

Advanced Report Options

Advanced Report Options
November 15, 2019

Effective 11/16/2019, "advanced options" are added to most reports. Highlights:

- Advanced options include the ability to run reports based on a user-specified date documents are effective, specify a meeting date range, or both. Administrators now can easily select time ranges, as well as run future (or historical) reports.
- Advanced options for caseload reports include the ability to include documents with or without attachments (helpful for districts which expect teachers to attach documentation).
- If advanced options are not specified for a given report, the report default to including all documents effective as of the day the report is run, whether or not the document includes attachments.
- To use advanced options, visit "Reports" (in the left menu). Select a report, then click the "advanced" link. Choose the advanced options, then click "Run report".