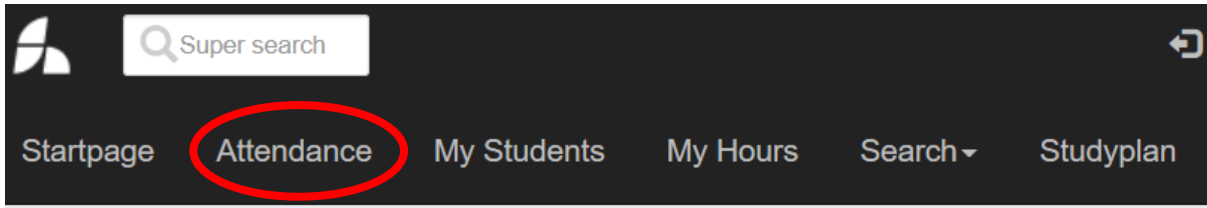
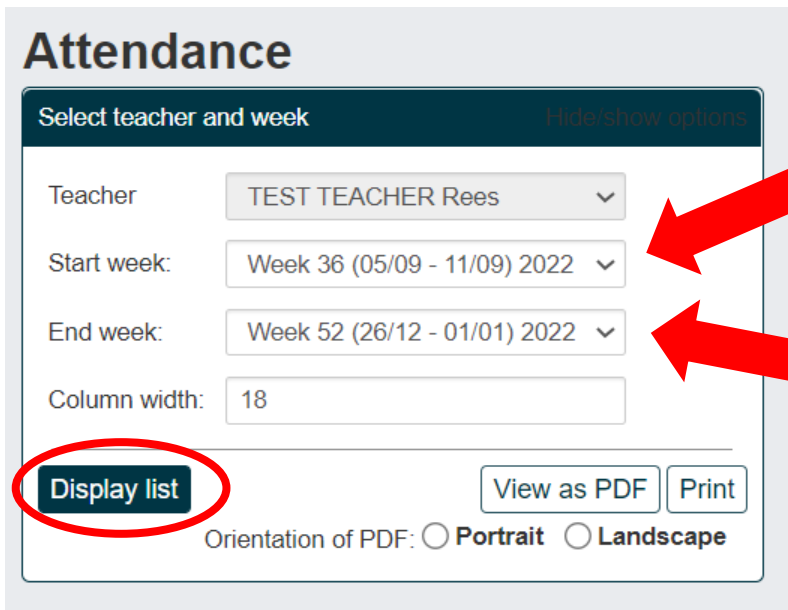


How to Print a PDF Register in Speed Admin

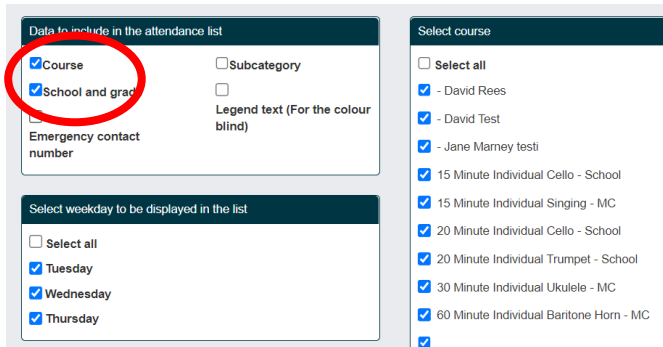
- 1) Click on 'Attendance'



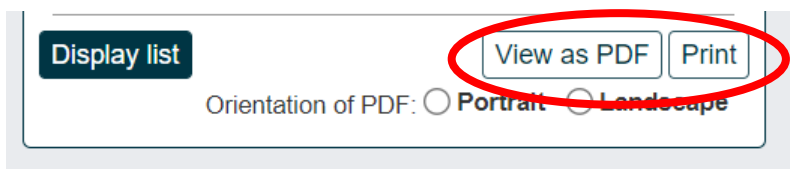
- 2) Select the start and end dates of the period you want to view (e.g. for Autumn Term select Start: w/c 12/9 & End: 19/12) and then click 'Display List'

A screenshot of the 'Attendance' form. The 'Display list' button is circled in red. Red arrows point to the 'Start week' and 'End week' dropdown menus. The form includes fields for 'Teacher' (TEST TEACHER Rees), 'Start week' (Week 36 (05/09 - 11/09) 2022), 'End week' (Week 52 (26/12 - 01/01) 2022), and 'Column width' (18). There are also buttons for 'View as PDF' and 'Print', and radio buttons for 'Orientation of PDF: Portrait' and 'Landscape'.

- 3) We recommend selecting 'Course' & 'School and Grade' (year group) in the 'Data to include..' box. If needed, it is possible to filter by school / course and also to add additional information to the register.

A screenshot of the 'Data to include in the attendance list' and 'Select course' sections. The 'Course' and 'School and grade' checkboxes are circled in red. The 'Data to include in the attendance list' section has checkboxes for 'Course', 'School and grade', 'Subcategory', and 'Legend text (For the colour blind)'. The 'Select course' section has a 'Select all' checkbox and a list of courses with checkboxes, including '15 Minute Individual Cello - School', '15 Minute Individual Singing - MC', '20 Minute Individual Cello - School', '20 Minute Individual Trumpet - School', '30 Minute Individual Ukulele - MC', and '60 Minute Individual Baritone Horn - MC'.

- 4) Click 'View as PDF' to download or 'Print'. It is also possible to select either portrait or landscape orientation.

A screenshot of the 'View as PDF' and 'Print' buttons. The 'View as PDF' button is circled in red. Below the buttons are radio buttons for 'Orientation of PDF: Portrait' and 'Landscape'.