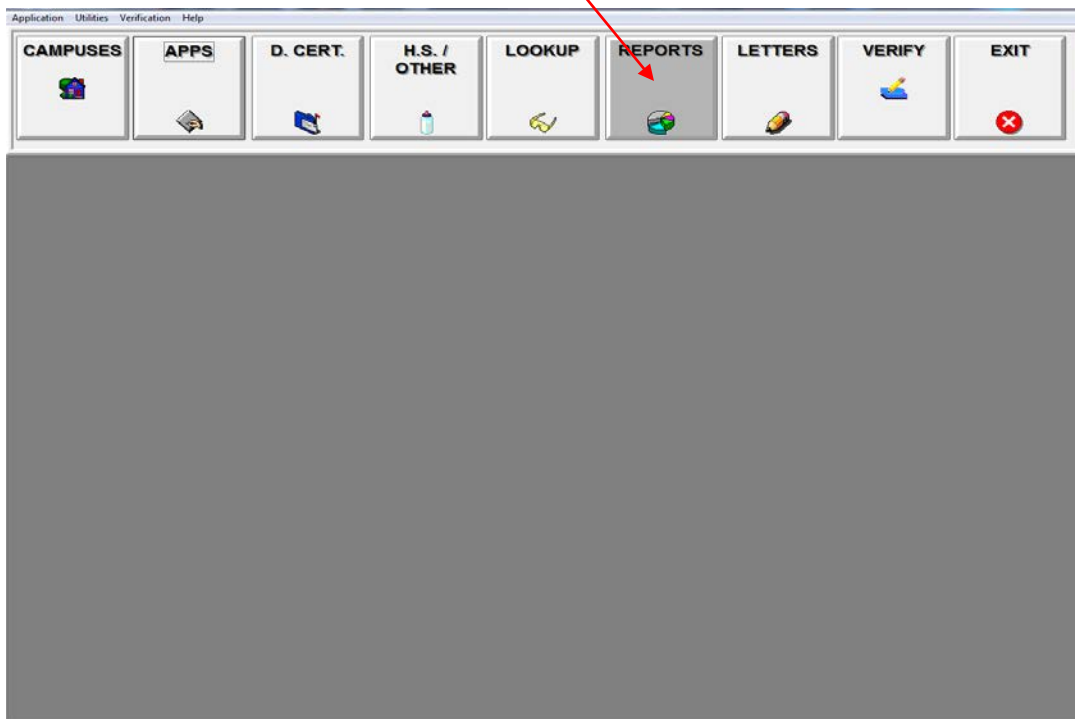
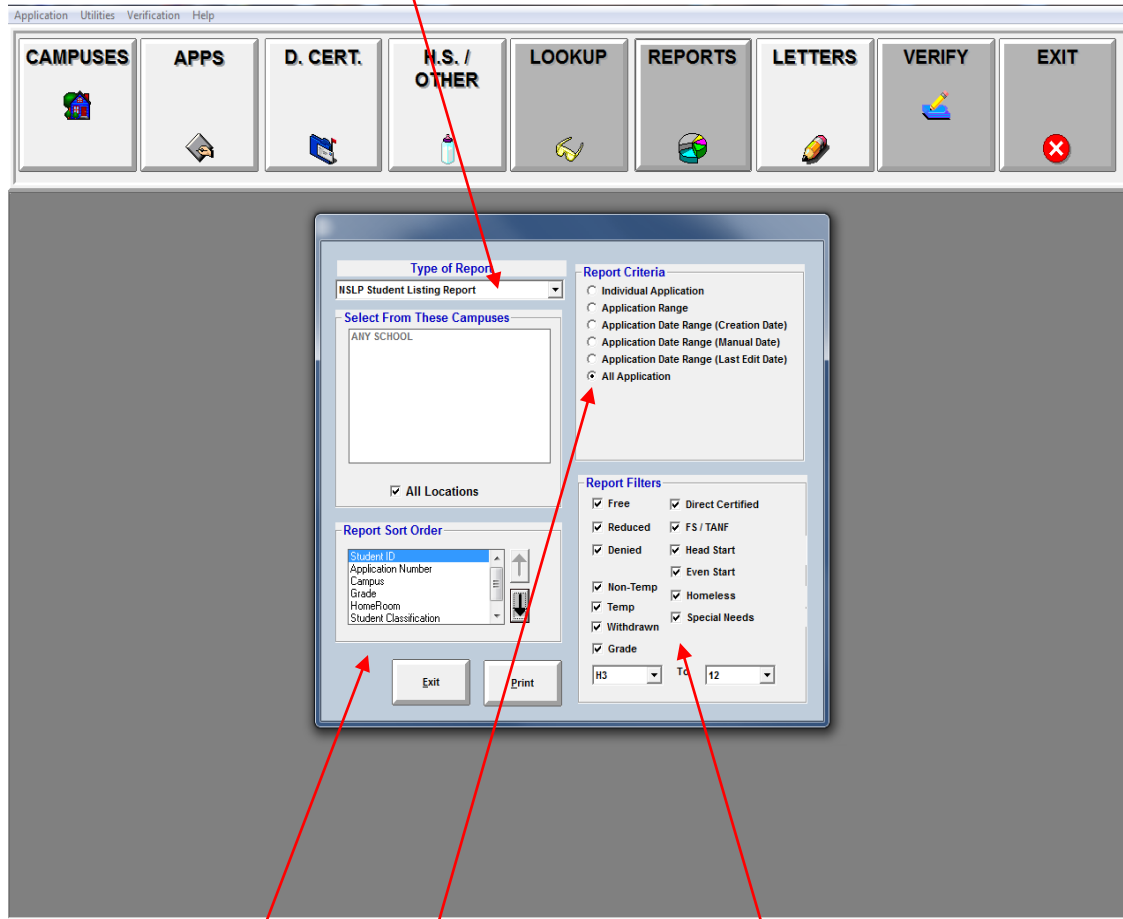


How to run the Student List from FarApps and save it to Excel

1. Once FarApps is open click on Reports

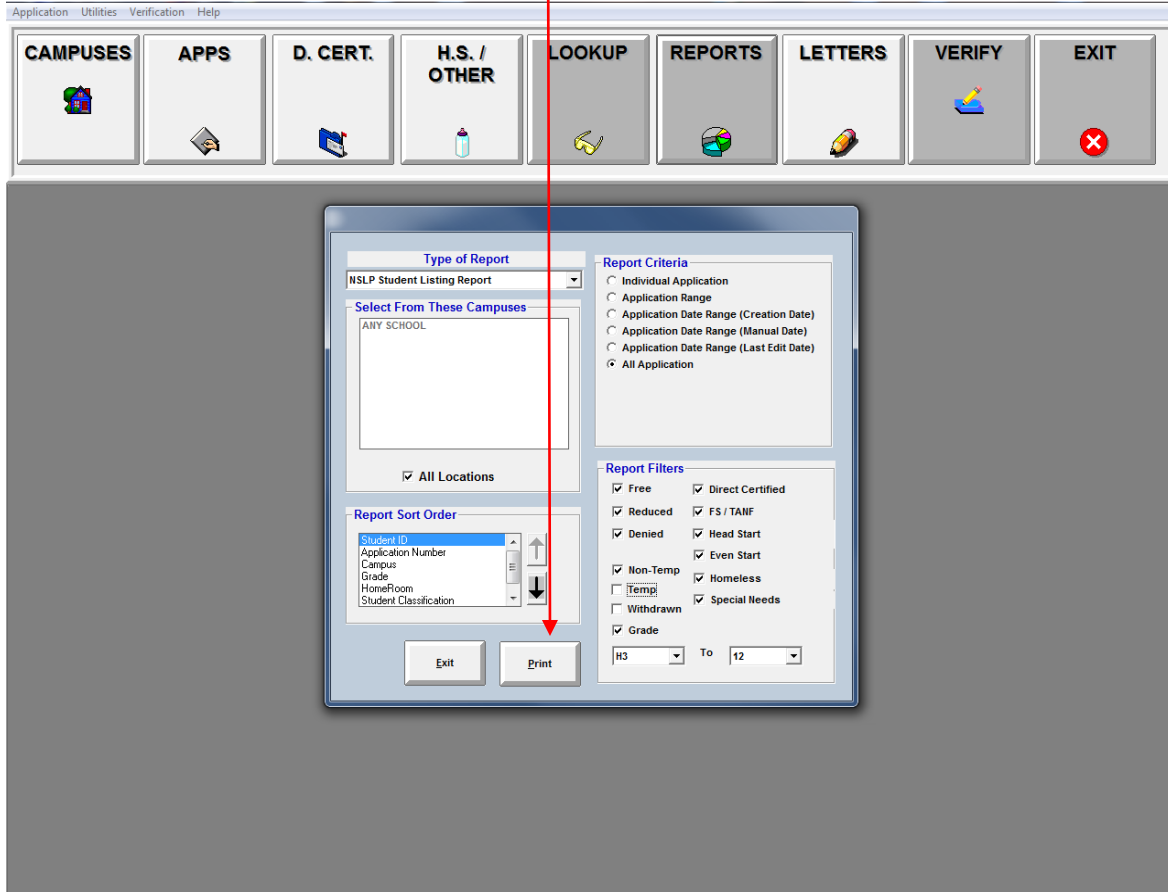


2. Choose your report Type

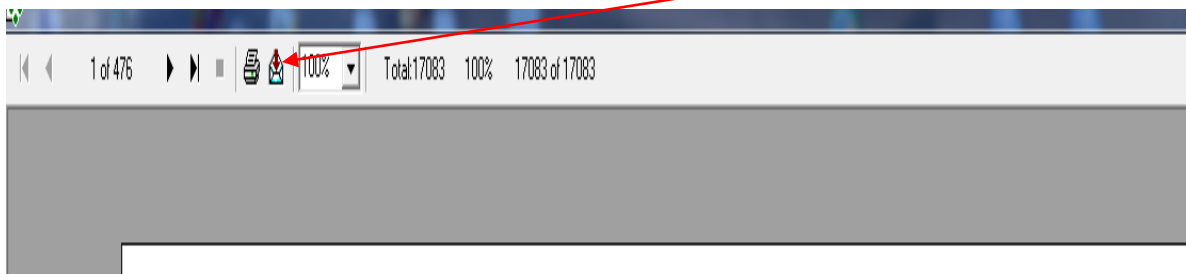


3. Then choose All Applications and pick your reports filters as well has the way you would like the report to sort.

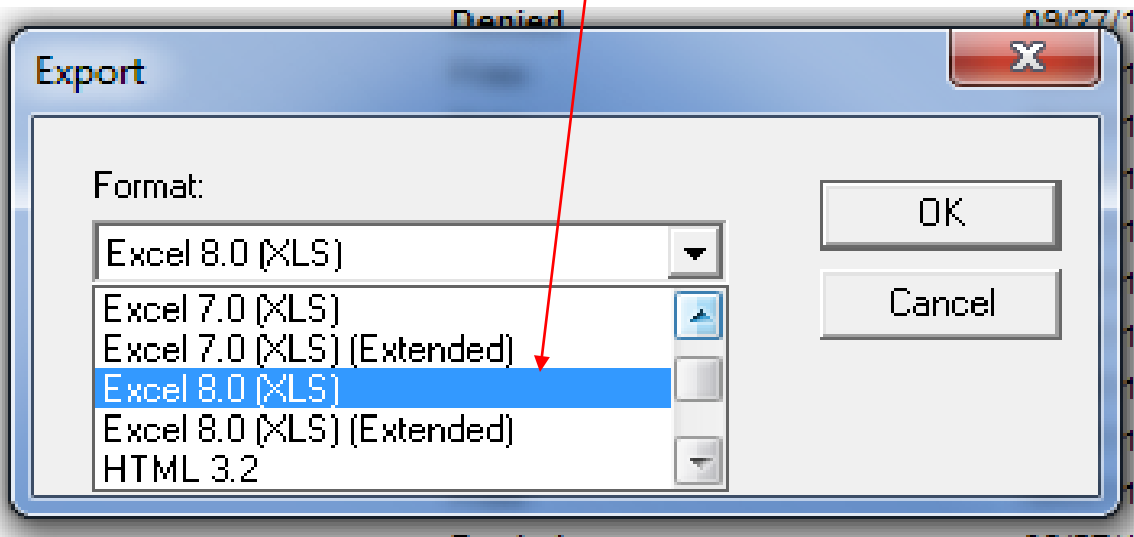
4. Once that is all set you can click on Print.



5. Once the report comes up you should click on the envelope



6. Then click on the drop down arrow and choose Excel 8.0 (XLS) and then OK



7. Then you choose where you want to save it (Example: C: and choose the folder you want to put it in and then name it with the date and the report name)
8. Click Save
9. You then have the file on your computer and can email it.