ReadyResults.net

2014

Customizations

For help, send email to:

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or call:

877-456-1547

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Overview

After you modify the parameters for a report, you may want to save them as a "customization" that you can use later with other tests or other types of reports. For example, if you use the **Spc. Code Filter** parameter to select only female students, you can save all the parameters, including this one, as a customization called "Girls." Then, when you create another report, rather than set all the parameters again, you can use this customization. (For more information on customizing a report, refer to the document, *Viewing, Printing, and Customizing Reports.*)

Creating a Customization

To create a Customization:

1. First, customize a report by making changes to the report parameters.
2. From the **Create Reports** page, choose **None Selected** from the "My Customizations" drop-down menu.
3. Click **Create/Edit.**

The Create/Edit a Customization page appears.

4. Enter a name in the "Customization Name" text box. Click "Use as report title" if you want the title on the report to be this name also. Enter a description in the "Description" area.

5. By default, the Customization applies to any type of report. However, in the **Report Type Associations** section, you can make this Customization valid for only the currently selected report. To do so, click the button next to the report type name.

By default, the Customization will only be available for the currently selected test. However, in the **Make this Customization Available to Other Tests** section, you can make it

available for other tests. To do so, enter some text that is contained in the names of tests to which this Customization should be available. For example, if you want the Customization to be available to all sorts of English tests, you can enter "eng" in the text box. All current and future tests containing "eng" in their names will have this Customization available.

If you want to see which current tests have this text in their names, click **Show** to see a list of tests in the "Applicable tests" area.

6. Click **Save** to save the Customization and return to the **Create Reports** page.

Using a Customization

To later use the Customization that you saved, select it from the **My Customizations** drop-down list on the **Create Reports** page.

The report parameters associated with the Customization are automatically selected. You may customize them further or preview the report.

Note: Unlike Quick Reports, Customizations are only available to you. Others in your group do not have access to them.

Deleting a Customization

To delete a Customization:

1. Choose the customization from the "My Customizations" drop-down menu.
2. Click **Create/Edit.**
3. Then click **Delete.** A message asks if you are sure you want to remove the Customization.
4. Click **OK.** The Customization is deleted.
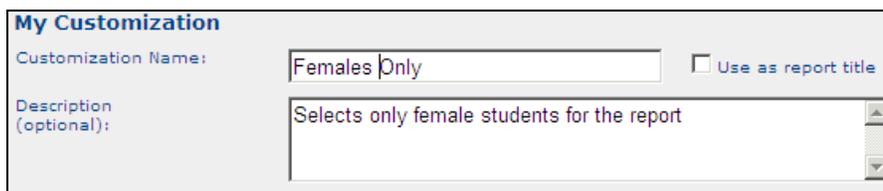
Renaming a Customization

To change the name of a Customization:

1. Go to **Select a Test for Reporting** and choose a Test Administration.
2. On the Create Reports page, choose the customization from the "My Customizations" drop-down menu.
3. Click **Create/Edit.** The Create/Edit a Customization page appears.
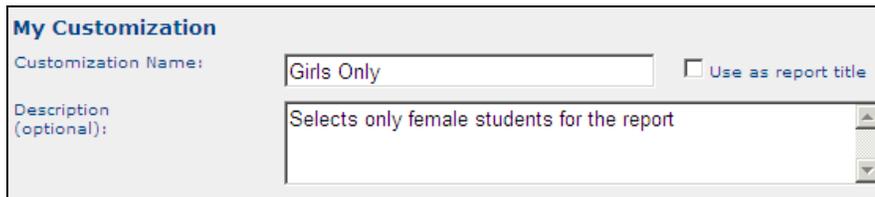
My Customization

Customization Name:	Girls Only	☐ Use as report title
Description (optional):	Selects only female students for the report	

4. Delete the current name and enter a different name in the "Customization Name" text box.

My Customization

Customization Name:	Females Only	☐ Use as report title
Description (optional):	Selects only female students for the report	

5. Click **Save** at the bottom of the page. The Customization is saved with the new name.

Editing a Customization

To make any changes to the parameters associated with a Customization, follow these steps:

1. Choose **Select a Test for Reporting** from the top menu. Choose a Test Administration.
2. Choose the Customization from the "My Customizations" drop-down menu on the Create Reports page.

3. Make changes to the parameters or other options associated with the Customization.

4. Click **Create/Edit** next to the "My Customizations" drop-down menu. The Create/Edit a Customization page appears.

5. Click Save at the bottom of the page.

Note: If you click **Save As** instead of **Save** and you entered a new name, you will have two Customizations: a new Customization is created and the original remains as well.

Related Documents

- *Viewing, Printing, and Customizing Reports*—covers basic steps for viewing, printing, and customizing reports.

- *Managing Student Records and the Database Online at the District Level*—provides administrators with options for managing student records at a high level and for performing other administrative tasks such as creating Quick Reports.