

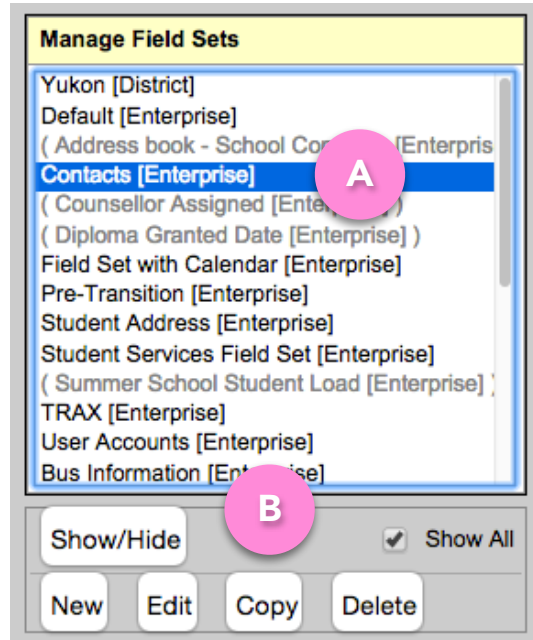


Creating an Emergency Contact List Field Set and Report

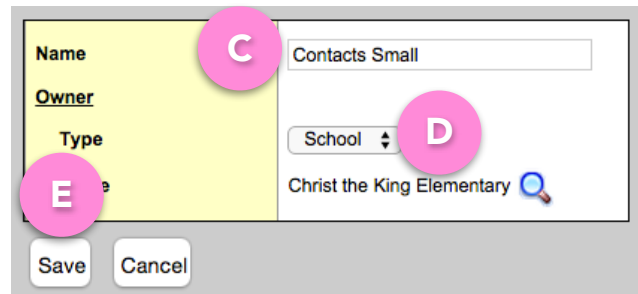
Creating a Custom Field Set



1. Student TopTab
 2. Field Set Menu.
 3. Select "Manage Field Sets".
- A. Choose the Contacts Field Set.
 - B. Click the **Copy button**.
 - C. Give your new Contacts list a name.
 - D. Choose School in the Type dropdown.
 - E. Click the **Save button**.

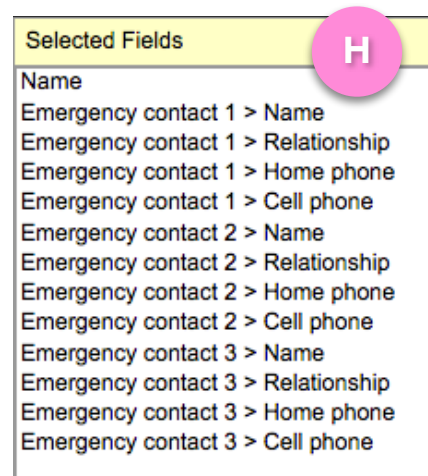
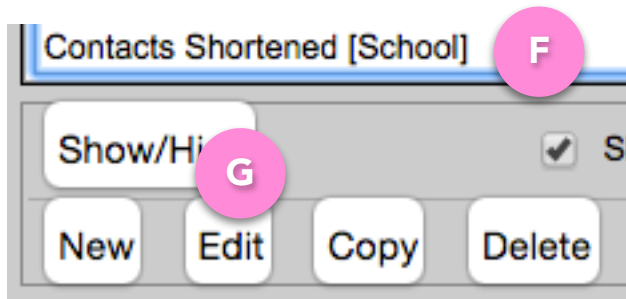


- F. Your new Field Set will appear at the bottom of your list.
 - G. Click the **Edit button**.
- H. Remove any extra items, leaving a list like this one.



- I. Click the **Save button**.
- Click the **Close button**.

- J. Student TopTab
- K. Go to your Field Set Menu and choose your new field set from the list.



Create a Custom Emergency Contacts Report

1. Student TopTab
2. Reports > Quick Report
3. This will be a New report.
4. Click the **Next button**.
5. Report Type = Group
6. Add Usual Name to the Selected Fields.
7. Click the **Next button**.
8. The Selected Fields will fill with your field set.
9. Click the **Next button**.

Quick Report: Source

Quick Report: Report Type

Step 2 of 8

10. If you wish to just run the report without saving, you can choose to do so on any of the following screens by clicking the **Finish button**. Otherwise, keep clicking the Next button, and make decisions on fonts, etc.

Quick Report: Field Selection

Step 3 of 8

Quick Report: Sort Order

Step 4 of 8

11. If you keep clicking the Next button, you will get to the final page, where you have the option of saving the report. It would show up in your list of Saved Reports. To use it, you would choose Saved report in Step 5.