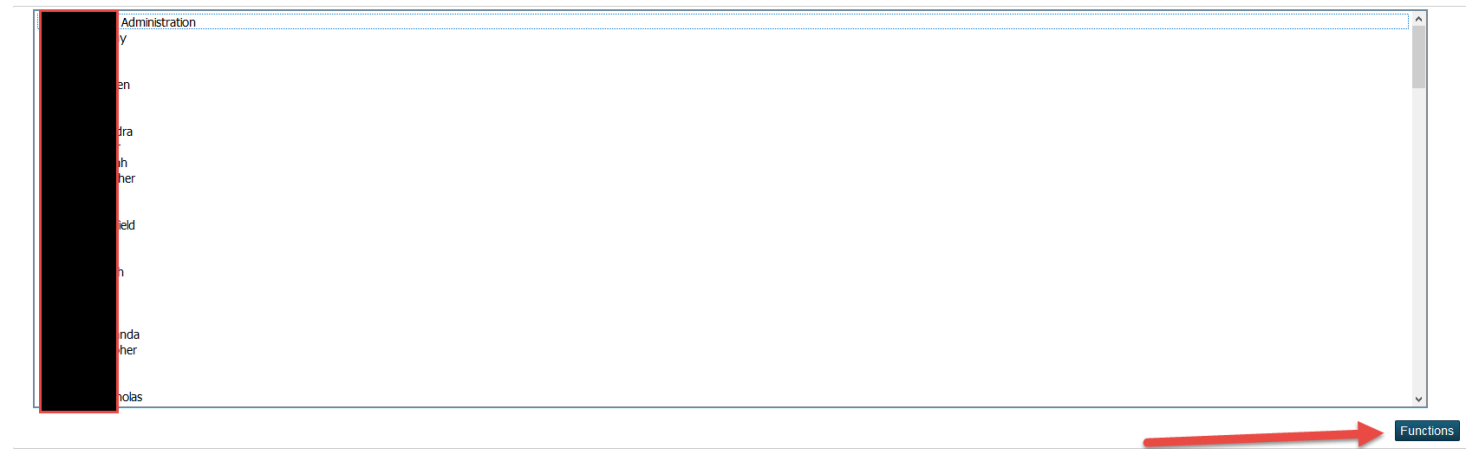# Staff Data Export for School Photographer

- From the Start page select All STAFF
- Click the Functions (bottom right of screen)

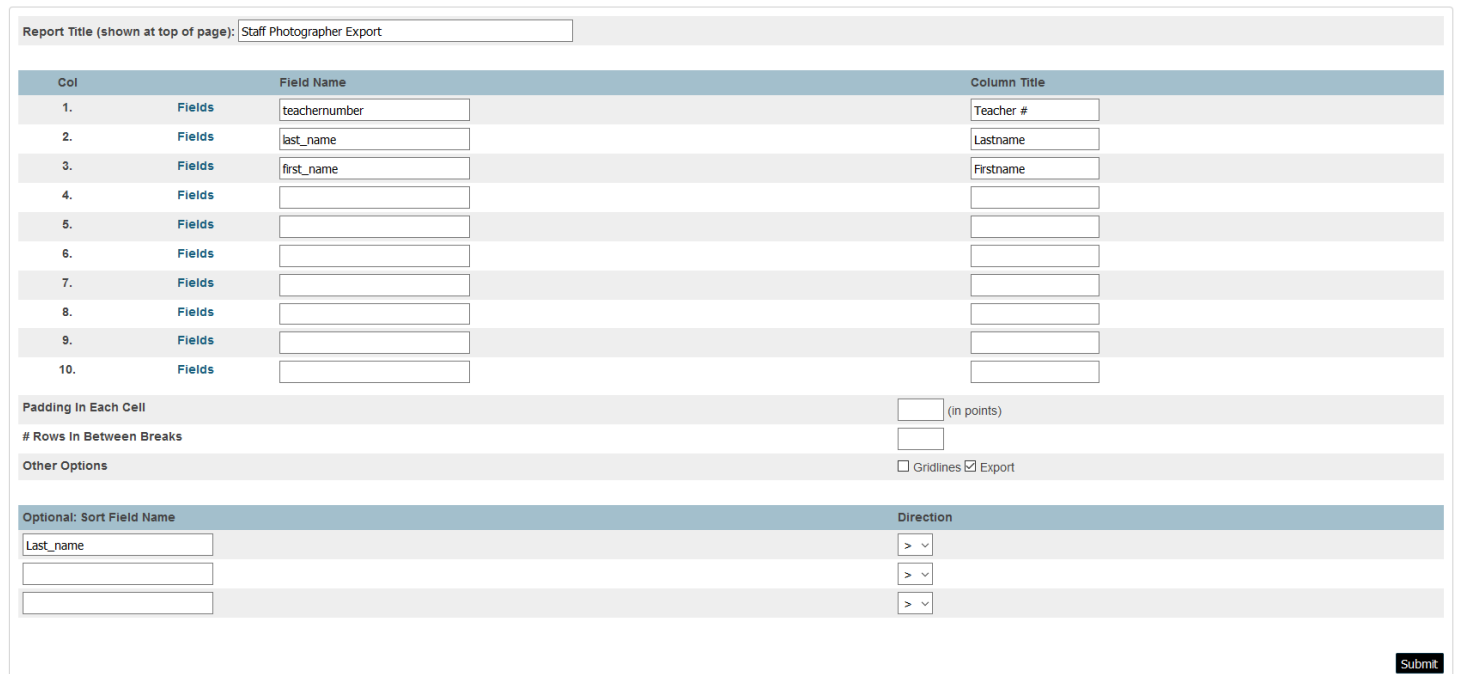**Select A Staff Member - (134)**

- 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

Report Title (shown at top of page): Staff Photographer Export

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

Padding In Each Cell		(in points)
# Rows In Between Breaks		
Other Options	☐ Gridlines ☑ Export	

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

Submit