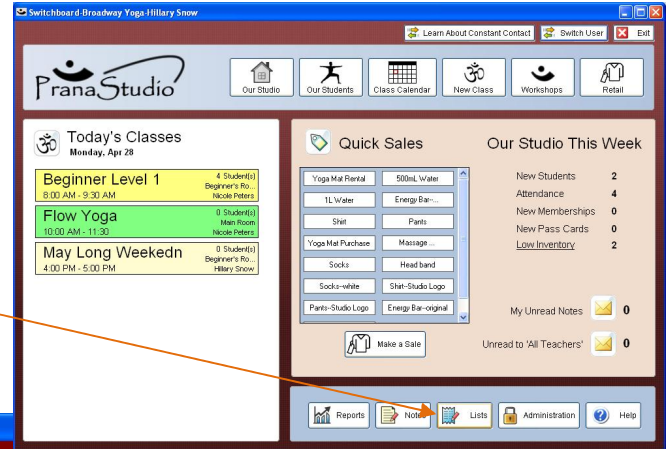


Tutorial 15: Using the Lists

This tutorial explains how to create lists of students and lists of passes. Lists can be viewed or printed.

From the Switchboard, click on "Lists."



Step 1: Creating a List of Students

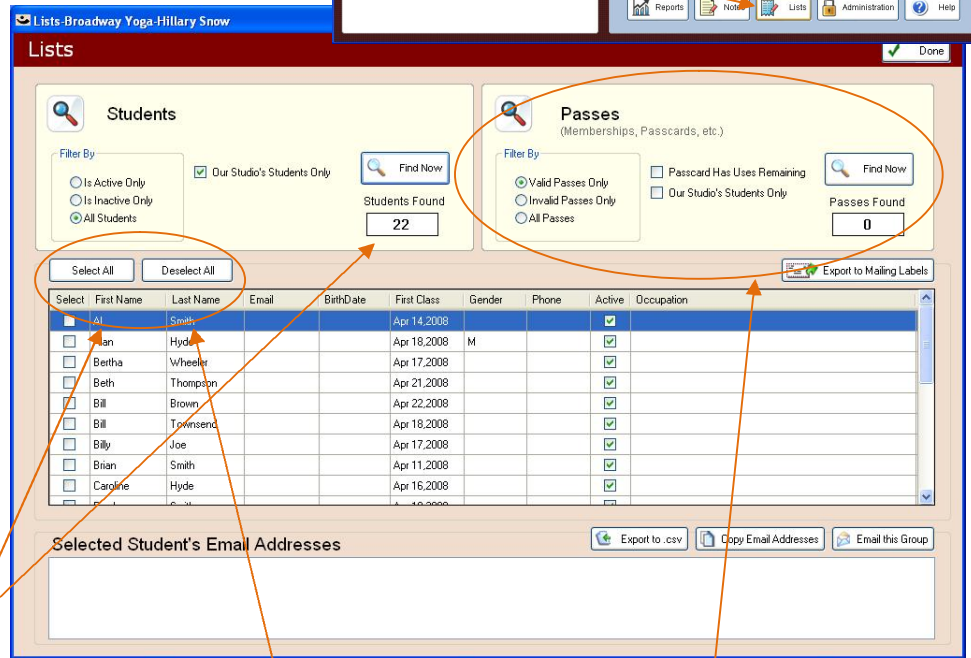
1. Use the buttons to select either *Is Active Only*, *Is Inactive Only* or *All Students*.

2. De-select *Our Studio's Students Only* to include students from other studios in the list.

3. Click "Find Now."

The total number of *Students Found* will appear with the students listed here.

Use *Select All*, *Deselect All* and/or click in the column to the left of individual student names to include or exclude them from the list.



Step 2: Creating a List of Passes

1. This is very similar to the above but uses these options to generate the pass list.

2. Use *Select All*, *Deselect All* and/or click in the column to the left of individual student names to include or exclude them from the list.

Step 3: Using Lists for Mailing Labels, Files and Email

There are four choices. You may ...

“Export to Mailing Labels.” This button will create mailing labels for the students in the list. This report is formatted for Avery 5260 mailing labels or others of the same size.

“Export to .csv file.” This exports to a comma separated values file, which can then be used to import the data into other programs (like Constant Contact, Outlook, Excel, etc).

“Copy Email Addresses” Use this button if you are trying to email more than 80 students as a group, you may find that you cannot send the email directly from PranaStudio. In that case, select the students that you want to email (as above), then click “Copy Email Addresses.” This will put the email addresses in your computer’s memory. Then, in your email program, put the cursor in the *To* box, and select *Paste*. All the email addresses will appear and you can then send the email directly.

“Email this Group” Use this button to open a blank email that will go to all the students you have selected and for whom an email address is available. This will open a message to your students in whichever email client you have on your machine. Type the contents in your email and click “Send.”

