







Use the Roster Report

Common Buttons & Icons

	Calendar icon
	Hide Parameters bar
	Refresh icon
	Back Arrow icon
	Save icon
	Print icon

Use the Roster Report

From the PromisePoint Reporting Home screen:

1. Click the **Roster** link under the Classroom header.
Note: Hover over the link to view more information about the Roster report.
2. Click the **Select Event** drop-down arrow.
3. Select the appropriate event from the drop-down calendar.
4. Click the **Select Session** drop-down arrow.
5. Select the appropriate session from the drop-down calendar.
6. Click **View Report**.

Notes:

- The Show/Hide Parameters bar allows you to view more/less of the report.
 - The Refresh icon ensures you are viewing the current data.
 - The Back Arrow icon returns to the previous report.
 - You can save documents in a variety of formats using the Save icon.
 - The Print icon allows you to print any report.
7. Click **Close Report** in the upper-right hand corner to return to the PromisePoint Reporting Home Screen.