## Generate a Quick Print using the Printer icon

You can generate a Quick Print using the Quick Print icon 🖨 in the menu bar on any list page. This is the highest level of reporting in Aspen: Filter to the records you want, select the data you want (field set), sort the data in the order you want, and then export the data using Quick Print.

Clicking the Quick Print icon once is the same as going to the Reports menu, clicking Quick Report, and selecting the Simple report type.

Or, to create a different type of Quick Report, click the Quick Print icon and then select Create Quick Report to go directly to the Quick Report wizard.

### To generate a Quick Print using the Quick Print icon:

1. Go to the list page containing the type of data you want to report on.
2. Select the records you want to include on the report.
3. On the **Options** menu, click **Show Selected.**
4. Click the **Quick Print** icon 🖨 in the menu bar. The menu expands.
5. Click one of the format options.

### To generate a detail, summary, or group Quick Report using the Quick Print icon:

1. Go to the list page containing the type of data you want to report on.
2. Select the records you want to include on the report.
3. On the **Options** menu, click **Show Selected.**
4. Click the **Quick Print** icon 🖨 in the menu bar. The menu expands.
5. Click **Create Quick Report** to open the Quick Report wizard.

## Generate a Quick Report using the Reports menu

Use a Quick Report to create an on-the-fly report of the information you are viewing on a list page. You decide what's on it, and the system formats it to look professional.

If there is a particular report that you run every week, such as an attendance report, creating and saving a Quick Report means that you only have to set up the formatting once. Then, every time you run the report it will look the way you want it to.

For example, maybe you like to shade every other line for easier reading and set up the report to pull statistics such as boy totals and girl totals per attendance category. If you save your Quick Report and run it each week, the formatting will look the same, but the information on the report will vary based on the data in the system.

Other users in your school and district can create and share Quick Reports. Before creating your own Quick Report, you might want to check the saved reports to see if it already exists.

Before starting to create your Quick Report, get your list page (such as the Student List) showing the fields and records that you want to include. This minimizes the setup time in the Quick Report wizard.

The Quick Report wizard contains eight steps, but only the first four are required. The others let you customize the report's format and design. If you prefer, you can do the formatting in Excel.

### To generate a Quick Report from the Reports menu:

On the **Reports** menu, click **Quick Report.** The Quick Report wizard appears.

The Quick Report wizard has eight steps:

### Step 1: Source

1. Do one of the following to determine if you want to create a new Quick Report or use one that's been saved:
   - Select **New report** to create a new report.
   - Select **Saved report** to use a report you or another user previously created. The page displays a list of the reports available to you. You can click **Finish** to immediately print the report without making any changes.
2. Click **Next.**

### Step 2: Report Type

1. Click the **Report type** drop-down to select the type of report you want to run.
2. Click **Next.**

### Step 3: Field Selection

1. Select the fields you want to include on the report and the order you want them to appear in.
2. Highlight a field in the Available Fields column, then click **Add** to add the field to the Selected Fields column. To select several fields next to each other, press **SHIFT** and the **Up** or **Down** arrow on your keyboard to select the fields. To select several fields together that do not appear next to each other, press **CTRL** while you click each field you want to include.

   To remove a field from the Selected Fields column, highlight it, and click **Remove.**
3. Click **Next.**

### Step 4: Sort Order

1. To determine how the system sorts the overall report, such as which records print first, do the following:
2. In the Available Fields column, highlight the field you want the system to use to sort the report by, and click **Add** to move the field to the Selected Fields column. You can continue to select fields and add them below the primary sort.
3. In the Selected Fields column, highlight the fields and click **Up** and **Down** to determine the sort order (the field that appears first in the column is the primary sort, then the secondary sort, and so on).
4. Click **Next** to continue with setting up grouping and formatting options (optional). Or, click **Finish** to run your report.

## Generate a Quick Report using the Reports menu (continued)

### Step 5: Totals and Statistics

1. In the **Totals** section, to include totals of records on the report, select the **Total Count** checkbox next to the Group.

2. In the **Statistics** section, for each field you include on the report, the report can provide the minimum, maximum, and total count of each field. For example, click the drop-down to select **Gender,** click **Add,** and select **COUNT** to see totals of boys and girls. You can also track field averages and sums for numeric fields. Following any statistic selection, if you have selected group by fields, specify exactly when you want that statistic to reset. By default, the statistic will be reset only at the end of the report. If a group field is chosen, the value will be reset at the end of that grouping, allowing you to view group-based statistics.

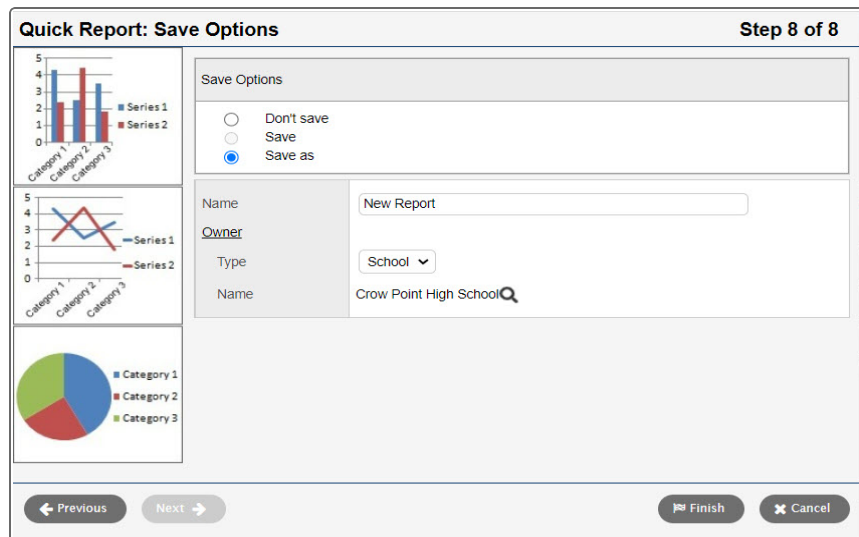   You can add several statistics and resets for each field.

3. Click **Next.**

### Step 6: Format Options

1. Enter information in the fields.
2. Click **Next.**

### Step 7: Field Format Options

1. For each field that displays on the report (the columns of information that appear), you can define a custom width in number of characters, and specific font and text effects.
2. Click **Next.**

### Step 8: Save Options



1. Enter information in the fields.
2. Click **Finish.** The report displays the information in the format you selected.