This quick guide is suitable for the following roles:

- Tutorial Office

This quick guide relates to the following menu options:

- Reports
  - To view payment related operational reports
  - To view stint related operational reports

This screen allows you to view payment related reports as follows:

- Payment-Related Operational Reports
  - Tuition Payments Summary
  - Payment Slips
- Stint-Related Operational Reports
  - Stint Report Summary
  - Individual Tutor Stint Report

To view payment related operational reports
1. Click the Reports link on the main menu.
2. The Reports Menu screen will display.
3. Click the Tuition Payments link
4. The Tuition Payment Reports screen will display.
5. If necessary, select the Term and Year of the reports you wish to include.
6. Enter the dates between which the reports you wish to include were marked as Completed.
7. Select the appropriate button as follows:
   - Select this option to display a summary of payments made on the screen.
8. To print either of the above reports, select **File > Print** from the browser menu. If possible change the settings on the printer to print in landscape.

**The look and feel of the printed documents will depend upon your browser settings:**
To change the font select **Tools > Options** from the browser menu (Internet Explorer has a Fonts button on the General tab. Firefox has a font option on the Content tab).
To change the size of the text, select **View > Text Size** from the browser menu.

To view stint related operational reports
1. Click the Reports link on the main menu.
2. The **Reports Menu** screen will display.
3. Click the **Stint Report** link
4. The **Stint Reporting** screen will display.
5. If necessary, select the **Term** and **Year** of the reports you wish to include.
6. Enter the dates between which the reports you wish to include were marked as Completed.
7. Select from the **Student Type** drop down as follows:
   - **Internal** – Select this option to include only reports for Students from your College.
   - **External** – Select this option to include only reports for Students from other Colleges.
   - **All** – Select this option to include all reports for both internal and external students.
8. Select the appropriate button as follows:
   - **Generate stint summary** – Select this option to display the stint information for each Tutor on the screen. You will see information for all Tutors who have stint in the selected term, but the report will only include teaching for reports marked as Completed between the dates you selected.
   - **Generate individual stint reports** – Select this option to display the stint information one Tutor per sheet.
9. To print either of the above reports, select **File > Print** from the browser menu. If possible change the settings on the printer to print in landscape.

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