

## **To Print Web Registrations**

**In Class Manager, choose “registration”**

**Click FIND (Query)**

**Click Detail**

**Open Blue Folder (Right Bottom)**

**Choose “AH today Web Registration” or “NP today Web Registration”**

**Load**

**Click on (Registration) Reg Date: today; today-1**

**In Value box enter – yesterday’s date Ex: 4/14/16;4/15/16**

**Find**

**Sort by Program**

**Edit – Select ALL**

**Click on Printer Icon-Hold down for Quick Report**

**Click on Yellow Folder**

**Click to select under CM Report Manager “Web Reg Quick Report”**

**Open**

**Click on FILE**

**Click on GENERATE**

**Choose Printer OK**