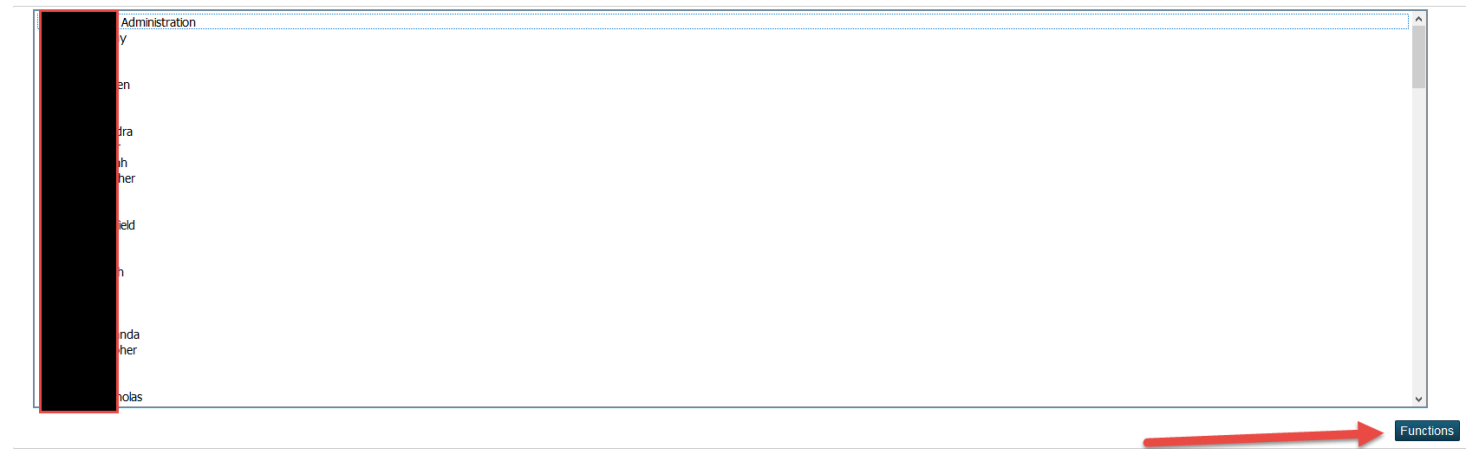


Staff Data Export for School Photographer

- From the Start page select All STAFF
 - Click the Functions (bottom right of screen)
- Select A Staff Member - (134)



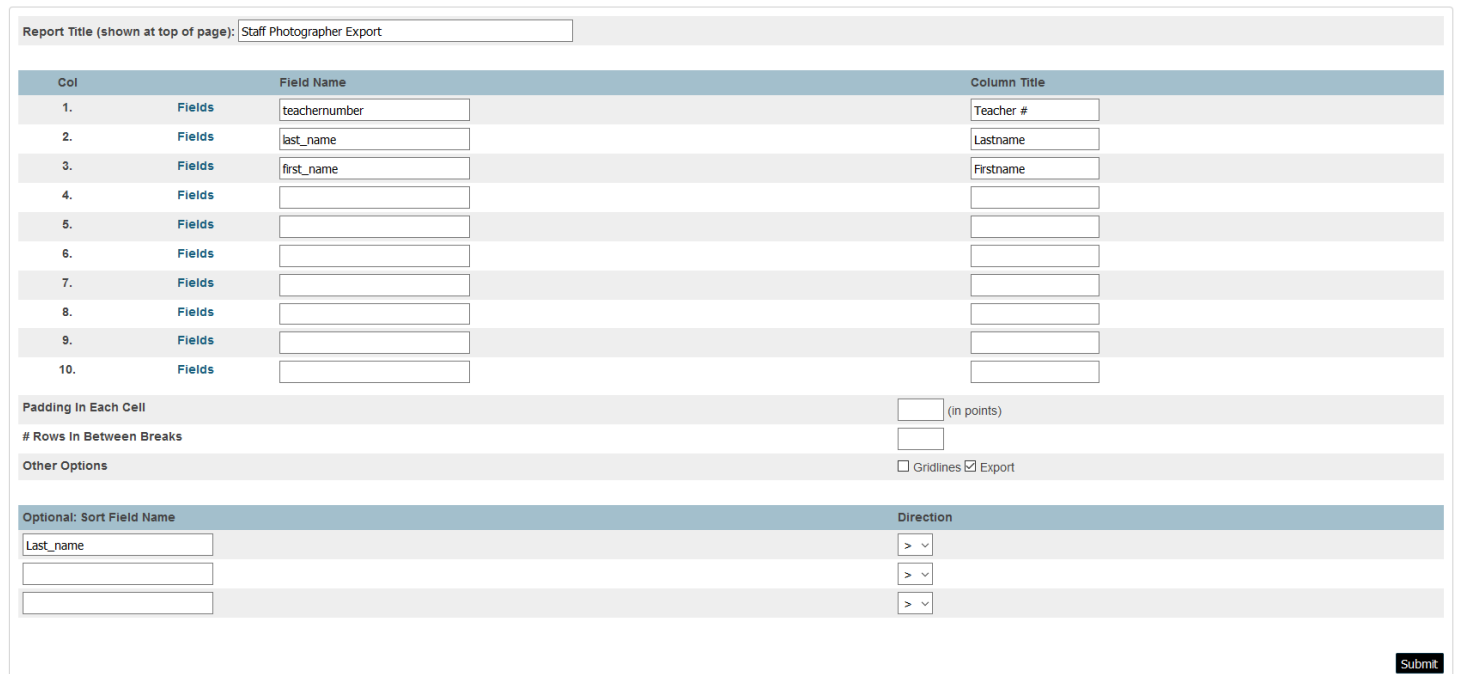
The screenshot shows a web application interface with a list of staff members. A red box highlights the 'Functions' button in the bottom right corner. The list of staff members is partially visible, showing names like Administration, y, en, dra, h, her, eld, h, nda, her, and olas.

- Click List Staff Members

Enter the following fields ----

- Report Title : Staff Photographer File
- teachernumber
- Last_name
- First_name
- In the Other Options selection, put a check in the box to Export
- Click Submit

Staff List - 134 staff members will be listed



The screenshot shows the Staff List export form. The form includes fields for Report Title, Fields, Column Title, Padding, Rows, and Other Options. The 'Export' checkbox is checked. The form is titled 'Staff List - 134 staff members will be listed'.

Col	Field Name	Column Title
1.	teachernumber	Teacher #
2.	last_name	Lastname
3.	first_name	Firstname
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Padding In Each Cell (in points)

Rows In Between Breaks

Other Options ☐ Gridlines ☒ Export

Optional: Sort Field Name Direction

Optional: Sort Field Name	Direction
Last_name	> v
	> v
	> v

Submit