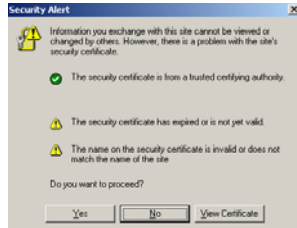


Accountability Roster by Homeroom - Monthly

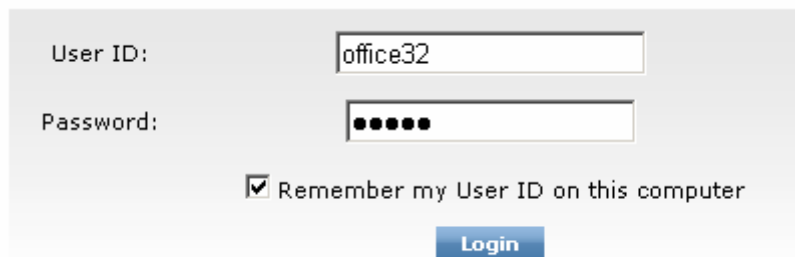
1. If you do not have a Websmartt icon on your computer, type <https://websmartt/websmartt>



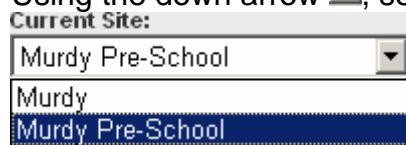
2. Click “Yes” when the Security Alert box appears

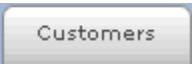


3. Type in the user ID and Password, then hit the enter button or click “Login”

A screenshot of a login form. It has two input fields: "User ID:" containing "office32" and "Password:" containing masked characters. Below the fields is a checked checkbox labeled "Remember my User ID on this computer". At the bottom center is a blue "Login" button.


4. Using the down arrow , select the appropriate site



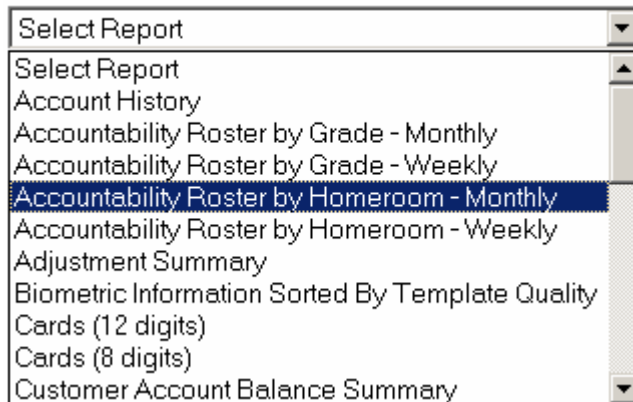
5. Click on the “**Customers**” tab  (located towards the top of page)

6. Choose “**Customer Reporting**”



7. Using the down arrow , select "**Accountability Roster by Homeroom - Monthly**"

Report Name



Select Report

Select Report

Account History

Accountability Roster by Grade - Monthly

Accountability Roster by Grade - Weekly

Accountability Roster by Homeroom - Monthly

Accountability Roster by Homeroom - Weekly

Adjustment Summary

Biometric Information Sorted By Template Quality

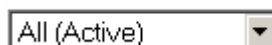
Cards (12 digits)

Cards (8 digits)

Customer Account Balance Summary

8. Keep Group default "**All (Active)**"

Group



All (Active)

9. Keep Range default "**All**"

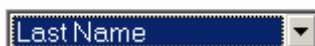
Range



All

10. Using the down arrow , select "**Last Name**"

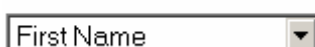
Level 1 Sort



Last Name

11. Using the down arrow , select "**First Name**"

Level 2 Sort



First Name

12. Enter the first day of the month

Report Parameters

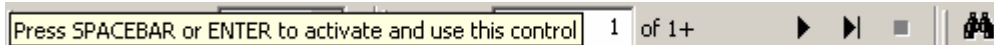
Enter any date within the month for which you want to print an Accountability Roster.

3/1/2009

13. Click "**View**"

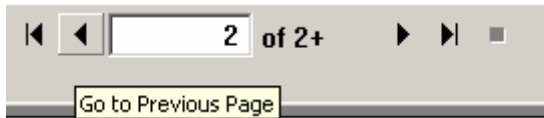
View

14. Press **SPACEBAR** or hit **ENTER** to activate/use control



Press SPACEBAR or ENTER to activate and use this control 1 of 1+


15. Use back  and forth  arrows to toggle through the pages



16. Click on the printer icon  to print

17. Click on the “X”  to close list/report

18. Always click on “Logout”  before closing WebSMARTT

19. Click on the “X”  to close WebSMARTT webpage

SAMPLE:

Accountability Roster by Homeroom - Monthly

Site: Murdy Pre-School Customer Group: All (Active)
Sort By: Last Name, First Name

Site: 43 Murdy Pre-School

Month: March

Homeroom: 103AM

Customer Name	ID	Status	2 M	3 T	4 W	5 Th	6 F	9 M	10 T	11 W	12 Th	13 F	16 M	17 T	18 W	19 Th
CAO, PETER	8040	P														
DINH, GINA	8042	F														
DOAN, KHANH	8043	F														
DOAN, SANG T	8000	F														
DOAN, THANH S	8044	P														
DOAN, VY	8045	F														
GOMEZ, VICTORIA R	8000	F														
HUYNH, ANNIE	8047	R														
LE, DANNY C	8000	F														
LE, THAI C	8051	P														
NGUYEN, ELENA	8054	R														
NGUYEN, JOHN	8000	F														
NGUYEN, KATHERINE	8056	F														
NGUYEN, VIVIAN	8059	R														
NGUYEN, WILLIAM	8060	F														
PHAM, DANNY	8062	F														
PHAN, ANDY	8064	R														
SCHENCK, DYLAN	8066	P														