



# Running a Report in EMAC for Summary of Classes Navigation Guide FY23



## How to Run a Report in EMAC for Summary of Classes

Effective 1/20/2023 EMAC LEA Users have the ability to run a **Report** which consolidates the data entered on the completed Summary of Classes Online Forms as part of the **21st CCLC State Level Programmatic Reporting Monitoring Program**.

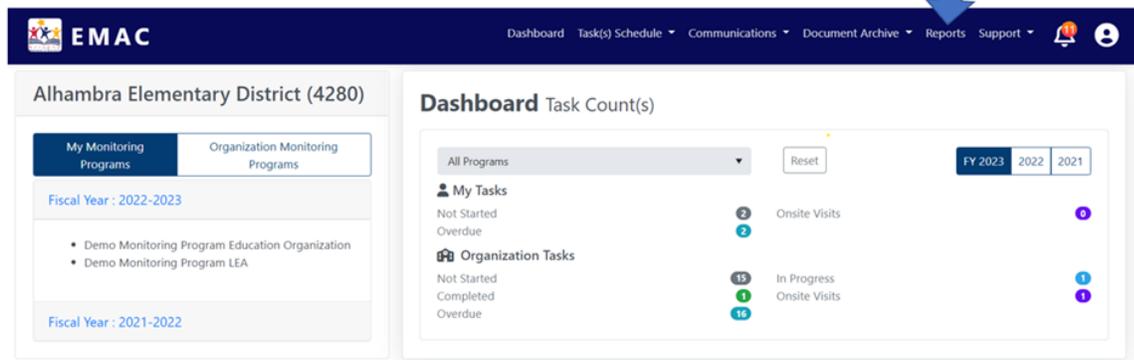
This guide will assist you in accessing the report in EMAC.

### Getting Started

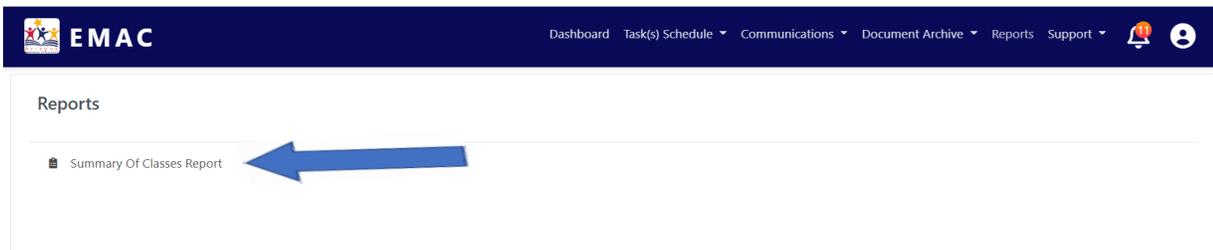
Log in to your EMAC account.

Click on the Reports menu.

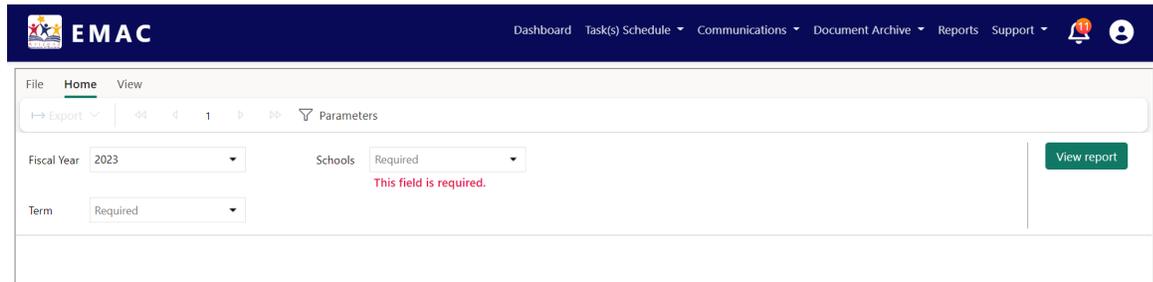
Click on the Summary of Classes Report link.



A menu of reports you have access to will be displayed. Select the **Summary of Classes** report.



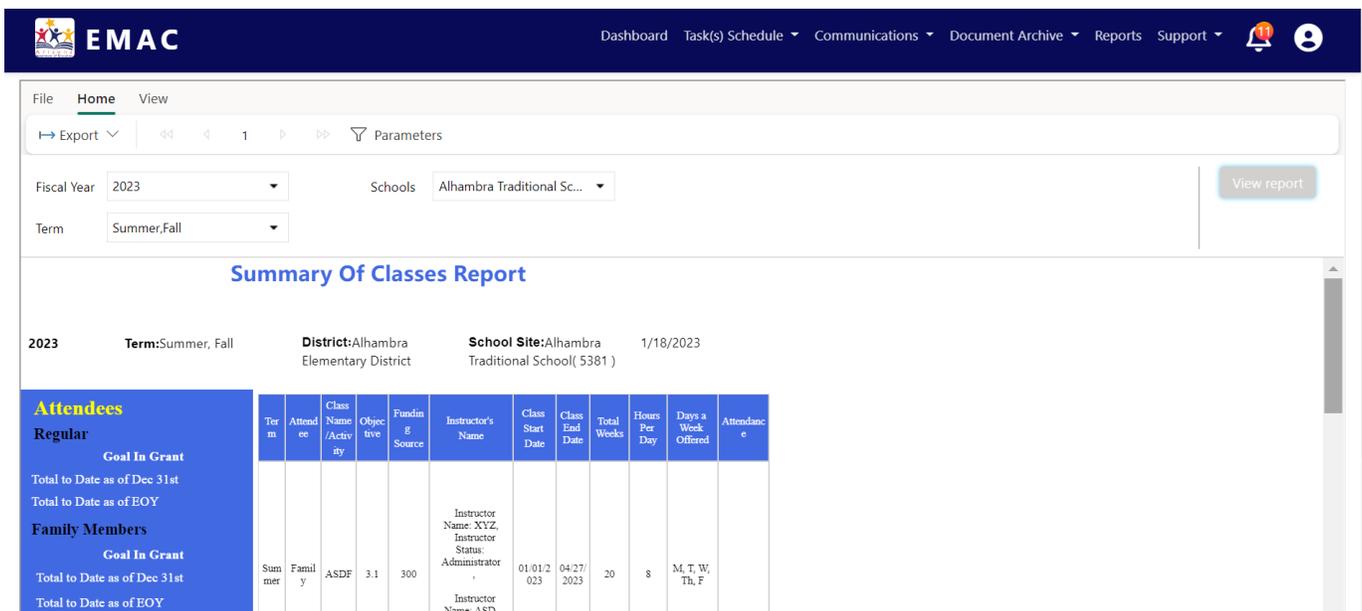
5È Enter information in the **Fiscal Year**, **Schools**, and **Term** fields. For **Term**, select the terms (select all, summer, fall, or spring) in which activities have been entered on the SOC Online Forms for that program year.



6È Click **View Report** (green button on right). The system will generate a report.

**Note:** If the View Report button is not visible, reduce the Zoom percentage of your window.

**Reminder:** The **Complete** button for all Online Forms must be clicked in order to data to populate on this report.



7È To export the report, click on the **Export** drop-down menu to select the format in which you want to download the report. The Excel export option will provide a spreadsheet in which you can adjust column and row sizes as well as sort information. The PDF export option will provide a printable document.

