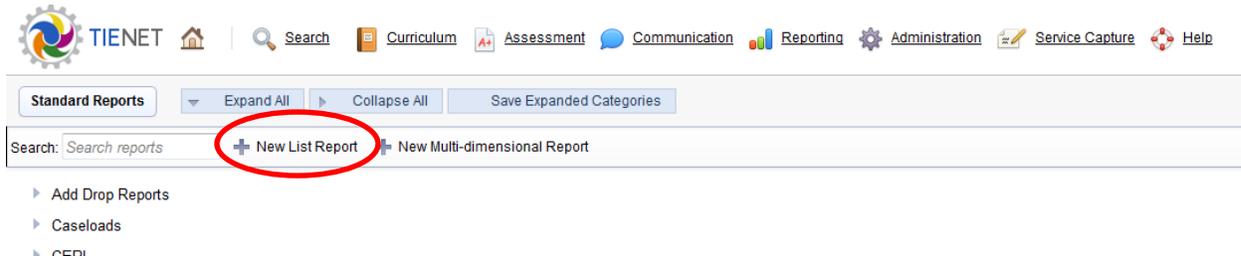


Creating A Report In TIENET: An Example

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**.

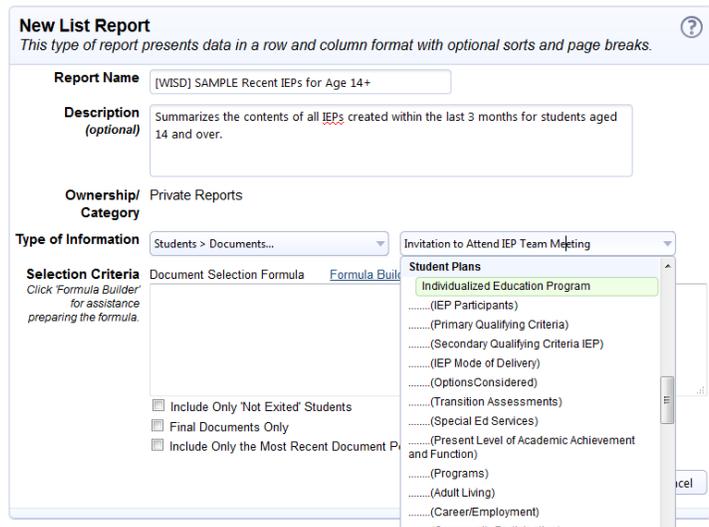


2. Fill out New List Report screen

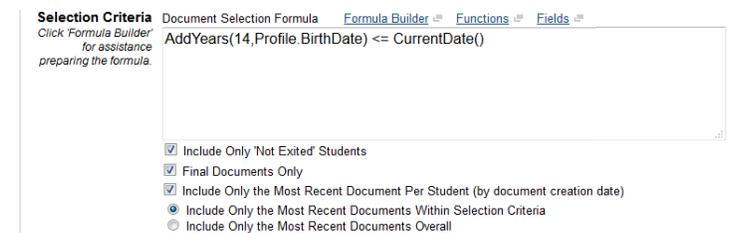
A) **Report Name:** This determines the name that appears on the Standard Reports screen.

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.

The screenshot shows the TIENET report interface. At the top, there are navigation tabs for Standard Reports, Curriculum, Assessment, Communication, Reporting, and Administration. The current report is titled "[WISD] SAMPLE Recent IEPs for Age 14+". Below the title, there are options for Report Properties, Download, and More... A message states: "Use the + (insert), (edit) and (delete) buttons below to modify the report." Below this, the report title is shown with an edit pencil icon. The selection formula is "AddYears(14,Profile.BirthDate) <= CurrentDate() (not exited)(Final Documents Only)(include only the n". The sort value is "None". A table preview is shown with columns for ID, Last Name, and First Name.

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 Allow User Filtering Based on Organizational Location 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.

The screenshot shows the "Selection Formula for Report: [WISD] SAMPLE Recent IEPs for Age 14+" dialog box. It has tabs for Document Selection Formula, Formula Builder, Functions, and Fields. The Report Selection Formula is "AddYears(14,Profile.BirthDate) <= CurrentDate()". Under Selection Options, there are checkboxes for "Include Only 'Not Exited' Students", "Include Inactive Students (Only)", "Final Documents Only", "Include Only the Most Recent Document Per Student (by document creation date)", "Include Only the Most Recent Documents Within Selection Criteria", "Include Only the Most Recent Documents Overall", "Allow User Filtering Based on Organizational Location", "Require user to select organizational location before report displays", "Disallow system-wide report view (i.e. to reduce impact on server)", and "Allow Access Via Alternate Location Fields". The Maximum Rows to Retrieve is set to 2,000. Under Report Parameters (advanced), the Number of Parameters is set to None. There are Accept and Cancel buttons, and a checkbox for "Add report columns for all referenced fields".

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.

The screenshot shows the "Sort Values" dialog box. A note states: "Note: A name sort is automatically added. It is not necessary to specify a name sort." There are three sort values defined:

- Sort Value 1 (field name or calculation): Document Formula Profile.School.District, with checkboxes for Descending Sort and Page Break.
- Sort Value 2 (field name or calculation): Document Formula Profile.School, with checkboxes for Descending Sort and Page Break.
- Sort Value 3 (field name or calculation): Document Formula LastName+FirstName, with checkboxes for Descending Sort and Page Break.

 There are Accept and Cancel buttons at the bottom right.

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.

