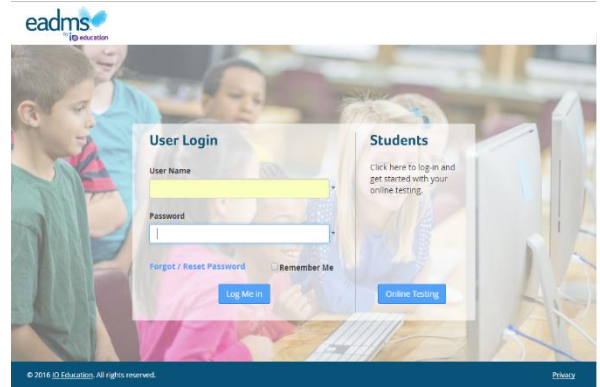


How to Create Custom Reports into EADMS

Step 1

- Login to www.eadms.com OR access EADMS through Q under the Analysis tab.

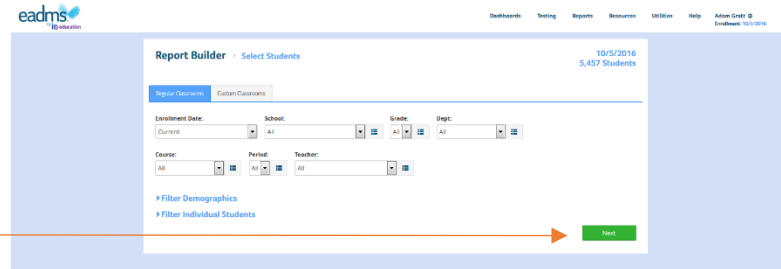


Step 2

- Select the  tile on your dashboard.

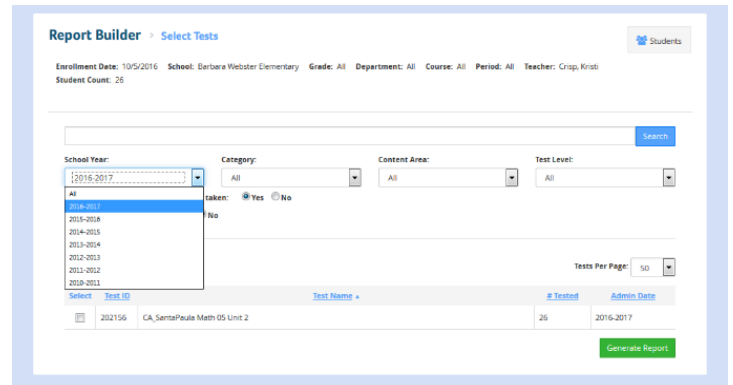
Step 3

- Your screen will already have your information selected.
- Click the **Next** Button.



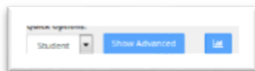
Step 4

- School Year always defaults to Current Year.
- If the test you are looking for was given in a previous year you must change the School Year to view it.
- You can narrow your results down by selecting a Category.
- Check the box next to the test you want to add.
- Select the **Generate Report** tab.



Step 5






- Select the *Show Advanced* Tab at the top of the report.



Step 6

- Select the additional information you would like in your report.

Hint:

- You must hit *Apply* before moving to another tab.
- Don't *Sort* your report until you have all the information you want in it.
- If you need to add/change the test/students in the report click on the   at the top of the report.
- To download and print the report you click on the   icons at the top of the report.
- To save your report and use it again later click on the  icon at the top of the report.

