

TOPSpro Enterprise Basics – Generating Reports

1. Install and Open TE Online
2. The Reports Menu
3. The Report Generator
 - a. Report Setup Navigator
 - b. General Settings
 - c. Listers Selection
 - d. Report Selection
 - e. Report Setup Toolbar
 - f. Report Viewer
 - g. Reporting Session Toolbar
 - h. Saving Reports
4. Using Drill Down
5. Displaying Data as Charts and Graphs
6. Printing Reports from Listers
7. Reports Manager
8. My Reports
9. Report Locator Wizard
10. In compliance with Confidential FERPA-Protected Information (Family Educational Rights and Privacy Act):
 - a. Disconnect and Exit TE

Summer Institute Presentations at <https://www.casas.org/training-and-support/SI/presentations>

Follow us on Twitter twitter.com/CASASsystem use hashtag #casassi2019 to tweet updates, photos, and stories.

Keep in touch with Facebook facebook.com/CASASsystem use hashtag #casassi2019 to share photos and stories.

Visit the CASAS YouTube Channel <http://www.youtube.com/user/CASASAssessment>