Instructions to Print a Customer Roster Report

🐱 OneSource				- 7 🛛				
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Make Selection	LAUSD Central Office - KIMBERLY	Goebel - Communic	ations Connected 8	3/26/2010 11:25 AM				
📸 System Management	Select a Type of Report:		HORIZON CENTRAL OFFICE Customer Roster Report					
anventory	Point of Service		24 Yang 124 Gade Baranyan Digitiy Bara Assart Assart					
Procurement	Account Balance Report		Value T Line L					
Menu Planner	Adjustments Report Bank Deposits Report Basic Claims Report		Name Control History History <thhistory< th=""> History <thhis< th=""><th></th></thhis<></thhistory<>					
Production	Billing Snacks Report Breakfast Audit Report		Jews, Sent 01014 T 10.0 52.55 52.00 Lobess, Max Jables Hu, Son F 10.00 52.00 <t< th=""><th></th></t<>					
G Asset Management	Cash Collection Report		Revent Labort H L2004 His-Date I L2014 His-Date I L2014 His-Date I L2014 His-Date L2014 His-Date L2014 His-Date L2014 His-Date L2014 His-Date L2014 L2014 <thl2014< th=""> <thl2< th=""><th></th></thl2<></thl2014<>					
Point of Service	Charge List Report Check Off Roster Check Off Roster 20Day		0342 - Molecki (Streiding South) Event is Billion Billion Hu, South H, SouthH, South H, SouthH, SouthH, SouthH, South H					
Accountability	Checks Collected Report Counts Worksheet Report		ема, биучу ЖБРЭ Ин. тичи / 1320 КББ 1428 ован, Холин // 1979 Ин. Тичи //					
Central Warehouse	Customer Activity Report Customer Activity Statement Customer Alerts Report							
Central Kitchen	Customer Changes Report Customer History With Balances							
Letters	Customer Status Roster Report Customer Transfer Report		(2018 Molecular Manual Annual Call and Annual Call and Annual Annual Annual Annual Annual Annual Annual Annual A					
🕘 All In One	Customers Import Results Daily Audit Report Daily Customers Dearth							
	Daily Journal Date Last Run: 6/4/2010 4:09:42 PM Daily Sales Report Date Last Run: 6/4/2010 4:09:42 PM Date Last Run: 6/4/2010 4:09:42 PM Date Last Run: 6/4/2010 4:09:42 PM							
	Detailed Account History Detailed Account Report Detailed Customer History	ry This report displays a list of patrons including account balances for the selected patrons, grades, rt homerooms, meal plans and accounts.						
	Double Meal Report Go!							
	Location:// ReportCenter/							
My Home Page	ront of Back of the House	System Management	Reports Reporting Online Help					
Home Front of Ack of System Online Help My Home Page Management Reports Reports								

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

Report Criteria for Customer Roster Report							
🗄 🔎 Pre <u>v</u> iew 🚕 Print 🔌 Select Printer La	ist Run 🔄 🗋 New 🗙 Delete 🔒 Save 🗋 Copy 😰 🖸	ancel 🔐 Export 👻 🤣 Help 💵 Close					
Sections Report Header Include Printed By Include Time	Criteria Customer Selection O All Customers O Individual Selection Grade Selection O All Grades O Individual Selection	Add Totals to End of Report					
Site Selection All Sites Individual Sites Site Group	Homeroom Selection O All Homerooms O Individual Selection Meal Plan Selection All Meal Plans O Individual Selection Accounts Shown on Report O First Three Accounts O Individual Selection						
Sort By HomeRoom	PIN/Patron ID/None OPIN OPatron ID ONone Active/Inactive All Customers OActive OInactive						
Report Footer Include Criteria Include Notes	Eligibility Selection All Eligibilities O Individual Selection Customer Classification Selection All Customer Classifications O Individual Selection						
No pending changes		Process ID: 800065					

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

Site Selection by Site Group and Site Type						
		01-10-1				
	j Selected	Site ID 🗠	Site Name			
		0000000	LAUSD Central Office			
		1000051	CENTRAL OFFICE USER POOL			
		1000059	CENTRAL HIGH UAII			
		1000060	DOYLE CTC			
		1021301	zz(inactive)INNER CITY ARTS			
		1130301	CDS - DEVONSHIRE			
		1130401	HERMAN TRI-C			
		1130601	CDS PINE-AVE			
		1130701	zz(inactive)CDS SECONDARY PLAYA			
		1131301	EAST LA COLLEGE			
		1132001	LA TRADE TECH CLG (CATS)			
		1132101	MISSION			
		1132201	MC ALISTER -1CENTRAL			
		1132301	MC ALISTER -1 RESEDA			
		1132401	MC ALISTER -1SAN FER			
		1132701	RILEY -1 EAST BRNCH			
		1132801	RILEY -1 GARDENA BR			
		1133001	TRI-1C GARDENA			
		1133101	CENTRAL HS LA VICTORIA	~		
s	ite Group: (No	one)	~			
9	Site Type: (No	one)				

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

Report Official for Customer Roster Report							
🔎 Preview 🏾 🍃 Print 🛯 Select Printer 📗	Last Run 🔹 🗋 New 🗙 Delete 🔚 Save 👔 Copy 🗠 Cancel 🕼 Export 🗸 🤣 Help 👫 Close						
Sections Report Header Include Printed By Include Time	Criteria Customer Selection Individual Selection Grade Selection Individual Selection						
Site Selection ○ All Sites ③ Individual Sites ○ Site Group	Homeroom Selection Itemeroom Selection Itemerooms All Homerooms Individual Selection All Meal Plans Individual Selection Accounts Shown on Report Image: Shown on Selection Itemeroous Accounts Shown on Report Image: Shown on Selection Itemeroous						
Sort By HomeRoom	PIN/Patron ID/None OPIN OPatron ID Active/InActive OAll Customers Active						
Report Footer Include Criteria Include Notes	Eligibility Selection • All Eligibilities Individual Selection Customer Classification Selection • All Customer Classifications Individual Selection						
No pending changes	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.

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😟 🔁 156 701 - 107TH ST	Mair	Report								
	Í T	Name		PIN	uraue	nomeroom	Eliy	JIIILY CIASSIFICATION	BUTIUS	
		AMAYA, VANES	5SA E	4469523	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	<u> </u>
		ANTONIO, CHR	ISTOPHER MAUR	6835358	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
	CERVANTES, LESLY JASSMIN			7595919	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
	GARCIA, DANIELA			2797402	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
		GONZALEZ, TI	FANY A	4679651	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
		GONZALEZ JR,	MARTIN	7111055	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		HENDERSON, F	ANTASIAE	8117408	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
		LOPEZ, ISRAEL		4113472	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	-
		MAEDA, ALAN	В	5590313	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		MARROQUIN, L	ESLIE A	7677113	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		MARTINEZ, JES	SSICA M	0691041	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
		MORAN, KEVIN	D	3957198	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		POLANCO, JON	IATHAN A	3169155	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		PONCE, ANDRE	EA J	3625351	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		PONCE, DANIE	L	0545531	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		RAMIREZ, ALE.	JANDRAN	2391411	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
		RIDGEWAY, M	RACLE S	9853618	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
		RODRIGUEZ, M	ICHELLE D	8195597	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
		ROSALES, EMI	Y GISELLE	3090539	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		STEWART, SAM	IUEL B	9025157	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	
		THOMAS, LAW	AN	9807403	04	ZUNIGA GARCI	A, D/ 3	(None)	\$0.00	E
		VELASCO, DES	TINY	9979168	04	ZUNIGA GARCI	A, D/ 1	(None)	\$0.00	
	VILLAGRANA-SANCH, MARISOL		7358397	04	ZUNIGA GARCI	A. D/ 3	(None)	\$0.00		
	WASHINGTON, CRAIGA		7579935	04	ZUNITCA CADGI	A D1 2	(None)	\$0.00		
	Site Account Totals					,	(1111)	\$0.00		
		Engineer Cou	ants							
		Eligibility		Count						
		1		631						
		2		5						
		3		885						
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