

PRINTING IN GENESIS

- I. The Printer Icon – A Screen’s Default Report
- II. Genesis Reports Tabs
 - 1. Accessing Reports Tabs
 - 2. Reports Tab Layouts
 - 3. Invoking a Report
 - 4. Printing a Report
 - 5. Scheduling a Report for Later
 - 6. Viewing the Last Run of a Report
 - 7. Viewing the Report’s Archive

Two Kinds of Reports in Genesis

In Genesis, some screens have built-in reports. The first part of this chapter, ‘The Printer Icon’, describes how to access and print these screen-specific reports. In addition, each Genesis module has its own extensive set of reports. These are found on a series of **Reports** screens. There is one Reports screen for each Genesis module:

[Student Data→Reports](#)

[Attendance→Reports](#)

[Scheduling→Report](#)

[Next Year Scheduling→Reports](#)

[Grading→Reports](#)

[Registration→Reports](#)

[Conduct→Reports](#)

[Administration→Reports](#)

The operation of the built-in reports differs from the operation of the reports listed on one of the **Reports** screens. This chapter is divided into two parts, reflecting the two types of operation:

- 1. The Printer Icon – A Screen’s Default Report
- 2. Genesis Reports Tabs

The Genesis Printer Icon

On some Genesis screens a small printer icon is visible as the first icon in the set in the upper right hand corner of the screen. When it is present, the screen has its own built-in report. When the Printer Icon is *not* present, the screen has no built-in report.

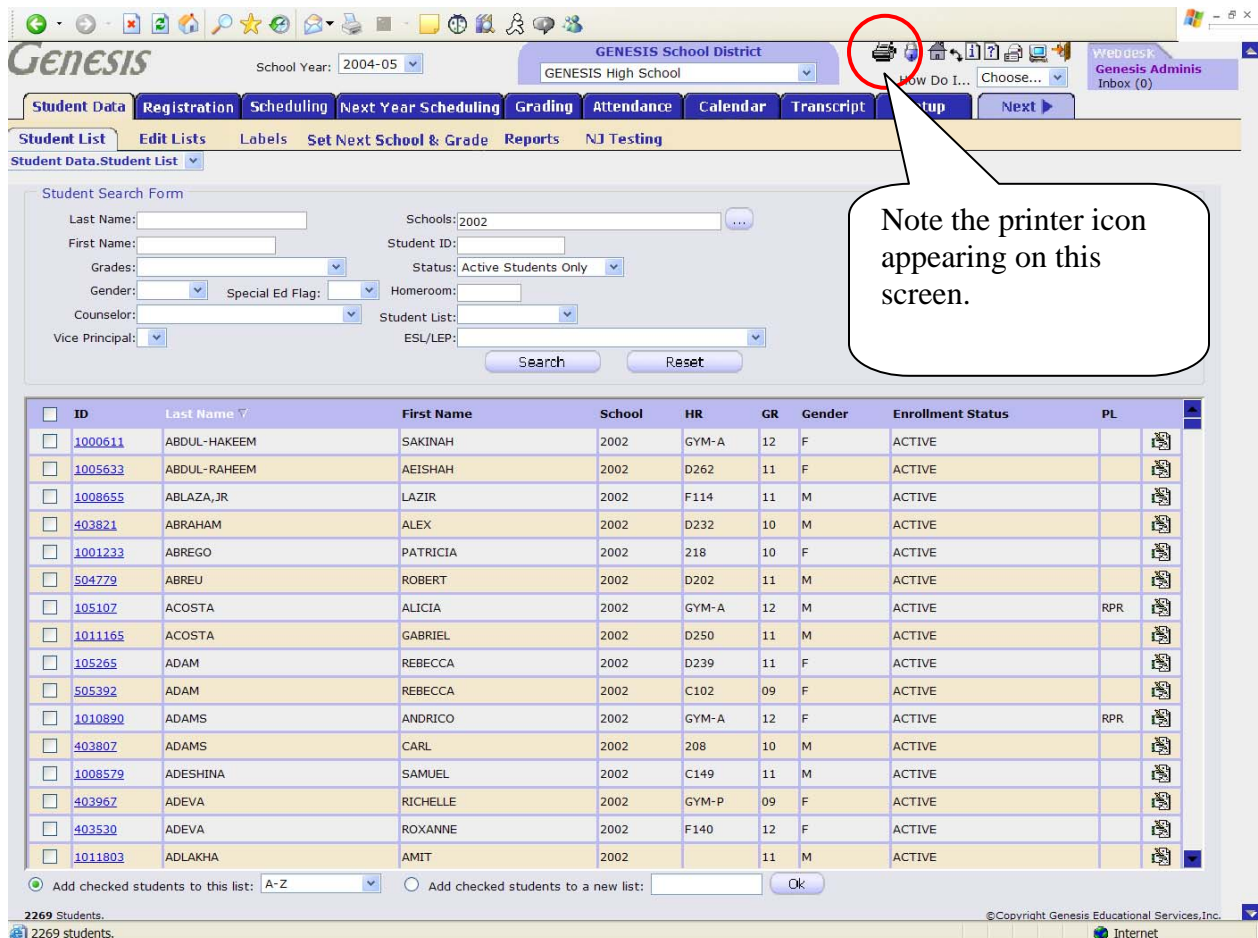


Figure 1 - Student Data→Student List screen illustrating the printer icon

When the printer icon appears, the screen has a built-in report.

To access the built-in report for a screen, click the Genesis printer icon. This causes the report to be run and the resulting PDF file to be displayed in the browser.

Genesis uses Adobe's Adobe Reader 6.0 to display and actually print reports. Adobe Reader 6.0 takes over the browser and displays the report. The user can then use the Adobe Reader controls to send the report to a printer. This is illustrated below:

The result of clicking the printer icon on the Student Data→Student List screen:

Note the Adobe Reader Printer Icon

Note the tabs let the user select a desired page.

Note the page count

Adobe Reader takes over the browser to display the report.

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status
1000611	ABDUL-HAKEEM	SAKINAH	2002	GYM-A	12	F	ACTIVE
1005633	ABDUL-RAHEEM	AEISHAH	2002	D262	11	F	ACTIVE
1008655	ABLAZA,JR	LAZIR	2002	F114	11	M	ACTIVE
403821	ABRAHAM	ALEX	2002	D232	10	M	ACTIVE
1001233	ABREGO	PATRICIA	2002	218	10	F	ACTIVE
504779	ABREU	ROBERT	2002	D202	11	M	ACTIVE
105107	ACOSTA	ALICIA	2002	GYM-A	12	M	ACTIVE
1011165	ACOSTA	GABRIEL	2002	D250	11	M	ACTIVE
105265	ADAM	REBECCA	2002	D239	11	F	ACTIVE
505392	ADAM	REBECCA	2002	C102	09	F	ACTIVE
1010890	ADAMS	ANDRICO	2002	GYM-A	12	F	ACTIVE
403807	ADAMS	CARL	2002	208	10	M	ACTIVE
1008579	ADESHINA	SAMUEL	2002	C149	11	M	ACTIVE
403967	ADEVA	RICHELLE	2002	GYM-P	09	F	ACTIVE
403530	ADEVA	ROXANNE	2002	F140	12	F	ACTIVE
1011803	ADLAKHA	AMIT	2002		11	M	ACTIVE
1008800	AGARWAL	SUNIL	2002	109	09	M	ACTIVE
1001203	AGHA	SIMAB	2002	218	11	F	ACTIVE
1005861	AGILA	EDUARDO	2002	GYM-A	11	M	ACTIVE
502996	AGOSTINO	ANTHONY	2002		12	M	ACTIVE
505475	AGUILAR	CHRISTOPHER	2002	212	09	M	ACTIVE
105		DRIENNE	2002	GYM-P	10	F	ACTIVE

Figure 2 - Student Data→Student List report displayed via the Adobe Reader

To Control the Display:

Use the Adobe tabs shown at the left edge of the display are used to page through the report.

To Print the Report:

- Click on the '**Print**' icon shown at the top of the Adobe Reader display. DO NOT use the browser's own **File→Print** menu item.
- The standard Print Dialog will appear:

NOTE: ADOBE READER has taken over the screen. Genesis has temporarily given up control.

NOTE: DO NOT USE THE BROWSER File→Print to print the report. ONLY use the Adobe 'Print**' icon.**

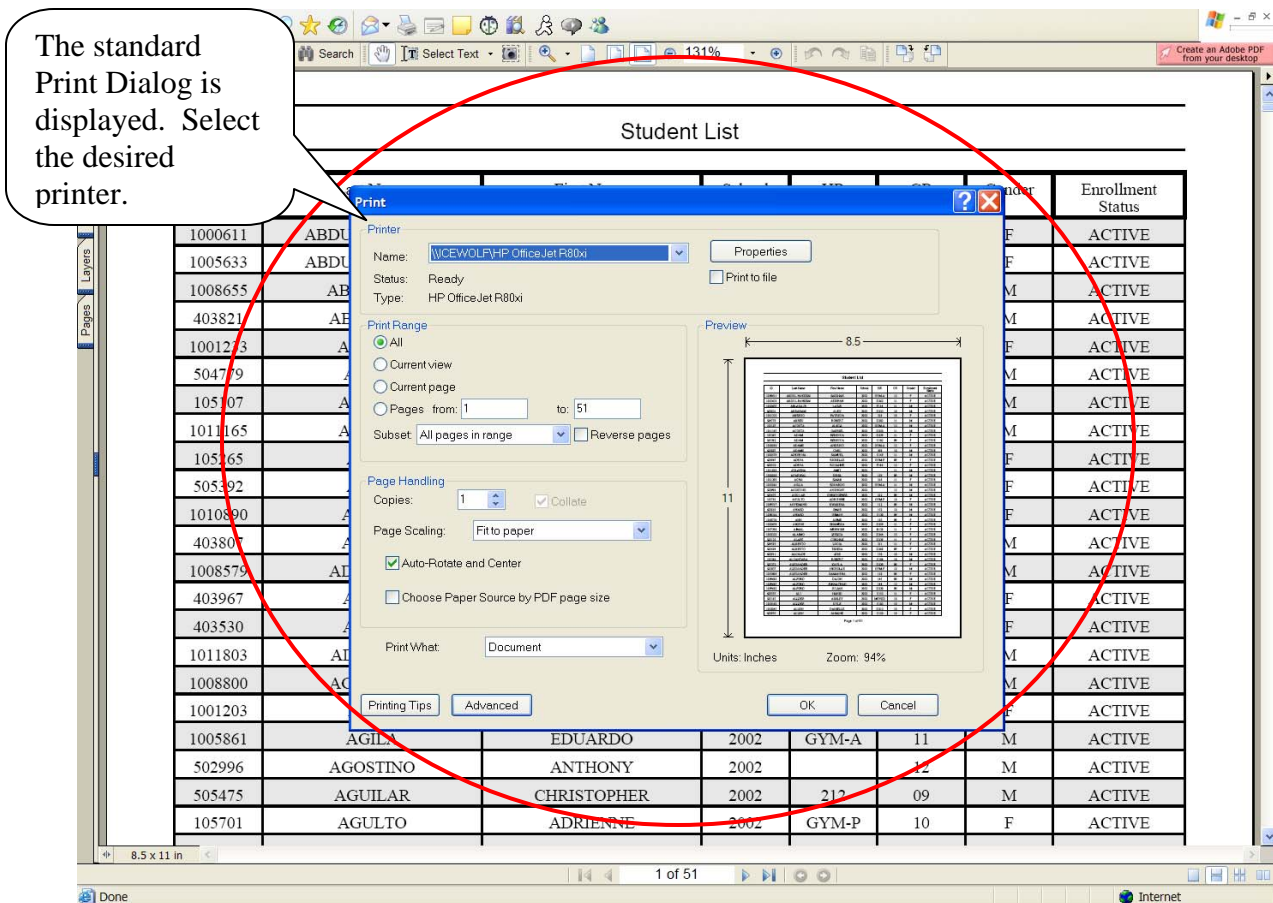


Figure 3 - The Standard Print Dialog is displayed and user selects the desired printer and clicks 'OK'

- The user selects the desired printer from the print dialog and clicks 'OK'. The report is printed on the selected printer.
- To return to Genesis, the click the browser's BACK button.

NOTE: The Browser **BACK** Button

When using Genesis, the browser's own **BACK** button should ONLY be used to return to Genesis from printing a report via Adobe Reader. It should never be used at any other time.

II. Genesis Report Tabs

A large number of Genesis Reports can be found on the Genesis 'Reports' tabs. Every Genesis Module contains a "Reports" category tab:

The screenshot shows the Genesis Student Information System interface. The top navigation bar includes tabs for Student Data, Registration, Scheduling, Next Year Scheduling, Grading, Attendance, Calendar, Transcript, Setup, and Next. The 'Reports' tab is highlighted in the 'Student Data' section. A callout box points to the 'Reports' tab with the text: "A 'Reports' tab is present under each Genesis top tab." The main area displays a 'Student Search Form' and a table of student data.

Student Search Form:

Last Name: _____ Schools: 2002
 First Name: _____ Student ID: _____
 Grades: _____ Status: Active Students Only
 Gender: _____ Special Ed Flag: _____ Homeroom: _____
 Counselor: _____ Student List: _____
 Vice Principal: _____ ESL/LEP: _____

Student Data Table:

ID	Last Name	First Name	School	HR	GR	Gender	Enrollment Status	PL
1000611	ABDUL-HAKEEM	SAKINAH	2002	GYM-A	12	F	ACTIVE	
1005633	ABDUL-RAHEEM	AEISHAH	2002	D262	11	F	ACTIVE	
1008655	ABLAZA, JR	LAZIR	2002	F114	11	M	ACTIVE	
403821	ABRAHAM	ALEX	2002	D232	10	M	ACTIVE	
1001233	ABRECO	PATRICIA	2002	218	10	F	ACTIVE	
504779	ABREU	ROBERT	2002	D202	11	M	ACTIVE	
105107	ACOSTA	ALICIA	2002	GYM-A	12	M	ACTIVE	RPR
1011165	ACOSTA	GABRIEL	2002	D250	11	M	ACTIVE	
105265	ADAM	REBECCA	2002	D239	11	F	ACTIVE	
505392	ADAM	REBECCA	2002	C102	09	F	ACTIVE	
1010890	ADAMS	ANDRICO	2002	GYM-A	12	F	ACTIVE	RPR
403807	ADAMS	CARL	2002	208	10	M	ACTIVE	
1008579	ADESHINA	SAMUEL	2002	C149	11	M	ACTIVE	
403967	ADEVA	RICHELLE	2002	GYM-P	09	F	ACTIVE	
403530	ADEVA	ROXANNE	2002	F140	12	F	ACTIVE	
1011803	ADLAKHA	AMIT	2002		11	M	ACTIVE	

2269 Students. 2269 students.

Figure 4 - Student Data→Reports Tab illustrated

View A List of Reports:

To view the list of available reports, click the "**Reports**" tab. This brings up a screen listing all the reports available to you in the selected module.

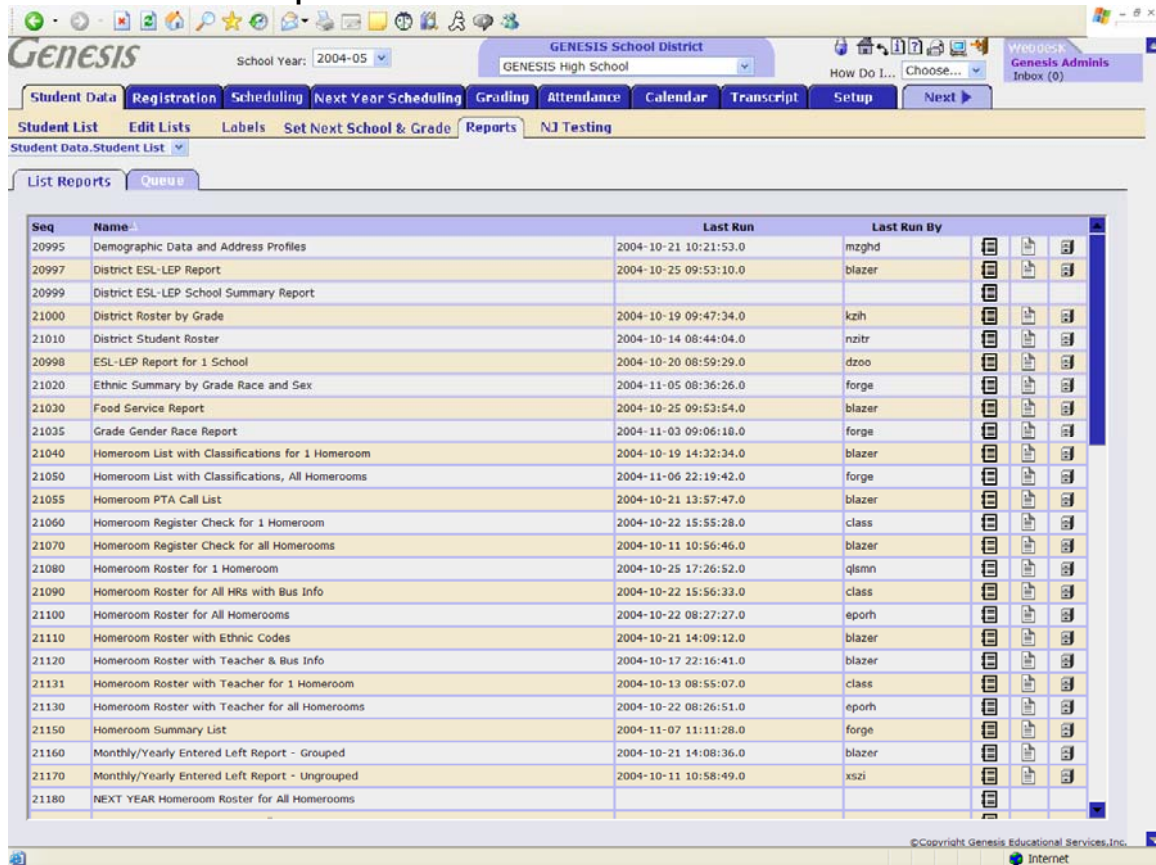
The Student Data→Reports Tab:

Figure 5 - Student Data→Reports Tab displayed. Standard Reports screen layout is shown.

The Reports screens list all reports available to the user.

SECURITY NOTE:

Reports listed on a single Reports screen will be different for different users. Access to reports is controlled by your Genesis Roles. Users are assigned different Roles, thus the users will be able to see and run different collections of reports.

Layout of Reports Screens

All reports screens have the same layout. There are 7 columns:

1. The Report Number
2. The Name of the Report
3. Last Run Date
4. User Id of Last User to Run the Report
5. The 'Run Report' icon
6. The 'Display Last Run' icon
7. The 'Report Archive' icon

Report Screen Layout, Cont.

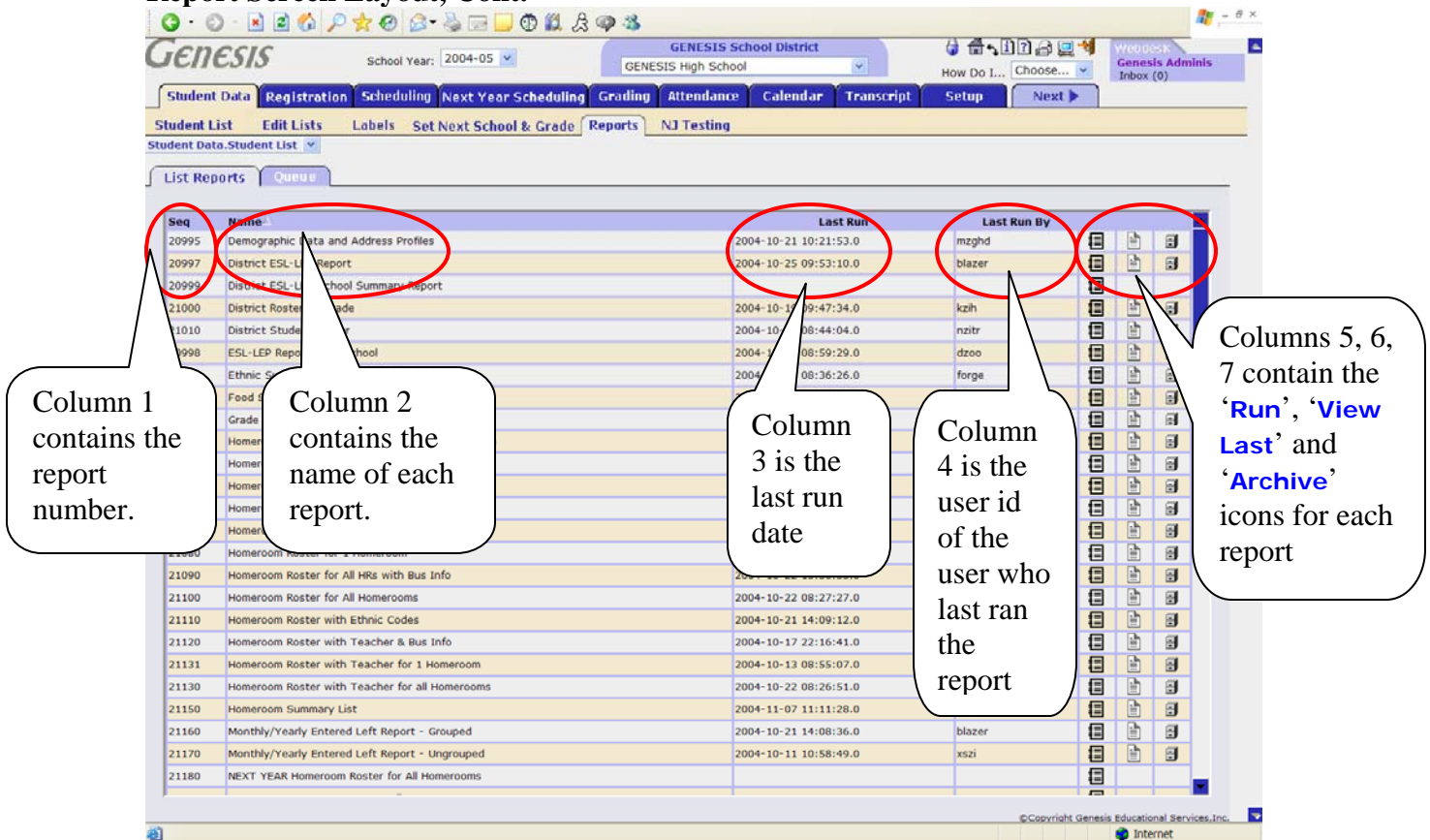


Figure 6 - **Student Data→Reports Tab** displayed. Columns are Illustrated.

Running a Report

To run a report listed on a Genesis Reports screen, click the 'Run Report' icon in column 5.

There are 5 steps to printing a report:

1. Select the report and click the **Run Report** icon. This brings up the 'Run Report' dialog shown below.
2. Set any necessary parameters for running the report. Some reports have no parameters and other reports will have as many as 6 or 7 parameters that must be set.
3. Click the **Schedule Report** button to start the report processing. When processing is completed, the report is displayed by the Adobe Reader in the center of the Genesis screen.
4. To actually print the report, click the Adobe Reader **Print** button. This brings up the standard Windows Printer Dialog
5. Select the desired printer and click **Ok**. The report prints on the desired printer.

Initiating a Report – The Report Invocation Screen

Genesis School District
GENESIS High School

School Year: 2004-05

Student Data | Registration | Scheduling | Next Year Scheduling | Grading | Attendance | Calendar | Transcript | Setup | Next

Student List | Edit Lists | Labels | Set Next School & Grade | Reports | NJ Testing

Student Data: Student List

List Reports | Queue | Run Report

Run a report

Report: **Homeroom Roster for 1 Homeroom**

When: ☒ Run Immediately

Enter Homeroom:

E-Mail a copy of the report? ☐

Schedule Report

Name of Report

Schedule Report Field – default is always to run the report immediately

Parameters: This report has 1 parameter. Some reports have none and other reports have many.

Email checkbox. If email is set up the user can ask for a copy of the report to be mailed to themselves.

Schedule Report button – starts report processing.

©Copyright Genesis Educational Services, Inc.

Figure 7 - Reports invocation screen. Fields are illustrated.

Report Invocation Screen

To start running the report, the user must enter all required parameters and click the 'Schedule Report' button.

Many reports do not take parameters, the user need only click the 'Schedule Report' button to start running the report.

Sending the Report as Email to Oneself

If email is set up for Genesis, the user can click the 'E-mail a copy of the report' checkbox and a copy of the report PDF file will be sent to the user's email address.

Waiting for a Report to Complete

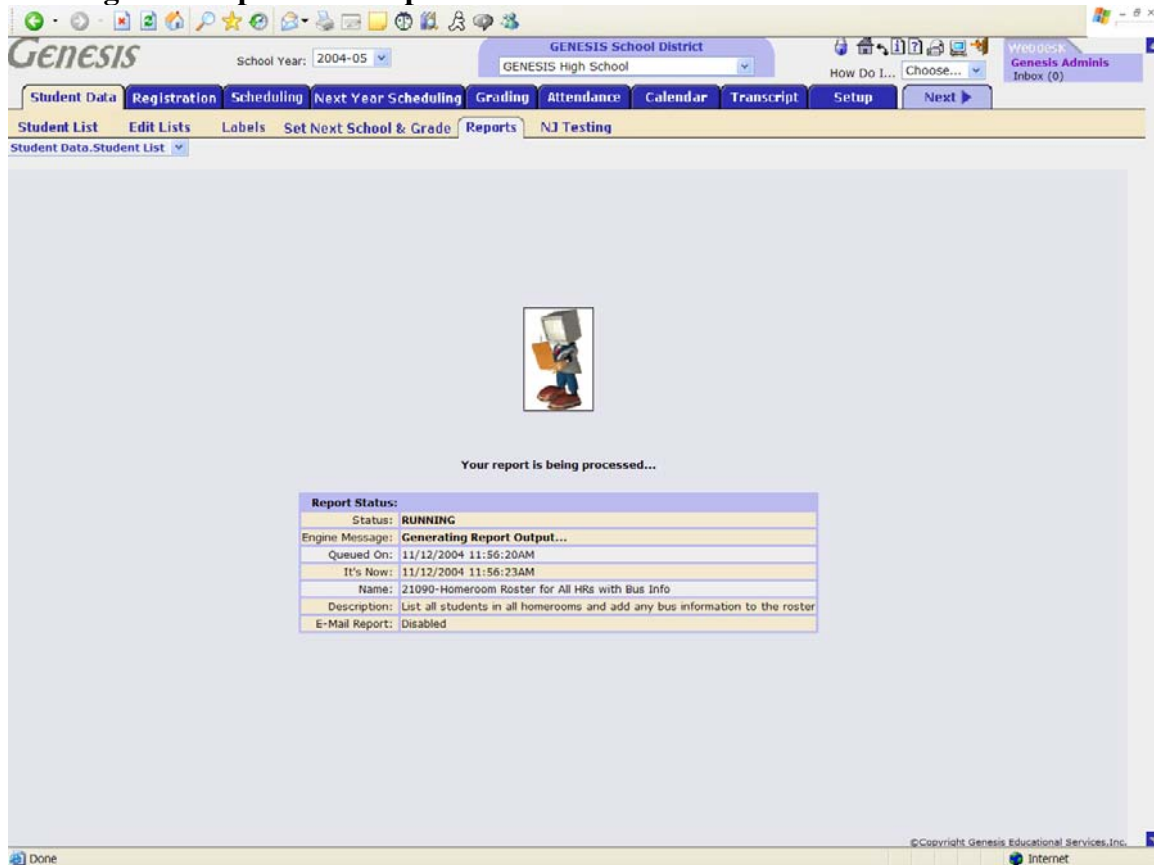


Figure 8 – Report is Running screen. Fields are illustrated.

Waiting for the Report

This screen is displayed if you choose to wait for the report to complete.

NOTE: You DO NOT have to wait for the report to complete. The report will run to completion whether or not you stay on this page and wait. You can then use the 'View Last' icon to bring up the completed report.

The fields in the display include:

- Status – is the report running or 'queued' waiting to run
- Message – the Report software can send updates to let you know how it is progressing.
- Queued On – time when the report was initiated
- It's Now – Current time. This shows how long the report has been running.
- Name – Name of report
- Description – Description of the report
- E-Mail Report – indicates if the report output will be emailed or not.

Displaying and Printing the Finished Report

Genesis displays the completed report in the central frame:

Note the Adobe Reader print button

Note the tabs let the user select a desired page.

Adobe viewing controls. Adobe allows you to zoom in and out to better view the report.

Page number and page navigation controls

Adobe Reader does not entirely take over the screen. Genesis still controls the browser

STUDENT ID	NAME	SEX	AGE	GR	HR	PARENT/GUARDIAN	STREET	CITY	ST	ZIP	PHONE	D.O.B.
195271	BENADUCI, AMBUR L	M	16	11	102	BARRETT, J	31 WOODLAKE DR	TOMS RIVER	NJ	08753	(732)-463-3368	04/24/1988
1907665	PINNEHAN, KAITLIN ELIZABETH	F	15	09	102	ANDERSON, J	301 VAIL AVE	TOMS RIVER	NJ	08753	(908)-553-0669	05/12/1989
504918	KIRIAKIDIS, VERA RAY	F	15	09	102	LUM, J	340 PERRINE AVE	TOMS RIVER	NJ	08753	(732)-463-8024	10/15/1989
105453	PLATONICHEV, ANDREY	M	15	10	102	RUIZ, J	MILDRED 159 HANCOCK RD	TOMS RIVER	NJ	08753	(732)-469-6288	02/23/1989
505470	SMYTH, RACHAEL CAVALIERE	F	14	09	102	VITALE, J	300 KILMER CT	TOMS RIVER	NJ	08753	(732)-424-1529	04/17/1990

Students in HR: 5

Figure 9 – Report display. Adobe Reader controls the center portion of the screen to display the report

Viewing and Printing the Report

Genesis exclusively uses Adobe Reader 6.0 to display the finished report. This allows the report to be viewed before it is printed: many reports can be discarded without ever being printed, saving paper and money.

Printing the Report

To print the report, click the 'Print' button at the top left of the Adobe Reader frame. **DO NOT use the browser's own File→Print menu item**, it does not work correctly to print the report.

Clicking the Adobe Print icon brings up the standard Windows Print Dialog.

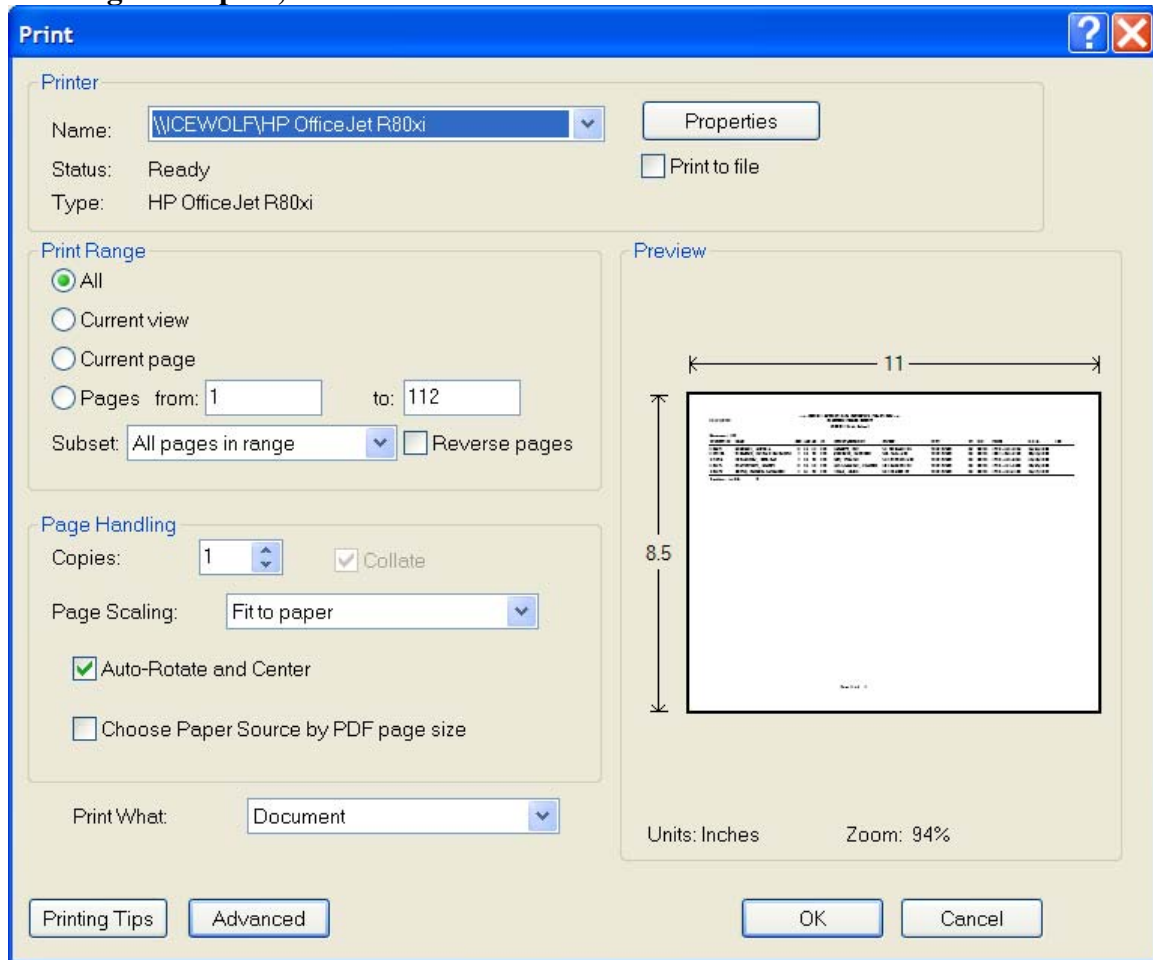
Printing the Report, Cont.

Figure 10 – Standard Windows Print Dialog.

The standard Windows Print dialog allows you to select any printer available to you and to control the printing of the document in the usual way.

NOTE: This is not controlled by Genesis – This is a standard Windows Service.

Click 'OK' to print the Report or 'Cancel' to return to the Report Display screen.

Returning to Genesis from the Report Display Screen

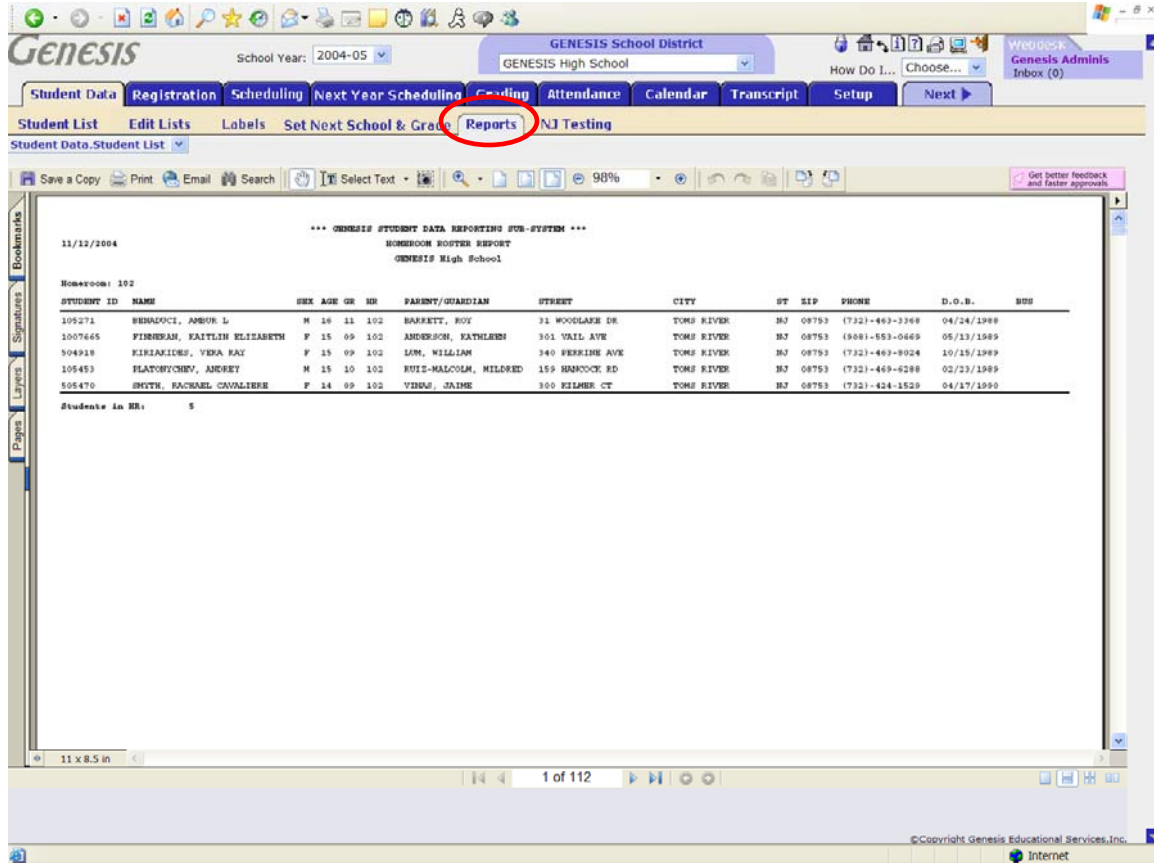


Figure 11 – Report Display. Click any tab to move out of this screen.

NOTE: DO NOT USE the browser BACK button to leave this screen. Genesis is still in control of the screen – note the Genesis tabs. To leave this screen, simply click a different Genesis tab.

Returning to the Reports Screen

To return to the Reports screen to select a new report, click the “**Reports**” tab.

Scheduling a Report for Later Execution

Reports need not be run immediately: they can be scheduled for a later time and or later date.

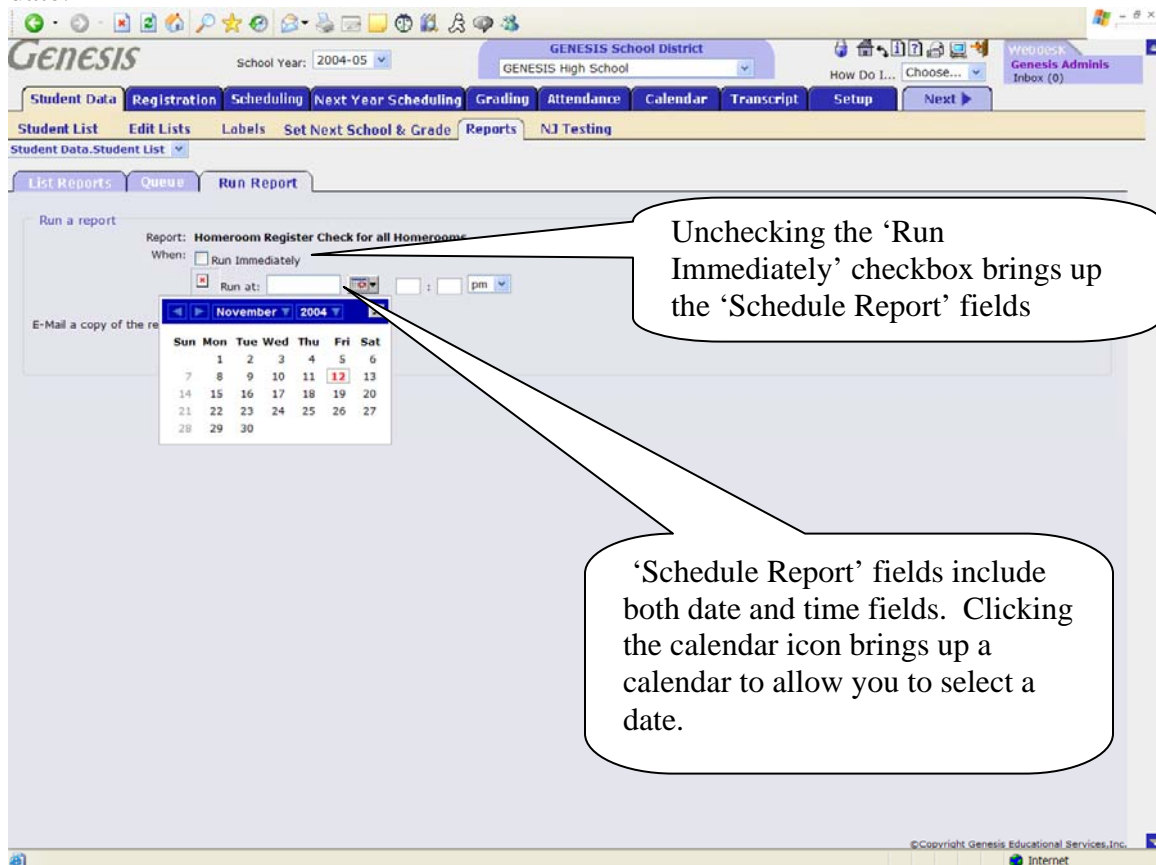


Figure 12 - Reports invocation screen with 'Schedule Run' fields showing

Do Not Run Report Immediately: Schedule for Later

1. Uncheck the 'Run Immediately' checkbox. This causes the Schedule Report fields to appear.
2. Set the Run Date. The date DOES NOT automatically defaults to "today". The user must select the run date.
3. Select the time to run the report. The 'am/pm' drop down is used to select AM or PM.
4. Click the '[Schedule Reports](#)' button to schedule the report. The report will run at the appointed date and time.

Retrieving the Last Run of a Report

Note that this report has never been run.

The middle icon brings up the last run of the report. The 'Last Run Date' and "Last Run by" columns indicate when and by whom the report was last run.

Seq	Name	Last Run	Last Run By
20995	Demographic Data and Address Profiles	2004-10-21 10:21:53.0	mzy
20997	District ESL-LEP Report	2004-10-25 09:53:10.0	blazer
20999	District ESL-LEP School Summary Report		
21000	District Roster by Grade	2004-10-19 09:47:34.0	kzih
		2004-10-14 08:44:04.0	nzitr
		2004-10-20 08:59:29.0	dzoo
		2004-11-05 08:36:26.0	forge
		2004-10-25 09:53:54.0	blazer
21035	Grade Gender Race Report	2004-11-03 09:06:18.0	forge
21040	Homeroom List with Classifications for 1 Homeroom	2004-10-19 14:32:34.0	blazer
21050	Homeroom List with Classifications, All Homerooms	2004-11-06 22:19:42.0	forge
21055	Homeroom PTA Call List	2004-10-21 13:57:47.0	blazer
21060	Homeroom Register Check for 1 Homeroom	2004-10-22 15:55:28.0	class
21070	Homeroom Register Check for all Homerooms	2004-10-11 10:56:46.0	blazer
21080	Homeroom Roster for 1 Homeroom	2004-10-25 17:26:52.0	
21090	Homeroom Roster for All HRs with Bus Info	2004-10-22 15:56:33.0	
21100	Homeroom Roster for All Homerooms		
21110	Homeroom Roster with Ethnic Codes		
21120	Homeroom Roster with Teacher & Bus Info		
21131	Homeroom Roster with Teacher for 1 Homeroom		
21130	Homeroom Roster with Teacher for all Homerooms		
21150	Homeroom Summary List		
21160	Monthly/Yearly Entered Left Report - Grouped		
21170	Monthly/Yearly Entered Left Report - Ungrouped		
21180	NEXT YEAR Homeroom Roster for All Homerooms		

Figure 13 - Reports screen illustrating the 'Last Run' icon column

Viewing the Most Recent Run of a Report

1. Select a **Reports** tab to bring up a Reports screen.
2. Identify the report you wish to view.
3. Click the middle icon, the 'View Last Run' icon. This causes the most recent run of the report to be loaded into the browser under the control of the Adobe Reader (See above).

Report Archives

Most reports only save the most recent run. However, some reports retain all previous runs. These can be found on the **Reports→Archive** screen and are accessed via the 'Archive' icon.

Archived Reports

Certain reports are set to save all their runs. The Reports→Archive screen is used to view the list of archived runs for a single report.

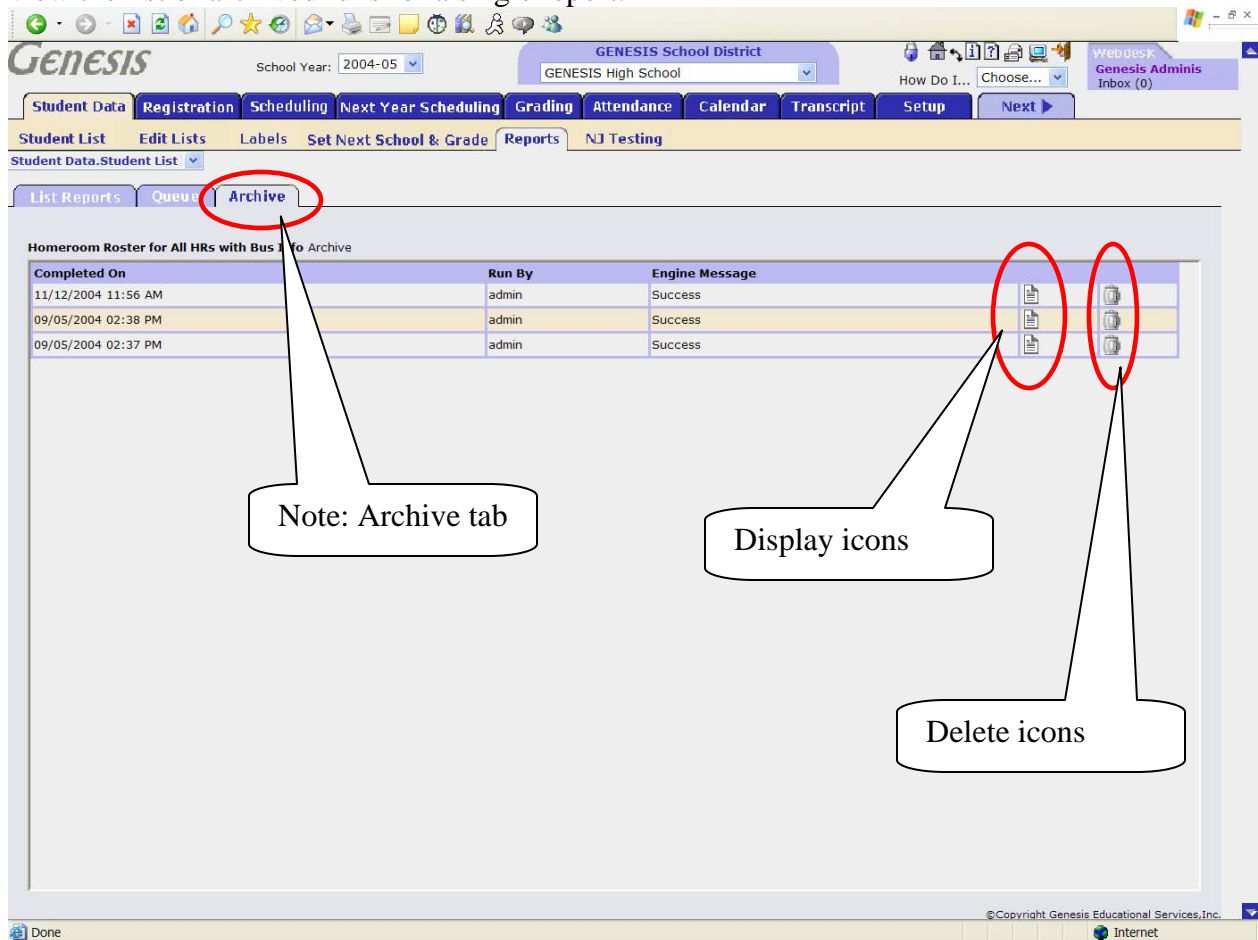


Figure 14 – Reports→Archive screen for a report with multiple runs archived

Information on Each Run

- Run date and time
- User Id of user who ran report
- Success or failure message

Bringing Up an Archived Run of a Report

1. Select the desired report
2. Click on the 'Display' icon. This loads the report into Adobe Reader.

Deleting a Single Run:

1. Select the desired report
2. Click on the 'Delete icon'. This removes the run from the list and the archive.

To Return to Report List:

Click the [Reports](#) tab.

HOW DO I?

Print a Genesis Report?

1. Click on a **Reports** tab (**Student Data→Reports**, **Attendance→Reports**, **Grading→Reports**, **Scheduling→Reports**, **Conduct→Reports**,...).
2. Locate the report you wish to run.
3. Click on the **'Run Report'** icon
4. Enter any needed parameters
5. Click on **'Schedule'**
6. Wait for the report to complete. Some reports can take up to 15 minutes.
7. Click on the Adobe Reader **'Print'** icon
8. Select your desired printer.
9. Click **'OK'**
10. Click any Genesis tab to move to a new function.

Retrieve and Print the Last Run of a Report?

1. Click on a **Reports** tab (**Student Data→Reports**, **Attendance→Reports**, **Grading→Reports**, **Scheduling→Reports**, **Conduct→Reports**,...).
2. Locate the report you wish to print.
3. Click on the **'Last Report'** icon
4. Wait for the report to load
5. Click on the Adobe Reader **'Print'** icon
6. Select your desired printer.
7. Click **'OK'**
8. Click any Genesis tab to move to a new function.

Print the Genesis Report for the Current Screen?

1. Locate the Genesis **printer** icon, first in the series of icons at the upper right corner of the screen. If there is no **printer** icon, there is no report for this screen.
2. Click the **printer** icon
3. Wait for the report to complete
4. Click on the Adobe Reader **'Print'** icon
5. Select your desired printer.
6. Click **'OK'**
7. Click the browser's own **'Back'** button to return to Genesis

Schedule a Report to Run Later?

1. Click on a **Reports** tab (**Student Data→Reports**, **Attendance→Reports**, **Grading→Reports**, **Scheduling→Reports**, **Conduct→Reports**,...).
2. Locate the report you wish to run.
3. Click on the **'Run Report'** icon
4. Enter any needed parameters
5. Uncheck the **'Run Immediately'** check box
6. Select a run date and time.
7. Click **'Schedule'**

8. Click 'OK' to the 'Report has been scheduled' popup.
9. After report has been run, print the archived report.

Print an Archived Report?

1. Click on a **Reports** tab (**Student Data→Reports**, **Attendance→Reports**, **Grading→Reports**, **Scheduling→Reports**, **Conduct→Reports**,...).
2. Locate the report you wish to print.
3. Click on the '**Archived Reports**' icon (right-most icon)
4. Select the version of the report to print
5. Click on the '**View Report**' icon (left-most icon) for the selected report
6. Wait for the report to load
7. Click on the Adobe Reader '**Print**' icon
8. Select your desired printer.
9. Click '**OK**'
10. Click the browser's own '**Back**' button to return to Genesis

Delete a Report from the Archive?

1. Click on a **Reports** tab (**Student Data→Reports**, **Attendance→Reports**, **Grading→Reports**, **Scheduling→Reports**, **Conduct→Reports**,...).
2. Locate the report you wish to print.
3. Click on the '**Archived Reports**' icon (right-most icon)
4. Select the version of the report to delete
5. Click on the 'Delete Report' icon (right-most icon) for the selected report
6. Click '**OK**' to the "*Are you sure you want to delete this report?*" popup
7. Click '**OK**' to the "*Report successfully deleted.*" popup
8. Click the browser's own '**Back**' button to return to Genesis

Find Out Who Last Ran a Report?

1. Click on a **Reports** tab (**Student Data→Reports**, **Attendance→Reports**, **Grading→Reports**, **Scheduling→Reports**, **Conduct→Reports**,...).
2. Locate the report you wish to check on.
3. Locate the '**Last Run By**' column
4. Read the user id of the person to last run the selected report.