

# Create custom reports from Sampoorna

## STEP-1



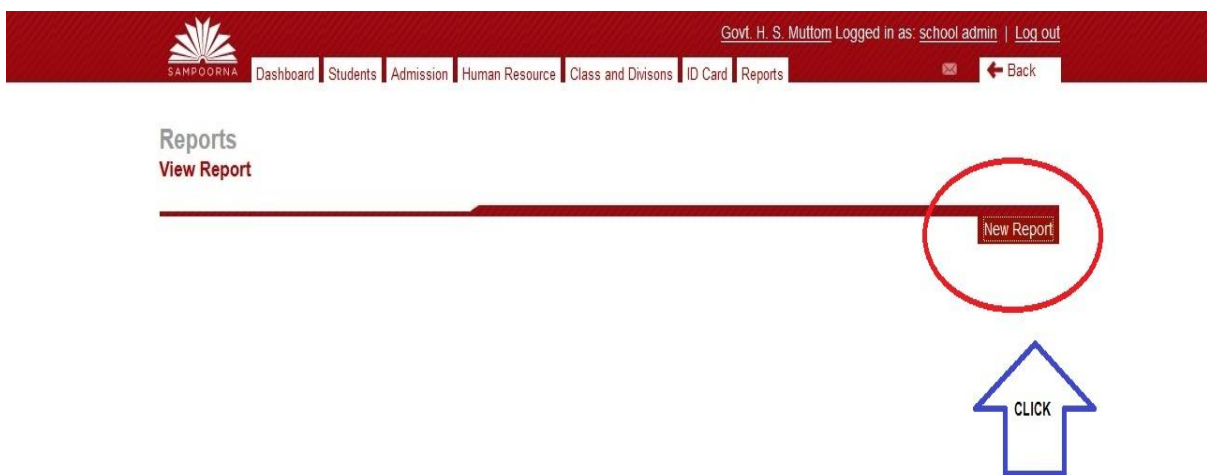
The screenshot shows the Sampoorna dashboard interface. At the top, there is a navigation bar with the following items: Dashboard, Students, Admission, Human Resource, Class and Divisions, ID Card, and Reports. The Reports menu is circled in red. Below the navigation bar, there is a welcome message: "Welcome to Sampoorna dashboard" and a link "click here Reports" with a red arrow pointing to it. On the right side, there are links for "Download Offline Software" and "Download Sampoorna User Guide". Below the navigation bar, there are five main menu items: Admission, Search, Human Resource, Reports, and Stats. The Reports menu item is highlighted with a red arrow.

## STEP-2



The screenshot shows the Reports page in the Sampoorna system. The page title is "Reports" and the subtitle is "Select Report Type". There are two main options: "Static Reports" and "Custom Reports". The "Custom Reports" option is circled in blue, and a red arrow points to it from below.

## STEP-3



The screenshot shows the Reports page in the Sampoorna system. The page title is "Reports" and the subtitle is "View Report". There is a "New Report" button circled in red. A blue arrow points to the button with the word "CLICK" written inside it.

**STEP-4**  
**Create Report**

Show All Reports

Report name

Select criteria

<input checked="" type="checkbox"/> Student code	<input checked="" type="checkbox"/> UID	<input checked="" type="checkbox"/> Full name
<input checked="" type="checkbox"/> Gender	<input type="checkbox"/> Street Name	<input type="checkbox"/> Postoffice
<input checked="" type="checkbox"/> Admission no	<input type="checkbox"/> Blood group	<input type="checkbox"/> Pincode
<input type="checkbox"/> Confirmation status	<input type="checkbox"/> Caste name	<input type="checkbox"/> Father's Name(malayalam)
<input type="checkbox"/> Mother's Name(malayalam)	<input type="checkbox"/> Annual income	<input type="checkbox"/> Admission date
<input checked="" type="checkbox"/> Date of birth	<input type="checkbox"/> Date of vaccination	<input type="checkbox"/> Class on admission
<input checked="" type="checkbox"/> Class	<input checked="" type="checkbox"/> Division	<input type="checkbox"/> Corporation
<input type="checkbox"/> Religion	<input type="checkbox"/> Revenue district	<input type="checkbox"/> Instruction medium
<input type="checkbox"/> First Language(Paper I)	<input type="checkbox"/> First Language(Paper II)	<input type="checkbox"/> Third language
<input type="checkbox"/> District panchayath	<input type="checkbox"/> Municipality	<input type="checkbox"/> Category
<input type="checkbox"/> APL		

ഇവിടെ ആവശ്യമുള്ള വിവരങ്ങൾക്ക് ടിക്ക് മാർക്ക് നൽകുക

**STEP-5**

Class

In

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

Division

In


- 3 A 2014-2015
- 4 A 2014-2015
- 5 A 2014-2015
- 6 A 2014-2015
- 9 A 2014-2015
- 10 A 2014-2015
- 1 A 2014-2015
- 2 A 2014-2015
- 7 A 2014-2015
- 8 A 2014-2015
- 2 A 2014-2015
- 7 A 2014-2015

ഓരോ ക്ലാസ്സ് മാത്രം സെലക്ട് ചെയ്യുന്നതാണ് ഉചിതം കാരണം, എല്ലാ ക്ലാസും ഒന്നിച്ചു സെലക്ട് ചെയ്താൽ ക്രമം തെറ്റായി കാണപ്പെടുന്നു

## STEP-6

Select and order the fields to be shown in the report.

Full name(malayalam)	<input type="button" value="v"/>	Student code	<input type="text" value="Student code"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Gender	<input type="button" value="v"/>	UID	<input type="text" value="UID"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
House Name	<input type="button" value="v"/>	Full name	<input type="text" value="Full name"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Street Name	<input type="button" value="v"/>	Date of birth	<input type="text" value="Date of birth"/>	<input type="button" value="v"/>	<input type="button" value="v"/>	<input type="button" value="v"/>
Postoffice	<input type="button" value="v"/>					
Phone Number/Mobile Number	<input type="button" value="v"/>					
Admission no	<input type="button" value="v"/>					
Blood group	<input type="button" value="v"/>					
Pincode	<input type="button" value="v"/>					
Confirmation status	<input type="button" value="v"/>					
Caste name	<input type="button" value="v"/>					
Identification mark 1	<input type="button" value="v"/>					
Identification mark 2	<input type="button" value="v"/>					
Mother full name	<input type="button" value="v"/>					
Father full name	<input type="button" value="v"/>					
Father's Name(malayalam)	<input type="button" value="v"/>					
Mother's Name(malayalam)	<input type="button" value="v"/>					



ഇവിടെ Select criteria ൽ നൽകിയ വിവരങ്ങളിൽ click ചെയ്തു save ചെയ്യുക

## STEP-7

Govt. H. S. Muttom Logged in as: school admin | Log out

Dashboard | Students | Admission | Human Resource | Class and Divisions | ID Card | Reports

← Back

### Reports

View Report

		New Report
1	UID	<input type="button" value="Show Report"/> <input type="button" value="Delete"/>

## STEP-8

Govt. H. S. Muttom Logged in as: school admin | Log out

Dashboard | Students | Admission | Human Resource | Class and Divisions | ID Card | Reports

← Back

### Reports

UID

Show All Reports | New Report | Export CSV | Print

Sl. No.	Student code ↓	UID ↓	Full name ↓	Date of birth ↓
1	290509135		ALAN ROBIN	13/08/2008
2	290509160		ANNAMOL THOMAS	29/08/2008
3	290509133		ARATHI P B	20/09/2008
4	290509136		ATHUL ABHILASH	11/02/2009
5	290509146		AVYAY NISHIL S	02/12/2008
6	290509152		DEKSHITHA N J	24/03/2008
7	290509134		HELEN ROBIN	13/08/2008
8	290509154		SAJIN GEORGE	02/06/2008

STEP-9

Reports  
UID

Show All Reports New Report Export CSV Print

SL No.	Student code
1	290509135
2	290509160
3	290509133
4	290509136
5	290509146
6	290509152
7	290509134
8	290509154

Opening UID -04\_07\_2014.csv

You have chosen to open:

UID -04\_07\_2014.csv  
which is: Microsoft Office Excel Comma Separated Values File (340 bytes)  
from: http://www.sampoorna.itschool.gov.in

What should Firefox do with this file?

Open with Microsoft Office Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

STEP-10

UID -04\_07\_2014 - Microsoft Excel

Home Insert Page Layout Formulas Data Review View

Cut Copy Paste Format Painter Clipboard

Calibri 11 Font

Wrap Text Alignment Merge & Center

General Number

	A	B	C	D	E	F	G	H	I
1	Student code	UID	Full name	Date of birth					
2	290509135		ALAN ROBIN	13/08/2008					
3	290509160		ANNAMOL THOMAS	29/08/2008					
4	290509133		ARATHI P B	20/09/2008					
5	290509136		ATHUL ABHILASH	11/02/2009					
6	290509146		AVYAY NISHIL S	02/12/2008					
7	290509152		DEKSHITHA N J	24/03/2008					
8	290509134		HELEN ROBIN	13/08/2008					
9	290509154		SAJIN GEORGE	02/06/2008					
10									
11									
12									