

Steps to Print Reports from Listers

The **Print** function in **Listers** enables you to create ad hoc reports of the records listed. These ad hoc reports cannot be saved in the TE Reports Manger.

Step	Screen	Description																																																																																																																														
1.		<ul style="list-style-type: none"> Use Lister columns to Filter and Sort the records you want to include in an ad hoc report. You can print ad hoc reports from any Lister in TE. 																																																																																																																														
2.		<ul style="list-style-type: none"> To print the filtered/sorted list, <ul style="list-style-type: none"> Click Print from the Toolbar at top of the list of records. Add a report Title. If needed, <ul style="list-style-type: none"> Set Print Size. Select and order Columns. Before printing, <ul style="list-style-type: none"> Click Preview. 																																																																																																																														
3.	<table border="1"> <thead> <tr> <th>Site</th> <th>Class ID</th> <th>Class name</th> <th>Student ID</th> <th>Name</th> <th>Record Date</th> <th>Attendance</th> </tr> </thead> <tbody> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>268095630</td> <td>Aythem Karahan</td> <td>06/06/2018</td> <td>Daily Attendance: 1:00</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>268095630</td> <td>Aythem Karahan</td> <td>06/05/2018</td> <td>Daily Attendance: 0:15</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>274564719</td> <td>Erica Kim</td> <td>06/05/2018</td> <td>Daily Attendance: 1:00</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>340993385</td> <td>Dustin P Andrews</td> <td>06/05/2018</td> <td>Daily Attendance: 0:20</td> </tr> <tr> <td>01 - RHAS: North Campus</td> <td>1001</td> <td>ABE Intermediate</td> <td>340993385</td> <td>Dustin P Andrews</td> <td>06/04/2018</td> <td>Daily Attendance: 1:00</td> </tr> <tr> <td>01 - 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From Preview, the report may be, <ul style="list-style-type: none"> Printed, or Exported <ul style="list-style-type: none"> Saves the report as a PDF file type by default on the local machine, or You may choose a different file type before saving the ad hoc report.
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