



Medical Report

1. Global TopTab > All SideTab
2. Filter = Student Alerts
3. Click the Student Alerts link (blue text)...which will bring you all the records
4. Filter = Medical Alerts
5. Field Set = Alert Fields (with photo), or Alert Fields (no photo)
6. Quick Print Icon > HTML, or maybe CSV (which you can use in Excel)

If you use HTML, and print from the window, the report will resize to any paper size that you choose. I often choose Landscape orientation, and sometimes Legal-sized paper to make it easier to read.