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# CHAPTER 1

AdminPlus Interface

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</table>
1.1 The Home Screen

You can view information about your students, staff members, and school on the Home screen. By default, the Home screen displays the Quickview dashboard and the Lookup screen. (For more information, see "The Quickview Dashboard" on page 9 and "The Lookup Screen" on page 8.)

When you select a student or staff member from the Home screen, the Quickview dashboard is replaced with the Student Snapshot or Staff Snapshot. (For more information, see "The Student Snapshot" on page 10 and "The Staff Snapshot" on page 12.) You can switch from the Lookup screen to other screens, such as the Grades screen or Schedules screen, to view module-specific data for the selected student or staff member.

You can manually open the Home screen, or you can set AdminPlus to automatically open the Home screen when you log in. For instructions, see below.
Manually Open the Home Screen

To manually open the Home screen, do one of the following:

- On the Shortcut bar, click.
- Right-click the program background, and then click Home.

Automatically Open the Home Screen

To have the Home screen automatically open when you log in to AdminPlus, on the toolbar, click View > Startup Program(s) > Home.

Tip: When the Home screen opens, it displays the Lookup screen. If you prefer to view the Demographics screen when you log in, click View > Startup Program(s) > Addresses.
1.2 The Lookup Screen

When you open the Home screen, the Lookup screen is displayed by default beneath the Quickview dashboard. On the Lookup screen, you can view a table of student or staff demographic data, apply filters to view a subset of the data, and sort the data. You can also switch from the Lookup screen to module-specific screens to view or edit information for a selected student or staff member.

For more information about the features of the Lookup screen, refer to the diagram and table below:

<table>
<thead>
<tr>
<th>Lookup Screen Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
</tr>
<tr>
<td>B</td>
</tr>
<tr>
<td>C</td>
</tr>
<tr>
<td>D</td>
</tr>
<tr>
<td>E</td>
</tr>
<tr>
<td>F</td>
</tr>
<tr>
<td>G</td>
</tr>
<tr>
<td>H</td>
</tr>
</tbody>
</table>
1.3 The Quickview Dashboard

You can customize the Quickview dashboard to display your school’s logo and two charts of your school’s data. The Quickview dashboard is split into three sections, explained below.

In the left section of the dashboard, you can add your school’s logo. For more information, see “Add Your School’s Logo” on page 17. You can also access a shortcut menu by right-clicking within the left section.

In the middle and right sections of the dashboard, you can display two charts of your school’s data. For more information, see “Change the Charts Displayed on the Quickview Dashboard” on page 19.

Note: Once you select a student or staff member from the Home screen, the Quickview dashboard is replaced with "The Student Snapshot" on page 10 or "The Staff Snapshot" on page 12.
1.4 The Student Snapshot

When you select a student from the Home screen, the Quickview dashboard is replaced with the Student Snapshot. The Student Snapshot is divided into three sections, explained by the diagrams and tables below.

![Student Snapshot Image]

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>View the student’s name, address, and up to three demographic fields. If the student has any alerts, you can click ⚠️ to view them. (For more information, see &quot;Set an Alert Field&quot; on page 24.)</td>
</tr>
</tbody>
</table>
| B       | View the student’s APID number and data verification status. (The status icon will have a check mark if verified manually or a cloud if verified in Online Forms and received from the holding bin.)

**Note:** If the Student Snapshot does not show the data verification status icon, click in the upper-right of the **Lookup** or **Demographics** screen. In the **Specifications: Demographics** dialog box, click **Page 2**, and for **Show Parent Verification Status**, click **Yes**. Then, click **Done**. |
| C       | Email the student (✉️), edit the student’s information (✍️), inactivate the student (⛔️), or add a student (➕). |
| D       | Change the demographic fields displayed. |
Middle and Right Sections of the Student Snapshot

View the student’s contacts and access a contact’s information by clicking their name. To view all the student’s contacts’ information, click **Contacts**. To add a new contact, click **New**.

For more information about contacts, such as adding a contact for a student or removing a contact from a student’s household, see the Manage Contacts chapter in the *AdminPlus Contact Data Base* guide.

**Note:** Contacts with a symbol next to their name live in the student’s household.

- **E** Email the contact.
- **G** Open the most recently viewed SuperDB table.
- **H** View all SuperDB tables.
- **I** Display information from the AdminPlus modules. You can display up to six fields in one column or up to 12 fields in two columns.
1.5 The Staff Snapshot

When you select a staff member from the Home screen, the Quickview dashboard is replaced with the Staff Snapshot. The Staff Snapshot is divided into three sections, explained by the diagrams and tables below.

### Left Section of the Staff Snapshot

**A** View the staff member's name, address, and up to three demographic fields. If the staff member has any alerts, you can click ![](danger.png) to view them. (For more information, see "Set an Alert Field" on page 24.)

**B** View the staff member’s APID number and data verification status. (The status icon will have a check mark if verified manually or a cloud if verified in Online Forms and received from the holding bin.)

**Note:** If the Staff Snapshot does not show the data verification status icon, in the upper-right of the Lookup or Demographics screen, click ![gear.png]. In the Specifications: Demographics dialog box, click Page 2, and for Show Staff Verification Status, click Yes. Then, click Done.

**C** Email the staff member (✉️), edit the staff member's information (📝), inactivate the staff member (🚫), or add a staff member (➕).

**D** Change the demographic fields displayed.
<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E</strong></td>
<td>Open the most recently viewed SuperDB table.</td>
</tr>
<tr>
<td><strong>F</strong></td>
<td>View all SuperDB tables.</td>
</tr>
<tr>
<td><strong>G</strong></td>
<td>Display information from the AdminPlus modules. You can display up to six fields in one column or up to 12 fields in two columns.</td>
</tr>
</tbody>
</table>
1.6 Shortcut Icons and Hot Keys

With AdminPlus’ shortcut icons and hot keys, you can access and edit module-specific information for the selected student or staff member. The shortcut icons are located on the right of the Home screen. The hot keys are located beneath the toolbar.

**Tip:** To keep the Home screen open when you click a hot key, in the toolbar, click View > New Window.

### Shortcut Icons

- **Access the student or staff member's portfolio.**
- **View all members of the student’s household.**
- **Send the Current View in the Lookup screen to Excel.** For more information about views, see "Lookup Screen Views" on page 29.
- **Perform batch entries, and move or delete data.**
- **Review data received from APWeb, Online Forms, PlusPortals, and FINACS.**
- **Print reports related to the screen you are viewing.** For example, if you are on the Grades screen, you can print a transcript for the student. You can print the default report for the screen or an alternate report. To change the alternate report, after clicking , click [Screen Name]: Change Task and select a report.
- **Set specifications related to the screen you are viewing.**
<table>
<thead>
<tr>
<th>Hot keys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit, inactivate, or delete the student or staff member. Or, add a student or staff member.</td>
</tr>
<tr>
<td>View the student or staff member's attendance record.</td>
</tr>
<tr>
<td>View the student's grades.</td>
</tr>
<tr>
<td>Display the student or staff member's schedule in line or grid format.</td>
</tr>
<tr>
<td>When you click this hot key, the following hot keys appear:</td>
</tr>
<tr>
<td>Switch to <strong>Line Schedule</strong>.</td>
</tr>
<tr>
<td>Switch to <strong>Grid Schedule</strong>.</td>
</tr>
<tr>
<td>Speed-schedule the student into courses they've requested (if there is available space in the course). This hot key only appears when you are viewing the <strong>Line Schedule</strong>.</td>
</tr>
<tr>
<td>View the student's incident and penalty totals.</td>
</tr>
<tr>
<td>View the student's invoices and billing summary.</td>
</tr>
<tr>
<td>Create ID cards.</td>
</tr>
<tr>
<td>View the student's attendance for each period.</td>
</tr>
<tr>
<td>Apply payments to the student's billing records.</td>
</tr>
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</table>
CHAPTER 2

Get Started

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2.2 Change the Charts Displayed on the Quickview Dashboard .................................................. 19
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2.7 Set Function Key Shortcuts ............................................................... 27
2.1 Add Your School's Logo

You can incorporate your school's logo into the Quickview dashboard to further personalize AdminPlus.

1. On the Shortcut bar, click 📐.

2. Right-click the left section of the Quickview dashboard, and then click **Setup > General > Background Properties**.

3. In the **Background Properties** dialog box, click **School Logo**.
4. In the Open dialog box, browse for your school's logo, and then click Open.

   **Note:** The recommended logo size is 245 x 180 pixels.

5. Click Done [F10].
2.2 Change the Charts Displayed on the Quickview Dashboard

You can customize the Quickview dashboard to display two of the following six charts:

- Student and staff absence, tardy, and dismissal totals for the current day
- Totals of each incident type for the current day
- Student absence trends over the last 10 days
- Student tardy trends over the last 10 days
- Student and staff counts
- Male and female student counts

To change the charts displayed on the Quickview dashboard, follow these steps:

1. On the Shortcut bar, click 🗝.
2. In the lower-right corner of the Quickview dashboard, click 🛠.

![Students and Staff Count](image-url)
3. Clear the check box for the charts you don't want to display.

4. Select the check box for the two charts you want to display on the Quickview dashboard.

5. Click **Done**.

**Tip:** You can view all charts at once by clicking located at the top of AdminPlus. When you’re done, close the window; otherwise, you won’t be able to access the rest of AdminPlus.
2.3 Find a Student or Staff Member

You can search for a student or staff member by the demographic selected on the Lookup screen. For example, if you select the Parent/Guardian column header, you can search for a student by their parent/guardian's name. You can search by the initial characters in the student or staff member's data or a sequence of characters contained therein.

1. On the Shortcut bar, click .

2. In the upper-left of the Lookup screen, click Students or Staff.

3. In the lower-left of the Lookup screen, in the Current View drop-down list, select a view that includes the student or staff member you’re searching for.

   **Note:** The Default_Students and Default_Staff views include all students or staff members, while custom views may be filtered. Above the search bar in the upper-left of the Lookup screen, you can see the number of students or staff in the filtered view out of the total number in your school.

4. Click the column header of the demographic you want to search by.

   **Note:** The data in the Lookup screen is sorted by the selected demographic.
5. Above the search bar, located in the upper-left of the **Lookup** screen, do one of the following:
   - Click **Begins With** if you want to search using the initial characters in the student or staff member’s demographic data.
   - Click **Contains** if you want to search using a sequence of characters contained in the student or staff member’s demographic data.

6. Type the student or staff member’s information in the search bar, and press **Enter**.
   The student or staff member is selected in the table.

   **Tip:** If there are multiple students or staff whose data fits your search, you can click the arrows next to the search bar to view the other students or staff. To clear the search, click **x**.

   **Note:** If you edit the student or staff member’s information, click **refresh** in the lower-left of the **Lookup** screen to refresh the data in the table.
2.4 Edit Demographic Information

You can edit a student or staff member’s demographic information.

1. On the Shortcut bar, click 📚.

2. On the Lookup screen, click **Students** or **Staff**, and then select a student or staff member.

3. Click **Demographics**.

4. Click the tab with fields you want to edit.

5. Click a field, and edit the student or staff member’s information.

6. Do any of the following:
   - To continue to the next field, press **Enter**.
   - To save your changes, click **Accept**.
   - To undo your changes, click **Abort [Esc]**.
2.5 Set an Alert Field

You can set a demographic field as an alert field to bring attention to critical information related to students and staff, such as allergies or medical conditions. Students and staff with content in an alert field have an alert icon next to their name on the Student Snapshot or Staff Snapshot. You can click the icon to view details about the alert.

To set an alert field, do the following:

1. On the Shortcut bar, click 📊.
2. On the Lookup screen, click Demographics.
3. On the Demographics screen, click a tab with a field you want to set as an alert field.
4. Right-click the name of the field, and then click **Set As Alert Field**.

![Diagram of right-clicking field and selecting Set As Alert Field]

**Important:** If a student or staff member doesn’t have relevant information for the alert field (for example, a student doesn’t have an allergy for the **ALLERGIES** field), leave the field blank. Otherwise, if you type ‘None’ or ‘N/A’, the alert icon appears on the Student Snapshot or Staff Snapshot.

**Tip:**
You can set the **Alert** dialog box to automatically open when you view a student with an alert by following these steps:

1. Click a student with an alert.
2. Click ![Alert Icon]
3. Select the **Automatically Display ALERT Messages** check box.
4. Click **Done [F10]**.
You can quickly access the tasks you perform daily by setting them as favorites. You can set up to 20 tasks as favorites.

1. At the top of AdminPlus, click ⭐.

2. In the lower-left of the My Favorites dialog box, click Manage Favorites. The Manage Favorites dialog box opens.

3. In the Available Favorite Options list, select the check box for each task you want to set as a favorite.

   **Note:** In the Selected Favorites list, you can remove a favorite task by clicking ✗.

4. Click Done [F10].

5. In the My Favorites dialog box, you can click a task to access it. Otherwise, click Done.
2.7 Set Function Key Shortcuts

You can set the $F_2$–$F_6$ keys on your keyboard to enter content you type often.

1. On the Shortcut bar, click ．

2. In the upper-right of the Lookup screen or Demographics screen, click ．

The Specifications: Demographics dialog box appears.

![Image of Specifications: Demographics dialog box]

3. For #4-8, type the content you want entered into a field when you press the function key.

4. Click Done.
CHAPTER 3

Customize Lookup Screen Views

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3.3 Copy a View .............................................................................. 34
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3.6 Sort the Data in the Lookup Screen ........................................... 41
3.7 Apply a Filter to the Lookup Screen ........................................... 44
# 3.1 Lookup Screen Views

A view is a saved customization of the Lookup screen. For example, you can create a view of the Lookup screen that displays only 8th graders and sorts them by homeroom. If you anticipate viewing specific data often, creating a view allows you to display that data without having to reapply the customizations.

For a list of actions you can take with a view, refer to the table below:

<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a view</td>
<td>See &quot;Create a View&quot; on page 31.</td>
</tr>
<tr>
<td>Copy a view</td>
<td>See &quot;Copy a View&quot; on page 34.</td>
</tr>
<tr>
<td>Switch between views</td>
<td>In the lower-left of the <strong>Lookup</strong> screen, in the <strong>Current View</strong> drop-down list, select a view.</td>
</tr>
<tr>
<td>Note:</td>
<td>If you are on the <strong>Students</strong> database, only views created for students are listed. To display views created for staff, switch to the <strong>Staff</strong> database.</td>
</tr>
<tr>
<td>Refresh the data and save changes to the current view</td>
<td>In the lower-left of the <strong>Lookup</strong> screen, next to the <strong>Current View</strong> drop-down list, click refresh.</td>
</tr>
<tr>
<td>Save changes to the current view</td>
<td>After making changes to the view, in the lower-right of the <strong>Lookup</strong> screen, click <strong>Save View As 'View Name'</strong>.</td>
</tr>
<tr>
<td>Save changes to a new view</td>
<td>After making changes to the view, in the lower-right of the <strong>Lookup</strong> screen, click <strong>Save As New View</strong>. Type a name for the view, and then click <strong>Save [F10]</strong>.</td>
</tr>
<tr>
<td>Rename a view</td>
<td>In the lower-right of the <strong>Lookup</strong> screen, click <strong>Rename View</strong>. In the <strong>Rename View As</strong> dialog box, edit the view name, and then click <strong>Save [F10]</strong>.</td>
</tr>
<tr>
<td>Add demographic columns to or remove them from a view</td>
<td>See &quot;Change the Demographic Columns on a Custom View&quot; on page 39 or &quot;Change the Demographic Columns on a Default View&quot; on page 36.</td>
</tr>
<tr>
<td>Sort the data in the view's Lookup screen</td>
<td>See &quot;Sort the Data in the Lookup Screen&quot; on page 41.</td>
</tr>
<tr>
<td>Apply a filter to a view</td>
<td>See &quot;Apply a Filter to the Lookup Screen&quot; on page 44.</td>
</tr>
<tr>
<td>To</td>
<td>Do this</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Delete a view</td>
<td>In the lower-right of the <strong>Lookup</strong> screen, click <strong>Delete View</strong>. In the <strong>Which View to Delete</strong> dialog box, click the view you want to delete, and then click <strong>Select</strong>.</td>
</tr>
</tbody>
</table>
3.2 Create a View

When you create a view, you choose which demographics to display on its Lookup screen. You can then apply filters or sort settings to further customize the view.

1. On the Shortcut bar, click 📊.

2. In the upper-left of the Lookup screen, click **Students** or **Staff**.

3. In the lower-right of the Lookup screen, click Add View.
4. In the **Select Fields for this View** dialog box, do the following:

![Select Fields for this View dialog box](image)

A. **Type a View Name.**

B. In the **Selected Fields** list, click a demographic you don't want to display, and then click to move it to the **Available Fields** list.

C. In the **Available Fields** list, click a demographic you want to display, and then click to move it to the **Selected Fields** list.

**Tip:** To change the order that the demographic columns appear on the **Lookup** screen, select a demographic in the **Selected Fields** list, and then click or . APID and Formal Name cannot be moved into a different order or removed from the **Selected Fields** list.

5. Click **Done [F10]**.

The view becomes the **Current View** on the **Lookup** screen.
Next Steps

To further customize the view, see the following topics:

- "Sort the Data in the Lookup Screen" on page 41
- "Apply a Filter to the Lookup Screen" on page 44
3.3 Copy a View

You can copy a view. You can then add to, edit, or remove its customizations to make it a new view.

1. On the Shortcut bar, click 📀.
2. In the upper-left of the Lookup screen, click Students or Staff.

3. In the lower-left of the Lookup screen, in the Current View drop-down list, select the view you want to copy.

4. In the lower-right of the Lookup screen, click Save View As.
5. In the Save View As dialog box, type a name for the view.

6. Click Save [F10].

The view becomes the Current View on the Lookup screen.
Next Steps

To customize the view, see the following topics:

- "Change the Demographic Columns on a Custom View" on page 39
- "Sort the Data in the Lookup Screen" on page 41
- "Apply a Filter to the Lookup Screen" on page 44
3.4 Change the Demographic Columns on a Default View

You can add demographic columns to and remove them from the Lookup screen of a default view.

**Important:** The changes to a default view can only be saved to a new view.

**Add a Column**

1. On the Shortcut bar, click 

2. In the upper-left of the **Lookup** screen, click **Students** or **Staff**.

3. In the lower-left of the **Lookup** screen, in the **Current View** drop-down list, select the default view.

4. Right-click the name of any column header, and then click **Add Column(s)**.

The **Select Fields for this View** dialog box appears.
5. In the **Available Fields** list, click a demographic you want to display, and then click ➡️ to move it to the **Selected Fields** list.

6. Click **Done [F10]**.

**Tip:** You can rearrange the columns on the **Lookup** screen by clicking and dragging the column headers into the order you want.

7. To save the changes to a new view, click ➡️ **Save As New View**. Type a name for the view, and then click **Save [F10]**.
Remove a Column

1. On the Shortcut bar, click .

2. In the upper-left of the Lookup screen, click Students or Staff.

3. In the lower-left of the Lookup screen, in the Current View drop-down list, select the default view.

4. Right-click the header of the column you want to remove, and then click Remove This Column.

   **Note:** You can remove any column except the APID and Name columns.

5. To save the changes to a new view, click Save As New View. Type a name for the view, and then click Save [F10].
3.5 Change the Demographic Columns on a Custom View

You can add demographic columns to and remove them from the Lookup screen of a view you created.

1. On the Shortcut bar, click.

2. In the upper-left of the Lookup screen, click Students or Staff.

3. In the lower-left of the Lookup screen, in the Current View drop-down list, select the view containing the demographic columns you want to change.

4. In the lower-right of the Lookup screen, click Edit View.
5. In the **Select Fields for this View** dialog box, do the following:

- In the **Selected Fields** list, click a demographic you don’t want to display, and then click \( \rightarrow \) to move it to the **Available Fields** list.

- In the **Available Fields** list, click a demographic you want to display, and then click \( \leftarrow \) to move it to the **Selected Fields** list.

**Tip:** To change the order that the demographic columns appear on the **Lookup** screen, select a demographic in the **Selected Fields** list, and then click \( \uparrow \) or \( \downarrow \). **APID** and **Formal Name** cannot be moved into a different order or removed from the **Selected Fields** list.

6. Click **Done [F10]**. Your changes to the view are saved automatically.
3.6 Sort the Data in the Lookup Screen

You can sort the data in the Lookup screen by two or more demographics using Advanced Sort.

**Note:** To sort the data by a single demographic, click the column header of the demographic on the Lookup screen. This demographic is also used to search for students or staff members.

1. On the Shortcut bar, click .

2. In the upper-left of the Lookup screen, click Students or Staff.

3. In the lower-left of the Lookup screen, in the Current View drop-down list, select the view containing the data you want to sort.

4. In the upper-right of the Lookup screen, click Advanced Sort [Alt+T].
5. In the **Sort by** drop-down list, select the primary demographic to sort the data by. This demographic is also used to search for students or staff members. Choose to sort the data in **Ascending** or **Descending** order.

6. In the **Then by** drop-down lists, select additional demographics to sort the data by in the order you want them applied. For example, in the image above, the data will be sorted by gender before name. For each additional demographic selected, choose to display its data in **Ascending** or **Descending** order.

   **Note:** To clear a setting, click ❌

7. Click **Done [F10]**.

   **Important:** When you make changes to a view, in the **Current View** drop-down list, **CUSTOM** appears. If you don't want to save the changes, switch from **CUSTOM** back to the view you were sorting.

10. To save your changes, in the lower-right of the **Lookup** screen, do either of the following:

   **Note:** If you made changes to the **Default_Students** or **Default_Staff** view, you can only save your changes to a new view.

   - To save your changes to the current view, click **Save View As 'View Name'**.
   - To save your changes to a new view, click **Save As New View**, type a name for the view, and then click **Save [F10]**.
**Important:** On the Lookup screen, the column headers of demographics being used for sorting are italicized. If you want to undo the advanced sort, click a column header that is not italicized. If all the column headers are italicized, click **Advanced Sort [Alt+T]**, click **Clear All [F7]**, and then click **Done [F10]**. Once the advanced sort is undone, click the column header of the demographic you want to sort and search by in the view. To save your changes, click **Save View As 'View Name'**.
3.7 Apply a Filter to the Lookup Screen

You can apply filters to the Lookup screen to display only the students or staff who fit the chosen demographic criteria.

**Apply a Single Filter to a Demographic**

1. On the Shortcut bar, click ![Filter Icon](image)

2. In the upper-left of the Lookup screen, click **Students** or **Staff**.

3. In the lower-left of the Lookup screen, in the **Current View** drop-down list, select the view you want to filter.

4. Above the column header of the demographic you want to filter, click the **All** drop-down list.

5. In the **All** drop-down list, select the singular data you want to filter or one of the following:

   - **(Blanks)** View only students or staff without data for the demographic.
   - **(Custom)** Create a custom filter. In the **Custom AutoFilter** dialog box, input your filter, and then click **Done**.
   - **(NonBlanks)** View only students or staff with data for the demographic.
**Note:** To clear a filter, at the bottom of the Lookup screen, click next to the filter. To clear all filters, in the lower-right of the Lookup screen, click **Clear Filters**.

**Important:** When you make changes to a view, in the Current View drop-down list, **CUSTOM** appears. If you don’t want to save the changes, switch from **CUSTOM** back to the view you were filtering.

6. To save your changes, in the lower-right of the Lookup screen, do either of the following:

**Note:** If you made changes to the Default_Students or Default_Staff view, you can only save your changes to a new view.

- To save your changes to the current view, click **Save View As 'View Name'**.
- To save your changes to a new view, click **Save As New View**, type a name for the view, and then click **Save [F10]**.

**Tip:** In the upper-left of the Lookup screen, above the search bar, you can see the number of students or staff in the filtered view out of the total number in your school.
Apply Multiple Filters to a Demographic

1. On the Shortcut bar, click ⬇️.

2. In the upper-left of the Lookup screen, click Students or Staff.

3. In the lower-left of the Lookup screen, in the Current View drop-down list, select the view you want to filter.

4. At the bottom of the Lookup screen, click a demographic.
5. In the **Filter** dialog box, select the check box for the data you want to filter or one of the following:

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Blanks)</td>
<td>View only students or staff without data for the demographic.</td>
</tr>
<tr>
<td>(NonBlanks)</td>
<td>View only students or staff with data for the demographic.</td>
</tr>
</tbody>
</table>

6. Click **Select**.

**Note:** To clear a filter, at the bottom of the **Lookup** screen, click next to the filter. To clear all filters, in the lower-right of the **Lookup** screen, click **Clear Filters**.

**Important:** When you make changes to a view, in the **Current View** drop-down list, **CUSTOM** appears. If you don’t want to save the changes, switch from **CUSTOM** back to the view you were filtering.

7. To save your changes, in the lower-right of the **Lookup** screen, do either of the following:

**Note:** If you made changes to the **Default_Students** or **Default_Staff** view, you can only save your changes to a new view.

- To save your changes to the current view, click **Save View As 'View Name'**.
- To save your changes to a new view, click **Save As New View**, type a name for the view, and then click **Save [F10]**.

**Tip:** In the upper-left of the **Lookup** screen, above the search bar, you can see the number of students or staff in the filtered view out of the total number in your school.