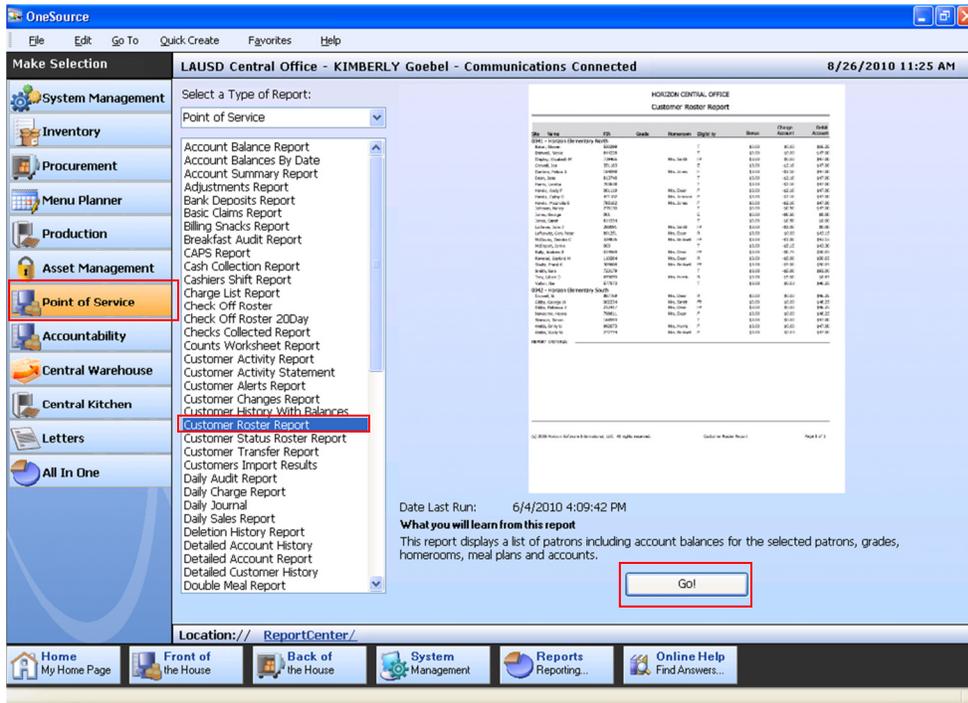
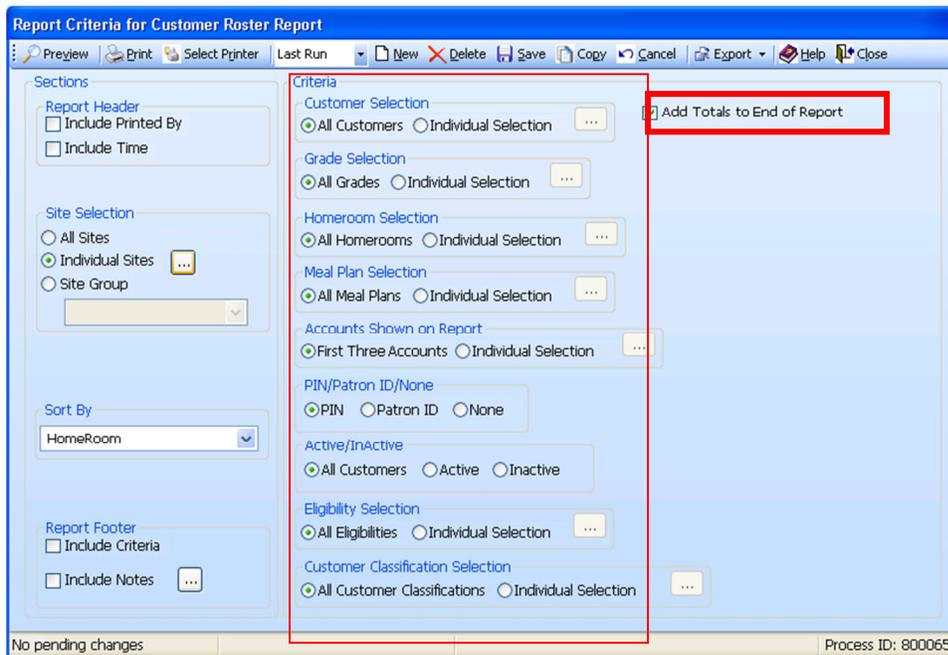


Instructions to Print a Customer Roster Report



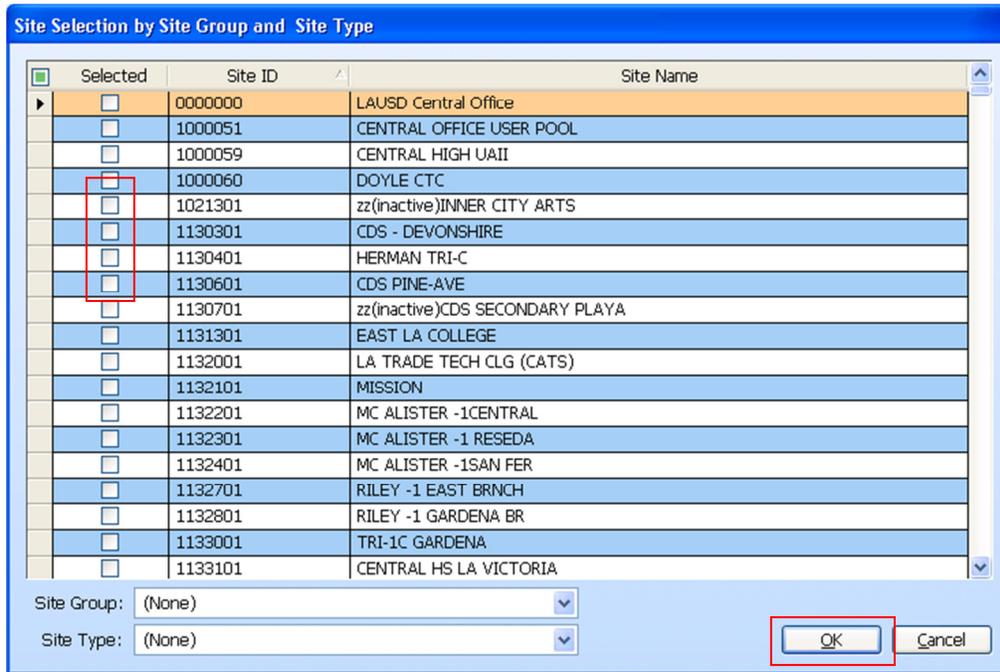
Log on to One Source. Click on Reports>Choose Point of Service>Choose Customer Roster Report, click Go



On the Report Criteria Screen click on All Customers, All Grades, All Homerooms, All Meal Plans, First Three Accounts, Pin, all Customers, All Eligibilities, All Customer Classifications. Make sure that there is a check mark in “add totals to end of report”.

At the “Sort By” option Choose Homeroom

At Site Selection Choose "individual sites", this screen will come up, put a check by the site name you that you would like to print rosters for, then click ok

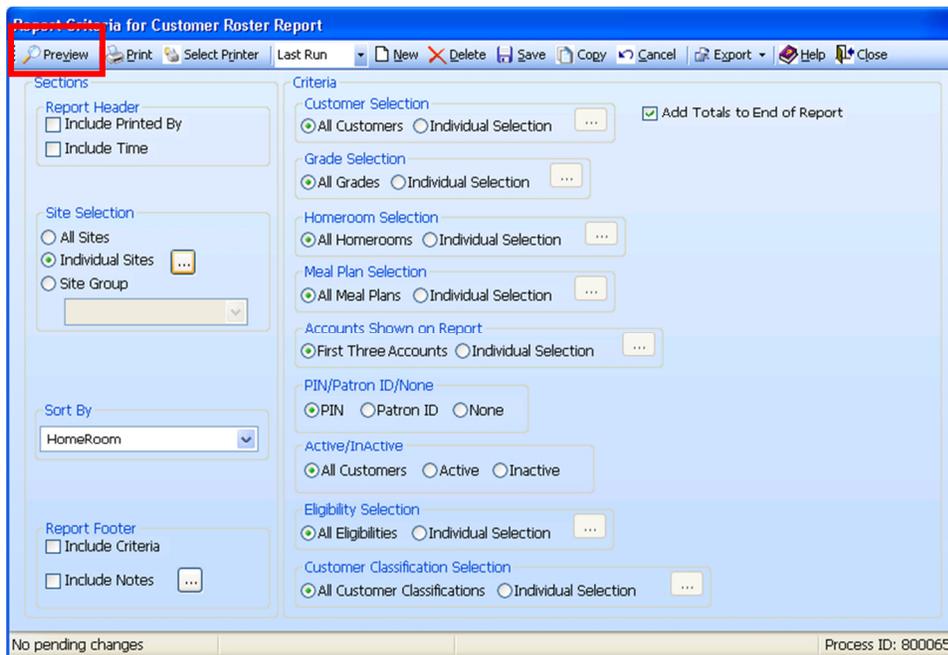


The dialog box titled "Site Selection by Site Group and Site Type" contains a table with the following data:

Selected	Site ID	Site Name
<input type="checkbox"/>	0000000	LAUSD Central Office
<input type="checkbox"/>	1000051	CENTRAL OFFICE USER POOL
<input type="checkbox"/>	1000059	CENTRAL HIGH UAI
<input type="checkbox"/>	1000060	DOYLE CTC
<input type="checkbox"/>	1021301	zz(inactive)INNER CITY ARTS
<input type="checkbox"/>	1130301	CDS - DEVONSHIRE
<input type="checkbox"/>	1130401	HERMAN TRI-C
<input type="checkbox"/>	1130601	CDS PINE-AVE
<input type="checkbox"/>	1130701	zz(inactive)CDS SECONDARY PLAYA
<input type="checkbox"/>	1131301	EAST LA COLLEGE
<input type="checkbox"/>	1132001	LA TRADE TECH CLG (CATS)
<input type="checkbox"/>	1132101	MISSION
<input type="checkbox"/>	1132201	MC ALISTER -1CENTRAL
<input type="checkbox"/>	1132301	MC ALISTER -1 RESEDA
<input type="checkbox"/>	1132401	MC ALISTER -1SAN FER
<input type="checkbox"/>	1132701	RILEY -1 EAST BRNCH
<input type="checkbox"/>	1132801	RILEY -1 GARDENA BR
<input type="checkbox"/>	1133001	TRI-1C GARDENA
<input type="checkbox"/>	1133101	CENTRAL HS LA VICTORIA

Below the table are two dropdown menus: "Site Group: (None)" and "Site Type: (None)". At the bottom right, there are "OK" and "Cancel" buttons.

You will be back at the criteria screen, click on Preview



The "Report Criteria for Customer Roster Report" dialog box features a toolbar with "Preview", "Print", "Select Printer", "Last Run", "New", "Delete", "Save", "Copy", "Cancel", "Export", "Help", and "Close".

Sections:

- Report Header:** Include Printed By, Include Time
- Site Selection:** All Sites, Individual Sites, Site Group
- Sort By:** HomeRoom
- Report Footer:** Include Criteria, Include Notes

Criteria:

- Customer Selection:** All Customers, Individual Selection, Add Totals to End of Report
- Grade Selection:** All Grades, Individual Selection
- Homeroom Selection:** All Homerooms, Individual Selection
- Meal Plan Selection:** All Meal Plans, Individual Selection
- Accounts Shown on Report:** First Three Accounts, Individual Selection
- PIN/Patron ID/None:** PIN, Patron ID, None
- Active/Inactive:** All Customers, Active, Inactive
- Eligibility Selection:** All Eligibilities, Individual Selection
- Customer Classification Selection:** All Customer Classifications, Individual Selection

At the bottom, it shows "No pending changes" and "Process ID: 800065".

This is the report, click on the printer icon to print the report. Each page will be a different homeroom, by grade with the teachers name, the totals for the site will be on the last page of the report.

Report Viewer

701 - 107TH ST

Main Report

Name	PID#	Grade	Homeroom	Enroll	Amount	Classification	Bonus
AMAYA, VANESSA E	4469523	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
ANTONIO, CHRISTOPHER MAUR	6835358	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
CERVANTES, LESLY JASSMIN	7595919	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
GARCIA, DANIELA	2797402	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
GONZALEZ, TIFFANY A	4679651	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
GONZALEZ JR, MARTIN	7111055	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
HENDERSON, FANTASIA E	8117408	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
LOPEZ, ISRAEL	4113472	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
MAEDA, ALAN B	5590313	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
MARROQUIN, LESLIE A	7677113	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
MARTINEZ, JESSICA M	0691041	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
MORAN, KEVIN D	3957198	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
POLANCO, JONATHAN A	3169155	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
PONCE, ANDREA J	3625351	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
PONCE, DANIEL	0545531	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
RAMIREZ, ALEJANDRA N	2391411	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
RIDGEWAY, MYRACLE S	9853618	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
RODRIGUEZ, MICHELLE D	8195597	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
ROSALES, EMILY GISELLE	3090539	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
STEWART, SAMUEL B	9025157	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
THOMAS, LAWAN	9807403	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
VELASCO, DESTINY	9979168	04	ZUNIGA GARCIA, D	1	(None)	\$0.00	
VILLAGRANA-SANCH, MARISOL	7358397	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
WASHINGTON, CRAIG A	7579935	04	ZUNIGA GARCIA, D	3	(None)	\$0.00	
Site Account Totals							\$0.00
Eligibility Counts							
Eligibility	Count						
1	631						
2	5						
3	885						

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