



Detention List

This report lists the students that served in detention on any given day. It lists the student id, name, grade, and the detention code (description). This can be run at any time after the students have served detention. This program was created to take the place of the report created in IQ.

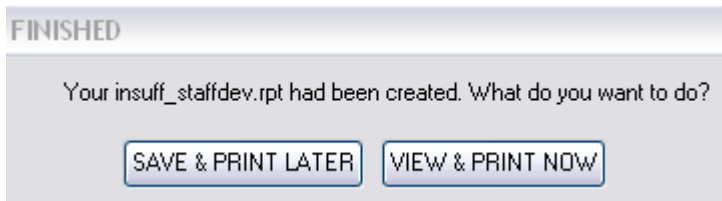
Menu Path:

Fort Smith Applications > Detention List



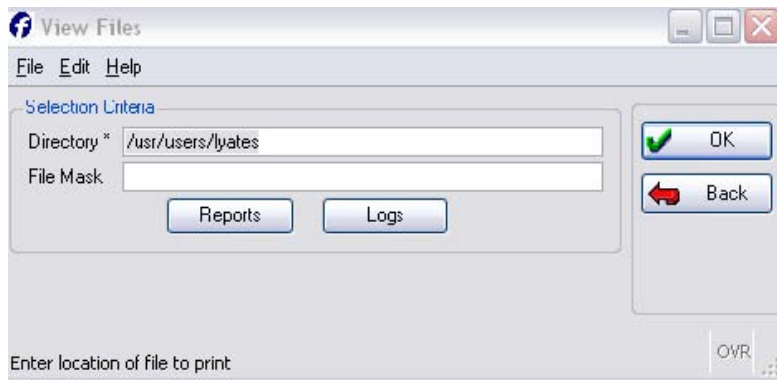
- Enter the Date of Detention 
- Select your building 
- Click OK

The following window will appear.



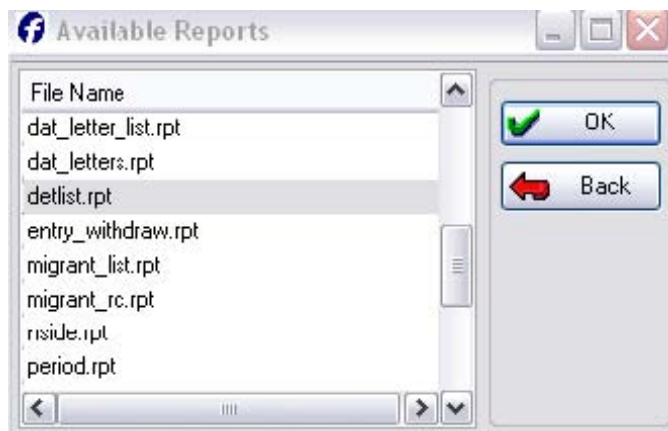
- Select **SAVE & PRINT LATER** to close this window and print at a later time. You can retrieve the report under Reports>View Files> Reports
- Select **View & PRINT LATER** to View the report and print immediately without saving.

The following screen will appear after the **View** button has been clicked.



- Select **Reports** from this window
- **Click OK**

The following screen will appear.



- Select **detlist.rpt**
- **Click OK**