Export Search Results

1. From the Student or Personnel Approval or Claim search screen, select the filters you'd like to use for the search.

Student Approvals Filter										
Student SIS Id:		Show only Out of								
Last Name:		Resident District:	Harrisburg CUSD 3 - 20-083-0030-26							
First Name:		Resident School:								
School Year:	2017-2018 🔻	Serving District:	· · · · · · · · · · · · · · · · · · ·							
Status:	•	Serving School:								
Grade:	•	Disability:								
Term:	•	Fund:								
Tuition Status:	•	Class Teacher:								
Class Name:										
		Event:								
		Search Clear Search Recheck Edite Export to Exce								
Student Arr. ovals (🛞 Add)										
(Page of)	Page	T Items Per Page								
Back to Top										

- 2. Click Export to Excel
- 3. Open the downloaded excel spreadsheet. (How this is done depends on the internet browser that you are using.)
- 4. Click "Enable Editing" at the top of the spreadsheet to sort or filter the data in the spreadsheet.

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2	1	1	40	2843	4240	Harrisburg CUSD 3	20-083-0030-26	8		20	8/22/2016	11/27/2016	
3	1	1	40	2843	4240	Harrisburg CUSD 3	20-083-0030-26	8		20	8/22/2016	11/27/2016	
4	2	2	41	2843	4240	Harrisburg CUSD 3	20-083-0030-26	8		20	11/28/2016	1/9/2017	
5	3	3	42	2843	4240	Harrisburg CUSD 3	20-083-0030-26	8			1/10/2017		
6	4	4	48	2872	4240	Harrisburg CUSD 3	20-083-0030-26	1		20	9/30/2016	12/6/2016	
7	5	5	49	2872	4240	Harrisburg CUSD 3	20-083-0030-26	1			12/7/2016		
8	6	6	46	2870	4240	Harrisburg CUSD 3	20-083-0030-26	15			8/22/2016		
9	7	7	34	2861	4240	Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		
10	8	8	53	2876	4240	Harrisburg CUSD 3	20-083-0030-26	5	10068-T		8/1/2016		
11	9	9	36	2847	4240	Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		
12	10	10	52	2875	4240	Harrisburg CUSD 3	20-083-0030-26	15			8/22/2016		
13	11	11	51	2871	4240	Harrisburg CUSD 3	20-083-0030-26	5			8/1/2016		
14	12	12	47	2871	4240	Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		
15	13	13	56	2883	4240	Harrisburg CUSD 3	20-083-0030-26	9	10312-T		6/6/2017		
16	14	14	45	2869	4240	Harrisburg CUSD 3	20-083-0030-26	15			8/22/2016		
17	15	15	35	2857	4240	Harrisburg CUSD 3	20-083-0030-26	8			8/22/2016		
18	16	16	37	2866	4240	Harrisburg CUSD 3	20-083-0030-26	1		20	8/22/2016	2/6/2017	
19	17	17	38	2866	4240	Harrisburg CUSD 3	20-083-0030-26	1			2/7/2017		
20	18	18	43	2868	4240	Harrisburg CUSD 3	20-083-0030-26	1		20	8/22/2016	3/1/2017	
21	19	19	44	2868	4240	Harrisburg CUSD 3	20-083-0030-26	1			3/2/2017		
22	20	20	39	2867	4240	Harrisburg CUSD 3	20-083-0030-26	1			8/22/2016		-
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5. Notice the arrows in the header row of your data. These can be clicked to filter your results even further. You can also sort from these arrows.

Example: Filter and sort by fund code.

- Sort alphabetically or create a custom sort.
- Uncheck or check the boxes in the filters section. Checked boxes will display in the spreadsheet.



6. End result:

L	- 17N - W	JA	CORTINIT								
К	L	м	N	0	Р	Q	1	R		S	т
BeginDate 💌	EndDate 🔽	Terml 💌	IncludeOnApprov 🔻	ApprovalStatus 💌	StatusCod	StatusDescriptic	▼ F	undCo	d ill Fi	ndDescription	EducationEnviron
8/22/2016	11/27/2016	1	TRUE	2	D	Disapproved	E		S	ction 14-7.03 (Orphanage Act-Individual Programs)	03
8/22/2016	11/27/2016	1	TRUE	2	D	Disapproved	E		Se	ction 14-7.03 (Orphanage Act-Individual Programs)	03
11/28/2016	1/9/2017	1	TRUE	2	D	Disapproved	E		Se	ction 14-7.03 (Orphanage Act-Individual Programs)	03
1/10/2017		1	TRUE	2	D	Disapproved	E		Se	ction 14-7.03 (Orphanage Act-Individual Programs)	02
8/22/2016		1	TRUE	2	D	Disapproved	E		Se	ction 14-7.03 (Orphanage Act-Individual Programs)	03
6/6/2017		3	TRUE	2	D	Disapproved	F		Se	ction 14-7.03 (Private Facilities/Orphanage Act)	08

This process can be done on the student approval or claim tab as well as the personnel approval or

<u>claim tab.</u>