Objective: Marking in the Events Listing by Groups of Events to Print Reports

Scenario: You have an Event that occurs frequently and you would like to Mark these Events to form a group so you can Print out a Report containing information from only this group of Events.

Step 1: Click the Events Tab. Click the Find Event Dropdown to find the first Event that you would like to Mark. Click the Listing Tab. (Fig. A)
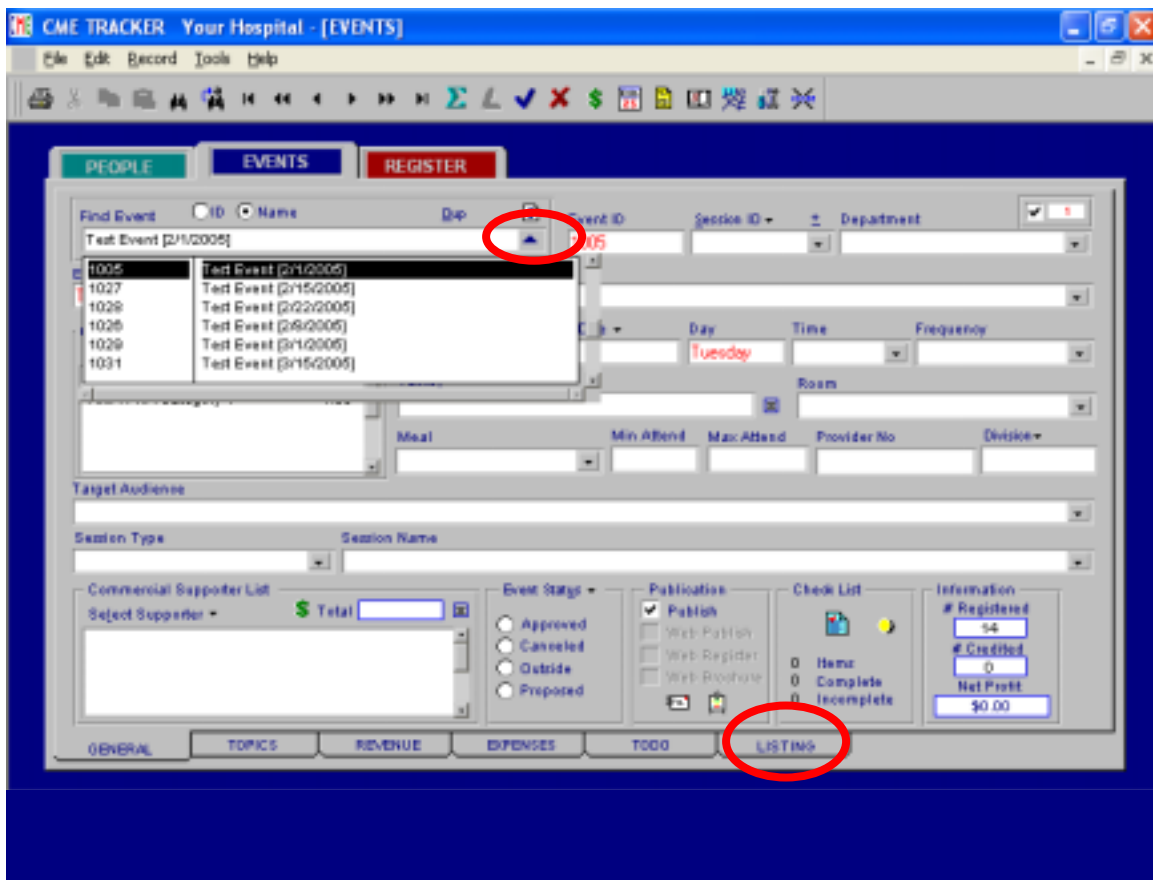

Fig. A

Step 2: Click the Blue Marking tool. The EVENTS LISTING popup appears.
Click to check <u>Un</u>mark all Records. Click OK. (<u>Fig. B</u>)
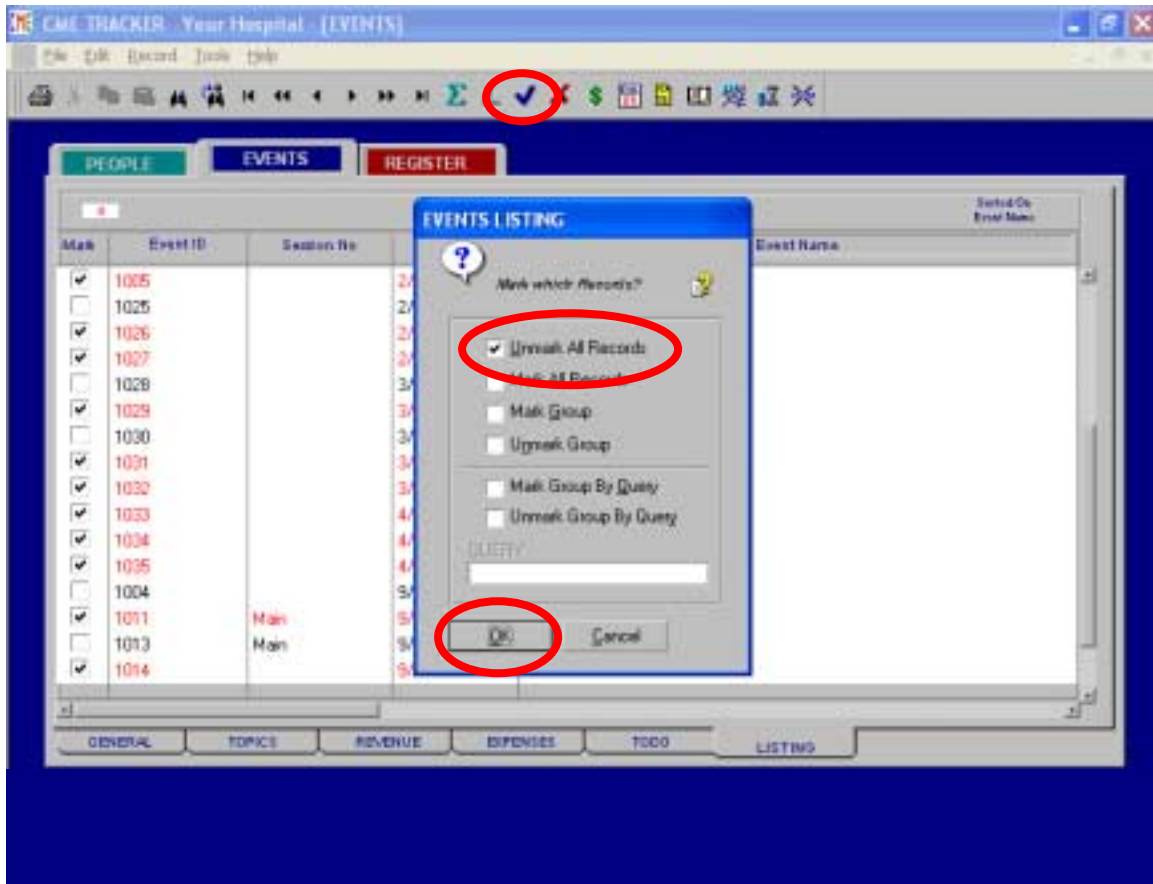

<u>Fig. B</u>

Step 3: Click the Blue Marking tool again. The EVENTS LISTING popup appears. Click to check Mark Group. Click OK. (Fig. C)
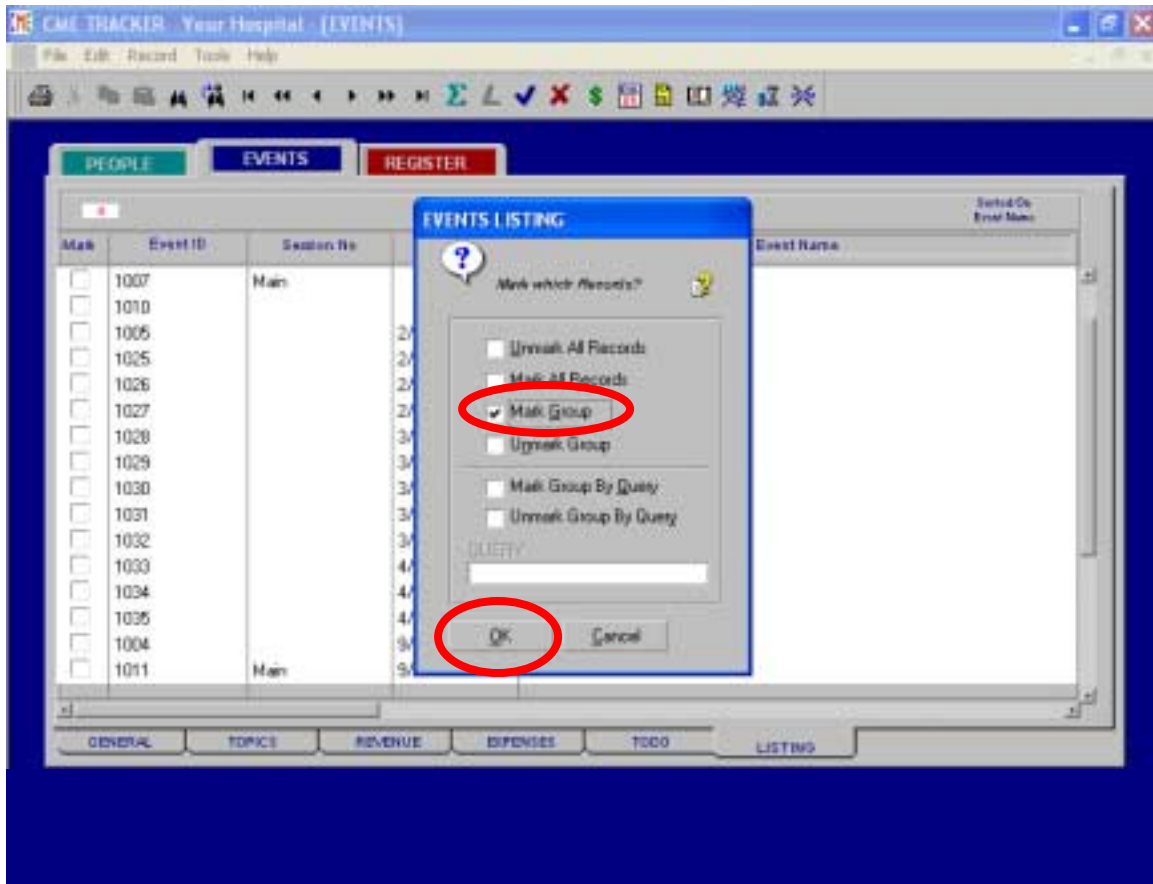

Fig. C

Step 4: Your cursor becomes an Arrow icon with a Blue Checkmark. Click on the Event name that you would like to run Reports for. All the Reports that have this name now become Marked <u>and</u> highlighted in red. To view Reports for this group click on the printer icon.   (Fig. D)
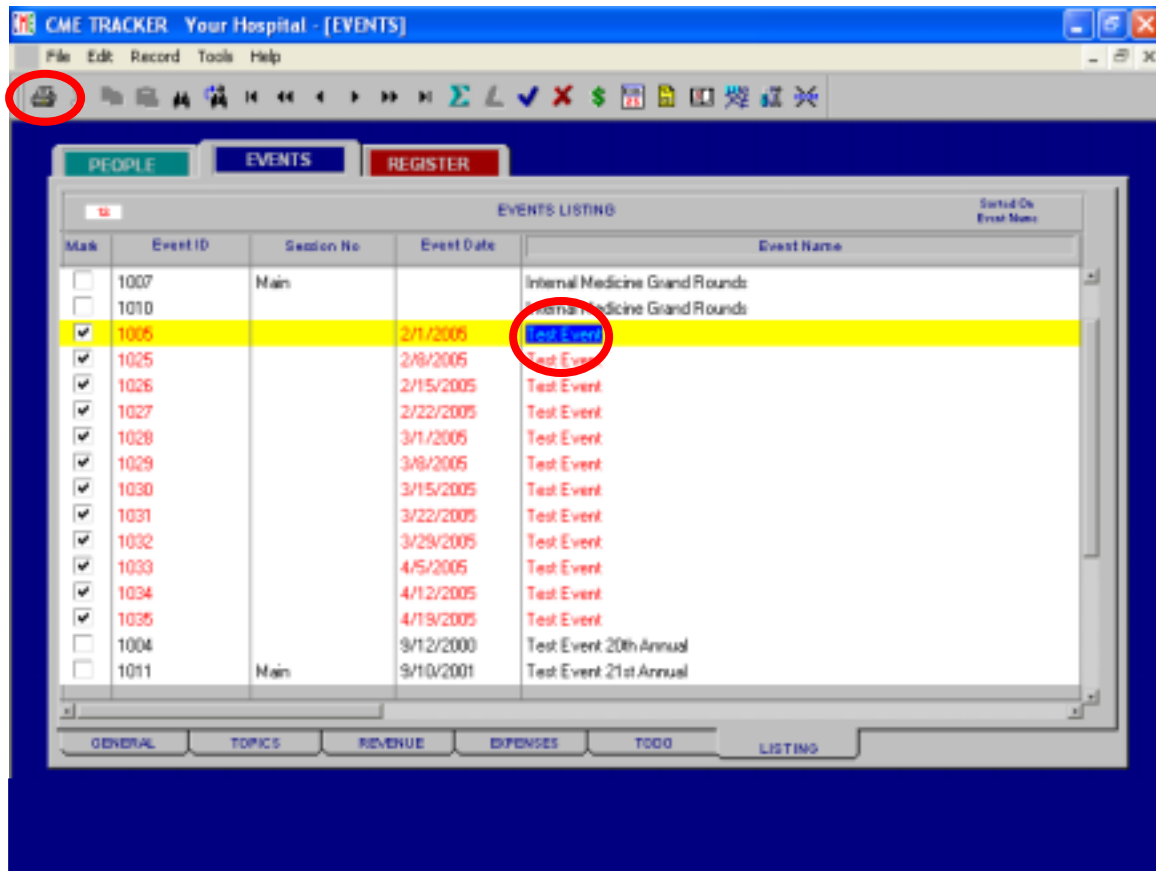

Fig. D

Step 5: Click on the Report that you would like to run. For this example we will run the "List by Frequency" Report. In the Scope area, click to highlight Marked Events. Click the Magnifying Glass icon to view this Report. (Fig. E)
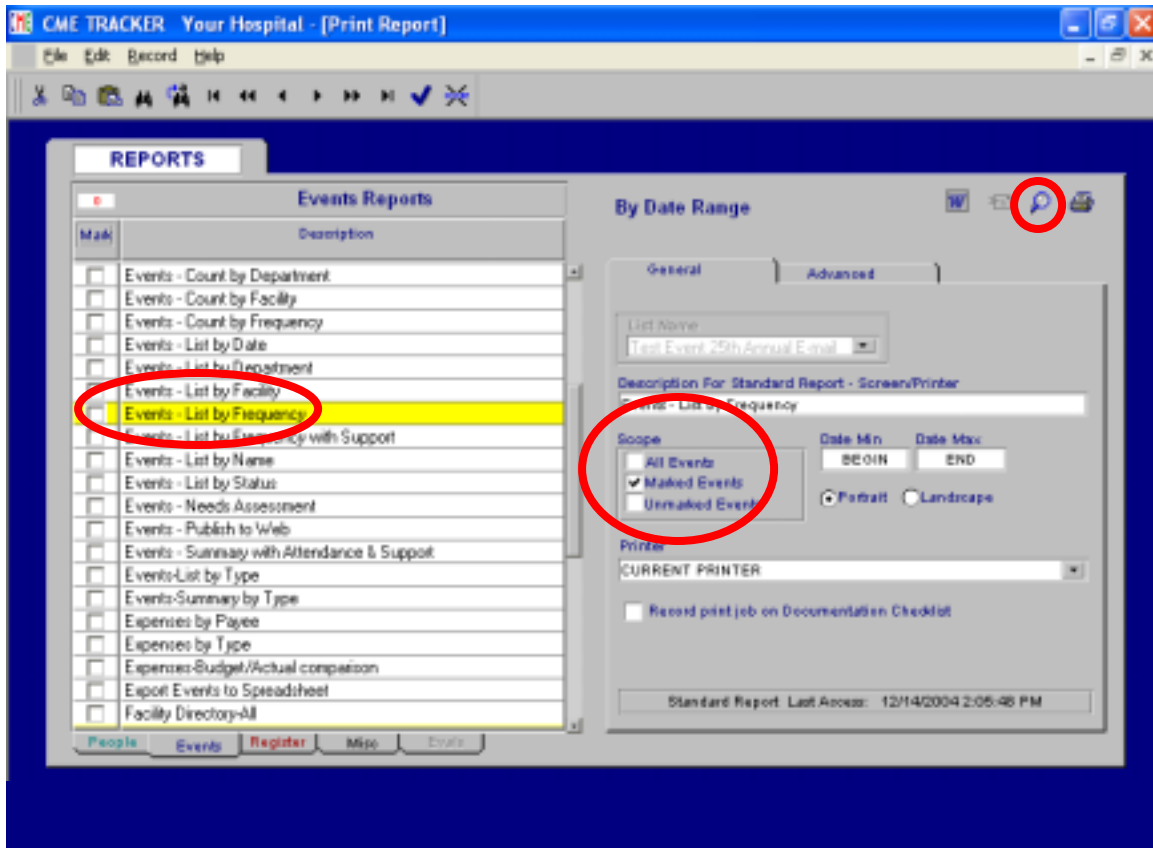

Fig. E

Result: You now have a Report containing information combined from several different Events of the same name. (Fig. F)

Fig. F