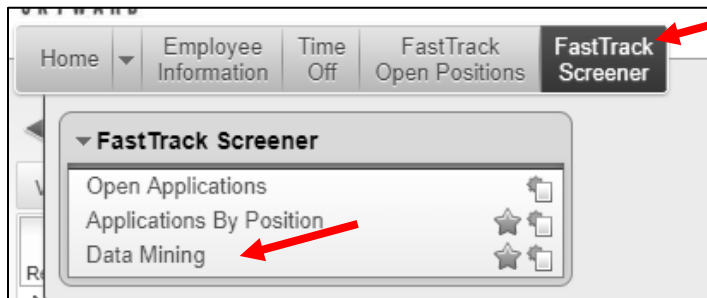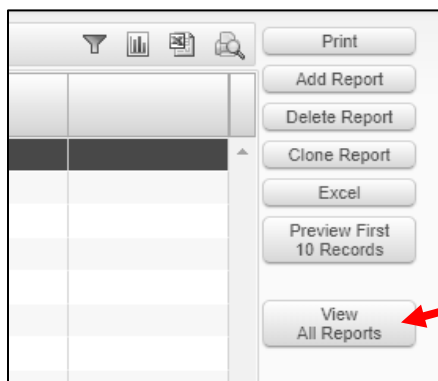![Jordan School District Human Resources logo]

Sweepers by Location Report Tutorial

1. Log in to Skyward Employee Access.
2. Click on FastTrack Screener.
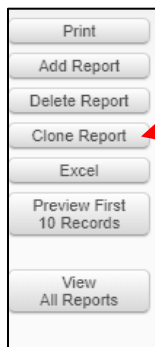3. Choose Data Mining.

Initial Report Set up

4. Select View All Reports.

5. Find Brittany Bauer's Sweepers by Location Report and Highlight.

Sweepers by Location	N	N	187	Landscape	03/26/2019	BAUER, BRITTANY

6. Click Clone Report.

Updated 3/26/19

7. Name your new report (ex: Sweepers for Sunset Ridge Middle).
8. Click Save.

9. Click drop down arrow to view Field Selections.
10. Click Edit on Question Response.

11. In ranges put your school name (see examples below):
    a. Elementary
        i. Low: Heartland
        ii. High: Heartland Elementary Schoolz
    b. Middle
        i. Low: Sunset Ridge
        ii. High: Sunset Ridge Middle Schoolz
    c. High
        i. Low: Bingham
        ii. High: Bingham High Schoolz
12. Click Save.

Running Your Report

13. Highlight your report

| ▶ Sweepers | N | N | 192 | Landscape | 05/08/2015 | BAUER, BRITTANY | |

14. Click Excel.

Print
Add Report
Delete Report
Clone Report
Excel
Preview First
10 Records
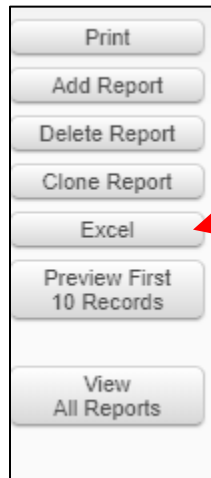
View
All Reports

15. When report is complete, click view report. Report will download as an excel file.

Request Complete

FastTrack Data Mining - Sweepers by Location has finished processing.

View Report   Back

If you have any questions or concerns, please contact Human Resources at 801-567-8214. Thank you!