

Using the Controls toolbar in MyTRS

In this Reference Guide, you will learn how to use:

- the Controls toolbar,
- the Add function,
- the Delete function,
- the Filter function,
- the Modify control,
- the Sort control,
- the View Row control,
- the # Records control,
- the Print control, and
- the Export control.

Understanding the Controls toolbar

Many screens in MyTRS contain data grids in which several records are stored as rows and columns, similar to a spreadsheet. These grids also come equipped with a toolbar called Controls, which allows a user to perform several tasks on the data grid and make use of the data contained within the grid.

Below is a quick description of all of the buttons in the Controls toolbar.



- **Add** - Allows a user to add a row (record) to the data grid.
- **Delete** - Allows the user to delete a row (or rows) from the data grid.
- **Addons** – This control is not currently used.
- **Filter** - Allows a user to select what record or records to display at any given time in the data grid. For instance, a grid can be filtered to show subgroups of rows or to only show a specific row, depending on the user's preference.
 - **Execute Filter** () - Tells MyTRS to filter the grid as specified.
 - **Clear Filter** () - Clears the filter boxes.

- **Modify** - Allows a user to make the same change to several selected records simultaneously. For example, a user can modify several pay dates in a report or maybe apply the same service correction code to a pool of employees. The Modify function is only available in Edit mode. Using the **Filter** button before using the Modify function may make using the Modify function more effective.
 - **Execute Modify** () - Tells MyTRS to modify the specified rows.
 - **Clear Modify** () - This clears modify row so new criteria can be entered.
- **Sort** - Allows a user to sort a data grid. A green arrow will appear to signify if the grid is sorted in ascending order or descending order. (You can also sort a data grid by clicking on the desired column header.)
 - **Execute sort** () - Tells MyTRS to sort your grid as specified.
 - **Cancel Sort** () – Closes the sort function without sorting.
 - **Reset Sort** () – Clears the sort criteria so new criteria can be entered.
- **View Row** - Allows a user to see a single row as a pop-up window rather than as a horizontal row in the grid.
- **#Records** - Allows a user to change the viewable number of records per page. The MTRS generally recommends keeping the volume to 20-25 records per page for performance reasons. However, increasing the number per screen to use the modify function might be helpful. Expanding the selection to more than 70 records to use the modify function may cause performance issues. If you have expanded your selection to use the Modify function, it is recommended that you change it back to 25 before saving your progress.
 - **Execute #Records** () - Changes the number of records in view
 - **Reset Sort** () – Resets the sort criteria so new criteria can be entered.
- **Print** - Allows the user to print the records displayed on a page without printing the rest of the screen information.
- **Export** - Allows a user to export viewable records in multiple formats.

Opening the Controls toolbar

- 1) Below is a screenshot of the top left corner of a MyTRS data grid. This image shows what the Controls toolbar looks like before it has been expanded. Note the plus sign on the left of the word "Controls." Expand the Controls toolbar by clicking on the + symbol next to **Controls** in the Report Details section.



Once you click **Controls**, the toolbar will expand to show the following options.



You have successfully opened the Controls toolbar.

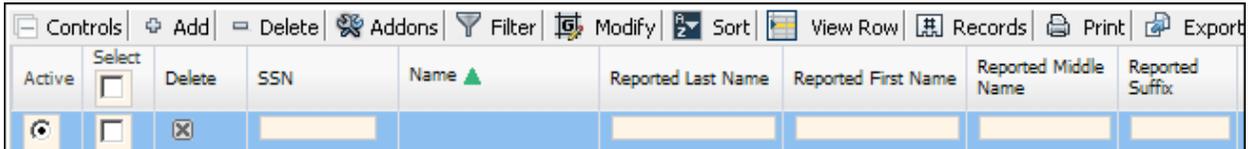
Using the Add function to add a row to a grid

- 1) Expand the **Controls** toolbar in the Report Details section.

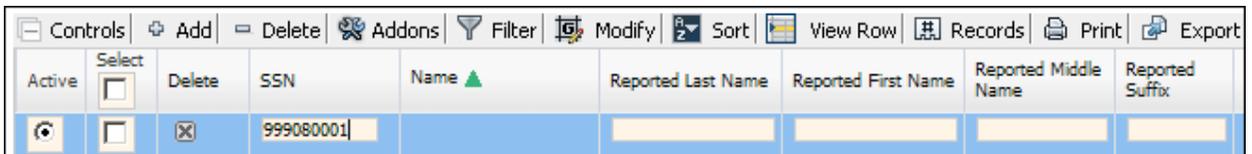


- 2) Click **Add**.

A new row appears in the records grid.



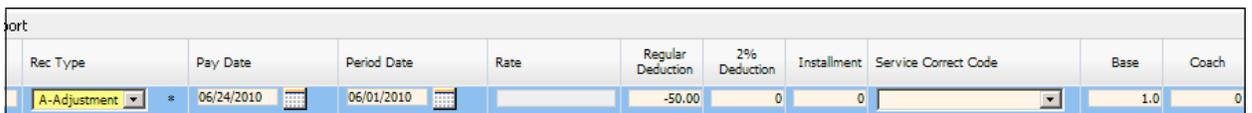
- 3) Enter the record's information in the primary field (in this case, the employee's Social Security number).



Move your cursor to the next field. If the employee exists in MyTRS, MyTRS retrieves the member name based on the Social Security number you provided and populates the Name field.



- 4) Enter the remaining details in the editable fields of the grid.



- 5) Click **Save** when finished.

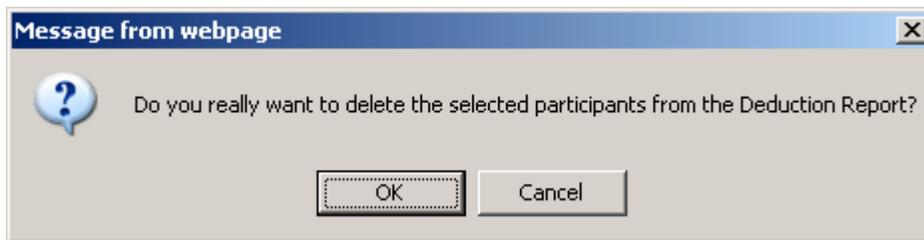
You have successfully used the **Add** button.

Using the Delete function

- 1) Select the row you would like to delete by clicking the radio button next to the desired row.

Active	Select	Delete	SSN	Name ▲	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type
<input checked="" type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY					A-Adjustment *
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal *
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal *
<input type="radio"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal *

- 2) Click **Delete**.
- 3) A confirmation pop-up message will appear. Click **OK**.



- 4) Click **Save**.

You have successfully used the **Delete** function.

Using the Filter function

- 1) Click the **Filter** () button on the Controls toolbar.

Report Details

Controls Add Delete Addons **Filter** Modify Sort View Row Records Print Export

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal *

The **Filter** control expands to show the **Execute filter** () and **Clear filter** () buttons and a blank row appears above the records in the grid.

Report Details

Controls Add Delete Addons **Filter**   Modify Sort View Row Records Print Export

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS

- 2) Enter the filter criteria in the blank fields (e.g., enter an employee's name in the **Name** field to locate that employee's record.)

The screenshot shows the MYTRS interface with a report titled "Report Details". The "Name" field in the filter row contains the text "Math". A red arrow points to this field. The table below shows the following data:

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS	

- 3) Click **Execute** () to filter the data. The Report Details section refreshes and displays the narrowed results that match all of the criteria you entered.

The screenshot shows the MYTRS interface with the "Report Details" section refreshed. The "Name" field in the filter row still contains "Math". A red arrow points to the "Execute" button (a gear icon) in the toolbar. The table below shows the filtered results:

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0003	MATH, MARY	MATH	MARY	T.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0003	MATH, MARY	MATH	MARY	T.

Note Users can filter based on multiple fields without clearing the filter between searches.

- 4) Click the **Clear Filter** () button to remove the criteria from the filter row.

The screenshot shows the MYTRS interface with the "Report Details" section. The "Name" field in the filter row is empty. A red arrow points to the "Clear Filter" button (a trash can icon) in the toolbar. The table below shows the data after clearing the filter:

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0003	MATH, MARY	MATH	MARY	T.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0003	MATH, MARY	MATH	MARY	T.

5) Click **Execute** () to view all the records in the report.

Report Details

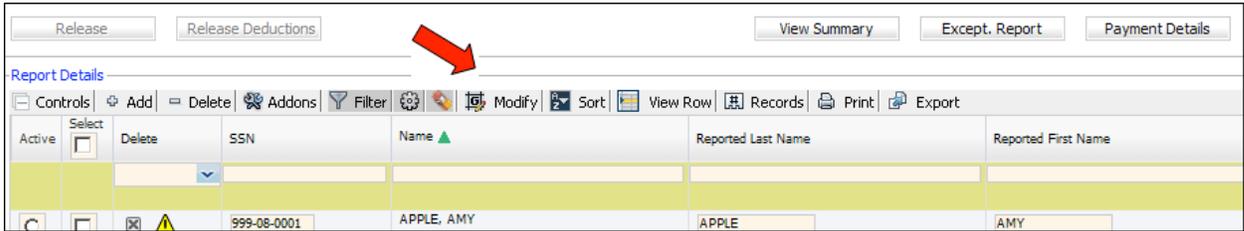
Controls Add Delete Addons Filter Modify Sort View Row Records Print Export

Active	Select	Delete	SSN	Name ▲	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec Type
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANIEL	DESK	DANIEL			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANIEL	DESK	DANIEL			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-05-0002	GEBRA, AL	GEBRA	AL			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-05-0002	GEBRA, AL	GEBRA	AL			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0060	GEOGRAPHY, GEOFF	GEOGRAPHY	GEOFF			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0060	GEOGRAPHY, GEOFF	GEOGRAPHY	GEOFF			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0013	GOODE, IMA	GOODE	IMA			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0013	GOODE, IMA	GOODE	IMA			N-Normal *
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0016	LOCKER, LILY	LOCKER	LILY			N-Normal *

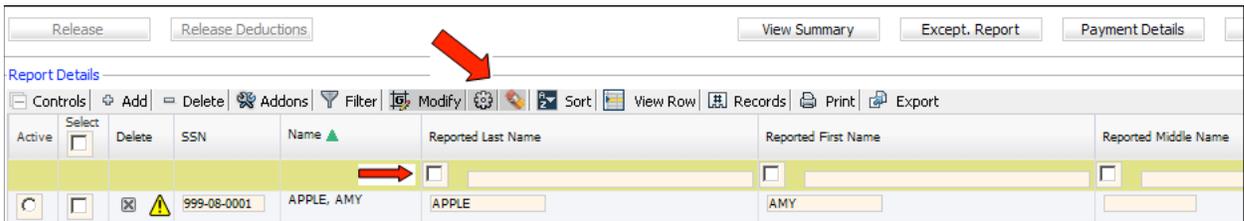
You have successfully used the Filter function.

Using the Modify control

- 1) Click **Modify** () on the controls bar.



The **Modify** control expands to show the **Execute Filter** () and **Clear Filter** () buttons and a blank row with a checkbox and a value field for each column appears above the records in the grid.



- 2) Locate each column that you would like to modify and enter the needed correction in the value field.

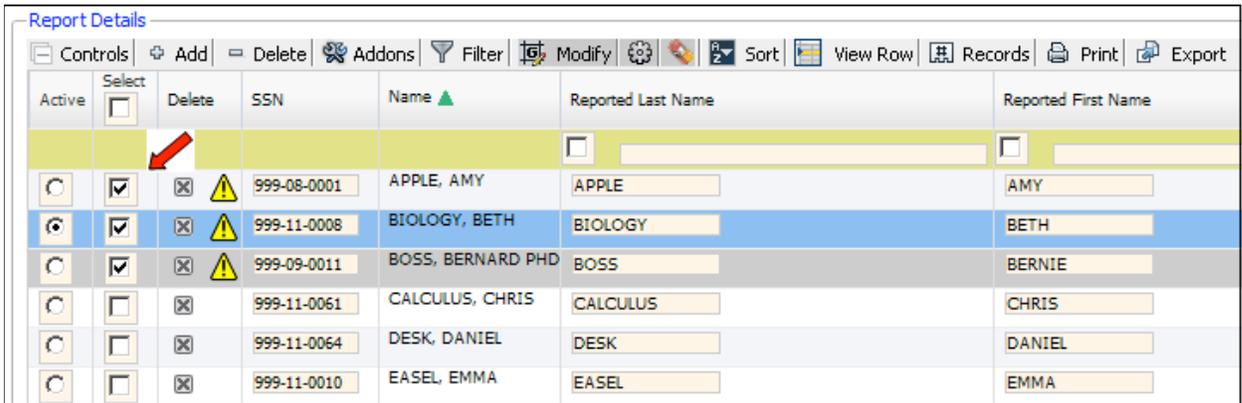
Pay Date	Period Date	Rate	Regular Deduction	2% Deduction
<input type="checkbox"/> 06/11/2010			<input type="checkbox"/>	<input type="checkbox"/>
06/10/2010	06/01/2010	11.0%	193.79	25.37

- 3) Check the column's checkbox.

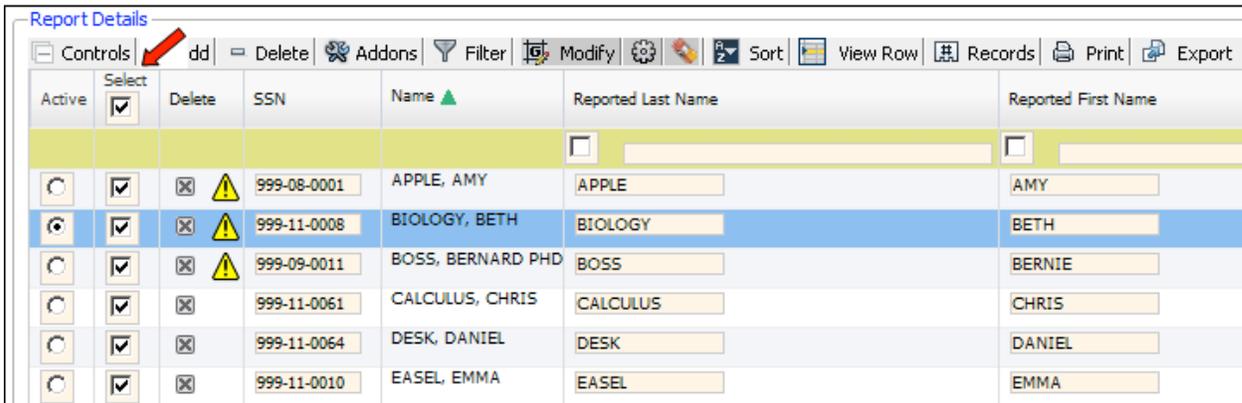
Pay D	Period Date	Rate	Regular Deduction	2% Deduction
<input checked="" type="checkbox"/> 06/11/2010			<input type="checkbox"/>	<input type="checkbox"/>
06/10/2010	06/01/2010	11.0%	193.79	25.37

Note In this example, all of the rows on the screen are being modified, but the user could choose to modify on select rows. To modify rows on other pages, you will need to navigate to the next page and repeat the steps.

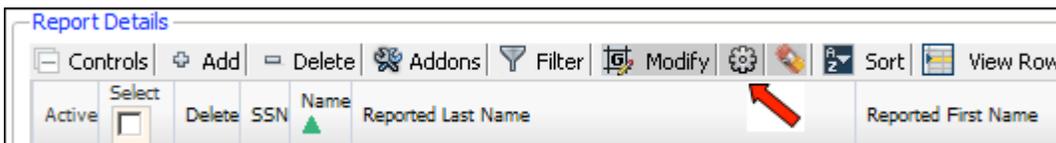
4) Click the **Select** checkbox(es) to choose the record(s) to modify.



If you click the **Select** button on in the header, all of the records on the screen will be selected or deselected.



5) Click **Execute** () to apply the correction to the selected records.



6) This box will appear. Click **OK**.



7) The selected records update and reflect the change.

Pay Date	Period Date	Rate	Regular Deduction	2% Deduction	Installment	Service Correct Code	Base
06/11/2010	06/01/2010	11.0%	193.79	25.37	0		2,422.38
06/11/2010	06/01/2010	11.0%	221.87	0	0		2,016.96
06/11/2010	06/01/2010	11.0%	519.23	92.31	0		5,769.23
06/11/2010	06/01/2010	11.0%	131.44	0	0		1,194.92
06/11/2010	06/01/2010	11.0%	131.44	0	0		1,194.92
06/11/2010	06/01/2010	11.0%	212.03	0	0		1,927.54

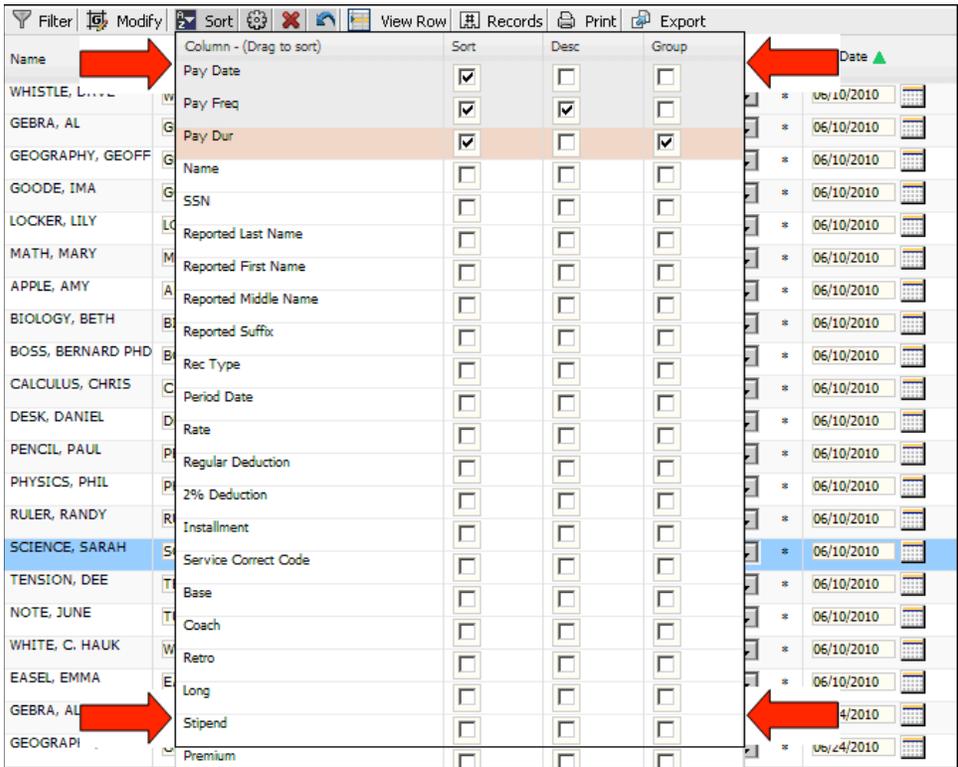
8) Click **Save**.

You have successfully used the **Modify** function.

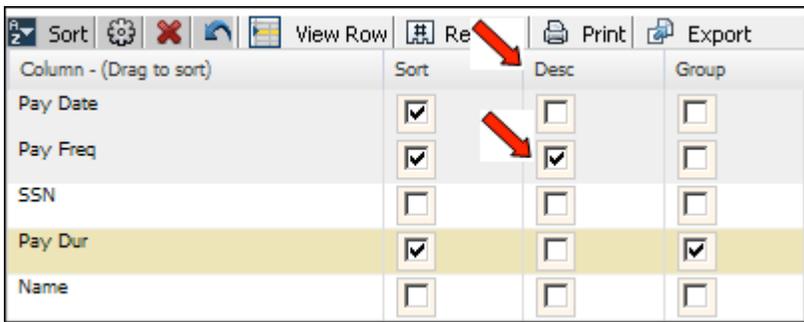
Understanding the Sort Control

The MyTRS Controls toolbar provides users with a versatile sort function. The MyTRS **Sort** function allows a user to sort by multiple criteria, produce those results in ascending or descending order, and group your data by the sort criteria.

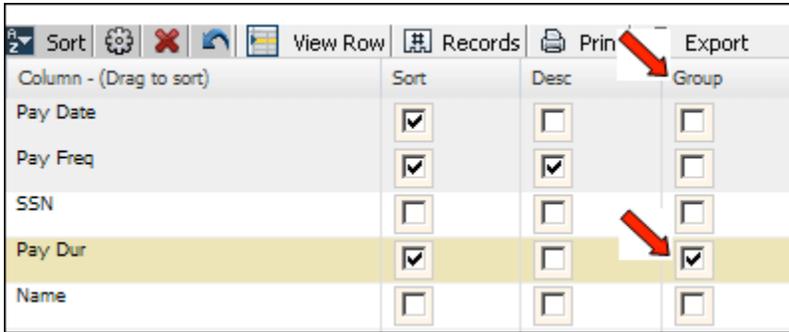
To sort by more than one column, select the columns (displayed as rows in the sort window) by dragging them into the appropriate order. For example, if you want to sort a deduction report by the **Date**, **Pay Frequency** and then **Pay Duration** columns, you will need to drag those three rows to the top and click the **Sort** checkboxes for each row.



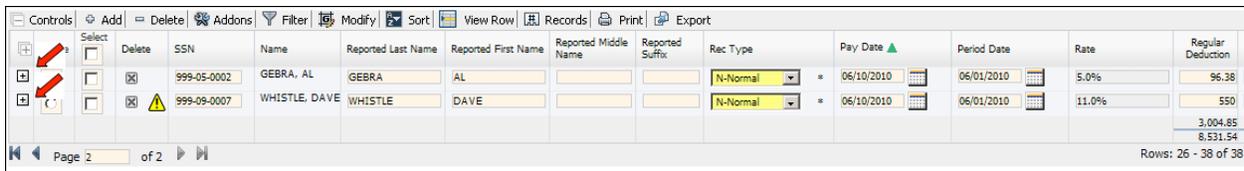
By default, MyTRS sorts columns in ascending order. Click the **Desc** checkbox to place the results of your sorting in descending order on the level it is sorted by Pay frequency.



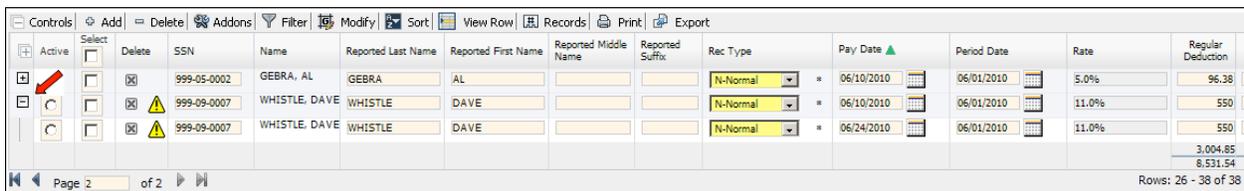
Click the **Group** checkbox to group the grid data based on a value in a specific column. For example, the grid above would sort the results into groups based on Pay Duration because that value is checked. When grouped, the grid collapses the data into the number of rows for each unique Member Type value.



When sorted by group, the groups will display under the Social Security number of the first qualified record with a plus sign in the column on the left. Click on the plus sign to expand the row and see the individual records for each group.



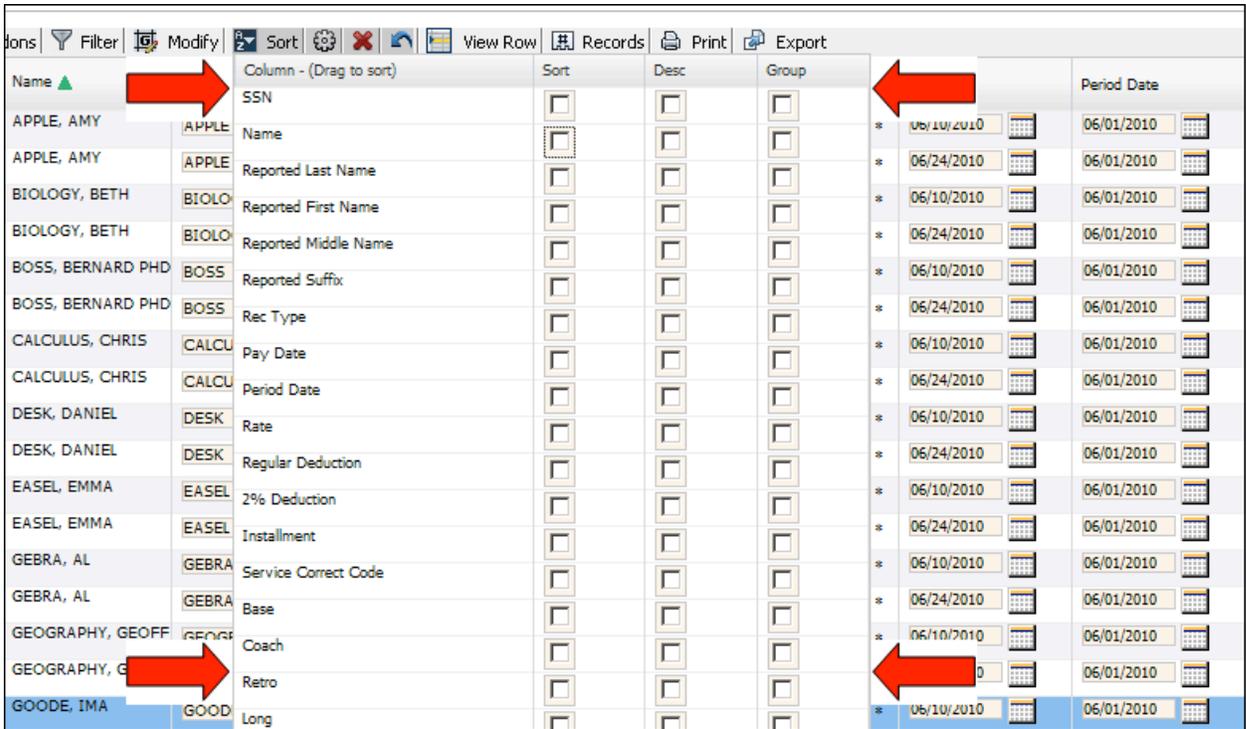
In this instance, the second group was expanded to show two records. The first group of ten records is still closed.



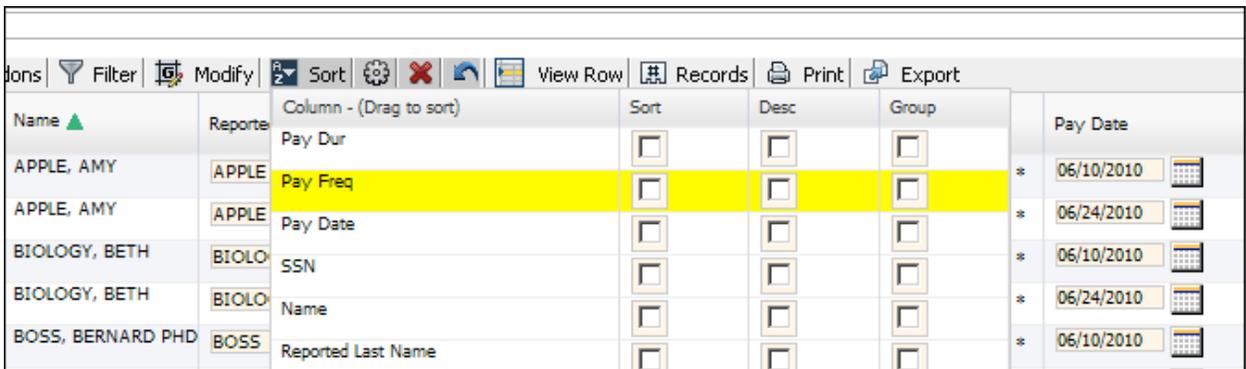
Using the Sort function

- 1) Click the **Sort** () icon to expand the **Sort** control and open the *Sort Menu*.

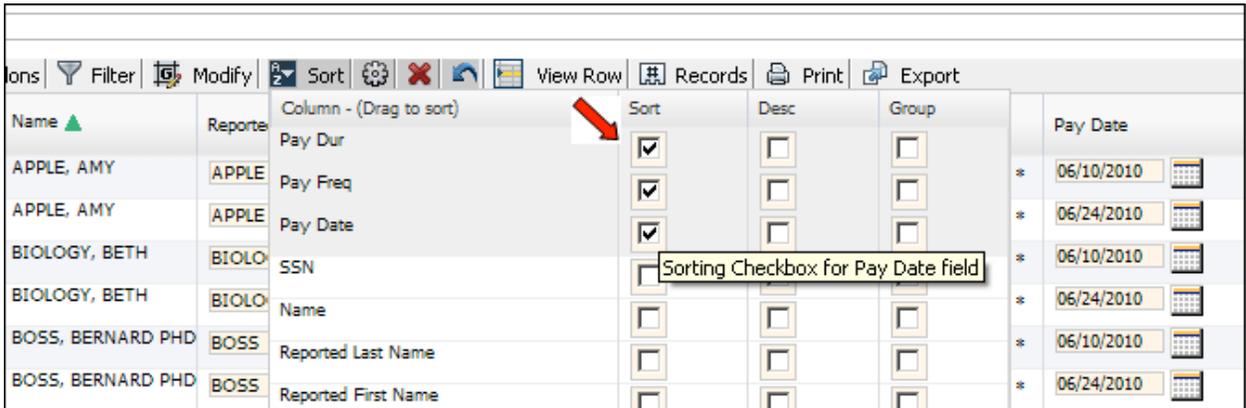
The **Sort** control opens (), and a menu with sort options appears in the middle of your screen.



- 2) Select the columns (displayed as rows) that you would like to sort by clicking and dragging the row to the top of the grid.

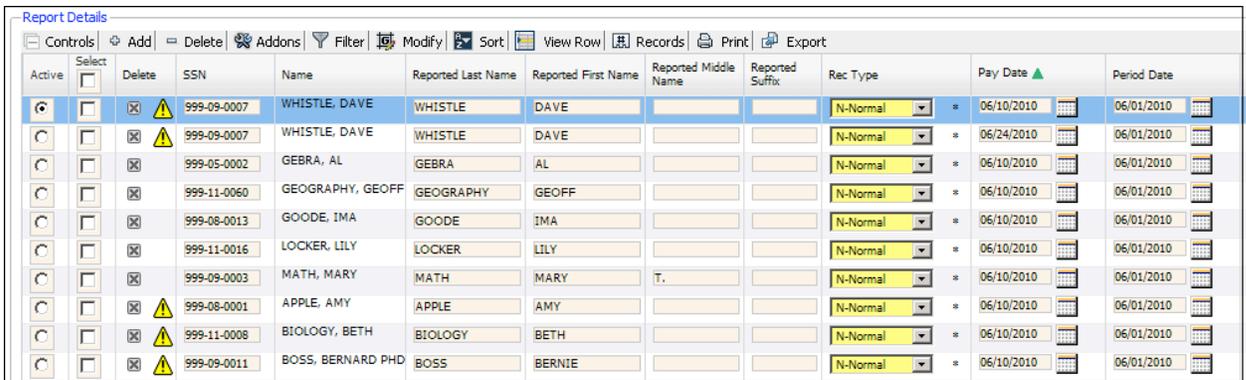


3) Click on the **Sort** checkbox(es) to set the sort column(s).



4) After creating your sort order, click **Execute** () to sort the grid or **Cancel** () to close the **Sort** control and leave the grid in its original form.

If you clicked **Execute**, the **Sort** menu will close and the grid will display as specified.



5) Review the rows returned by the **Sort** function in their new order.

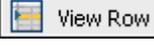
6) Click the **Reset** button () to return the grid to its original sorted order.

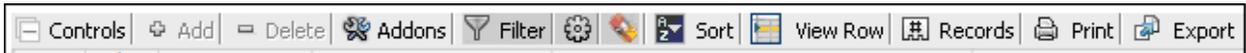
You have successfully used the **Sort** function.

Using the View Row button

- 1) If you want to view all the data from a single row in a vertical format, click the radio button next to the desired row.

Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>		easel		
<input checked="" type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA
<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA

- 2) Click **View Row** ().



- 3) The record will appear in a pop-up window.

Record# 1 of 2

Active

SSN 999-11-0010

Name EASEL, EMMA

Reported Last Name EASEL

Reported First Name EMMA

Reported Middle Name

Reported Suffix

Rec Type N-Normal

Pay Date 05/13/2010

Period Date 05/01/2010

Rate 11.0%

Regular Deduction 212.03

2% Deduction 0

Installment 0

Service Correct Code

Base 1,927.54

Coach 0

Retro 0

Long 0

Stipend 0

Premium 0

Ineligible 0

FTE% 100

FTE Code

Salary 0

Position Teacher

ContrTerm 10

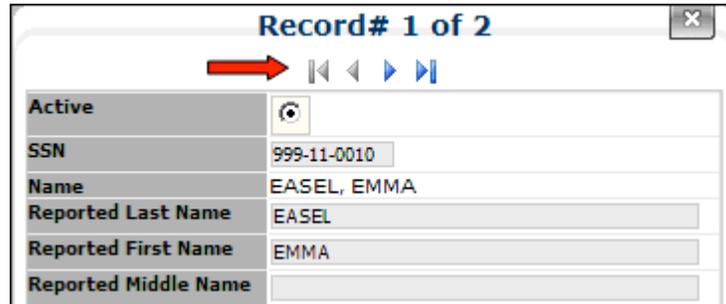
Pay Freq 26

Pay Dur 12

Override

Note When in edit mode on certain screens, a user can make corrections in each field while in this view.

- 4) Use the navigation arrows () on the window to navigate among records.



- 5) Click the gray X icon () to close the pop-up window.



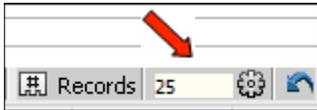
You have successfully used the **View Row** function.

Using the # Records button

- 1) Click the # **Records** icon () to expand the Records control.



The # **Records** control will expand to show the **Execute** () and **Reset** () buttons.



- 2) Enter the desired number of rows in the text box.



- 3) Click **Execute** ().

The grid displays the number of rows indicated.

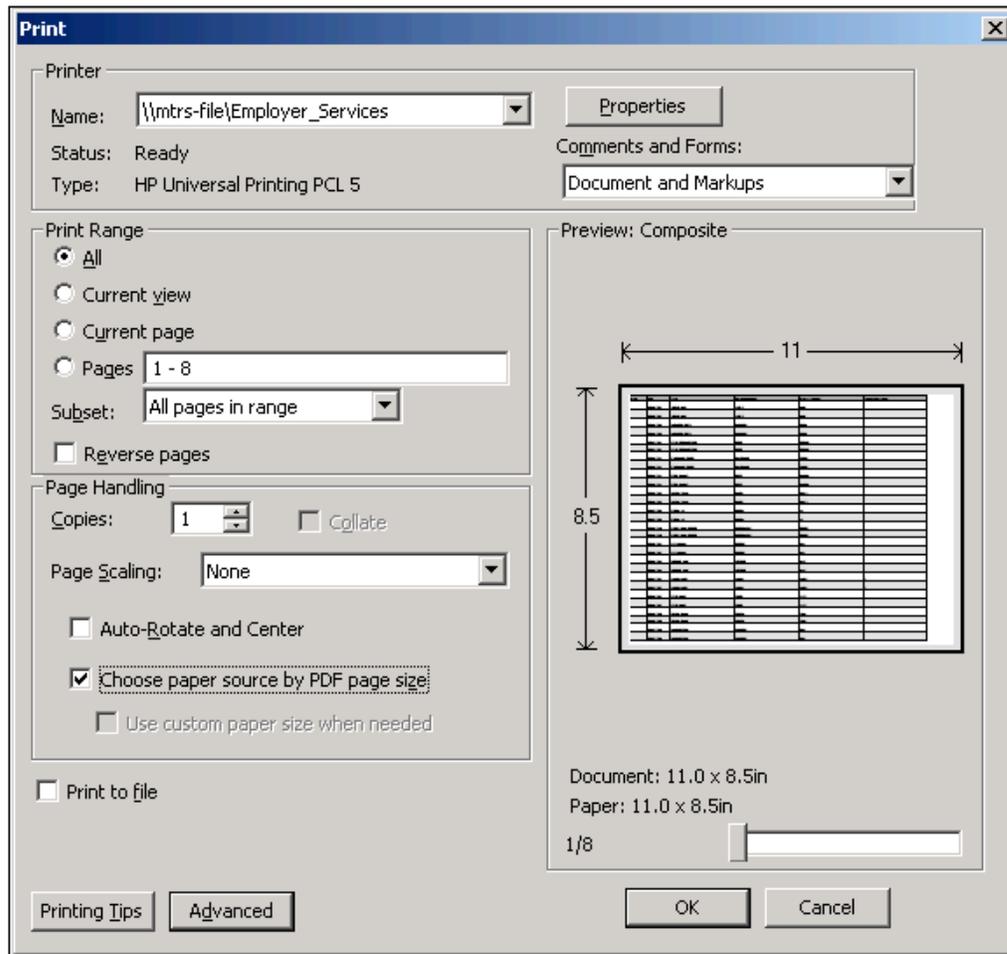
Active	Select	Delete	SSN	Name	Reported Last Name	Reported First Name	Reported Middle Name	Reported Suffix	Rec. Type	Pay Date	Period Date
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	* 06/10/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-08-0001	APPLE, AMY	APPLE	AMY			N-Normal	* 06/24/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal	* 06/10/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH			N-Normal	* 06/24/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE			N-Normal	* 06/10/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE			N-Normal	* 06/24/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	* 06/10/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS			N-Normal	* 06/24/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANIEL	DESK	DANIEL			N-Normal	* 06/10/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0064	DESK, DANIEL	DESK	DANIEL			N-Normal	* 06/24/2010	06/01/2010
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	999-11-0010	EASEL, EMMA	EASEL	EMMA			N-Normal	* 06/10/2010	06/01/2010

- 4) Click **Reset** () to return the grid to the default display number (25).

You have successfully used the # **Records** function.

Using the Print button

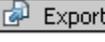
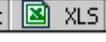
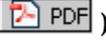
- 1) To print the grid, click the **Print** button ( **Print**), which launches the *Print* pop-up window. Select the desired printer properties and click **OK** to print all of the records in the grid, or click **Cancel** to abort the print job.

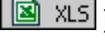


You have successfully used the **Print** function.

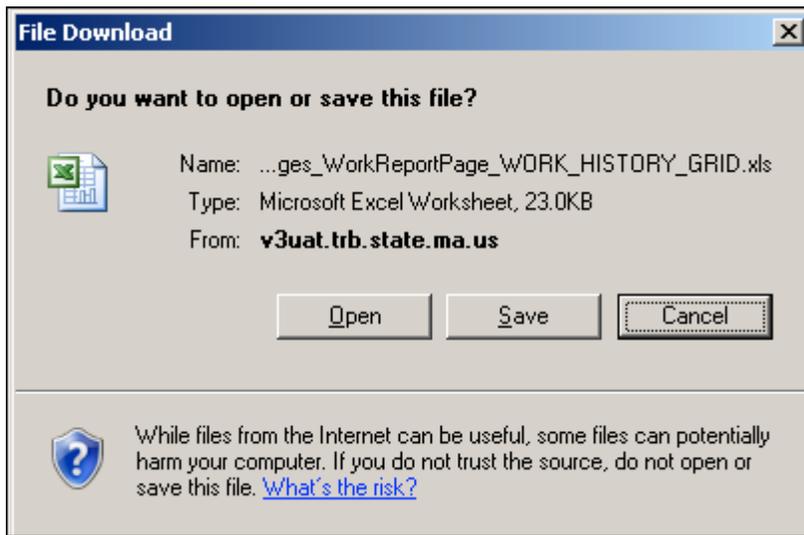
Using the Export button

- 1) Click the **Export** () button to expand the **Export** control.

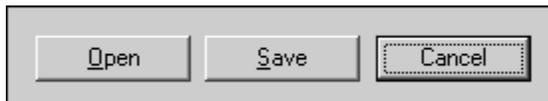
The **Export** control opens (  ).

- 2) Click the **XLS** () button to export your grid to Excel.

The *File Download* box appears.



- 3) Click **Open** to open the file in your default program; click **Save** to save the file to the location of your choice; or click **Cancel** to cancel the export, close the dialog box, and return to your report.

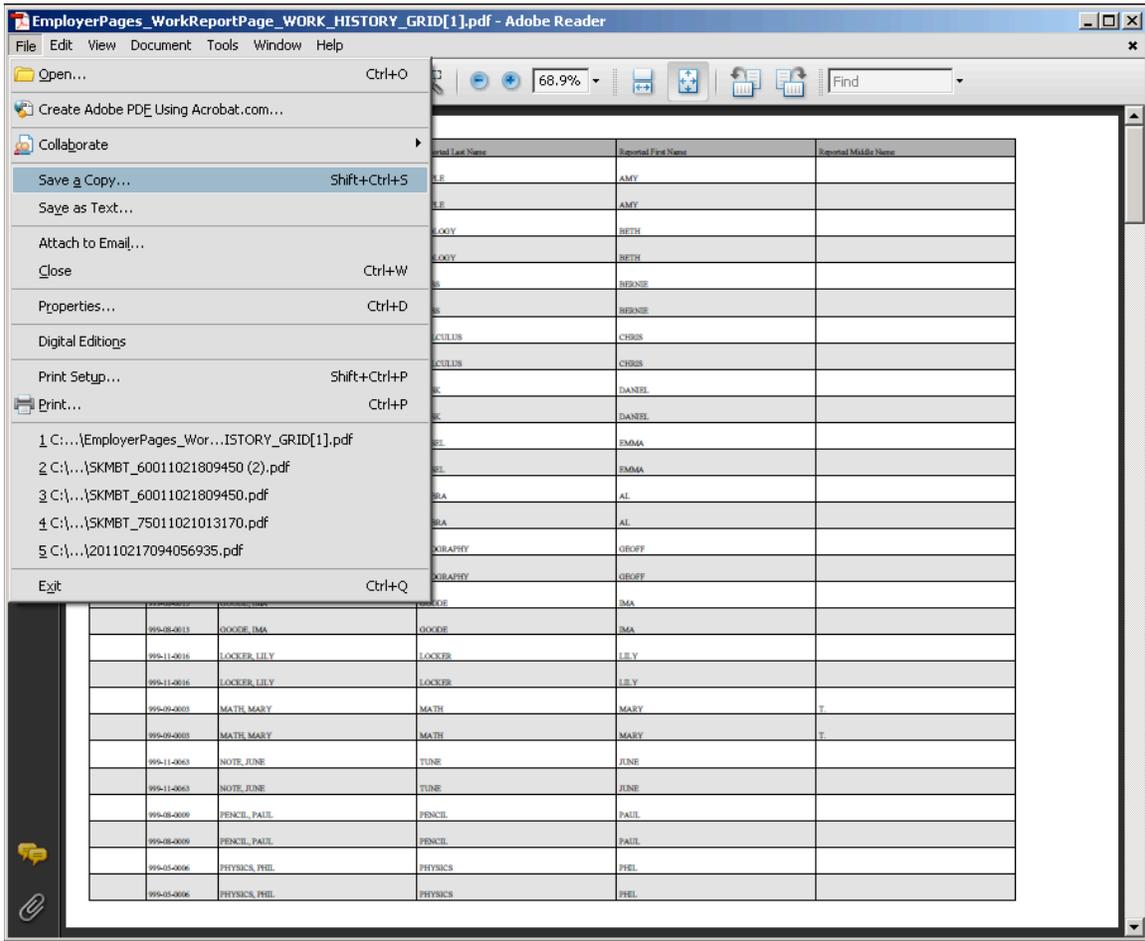


- 4) If you clicked **Open**, your exported file appears in front of you in your default xls format program (likely Microsoft Excel).

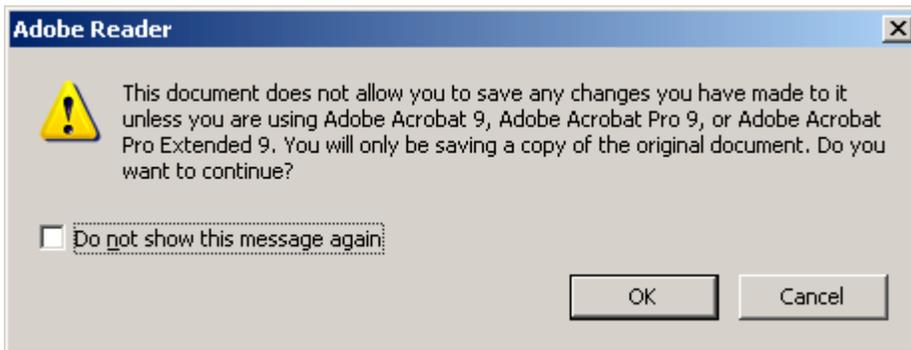
	A	B	C	D	E
1	Delete	SSN	Name	Reported Last Name	Reported First Name
2		999-08-0001	APPLE, AMY	APPLE	AMY
3		999-08-0001	APPLE, AMY	APPLE	AMY
4		999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH
5		999-11-0008	BIOLOGY, BETH	BIOLOGY	BETH
6		999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE
7		999-09-0011	BOSS, BERNARD PHD	BOSS	BERNIE
8		999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS
9		999-11-0061	CALCULUS, CHRIS	CALCULUS	CHRIS
10		999-11-0064	DESK, DANIEL	DESK	DANIEL
11		999-11-0064	DESK, DANIEL	DESK	DANIEL
12		999-11-0010	EASEL, EMMA	EASEL	EMMA
13		999-11-0010	EASEL, EMMA	EASEL	EMMA
14		999-05-0002	GEBRA, AL	GEBRA	AL
15		999-05-0002	GEBRA, AL	GEBRA	AL
16		999-11-0060	GEOGRAPHY, GEOFF	GEOGRAPHY	GEOFF
17		999-11-0060	GEOGRAPHY, GEOFF	GEOGRAPHY	GEOFF
18		999-08-0013	GOODE, IMA	GOODE	IMA
19		999-08-0013	GOODE, IMA	GOODE	IMA
20		999-11-0016	LOCKER, LILY	LOCKER	LILY
21		999-11-0016	LOCKER, LILY	LOCKER	LILY

Note If you clicked **PDF** ( PDF) to export your file, the above process is the same, only the report will appear in Adobe Acrobat.

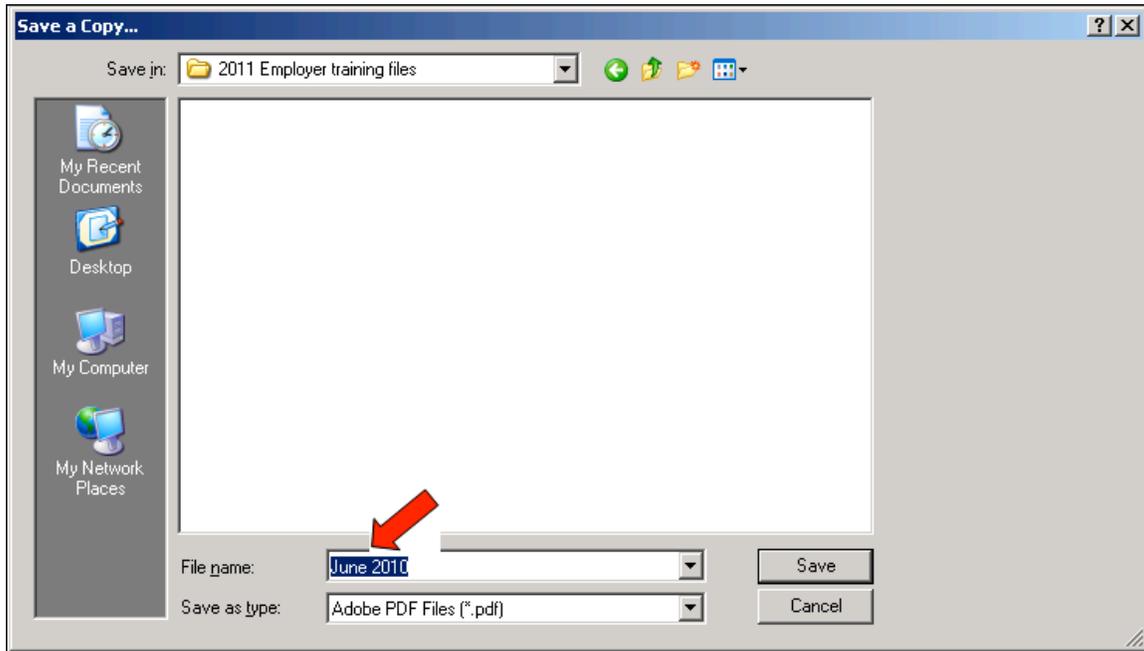
5) To save your open file (shown below in the PDF format), click **File** and **Save a Copy**.



A dialog box appears to inform the user that PDF files cannot be modified in Adobe Reader. Click **OK**.



The **Save a Copy...** browser window appears. Name and save the file to a location of your choice.



6) After naming your file and choosing a save location, click **Save**.

You have successfully used the **Export** function.