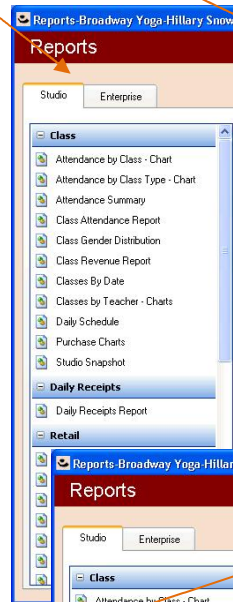
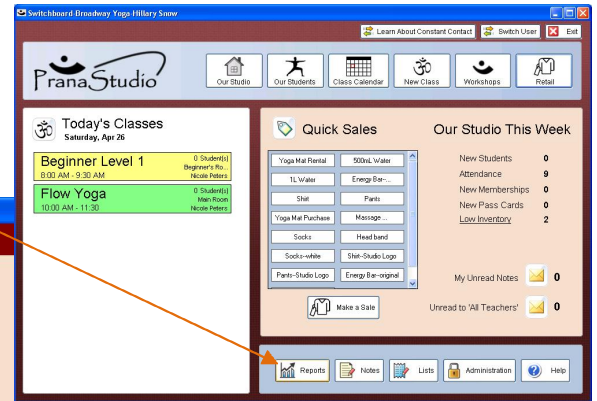


# Tutorial 13: Creating/Viewing Reports

This tutorial will explain to you how to work with the reports in PranaStudio.

## Step 1: Opening a Report

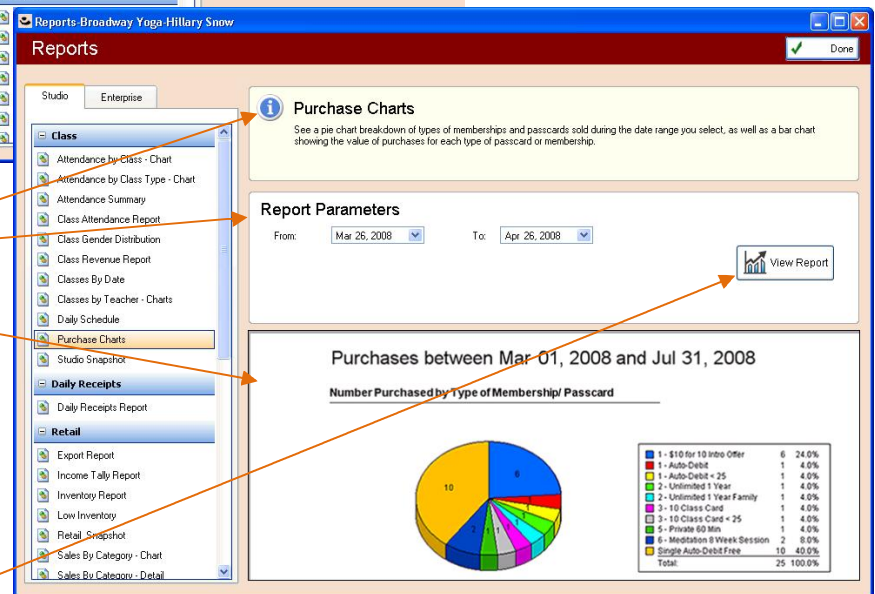
1. From the Switchboard, click “Reports.”
2. Select either *Studio* or *Enterprise* tab<sup>1</sup>.
3. Select the report to open from the menu.



4. Once the report is selected from the menu, the form will expand to provide information about the report, ask for *Report Parameters*, and give a snapshot of the report.

*Report Parameters* depends on the report you are viewing. For example, in the *Classes Taught* report, you will be able to select which teacher the report is for.

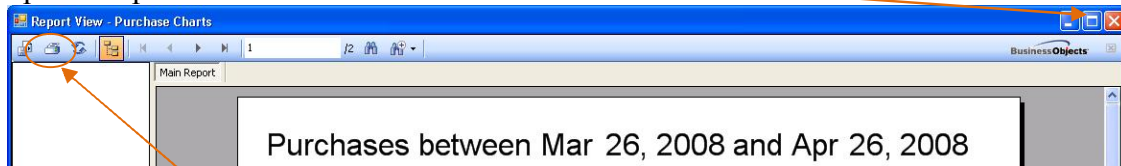
5. Click on “View Report” to open the report.



<sup>1</sup> Studio reports are reports that you run by studio (if you have multiple studios) – Enterprise reports are reports that are cross-studio (for example, the reports showing all students owing money on account does not break them up by studio – it shows the total owed by the student for all studios).

## Step 2: Printing Reports

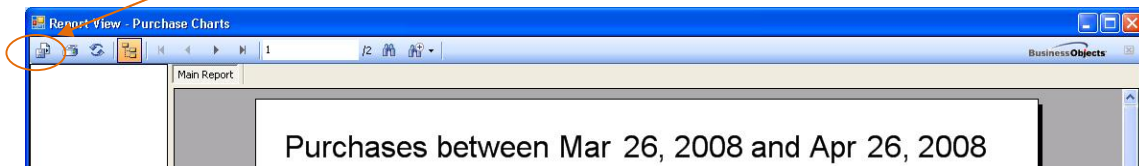
1. Open the report you want to print (Step 1 above). The report can be expanded to fill the screen by clicking the *Maximum* icon or clicking and dragging the bottom right corner of the newly opened report form.



2. Click on the *Print* icon on the top toolbar of the report.

## Step 3: Exporting Reports

1. Open the report you want to export (Step 1 above).
2. Click on the *Export* icon on the top toolbar of the report.

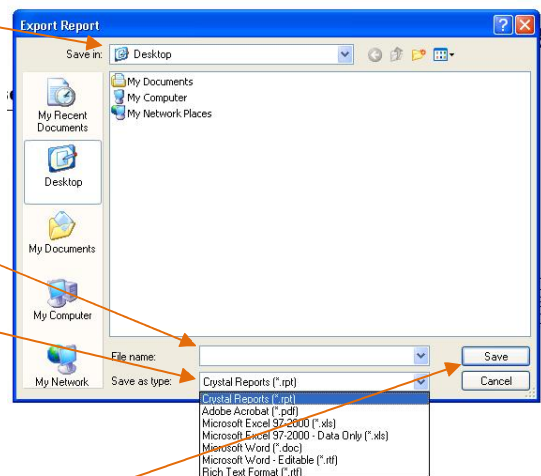


3. Browse to the location where you want to save the exported report.

4. Select a *File name* for the exported report that will help you remember what it is.

5. In "Save as type," select which program you want to export the report to. Your choices are

- Crystal Reports (\*.rpt)
- Adobe Acrobat (\*.pdf)
- Microsoft Excel 97-2000 (\*.xls)
- Microsoft Excel 97-2000 - Data Only (\*.xls)
- Microsoft Word (\*.doc)
- Microsoft Word - Editable (\*.rtf)
- Rich Text Format (\*.rtf)--if you do not use Microsoft Word as your document editor, then select Rich Text Format, since almost all document editing programs can open an .rtf file).



6. Click on "Save."

You can now browse to the location where you saved the new file, and it will open in the editing program that you selected.

Exporting a report is very useful if you want to share it with others, or manipulate the data in the report for your own purposes.