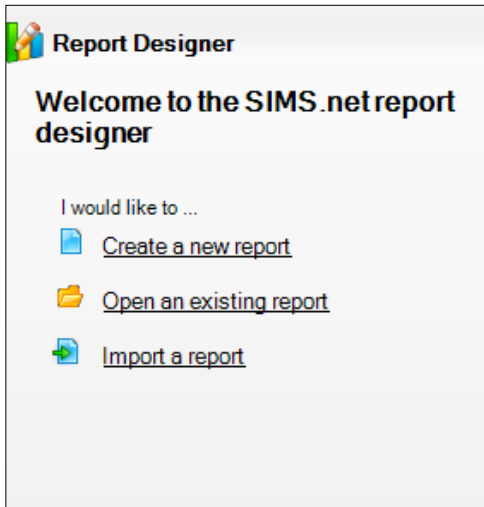
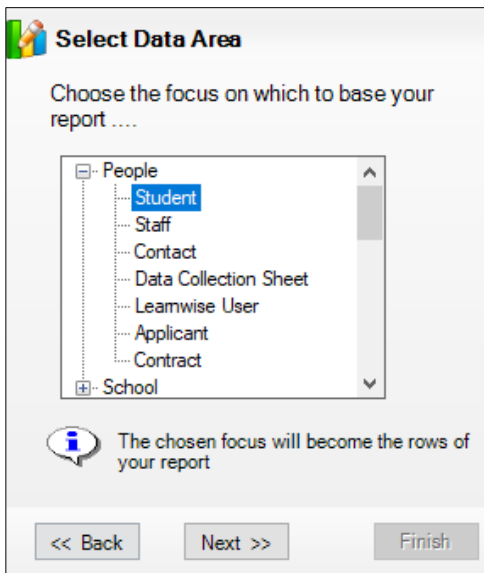


Parents Email Report Design

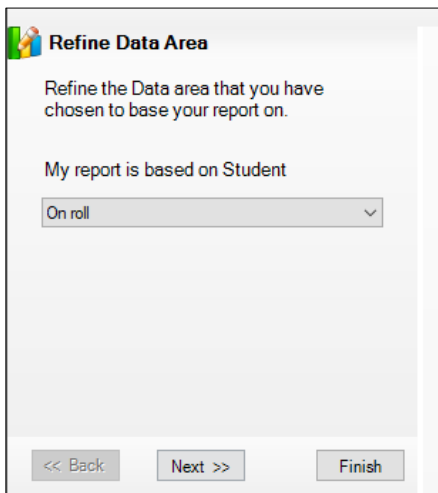
1. Select **Reports** | **Design Report** | **Create a new report**



2. Select **Student** and click **Next**

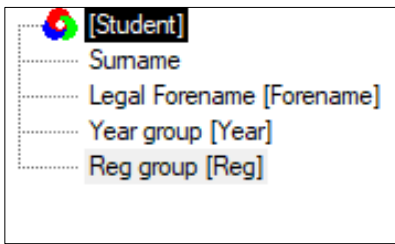


3. Select **on Roll** and click **Next**

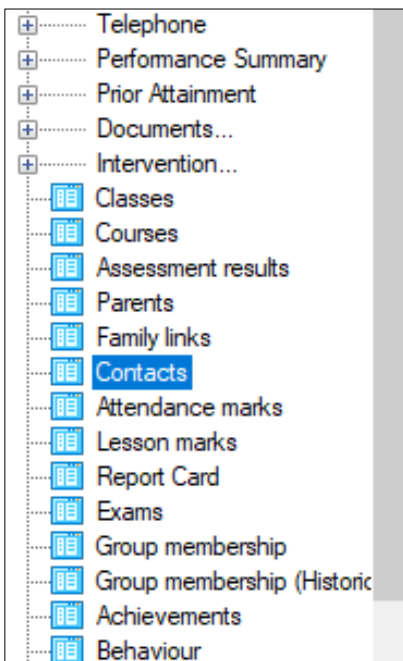


4. Select the following fields:

- Surname
- Legal Forename
- Year Group
- Reg Group

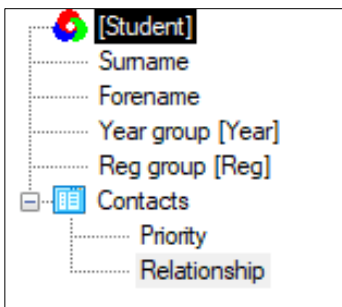


5. Scroll down to select the **Contacts** (blue sub report box)

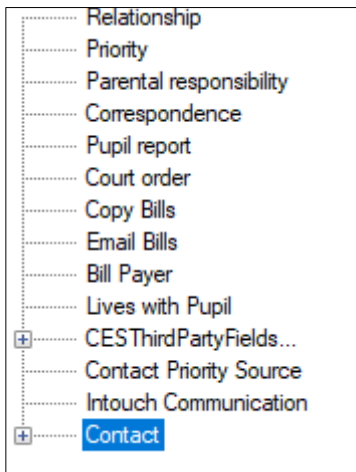


6. Click on the **Contacts** sub report and select the following fields:

- Priority
- Relationship

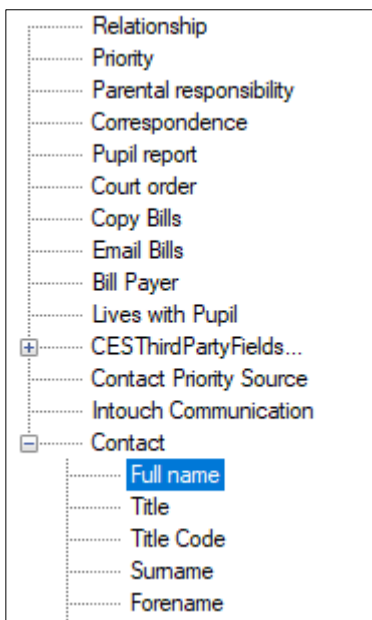


7. In the fields list select + next to **Contact** to expand the list of items

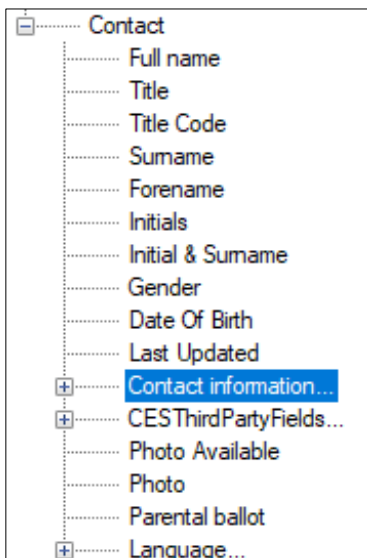


8. Select the following field:

- **Full name**

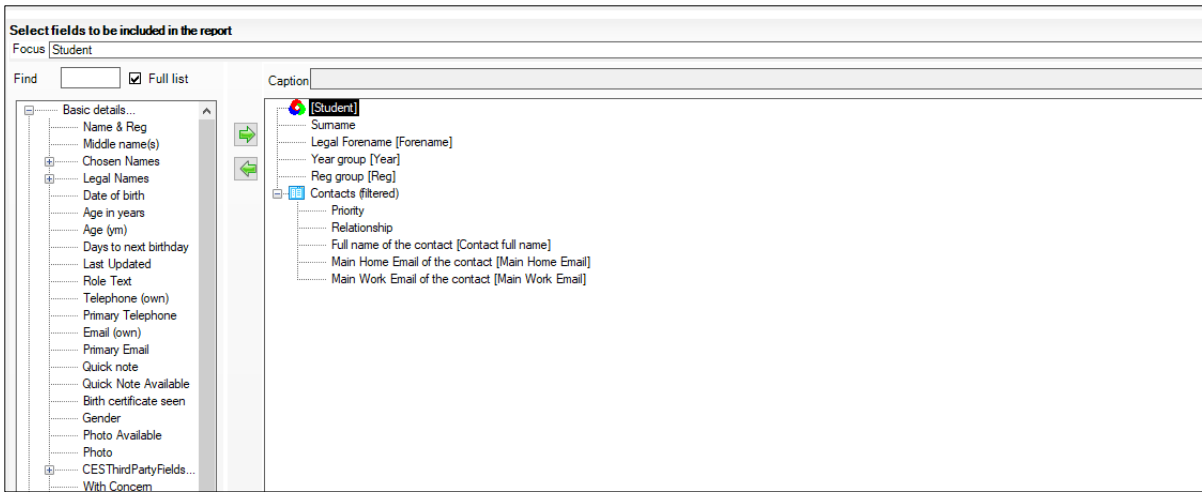


9. Select + next to **Contact information** to expand the list of items

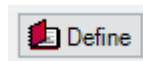


10. Select the following fields:

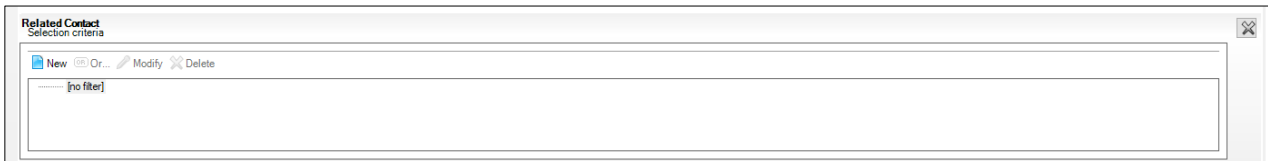
- **Main Home Email of the contact**
- **Main Work Email of the contact**



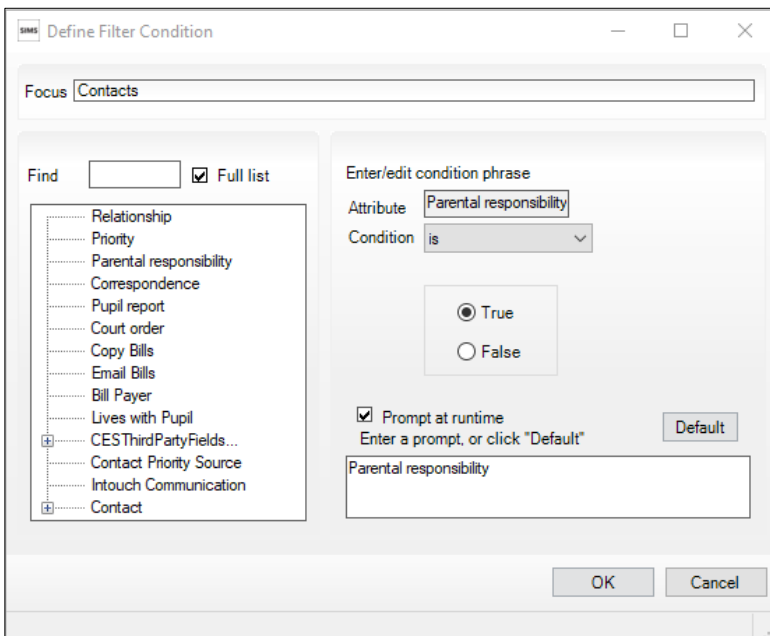
11. Click the **Contacts (blue box)** to bring up the **Red** book icon to the right side of the panel.
12. Select the **Red** book to add a filter for the Contacts sub report.



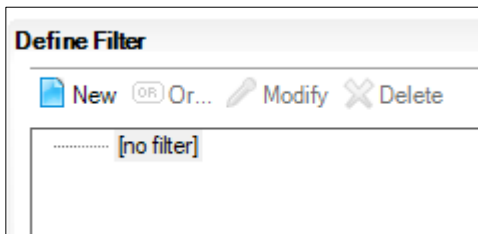
13. Click **New** to add filter:



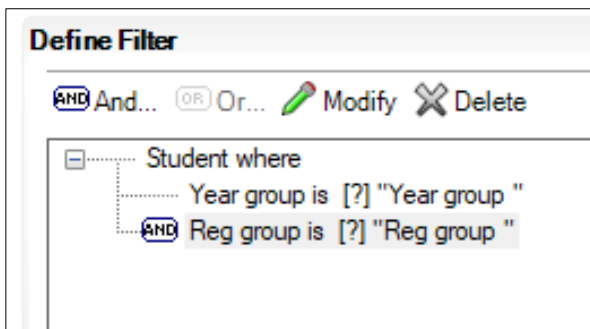
14. Select **Parental responsibility** with **Condition is True**. Click **OK**.



15. Click **Next** to move to the **Apply Filter** screen – to filter the report by required groups

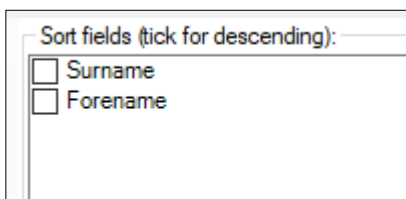


16. Click **New** to add the following filters:
17. Select **Year Group** then click **Prompt at Runtime** and **OK**
18. Click **And**
19. Select Reg Group then click **Prompt at Runtime** and **OK**



20. Click **Next** to move to the **Define Sort Order** screen
21. Add the following sort fields:

- **Surname**
- **Forename**



22. Click **Next** twice to move to the **Define presentations** screen
23. Select **Excel** as the output option

Define presentations

Here you can design the settings for the different types of output

Select the presentation for the report

Presentation

- Word List Report
- Word Mailmerge
- Form Report (RTF)
- Excel
- Web page
- Text
- Analysis

Allow choice of output at run-time

Report Summary

Report Name: Contact List with Main Email Address

effective on: 12/03/2020

- [Data area: Student](#) - Population: On roll
- [Data Fields:](#) Surname, Legal Forename, Year group, Reg group; for contacts of each student where Parental responsibility is true; Priority, Relationship, Full name of the contact, Main Home Email of the contact, Main Work Email of the contact
- [Filter Students](#) where:
Student Status is On Roll [?] "Student Status is:"
and Year group is [?] "Year group is:"
and Reg group is [?] "Reg group is:"
- [Sort Order:](#) Surname, Forename, Legal Forename
- [Default Output:](#) Excel
Duplicates suppressed in complex reports
Report Title: Contact List with Main Telephone Number

Enter required settings for report output types

Report Title:

Suppress duplicates:

Excel Settings

Standard Portrait
 Standard Landscape
 Report Template

Allow these settings to be changed at run-time

Divider Frequency:

Number of Fixed Columns:

Go straight to Print Preview
 Group into separate sheets
 Record count:

Without ticking the box to use these settings, the report will go straight to Excel. You may need to untick the Suppress Duplicates box if you expect to see repeated rows.

24. Deselect the **Go straight to Print Preview** checkbox

25. Click **Run**

26. Select the required Year Group and Reg Group(s)

27. Click **OK**