

## Ad Hoc For Attendance Notes

Index>Ad Hoc Reporting>Filter Designer>All Campus Users>student Attendance Notes

1. Highlight: student Attendance Notes
2. Click Edit
3. Click Next (bottom right)
4. Under Operator for student.studentNumber select =
5. Under Value enter the student ID number
6. Under Operator for CustomStudent\_Attendance Notes Attendance Notes\_statusDate select >=
7. Under Value enter the first day of school
8. Click on Save & Test

Filter the data

ID	*Field	Operator	Value
1	student.studentNumber	=	
2	student.lastName		
3	student.firstName		
4	student.activeToday	=	1
5	CustomStudent_Attendance Notes.Attendance Notes_statusDate	>=	
6	CustomStudent_Attendance Notes.Who		
7	CustomStudent_Attendance Notes.Comments		
8	CustomStudent_Attendance Notes.ContdComments		
9	CustomStudent_Attendance Notes.AddComments		
10	CustomStudent_Attendance Notes.MoreCom		

Annotations:

- Callout 1: Select = (points to the Operator dropdown for row 1)
- Callout 2: Must enter a student ID number (points to the Value field for row 1)
- Callout 3: Enter a start date range for semester or year (points to the Value field for row 5)

Add

Report appears as below:

**Attendance Notes Total Records: 790**

[Simple HTML table](#)

 Export to Excel  Export to PDF

Drag a column header and drop it here to group by that column

LASTNAME	▼	FIRSTNAME	▼	CUSTOMSTUDENT_ATTEN...	▼
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