

Guidelines for viewing or printing Reports

- Your login User ID is your name [First.Last]
- Your login Password is the last four digits of your social security number (which you should change)
- Click *Reports* located in the aqua colored banner under Poquoson City Public Schools
- Open the reports by clicking the plus sign in the box
- Choose a report and click on it
 - o The report named ****Detail (Phone and Address)(No Directions)* shows bus stops, student names, addresses, and phone numbers
 - o The report named ****Summary (1 column, by Trip Name)* shows bus stops in stop order
- Click the *Specific Records* tab
- You will see a list of bus runs. The number at the end of the run's name is the bus number. Highlight the run you would like to view/print
- Once highlighted, click the blue button with the arrow (>). The highlighted run should show in the "Selected" area.
- Click the blue *Run Report* button located at the bottom of the page
- The *Detail Report* will show all students assigned to the route (in bus stop order), even those that may drive or are parent drop off.