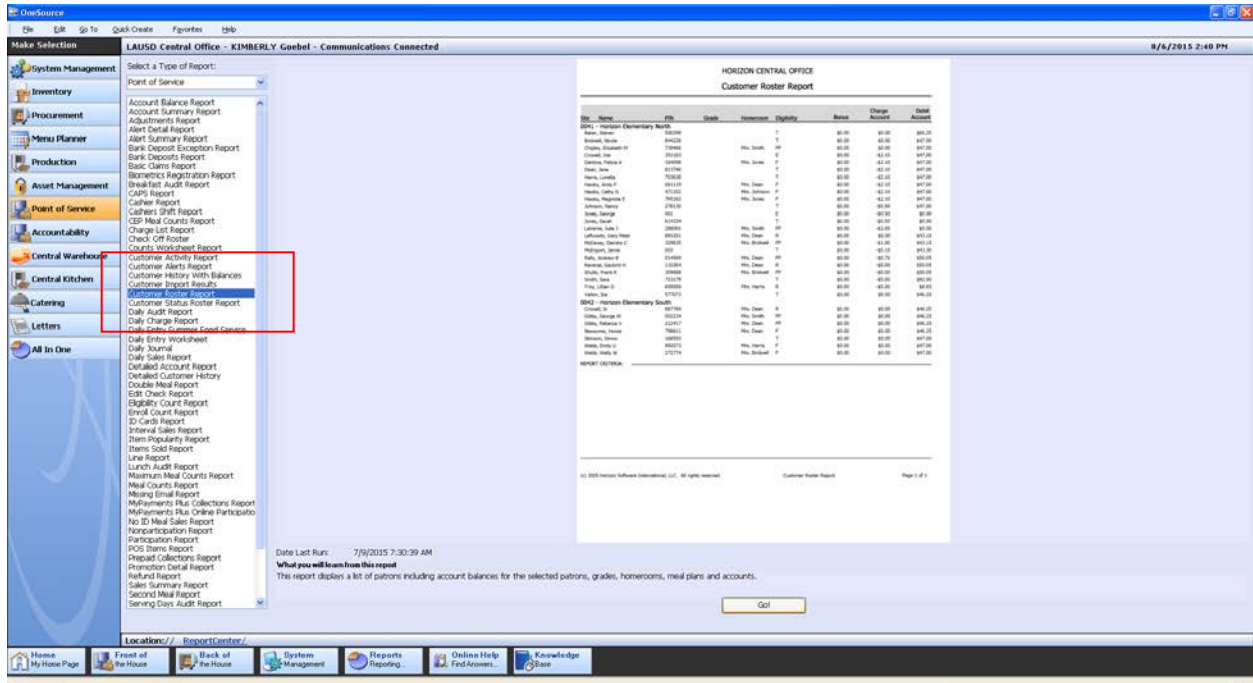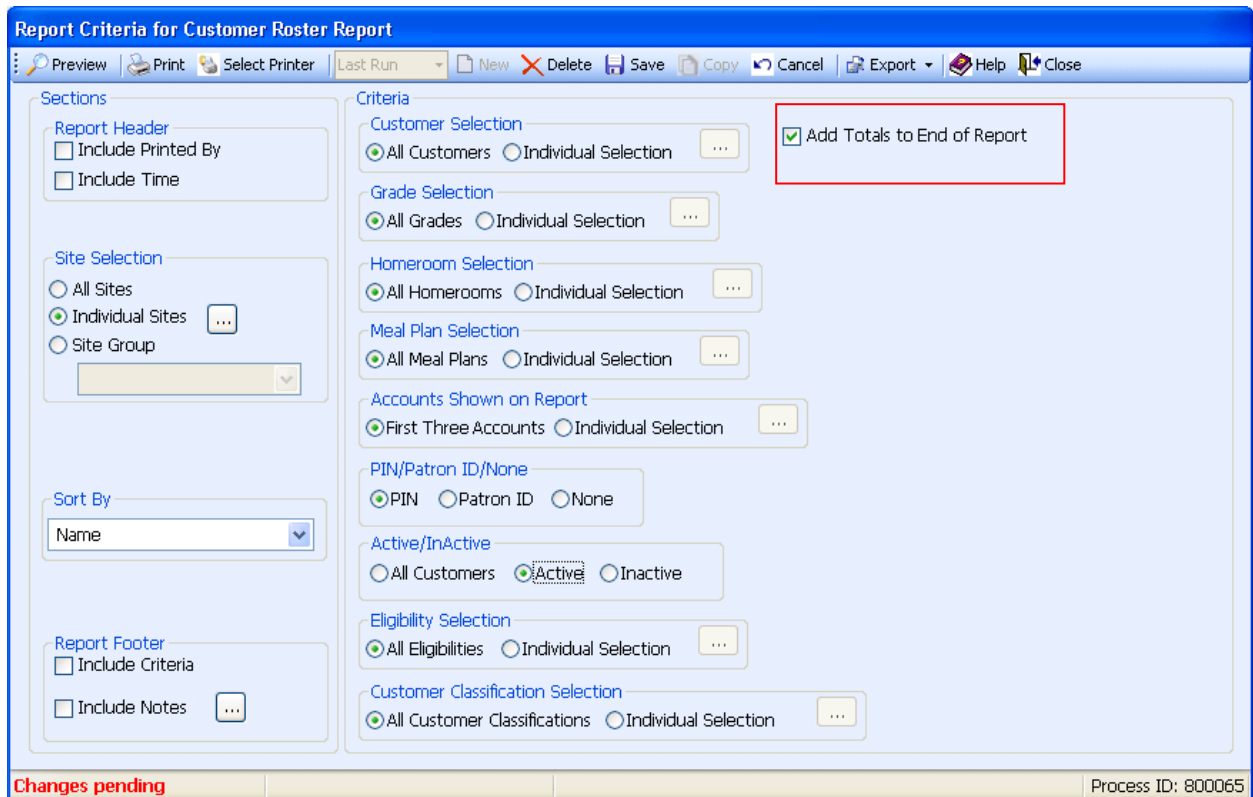# Instructions to Print A Customer Roster Report

Log on to OneSource. Click on Reports>Choose Point of Service>Choose Customer Roster Report>Click Go

On the Criteria screen click All Customers, All Grades, All Homerooms, All meal plans, First Three Accounts, Pin, Active Customers, All Eligibilities, All Customer classifications. Make sure that there is a check mark in the "add totals to end of report". At the sort by option choose name.

Site Selection by Site Group and Site Type

Selected	Site ID	Site Name
☐	0000000	LAUSD Central Office
☐	1000051	CENTRAL OFFICE USER POOL
☐	1000054	UAII CENTRAL HIGH
☐	1130353	DEVONSHIRE CDS
☐	1130601	BELGRAVE CDS
☐	1132001	LA TRADE TECH-CATS
☐	1132201	MCALISTER-CENTRAL
☐	1132301	MCALISTER-CHATSWORTH
☐	1132401	MCALISTER-SAN FERNANDO
☐	1132701	RILEY HS-EAST
☐	1132801	RILEY HS-GARDENA
☐	1133001	GARDENA TRI-C
☐	1133101	LA VICTORIA CENTRAL HIGH
☐	1133401	ARLETA TRI-C
☐	1148101	CLEAR CREEK CAMP
☐	1148159	SFSP-Clear Creek Camp
☐	1148201	POINT FERMIN CAMP
☐	1163201	VILLAGE GLEN SCHOOL
☐	1163301	HARBOR COLLEGE CATS

Site Group: (None)
Site Type: (None)

OK   Cancel

At the site selection choose "individual sites", this screen above will come up, put a check by the name of the school you would like to print rosters for, then click OK.

Report Criteria 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

Site Selection
○ All Sites
● Individual Sites [...]
○ Site Group

Sort By
Name

Report Footer
☐ Include Criteria
☐ Include Notes [...]

Criteria

Customer Selection
● All Customers ○ Individual Selection [...]

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 [...]

☑ Add Totals to End of Report

Changes pending   Process ID: 800065

You will be back at the criteria screen, click on preview or print the report

1483601 - LELAND EL
1853601 - BELL HS

Main Report

LAUSD Central Office
Customer Roster Report

1483601 – LELAND EL

Name	PIN	Grade	Homeroom	Eligibility	Classification	Bonus	General	Meal
ABARCA, KARLA R	3603786	06		1	(None)	$0.00	-$0.30	$0.00 _____
ADAMS, EMMA R	3377940	04		1	(None)	$0.00	-$2.86	$0.00 _____
ADAMS, MIA L	7329367	06		1	(None)	$0.00	-$2.11	$0.00 _____
ALDERETE, NATHAN H	7267601	PK		3	(None)	$0.00	-$2.00	$0.00 _____
ALVARADO, MAX J	1107538	04		1	(None)	$0.00	$0.00	$0.00 _____
ALVAREZ, AZAEL G	7169063	K		2	(None)	$0.00	$5.40	$0.00 _____
ANDRES, DAMIAN A	6683666	05		2	(None)	$0.00	$2.70	$0.00 _____
ARIAS, HECTOR J	9366459	03		1	(None)	$2.00	$3.50	$0.00 _____
Arias, Melinda J	9329195	02		1	(None)	$0.00	$0.00	$0.00 _____
ARMAGOST, SANDRA J	00558321	A		A	(None)	$0.00	$0.00	$0.00 _____
AVITIA, JOEL	3576931	05		1	(None)	$0.00	$9.40	$0.00 _____
AYALA, WEDNSDAE B	5925371	01		1	(None)	$0.00	$0.00	$0.00 _____
BAESCH, MELISSA A	00505073	A		A	(None)	$0.00	$0.00	$0.00 _____
BAIRD, HAYDEN A	5185784	04		2	(None)	$0.00	$0.80	$0.00 _____
BALESTRIERI, FRANCES	00598226	A		E	(None)	$0.00	$1.00	$0.00 _____
BARRIENTOS, PRICELA E	7319737	K		3	(None)	$0.00	$0.00	$0.00 _____
BERNALES MIRANDA, BRIAN Y	7279530	01		1	(None)	$0.00	-$2.00	$0.00 _____
BIRDSONG, AALIYAH S	3409581	02		3	(None)	$0.00	-$1.50	$0.00 _____
BLANCO, ROSE M	1116669	K		1	(None)	$0.00	$0.00	$0.00 _____
BOLOGNA, JACQUELINE K	00931238	A		A	(None)	$0.00	$0.00	$0.00 _____
BONILLA, JASMIN	7661292	03		3	(None)	$0.00	$1.50	$0.00 _____
BORGES, KIERA D	00740118	A		A	(None)	$0.00	$0.25	$0.00 _____
BRADSHAW, FAITHE	7053171	03		1	(None)	$0.00	$0.00	$0.00 _____
BROEKMAN, AMY B	00921774	A		A	(None)	$0.00	$0.50	$0.00 _____
BUCHAN, WINNIE P	00218428	A		A	(None)	$0.00	$0.95	$0.00 _____
BUCHANAN, LOURDES M	6562083	05		2	(None)	$0.00	$2.00	$0.00 _____
CANALES, GLORIA M	00808807	A		A	(None)	$0.00	$0.00	$0.00 _____
CAO, GRACEY	7267921	K		3	(None)	$0.00	$0.00	$0.00 _____
CARDONA, DIEGO	7307074	K		1	(None)	$0.00	$0.00	$0.00 _____
CARDONA, LEILANI M	6161213	01		1	(None)	$0.00	-$2.00	$0.00 _____
CARDONA, NEVAEH A	4061925	03		1	(None)	$0.00	$0.00	$0.00 _____
CASILLAS, ERINA V	2985453	04		1	(None)	$0.00	$0.00	$0.00 _____
CASTANEDA, MIXE	00924292	A		A	(None)	$0.00	$2.15	$0.00 _____
CASTILLO, NATHEN	5199330	K		1	(None)	$0.00	$2.00	$0.00 _____

Customer Roster Report   Page 1 of 121

Current Page No.: 1   Total Page No.: 121   Zoom Factor: 100%

This is a copy of the Customer Roster Report.