

Enter the asterisk (*) as a wild card character in any yellow search field to include that field in your results. Then save those results as a custom report. You can include fields on multiple tabs in a single search. In this example we create a report that shows student Home Rooms and home addresses.

1. Select **Home Address** fields from Student> Demographics tab and **Home Room** fields from the other info tab -

2. The result includes all selected fields:

Line	Last Name	First Name	Middle Name	Student No	Staff Name	Room Name	Grade	Resolved Race/Ethnicity	Home Address	Home City	Home State	ZIP Code 5
1
2
3
4
5
6

3. Save the report as a PDF or Excel file:

Line	Last Name	First Name	Middle Name	Student No	Staff Name	Room Name	Grade	Resolved Race/Ethnicity	Home Address	Home City	Home State	ZIP Code 5
1
2
3
4