



Report Templates

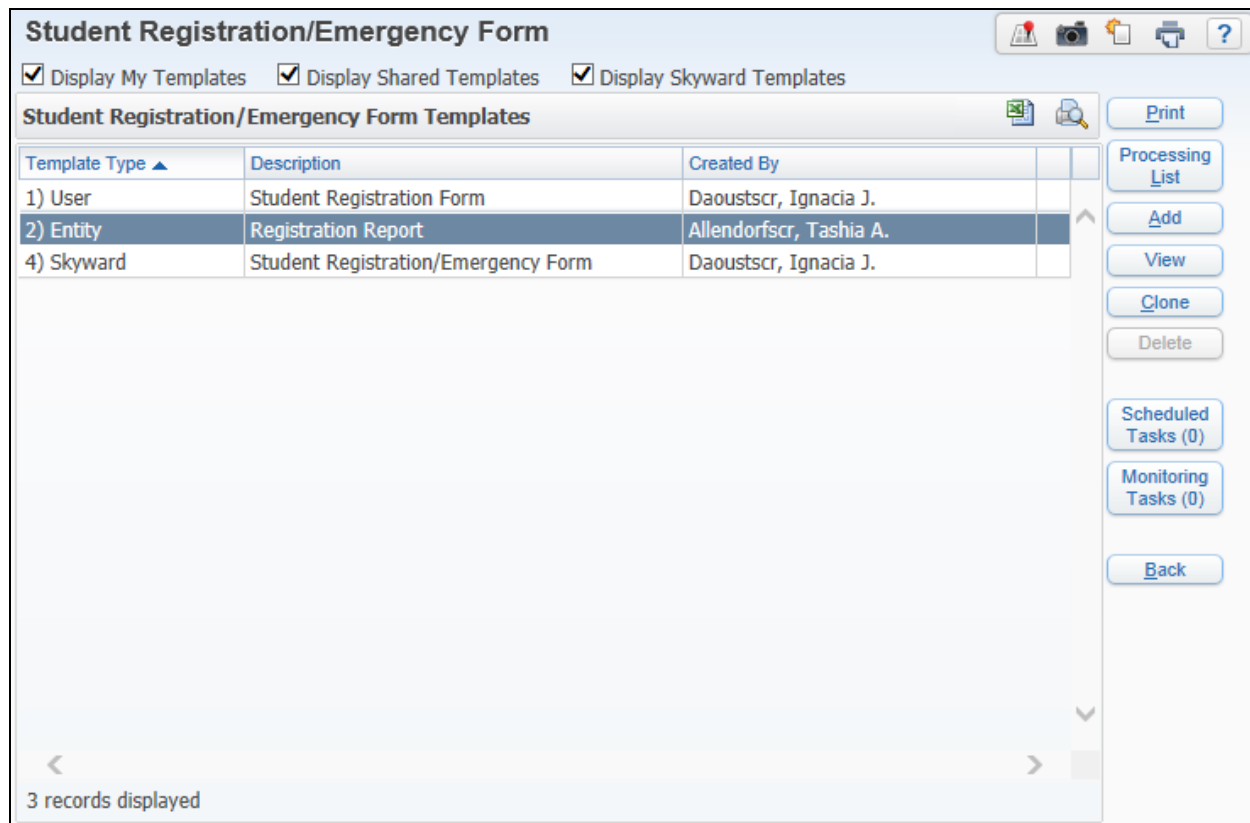
Overview

Template Options

- Add
- Edit
- View
- Clone
- Delete
- Print

Overview

Reports can be accessed throughout Skyward. Any report you generate will display on the screen first and then you can choose to send it to the printer. When you create a report, you need to specify who or what will print on the report. These parameters are called **ranges, sorts** and **selections** in a report template.



The screenshot shows the 'Student Registration/Emergency Form' interface. At the top, there are three checked checkboxes: 'Display My Templates', 'Display Shared Templates', and 'Display Skyward Templates'. Below this is a table titled 'Student Registration/Emergency Form Templates' with the following data:

Template Type ▲	Description	Created By
1) User	Student Registration Form	Daoustscr, Ignacia J.
2) Entity	Registration Report	Allendorfscr, Tashia A.
4) Skyward	Student Registration/Emergency Form	Daoustscr, Ignacia J.

At the bottom left of the table area, it says '3 records displayed'. On the right side, there is a vertical sidebar with several buttons: Print, Processing List, Add, View, Clone, Delete, Scheduled Tasks (0), Monitoring Tasks (0), and Back.

After you select the report, you will see the template screen. The template screens allow you to maintain the templates for the specific report. Many reports have Skyward default templates, but you have the ability to create your own template for the report. This eliminates having to re-enter them the next time you want that report. These templates can be shared with other Skyward users.

Three different template types can be displayed – **My Templates, Shared Templates** and **Skyward Templates**.

- **Display My Templates** – If this option is selected, it will display the templates you have created for the report. It will display with a Template Type of 'User.'
- **Display Shared Templates** – It will display reports created by other users that were flagged to **Share this template with other users in entity**. Displays 'Entity' as the Template Type and the template cannot be modified.
- **Display Skyward Templates** – If this option is selected, it will display the templates created by Skyward. It will display with a Template Type of 'Skyward' and the template cannot be modified.





Template Options

[Add Template](#)
[Edit Template](#)
[View Template](#)
[Clone Template](#)
[Delete Template](#)
[Print Template](#)

Add Template

If you want to modify the parameters of a report, you will need to **Add** a template.

Student Registration/Emergency Form Maintenance

Template Settings

* Template Description:

Share this template with other users in entity 100
 Print Greenbar
 6 Lines Per Inch 8 Lines Per Inch

Report By Options

By Range By Individual By Reports Generator Ranges

[Ranges](#)

Print Options

	Low	High
Family Number:	<input type="text" value="1"/>	<input type="text" value="1"/>
Emergency Contacts:	<input type="text" value="1"/>	<input type="text" value="2"/>
Confidential Phone:	<input type="text" value="No"/>	
Name Order:	<input type="text" value="Last/First Name"/>	
Report Spacing:	<input type="text" value="Double"/>	
Print Signature Line:	<input type="text" value="No"/>	
Student Identifier to Print:	<input type="text" value="SSN"/>	

Asterisk (*) denotes a required field

[Save](#)

[Save and Print](#)

[Sort By](#)

[Back](#)

After clicking 'Add,' you can modify the ranges and print options of the report. We will cover all of the options for specific reports in other sessions of training. In this example we will be using the 'Student Registration/Emergency Form' found by going to Student Management> Students>Reports.

Template Settings

- Template Description** – A template description is a required field in order to save the template. There is a maximum of 30 characters. This name will not print on the report, but it is used to distinguish the different report templates.

- **Share this template with other users in entity** – If you select this option, it will display this report template with all other users that have security access to this report for the entity. Other users will not be able to modify the parameters of your template.
- **Print Greenbar** – If this option is selected, it will print every other line shaded in green.

lserst07.p 15-2 05.13.06.00.00-10.2	STUDENT REGISTRATION/EMERGENCY FORM	08/15/13	Page:1 2:23 PM

Last Name	First Name	Middle Name	Grade Entity
Aaesocr	Krystina	F	11 Entity (100) Grades 9 to 12
Gender: F	Birthdate: 03/17/1997	SSN:	Homeroom: 600
Ped. Race:	American Indian: _	Asian: X	Black: _ Native Hawaiian: _ White: _ Hisp/Lat Ethnicity: _

- **6 or 8 Lines Per Inch** – Allows you to determine how close together the lines are. There is a configuration option to allow users to select the 'lines per inch.' You can find the configuration by going to Product Setup>System Administration>District Print Queue>Report Configuration and the option is 'Display Lines Per Inch Option on Report Templates.'

Edit Template

Edit allows you to make modifications to your template. You cannot edit a Skyward or shared template.

View Template

The view option is only available for Skyward templates and shared templates. It allows you to review the options/ranges selected.

Clone Template

Clone allows you to clone an existing template and rename for your use.

Delete Template

The delete option is only available for your templates. You cannot delete a Skyward or shared template.

Print Template

Print allows you to generate the report as a pdf, which is then viewable and printable.