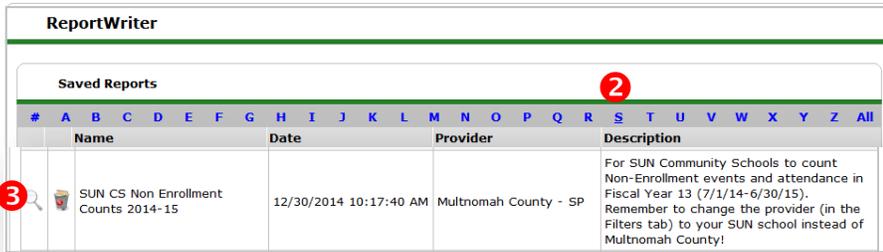
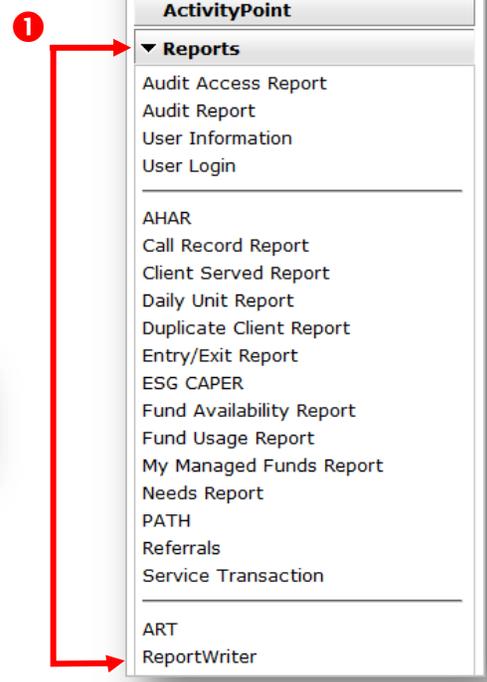


USING REPORT WRITER FOR NON-ENROLLED EVENTS

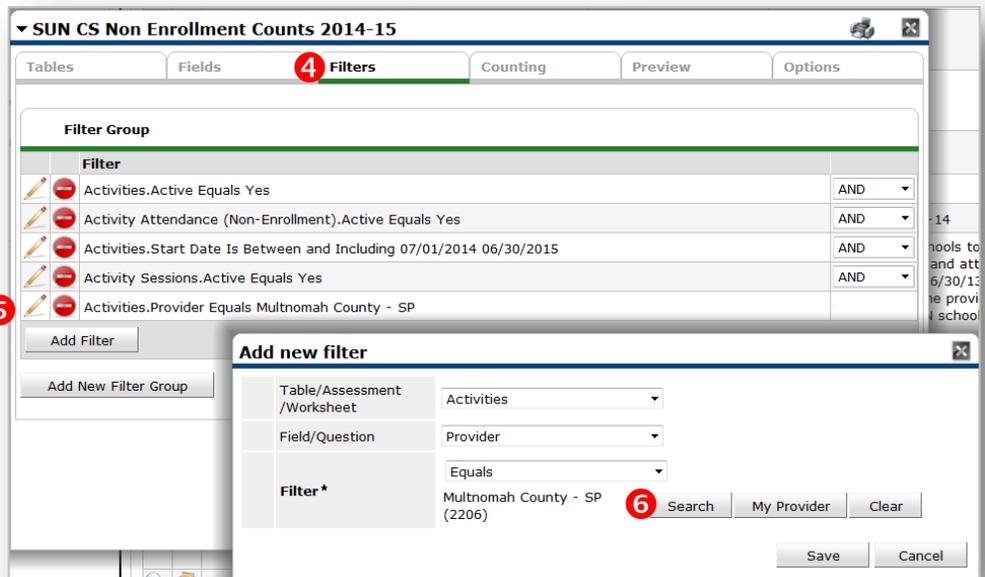
Follow the steps below to pull a report of non-enrolled activities:

- 1 Click the drop-down triangle to open the Reports menu, then click 'ReportWriter'
- 2 Navigate to the 'S' section
- 3 Click the magnifying glass next to the current year's SUN CS Non Enrollment Counts report



The report is set to default to a generic 'Multnomah County' provider. You need to CHANGE that provider to your school's provider.

- 4 Click the Filters tab
- 5 Click the pencil next to 'Activities.Provider Equals Multnomah County - SP'
- 6 Click the search button to find your school
- 7 In the window that pops up, choose your school by clicking the green plus sign
- 8 Click 'Save' in the prompt screen



- 9 Click the Preview tab
- 10 Click 'Download Full Report'

