

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 -

Student								
Student Name:	School: Teacher:	* Room:*						
Demographics	Other Info Pa	arent/Guardia	n Emergenc	y Enrol	Iment	Enrollm	nent History	Class
Last Name	First Na	me	Middle Name	Suffix	Stud	ent No	Grade	
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2. The result includes all selected fields:

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

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