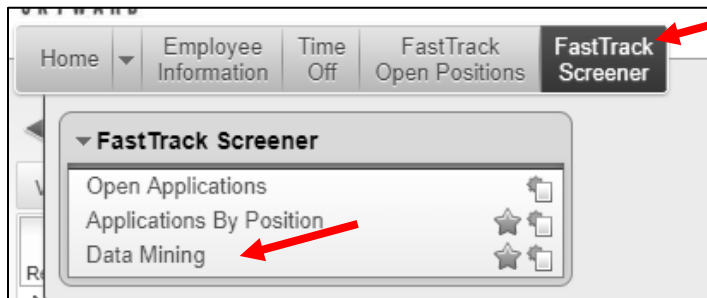


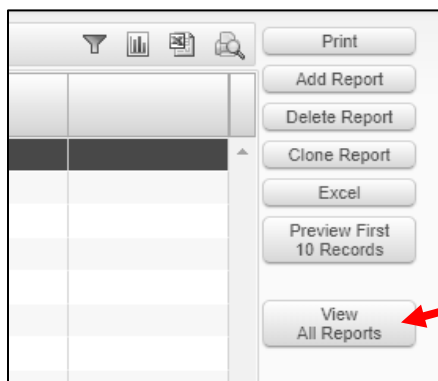
Sweepers by Location Report Tutorial

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



Initial Report Set up

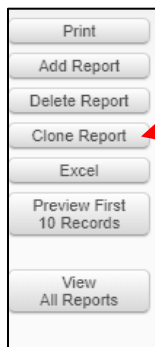
4. Select View All Reports.



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

► Sweepers by Location	N	N	187	Landscape	03/26/2019	BAUER, BRITTANY
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6. Click Clone Report.



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

Add Report - 8086 - 05.19.02.00.02-11.7 - Google Chrome

https://skyfin.jordan.k12.ut.us/scripts/wsis.dll/WService=wsFin/rdataedit003.w?isPopup=true

Add Report

General Information

* Report Name: Sweepers by Location

* Report Title: Sweepers by Location

Report Orientation:
☒ Portrait
☐ Landscape

☐ Include Parameter Page
☐ Show Counts Only

Save

Back

Asterisk (*) denotes a required field

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

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

[Expand All](#) [Collapse All](#) [Modify Details \(displaying 3 of 3\)](#) [View Printable Details](#)

General Information Edit General Information

Field Selection Add/Delete Fields

	Field	Ranges	Headings	Length	Sort
Edit	Full Name	" * to 'ZZZZZZZZZZZZZZZZZZZZ' .."	Applicant Full Name	30	
Edit	Primary Phone	" * to 'ZZZZZZZZZZZZZZZZZZ'	Applicant Primary Number	15	
Edit	Email	" * to 'ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ' .."	Applicant Email Address	60	
Edit	Assignment	'Misc - Sweeper' to 'Misc - Sweeper Student'	Position Assignment	30	
Edit	Question Description	" * to 'ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ' .."	General Question Description	60	
Edit	Question Response	'Bingham High' to 'Bingham High School'	General Question Response	100	
Edit	Status Description	'108' to '109'	Applicant Status Description	40	
Edit	Date Applied	" * to '12/31/9999'	Applicant Applied Date	12	

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.

Field Selection - Edit Fields

Field Selection - Edit Fields - Question Response

☒ Print Field on Report

Save
Reset
Back

Ranges (Low/High) Sunset Ridge Sunset Ridge

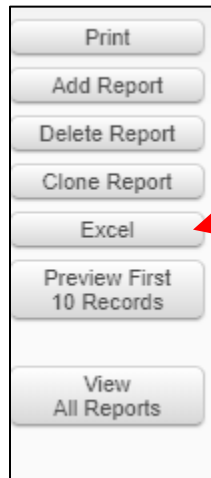
Heading 1: Length: 100
 Heading 2: Report Width:

Running Your Report

13. Highlight your report

► Sweepers	N	N	192	Landscape	05/08/2015	BAUER, BRITTANY	
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14. Click Excel.



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



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