

## Creating a Report by using the Application Receipt Date

To run a report of student records by using a date range (application receipt date) using the MAPnet system:

1. Access the Student List Eligibility from the MAPnet side panel.
2. Access the Filter screen by clicking on the Filter tab.
3. Locate 'Application Receipt Date' and enter a date range (i.e., 05152009 in the Start Date and 06042009 in the End Date).

**Optional:** If a user is creating a report identifying students released from suspension, the 'Application Receipt Date' and 'MAP Susp' fields could be added to the report for each student.

- If so, access the Columns screen by clicking on the Columns tab.
  - Locate 'MAP Susp' and 'Application Receipt Date' under Unselected Columns and double click on each to move them to the bottom of the Selected Columns list.
  - Highlight each of them and click on the up arrow to move them to the desired screen location.
4. Click the View tab.
  5. **The Eligibility List View now displays a listing of the students falling within the specified date range. Using the dates in the above example, the eligibility List View would now display a listing of students who have been removed from suspension status (May 15, 2009 – June 4, 2009).**
  6. To review a printable listing of these student records, click the View Report button at the bottom of the screen.
  7. To print this report, click the print icon on your browser's tool bar.

**Note:** The 'Application Receipt Date' filter is also available on the Student List Payment screen.