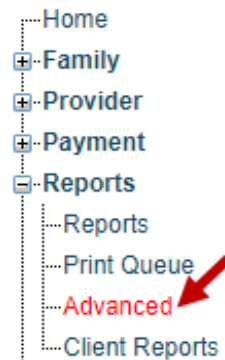


KinderTrack – Run an Advanced Report

- A** Press **Advanced** under **Reports**.



- B** Use the drop-down arrow next to **Report Name** to select the Report you would like to generate.

A screenshot of a report generation form. It has three dropdown menus: 'Report Name' (set to 'QCT Test'), '*Results' (set to 'Record Set'), and 'Output' (set to 'Html'). A red arrow points to the dropdown arrow of the 'Report Name' menu.

- C** Press the drop-down arrow to select the type of **Results** to appear in the Report. To return all records, select **Record Set**.

A screenshot of the same report generation form. A red arrow points to the dropdown arrow of the '*Results' menu, which is currently set to 'Record Set'.

- D** Select the type of **Output** you would like to generate.

A screenshot of the same report generation form. A red arrow points to the dropdown arrow of the 'Output' menu, which is currently set to 'Html'.

- E** Enter the criteria for the fields listed.

- F** Press **Search**.

A screenshot of the bottom section of the report generation form, showing three buttons: 'New', 'Edit', and 'Delete' in the top row, and a 'Search' button in the bottom row. A red arrow points to the 'Search' button.