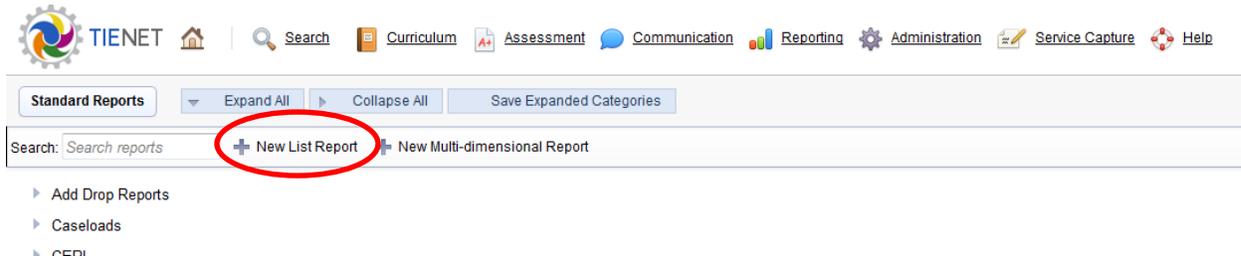# Creating A Report In TIENET: An Example

For this example we'll build a report to show the contents of all IEPs created within the last 3 months for students aged 14 and over.

1. Select Standard Reports from the Reporting menu. Click **+ New List Report**.

2. Fill out New List Report screen
   A) **Report Name**: This determines the name that appears on the Standard Reports screen.

   B) **Description**: An explanation of the purpose of the report

   C) **Type of Information**: The core dataset of the report, e.g. Staff, Students, etc. In this case, we'll select Student>Documents>Individualized Education Program
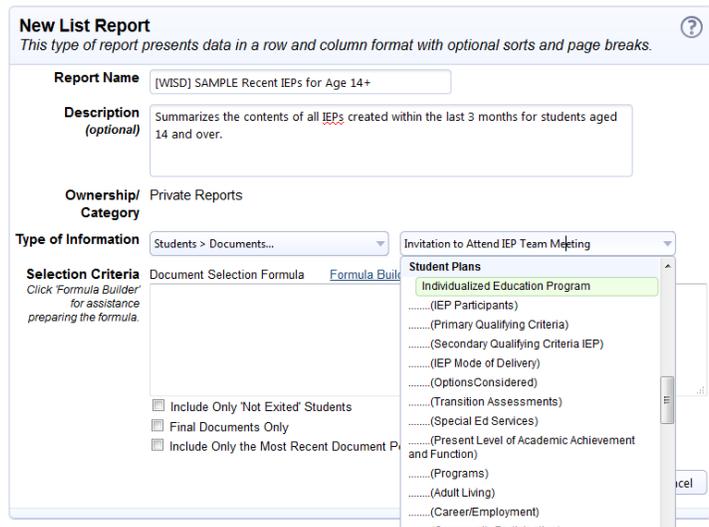
   D) **Selection Criteria**: Instructs the report as to how to filter the initial dataset; the links above the text area allow interactive selection of which database fields to filter on. In this case we use the Profile characteristic
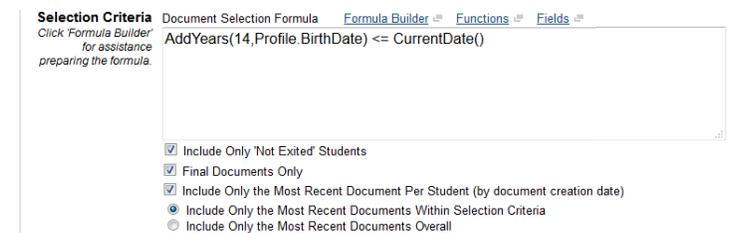
to access the Child profile the IEP is tied to. NOTE: Users limited to a specific district or school will automatically see their reports filtered at that level, in addition to the selection criteria entered.

3. The system will now display a draft version of the report with sections near the top for modifying it (marked with edit pencils).

A) The first pencil, in front of the row highlighted in gray, allows editing the title on the printed report.

B) The second pencil (labeled **Selection Formula**) allows revision of the initial filter, as well as providing several other filtering options. It is usually worth checking the <u>Allow User Filtering Based on Organizational Location</u> box, as it adds a selection control to the top of the report which can be used to limit which districts and/or buildings are displayed on the report. In our example we'll edit the formula to filter the IEPs to just cover the last 3 months.

C) The third pencil (labeled **Sort Values**) allows setting which columns the report is sorted on; up to three fields or calculated values may be included in the sorting sequence, each in either ascending or descending order. Page breaks may be added between values in any of the three layers of the sort.

In our example, the report is sorting on the child's District, School and name. We access the first two fields by using the Profile characteristic again to directly access the child's information.

4. Returning to the draft report, new columns can be added by clicking on the **+** symbols, while existing columns can be edited or deleted by clicking on the pencil and trashcan symbols, as appropriate. When adding or editing a column, the dialog box allows selecting the data to appear in it, naming or renaming it, and positioning it relative to other existing columns.

The **More Options** button adds formatting choices for the column, including collapsing its contents into that of the prior column(s).

After adding a few columns, we have a good basic report. Click **Finish Editing Report**, and you're done.