

Introduction to: Dynamic Report Menu

October 29, 2018



Dynamic Report Menu

Dynamic Report Menu

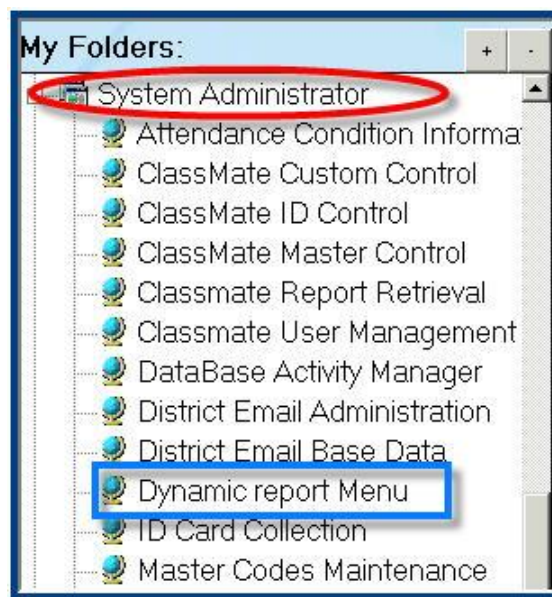
- Getting Started
- Module Selection
- Previously Assigned Reports
- Customizing Modules
 - Adding Reports
 - Removing Reports



Dynamic Report Menu

Getting Started

Double Click **Modules** > Double click **System Administrator** >
Single Click Dynamic Report Menu



Dynamic Report Menu

Dynamic Reporting

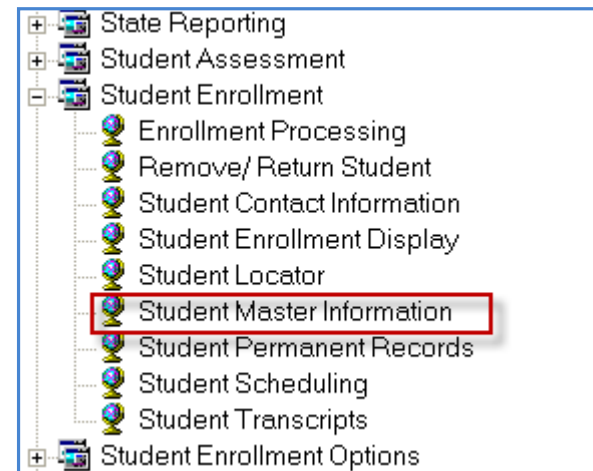
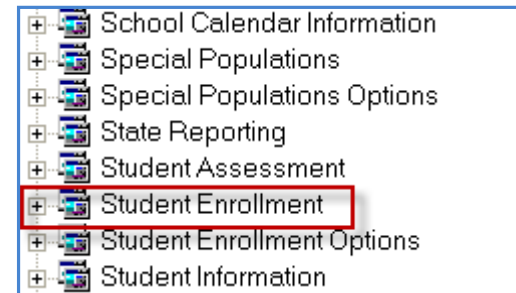
ClassMate allows system administrators to customize the reports available from within the modules. Selected modules can hold a maximum of 5 reports.

All remaining reports are still available via the reporting folders.

Module Selection

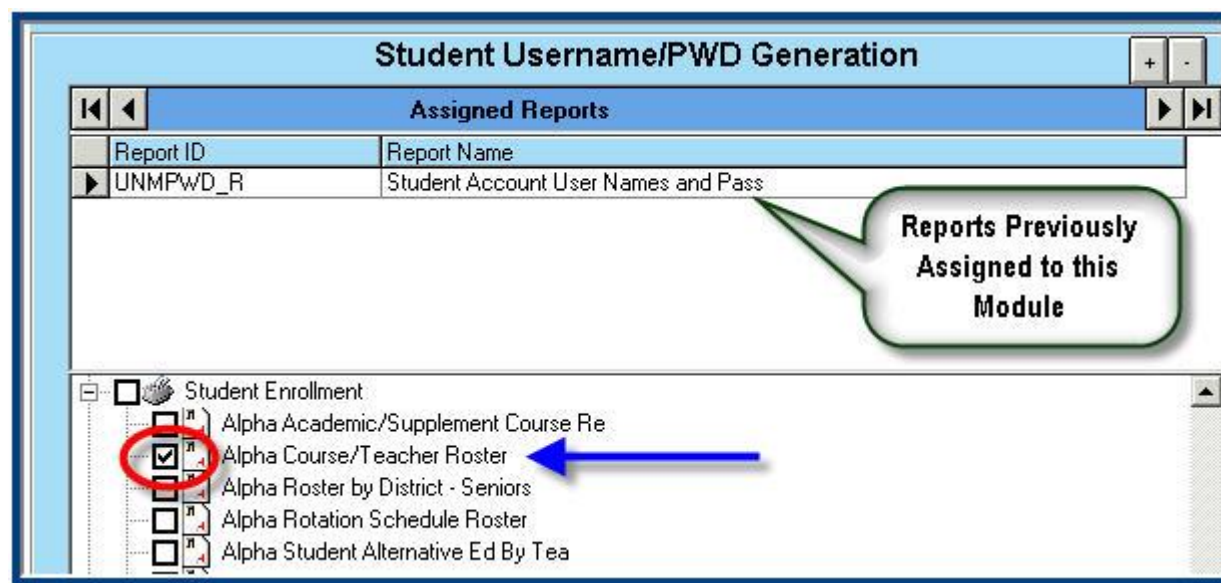
Begin by selecting the Module being customized

- Click the + sign to the left of the Module folder to expand
- Click the name of the module



Dynamic Report Menu

Previously Assigned Reports



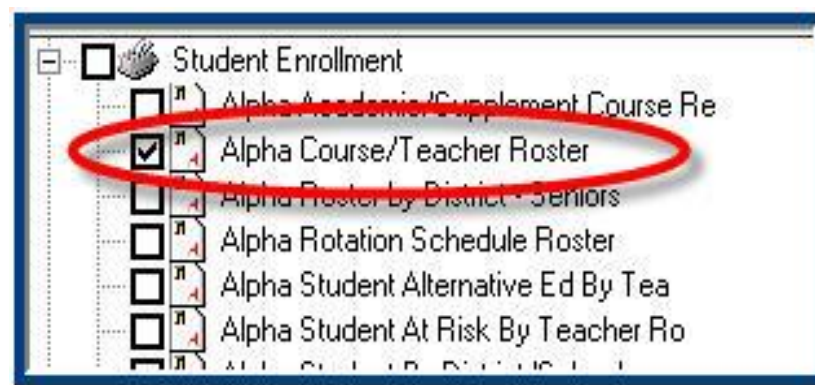
- The module selected is displayed at the top of the page.
For example: Student Username/PWD Generation
- Previously assigned reports are listed under the Assigned Reports Header.
For Example: Student Account User Names and Pass is currently assigned.
- Reports available for assignment are listed at bottom under Category found
For Example: Student Enrollment when click + expands to list all reports available in that Category



Dynamic Report Menu

Adding Additional Reports

- Scroll to find the Report Category desired
- Click the + sign to the left of Category Heading to expand the folder
- Click in the box to the left of **Report Name** you would like to add to the specific module.
 For example: Alpha Course/Teacher Roster
- Click the **Yellow** Folder Icon to Save the report selection. The icon is located along the toolbar at the top of the page.



Save Icon



Dynamic Report Menu

Adding Additional Reports

- Once saved the report is listed under **Assigned Reports**

Student Username/PWD Generation	
Assigned Reports	
Report ID	Report Name
ROS_005	Alpha Course/Teacher Roster
UNMPWD_R	Student Account User Names and Pass

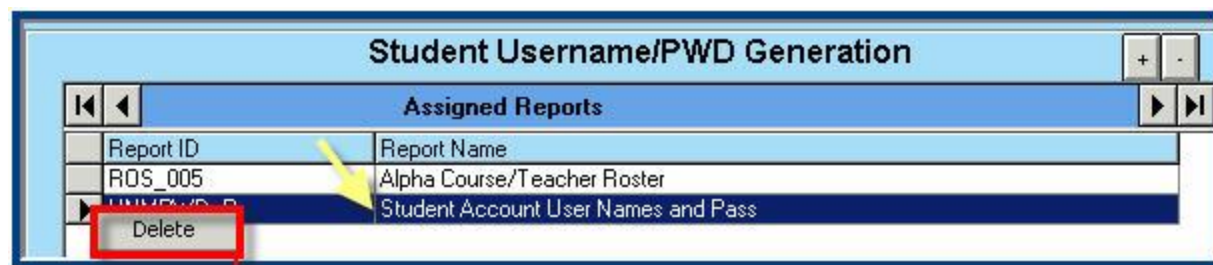
- Each module can hold a maximum of 5 reports
- Each module is populated independently
- Reports can be remove to create room for different report replacement



Dynamic Report Menu

Removing Reports

- Once saved the report is listed under **Assigned Reports**
- **Select the report to be removed by clicking on the name**
- **Right Click**
- **A Delete Message box will Display**
- **Click the** Delete Message
- The remove will be removed from Assigned Reports list



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Questions? Contact us!

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