of the quick report. However, the full number of records will always be available to download and open in a program like Excel, which is designed to manipulate potentially very large volumes of data.


The advantage of allowing filtering instead of clicking through 240 pages of results is that it allows you to get exactly what you need, when you need it.

How do I filter a quick report?

By using the textboxes at the top of each column on the page. Each text box allows you to search by specific information. Any text can be put in the text box, and the report will automatically filter out what doesn't match.

<u>District</u> ▲	<u>School</u>	<u>Instructional Day</u>
Students in Testing Dist 		09/06/2016 to 10/03/2016 
Students in Testing Dist 	Testing Elementary School	09/06/2016
Students in Testing Dist	Testing Elementary School	09/07/2016
Students in Testing Dist	Testing Elementary School	09/08/2016
Students in Testing Dist	Testing Elementary School	09/09/2016
Students in Testing Dist	Testing Elementary School	09/12/2016

In this example, we're looking for only district names that match the text "Students in Testing Dist", but we can clear that out by clicking the  button. Each cell of the report also has a magnifying glass  in it when you hover over it that you can click to populate the search field with that text exactly, filtering out all results that don't contain that text.

You can also search for records that have missing information by clicking the empty box icon  next to the text box. This will fill in ##EMPTY##, which is the computer code required to search for cells in the table with no data.

Please note that seemingly empty cells may include only a space " " and not show up in an empty search. That is because these cells are not "empty" in the literal sense.

Please note that all search filters run on a 1 second delay. This is to prevent issues with large reports bogging down your browser.

How does the Date search work?

With Date fields, where the watermarked text indicates “MM/DD/YYYY to MM/DD/YYYY”, you can also search for a range of dates. If you want a “From the beginning of time to today” search, use “to 02/02/2017”, leaving out the beginning date. Similarly, if you want to get “From the beginning of the school year to now”, use “07/01/2016 to”, leaving out the end date.

You can also search for a specific date, and only that date, by entering only a single date without the “to”.

Some examples of possible combinations:

- From now until the end of the school year:
 - “to 06/30/2017”
- From the beginning of the school year:
 - “07/01/2016 to”
- Only dates from this December:
 - “12/01/2016 to 12/31/2016”
- Only one particular date in October:
 - “10/31/2016”

Please note that the “to” is what makes this work. The “to” can be used with or without spaces, but it is required to search for ranges of dates. Using anything else in the separator will only cause it to return all results.

Please note that the beginning of time, as far as the program is concerned, is December 31st, 1969 at the stroke of midnight.

How do I sort a Quick Report?

Every column header is a link you can click to sort, either ascending or descending, by that column’s data. Only one column can be sorted at a time, however, but it can be used in conjunction with the filters to, for example, sort all students by last name for a specific district or school.

[District](#) ▲

[School](#)

[Instructional Day](#)

In this example, we’re sorting by District descending. The caret points up, meaning the smallest values will be at the top, and the largest values will be at the bottom. When sorting by ascending, the caret will point down.

What are these checkboxes at the top with all of the column names?

<input type="checkbox"/> District	<input type="checkbox"/> School	<input type="checkbox"/> Instructional Day
-----------------------------------	---------------------------------	--

These checkboxes allow you to make the report thinner. By checking one of the checkboxes, it will hide that entire column on the display and print of the report. It will still be included in the download, however. You can delete columns from the report in Microsoft Excel or similar programs if needed. The result will look like this:

Show/Hide Columns [Enter search terms before hiding to narrow download/print.](#)

<input checked="" type="checkbox"/> District	<input type="checkbox"/> School	<input type="checkbox"/> Instructional Day
--	---------------------------------	--

[List_Instructional_Days.csv](#)

Showing 2500 of 24014 records found.

Data set too large to display fully. Please use filters to display or print sets of 2500 or less. All data is available to download as a CSV file. All data is available for download but may not be visible to print. Data will automatically populate as you scroll down. Scroll down to see more records.

[School](#)

[Instructional Day](#)

School	Instructional Day
test	09/06/2016
test	09/07/2016

How do I limit the number of records I download? I only need a few.

This is handled automatically when you start to use the filters. As soon as anything is entered into the text box, the download file available changes based on what you've entered and will have a **_filtered** notation appended to the filename.

If you have any more questions about how to use the features of the new Quick Reports, please let us know.