

15 - CYMS Training Guide – Range and Browser Reports

(10.3 – Updated Nov 2011)

Basic Concepts

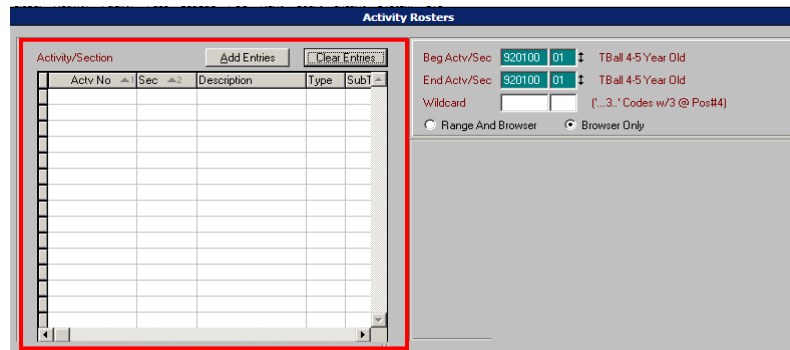
All reports in CYMS can be run multiple ways. Selection criteria include different locations, dates, times, sorts, detail/summary, ages/grades etc. The best way to “learn” about reports is to jump in and experiment with them. You can’t hurt anything in the database by running a report. Start with a small selection of data where you can validate the results – try different settings and views until you find the look you need for the task at hand!

You can press **F1** from any screen in CYMS to obtain field level help.

Before running a report it is extremely important to understand the concept of **Range and Browser vs. Browser Only**. While every report allows you to choose between these two options, some reports are more effective using one setting than the other.

Browser

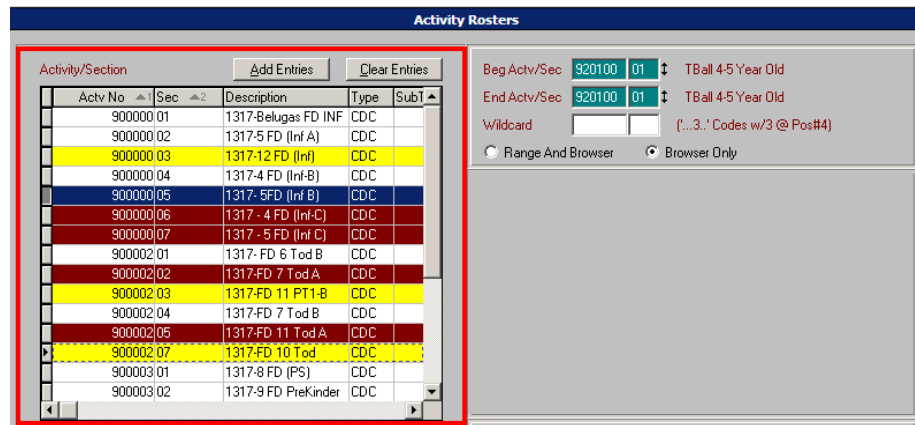
- A browser is a list of records in a scrollable box. The boxed area on the left in the screen shot below is a Browser.



- To Add items to your browser, click **Add Entries**. This opens the Record Selection screen.

Actv No	Sec	Description	Type	SubType	Category	Max Cnt	Min Cnt	Tot Enroll	W/ist	Begin Date	Beg Time	E
900000 01		1317-8elugas FD INF	CDC			10	1	5	0	09/23/2011	06:00	12
900000 02		1317-5 FD (Inf A)	CDC			10	1	2	0	08/20/2002	06:00	12
900000 03		1317-12 FD (Inf)	CDC			4	1	0	0	08/20/2002	06:00	12
900000 04		1317-4 FD (Inf-B)	CDC			10	1	3	0	01/26/2006	06:00	01
900000 05		1317-5 FD (Inf B)	CDC			4	1	4	0	01/01/2006	06:00	01
900000 06		1317-4 FD (Inf-C)	CDC			4	1	4	0	01/27/2006	06:00	01
900000 07		1317-5 FD (Inf C)	CDC			4	1	4	0	01/27/2006	06:00	01
900002 01		1317- FD 6 Tod B	CDC			8	1	6	0	08/20/2002	06:00	12
900002 02		1317-FD 7 Tod A	CDC			8	1	8	0	08/20/2002	06:00	12
900002 03		1317-FD 11 PT1-B	CDC			7	1	2	0	08/20/2002	06:00	12
900002 04		1317-FD 7 Tod B	CDC			8	1	6	0	09/15/2004	06:00	12
900002 05		1317-FD 11 Tod A	CDC			8	1	8	0	09/10/2007	06:00	05
900002 07		1317-FD 10 Tod	CDC			8	1	0	0	05/01/2008	06:00	05
900003 01		1317-8 FD (PS)	CDC			44	1	31	0	01/01/2002	06:00	12
900003 02		1317-9 FD PreKinder	CDC			33	1	25	0	08/20/2002	06:00	06
900003 03		1317-11A FD (PS)	CDC			22	1	1	0	08/20/2002	06:00	06
900003 04		1317- RM 1-PreKinder	CDC			33	0	1	0	07/14/2008	06:00	01
900003 05		1317-FD 10 PS	CDC			11	1	0	0	05/01/2008	06:00	05
900007 01		1317-4 FD (PT1-A)	CDC			6	1	0	0	08/20/2002	06:00	12
900007 02		1317-5 FD (PT1 A)	CDC			6	1	6	0	08/20/2002	06:00	12
900007 03		1317-12 FD (PT1)	CDC			6	1	0	0	08/20/2002	06:00	12
900007 04		1317-11 FD PT1-B	CDC			5	1	5	0	10/01/2007	06:00	12
900007 05		1317-6 FD (PT1 A)	CDC			5	1	5	0	08/20/2002	06:00	12
900007 06		1317-4 FD (PT1-B)	CDC			6	1	5	0	01/26/2006	06:00	01

- There are many ways to add records to your browser: You may **Double Click** the items you wish to add. By doing this, the record is moved from the **Record Selection** screen to the report browser. To get back to the Report screen click Exit. OR
- To select more than one **non-consecutive** item in a browser, press and hold the **<Ctrl>** key on the keyboard and click each item. Then click **Add** or **Add/Exit** at the bottom of the **Record Selection** screen.
Add/Exit will exit you from the **Record Selection** screen and put you back on the report screen with the browser showing your selections.
Add assumes you want to stay on the Record Selection screen and make more selections.
- To highlight **consecutive** items in a browser, highlight the first one, then hold down the **Shift** key and click on the last item. All the items between the first and last will be selected. Then click **Add** or **Add/Exit**.



- Back in the **Browser** on the report screen, you may scroll up/down with the mouse, arrow keys or use the scroll bars to view all of the records.
- You may also click on the browser column headings to sort the data in that column.
 - Then start typing the letters or numbers of the record you want to find.
 - The cursor will move to the first occurrence of that letter/number.
 - To search again, press **F5** to clear the buffer and re-enter the information.
- To remove an item from the browser, select it and click **Clear Entries**. To remove multiple items use the CTRL Key or Shift Key techniques described above and then click **Clear Entries**.

Range and Browser tells the system to:

- Include everything from the Beginning Range through the Ending Range – **AND** --
Include everything in the Browser. If there are 10 items in the browser you will get information on all ten items – **EVEN** if they are **NOT** highlighted.

Browser Only tells the system to:

- **Ignore** the **Beginning and Ending Range** and pull information for whatever is in the **Browser** even for items that are **NOT** highlighted.
- In 10.3, if it is in the Browser you will get information on it!

Example 1 – Consecutive Activities

You want to run a Roster Report for all your Infant rooms.

Your infant rooms are numbered as follows: 900000, Sections 01, 02, 03, 04.

You have two options:

1 You can use **Browser Only**:

- Select the **Browser Only** toggle
- Select your activities using the **Add Entries** button at the top of the Browser.
 - Double click each Infant room on the **Record Selection** screen
OR
 - Single click each Infant Room while holding the **<Ctrl>** key and then clicking **Add/Exit**.
OR
 - Highlight section 01 on the **Record Selection** screen, then press and hold the **Shift Key** and select section 04. This will highlight sections 01, 02, 03 and 04.

Click **Add/Exit**. Sections 01-04 will appear in the Browser.

The screenshot shows the 'Activity Rosters' window. On the left, a table lists activities with columns for Actv No, Sec, Description, Type, and SubT. The first four rows are highlighted in blue. On the right, there are various filters and options. The 'Browser Only' radio button is selected and highlighted with a red box. Other options include Range And Browser, Age Range, Grade Range, Date Range, Date Option, Res Option, Gender Opt, Roster Option, Sect Status, Enroll Status, Future, PCS, Reg Source, and Coordinator(s).

Actv No	Sec	Description	Type	SubT
900000 01		1317-Belugas FD INF	CDC	
900000 02		1317-5 FD (Inf A)	CDC	
900000 03		1317-12 FD (Inf)	CDC	
900000 04		1317-4 FD (Inf-B)	CDC	

Figure 2: Browser Only

IMPORTANT: If an item shows in the browser you will get information on it even if it is **NOT** highlighted!!!

If there is a something in the browser that you don't want information on, select it and click **Clear Entries**.

2 You can also use **Range and Browser** to get this information:

- Toggle **Range and Browser**
- Then right-click in the **Beg Actv/Sec** field and select the first Infant room, Activity # 900000 / Section #01 using our example.
- Right-click in the **End Act/Sec** and select the last Infant room, 900000 / 04.
- By doing this you will get rosters for Class 900000/Sections 01, 02, 03 and 04.
- If there is anything in the Browser that you do not want to receive information on, you need to click the item or multi-select items and press **Clear Entries**.

If you wish to **remove everything** from the Browser – don't select anything in the browser and click **Clear Entries**.

- Again, when selecting **Range and Browser** the system wants to report on anything in your range **AND** anything in your Browser whether it is highlighted or not!

Figure 3: Range and Browser

IMPORTANT: Note that the Browser is empty as everything I wish to report on is reflected in the range.

Example 2 – Non-Consecutive Activities Using Both Range and Browser

You want to run a Roster Report for all your Infant and Pre-School rooms.

Your Infant rooms are numbered 900000, Sections 01, 02, 03 and 04.

Your Pre-Tod1 rooms are numbered 900007, Section 01, 02, 03, 04, 05, 06 and 07.

In between your Infant and Pre-Tod1 rooms there several other rooms you do not want to print information for.

For this example you could:

- Toggle the **Range and Browser** option:
- Enter your Infant rooms in the Range,
- Then click **Add Entries** in the Browser and select/multi-select the Pre-Tod1 rooms.

Activity Rosters

Activity/Section				
Actv No	Sec	Description	Type	Sub
900007 01		1317-4 FD (PT1-A)	CDC	
900007 02		1317-5 FD (PT1-A)	CDC	
900007 03		1317-12 FD (PT1)	CDC	
900007 04		1317-11 FD (PT1-B)	CDC	
900007 05		1317-6 FD (PT1-A)	CDC	
900007 06		1317-4 FD (PT1-B)	CDC	
900007 07		1317-5FD (PT1 B)	CDC	

Print Location(s)

Print Option: Standard Master List Unique Master List

Sort Option:

Reg Actv/Sec: 1317-8elugas FD INF

End Actv/Sec: 1317-4 FD (Inf-B)

Wildcard: (1..3.' Codes w/3 @ Post#4)

Range And Browser Browser Only

Age Range: Through

Exclude Family Members With Blank Birthdays?

Grade Range: Through

Date Range: Through

Date Option: Use Section Date Use Enrollment Date

Res Option: Resident Non-Res Both

Gender Opt: Male Female Both

Roster Option: All Rosters Changed Rosters

Sect Status: Active Inactive Canc Pend

Enroll Status: Enroll W/List Lotto Canc

Future PCS

Reg Source: Rec Web Tele Batch

Coordinator(s)

Figure 4: Range and Browser for non-consecutive items