

V1.0 Release Notes:

Release Date: 3/28/2007

1. No known compatibility issues at release date

- - - End v1.0 Notes - - -

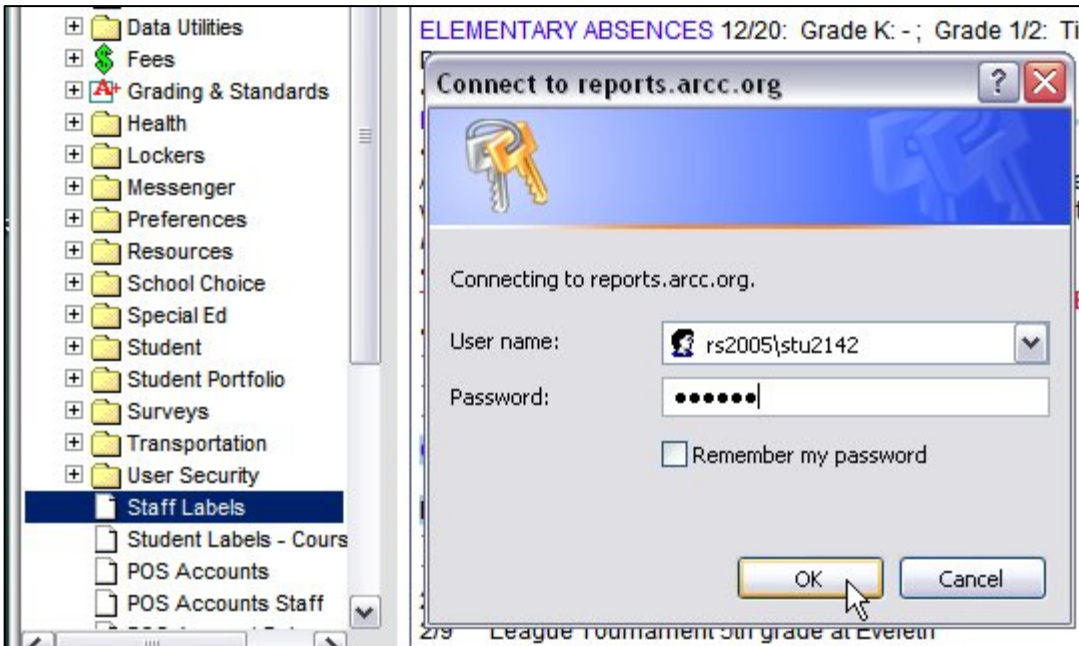
Description:

Creates mailing for district staff on Avery 5160 (3 across, 10 down) labels. Lists name on line 1, job title and school building on line 2, street address on line 3, city, state and zip on line 4.

Instructions:

Navigate To The Report: This report can be found in the Campus Index at: System Administration>Fee Summary.

(Note: If you can't navigate to that location you'll need to see your district Campus contact to get Tool Rights granted.)



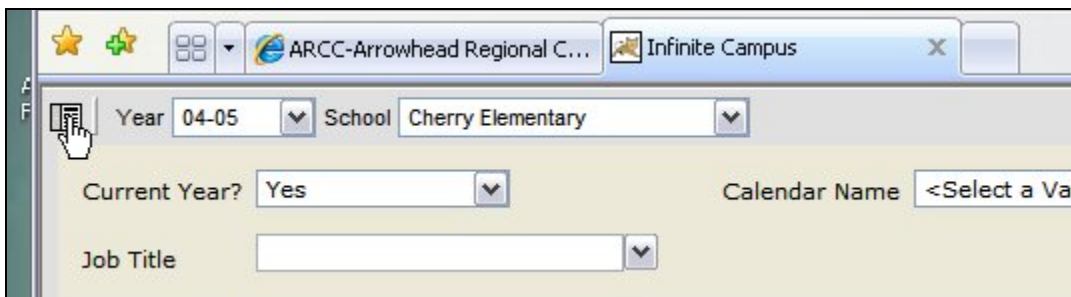
User Login:

rs2005\stu#### (where #### is your 4-digit district number)

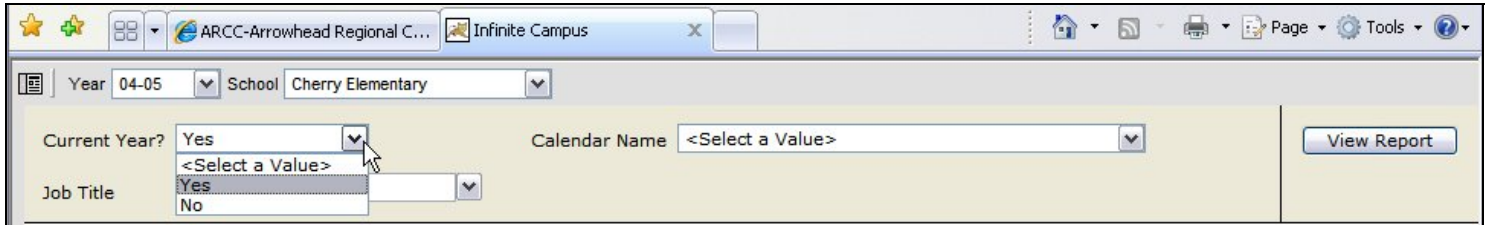
Password: use your ODBC reports password. If you don't know the password, contact your district rep for Infinite Campus.

Report Selection Criteria

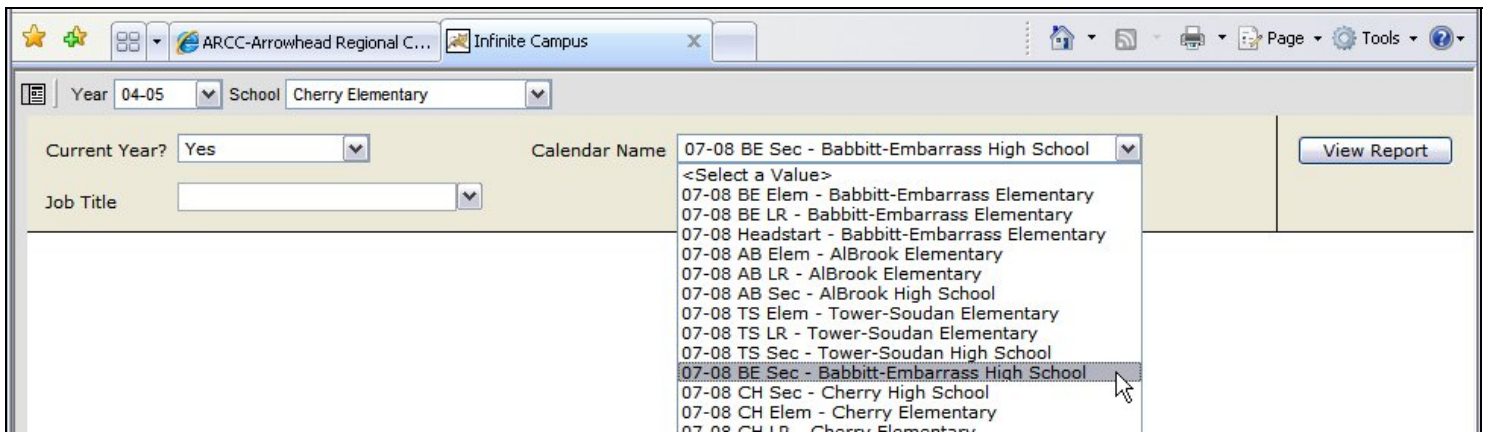
Click the 'Toggle Outline' Button: This 'turns off' the index and gives you more screen room to see all the buttons you need to filter and run your report.



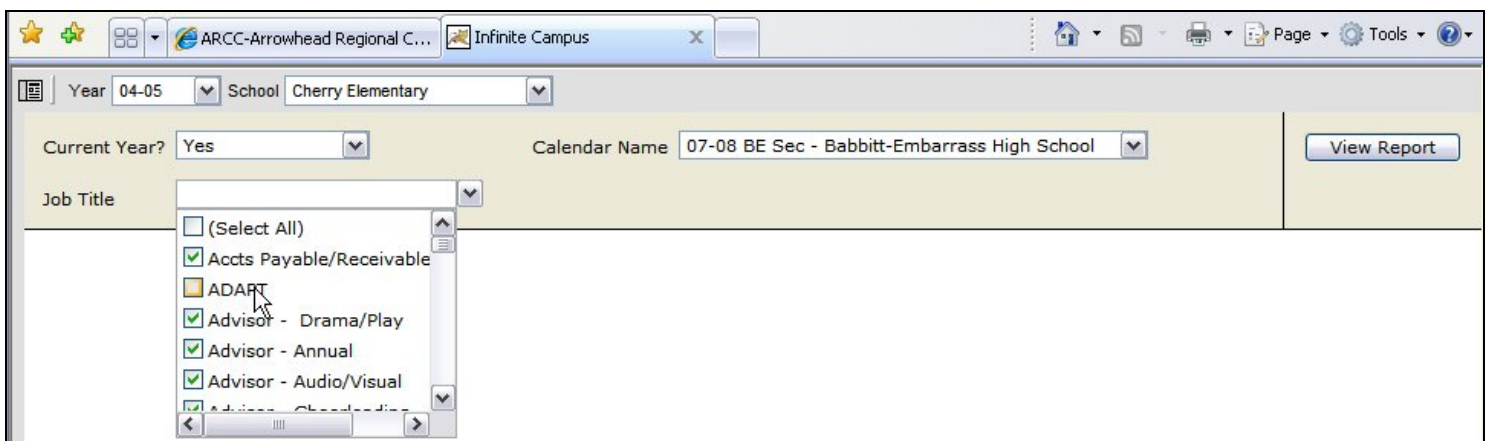
Current Year: (Defaults to 'Yes') Select your choice from the drop list. Selecting 'No' shows ALL school calendars.



Calendar: Select the desired Calendars. Multiple selections are supported, but restricted by Campus User Permissions.



Job Title: Select one, several or all, as desired.

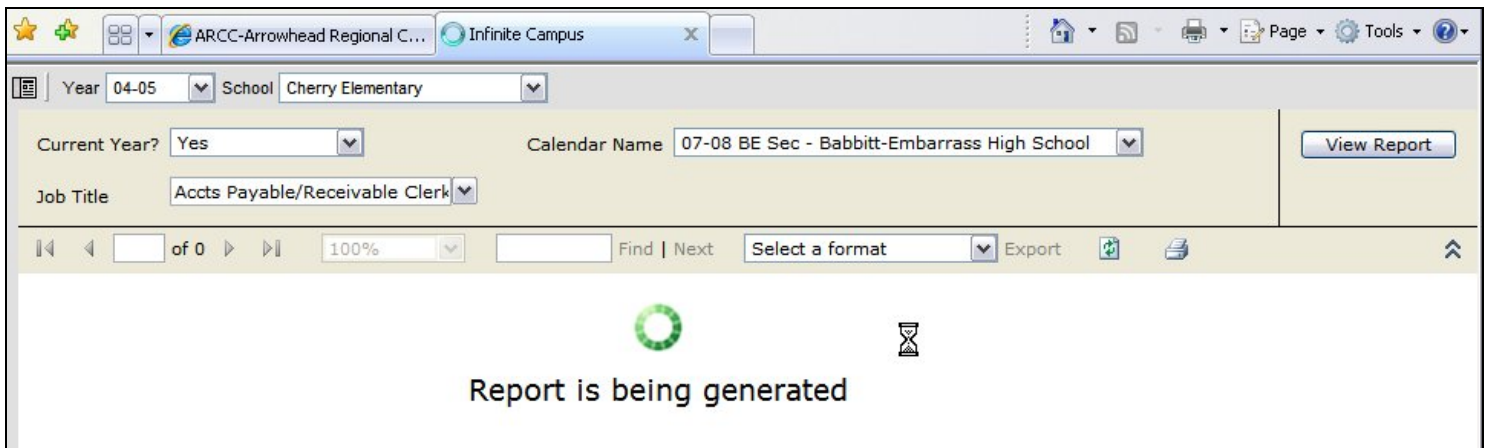


Infinite Campus / SQL Reporting Services: **Staff Labels v1.0**

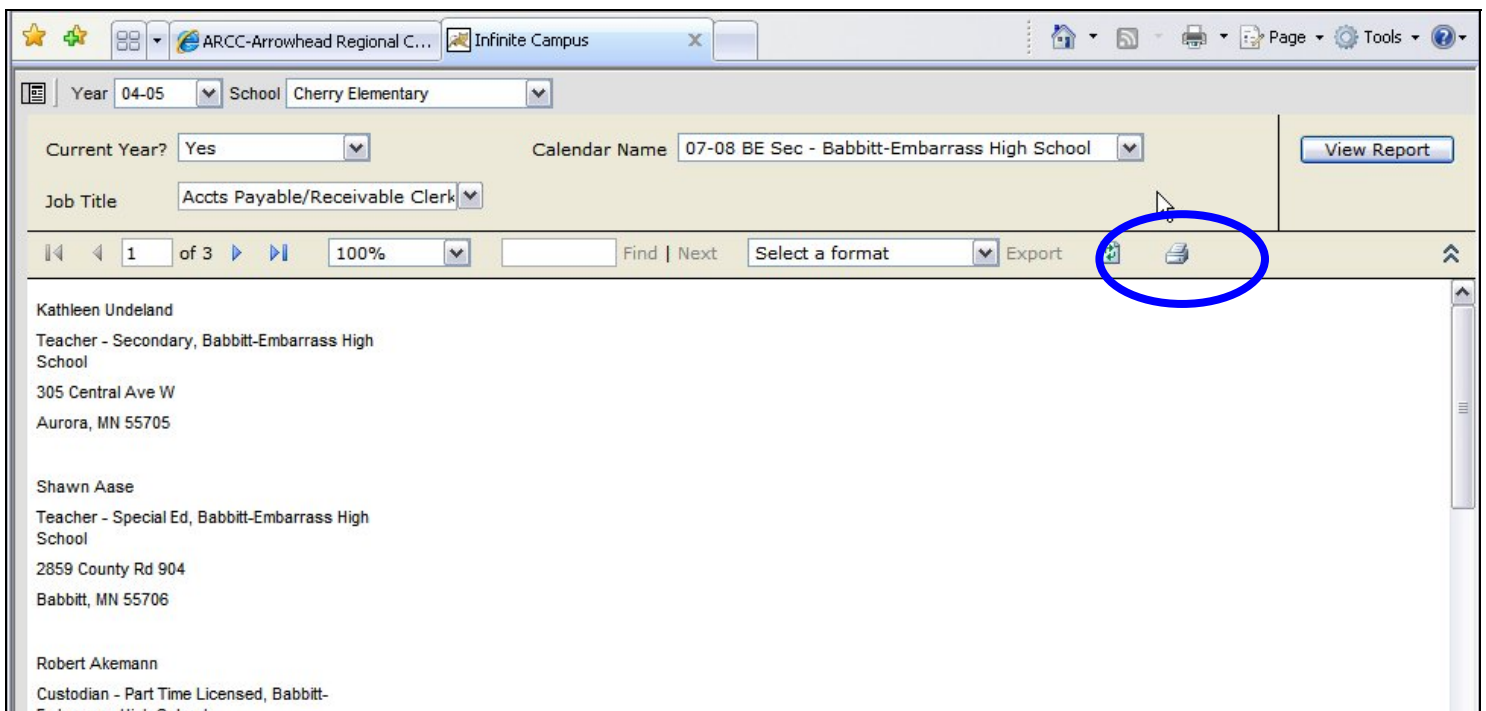
View Report: Click this button to generate the report.



You should see a message indicating that the report is being generated...



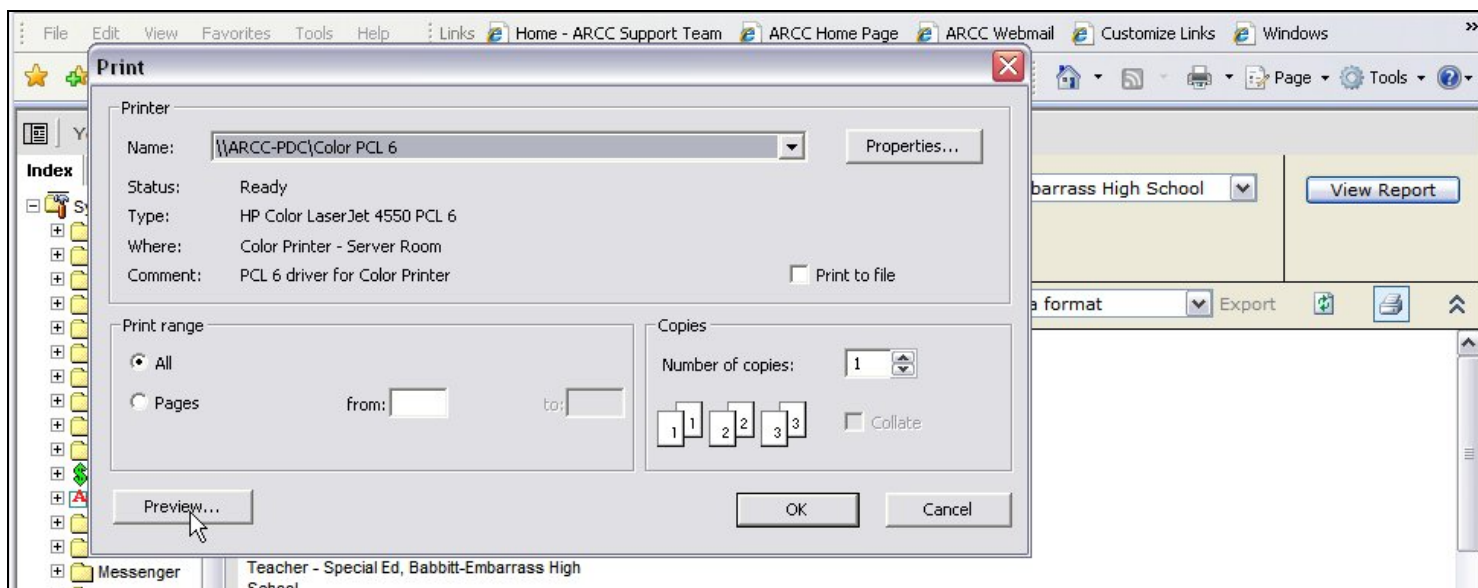
Print Report: Your report will look similar to the illustration, below, but....



...don't freak out when you see this display! If you'd like to see what the layout really looks like before you print to labels, click the printer icon...

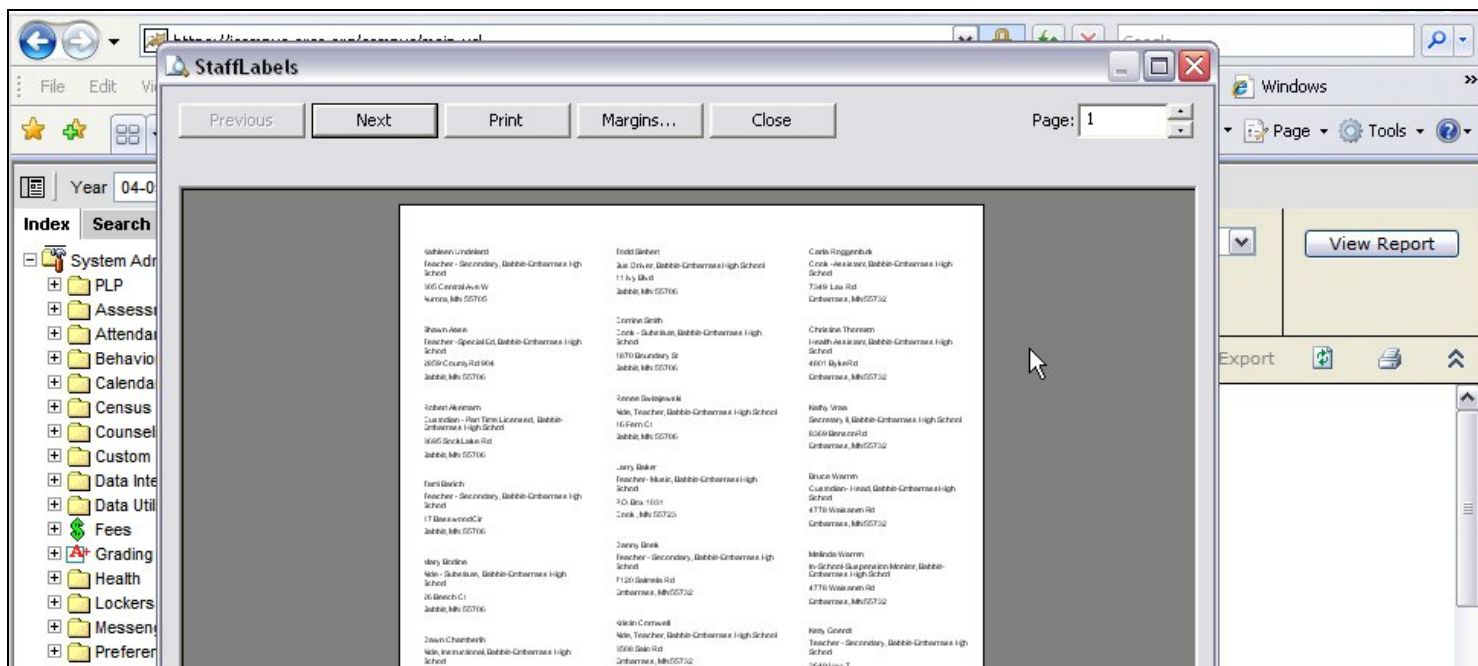
Infinite Campus / SQL Reporting Services: Staff Labels v1.0

...then, on the Print window, click the 'Preview' button.



Here's a preview of what your labels should look like when they print. You can either select 'Print' or 'Close' from this screen.

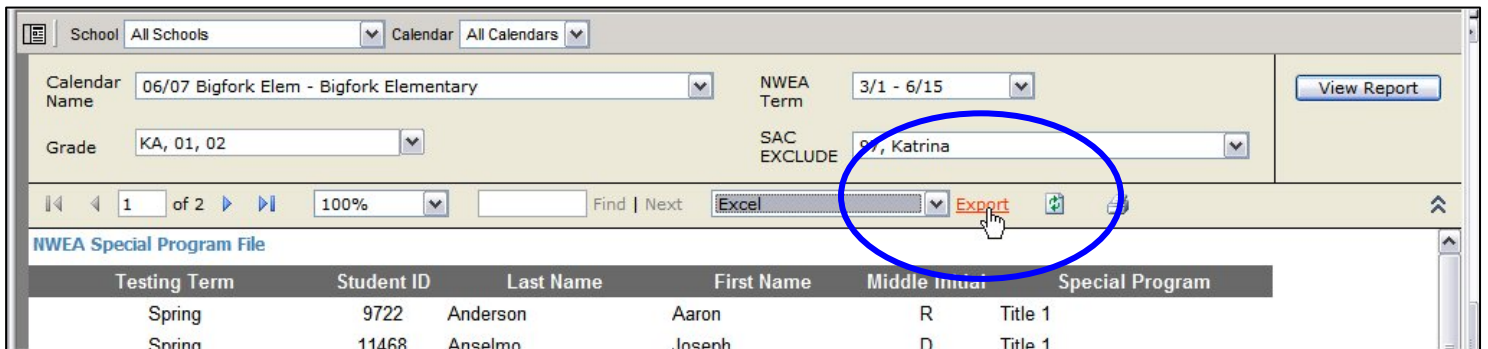
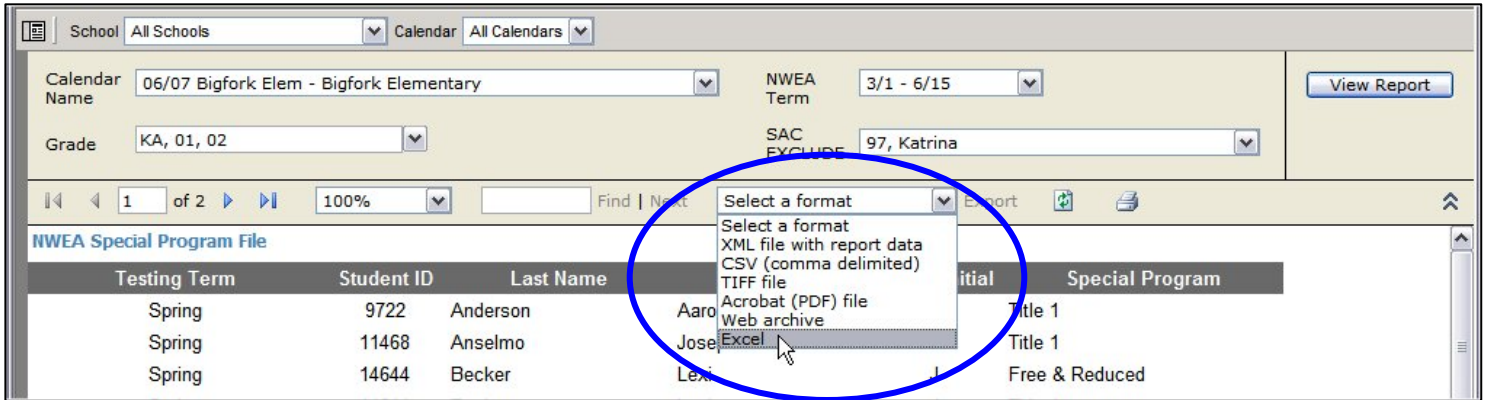
This probably doesn't need to be mentioned for most users, but if you're new to printing labels – Print a 'test run' on plain paper first, just to make sure everything is lining up correctly!



Exporting Report to an External File

***Note: Illustrations below may not exactly match your report, however, export instructions below are the same for ALL SQL Reports.

Select a format: This is where you determine the type of external file that will be extracted from your report. ARCC supports use of Microsoft Excel, so we advise to **select 'Excel' from the drop list**. If you decide to select a different file type, you'll be 'on your own' when it comes to file questions.

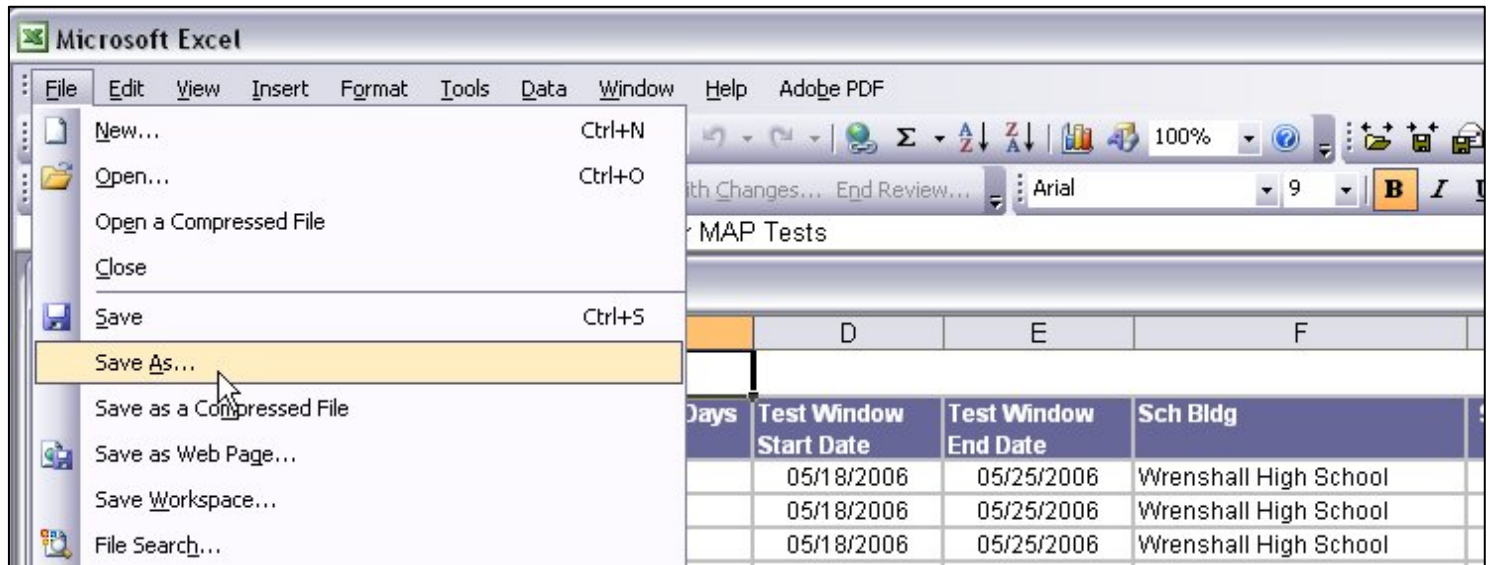


Export: Click on 'Export'

Select 'Open' from the popup window. The file should open into a Microsoft Excel worksheet.



Click on 'File', Select 'Save As': Be sure to give each building file a UNIQUE name!



Repeat the report process for each building as needed.

