Making a Processing List

(Must do this prior to starting to compose a message if you want a certain set of students to get message)

- o Go into "Office" and choose whatever type of report you want to make a list for (i.e. vaccines, no physicals, food allergies)
- o Prepare a report as you would for the list you want to generate (for example if you want to send notice to all kids still needing physicals, run a report for students with no physicals)
- o Once your report is run it stays in your list and you can make a processing list for it
- o Go to your reports and highlight the one you want and choose "processing list" from R menu
- o Choose "Create New Processing List" from R menu
- o Name your report in "Description", it will default long description to be same, but you can add more to that line by putting cursor on that line if you want
- o Save and Print
- o View report to be sure it has what you need and then that list is now saved to your processing lists. When you choose "processing list" in step 9 under "Composing a Message," it will be there