

Coverage Report

Memory Book Company would like to announce the addition of the Coverage Report to the Memory Book Online™ program. This feature allows you to view, edit and make modifications to the students in your portrait class list.

Locating the Coverage Report

To use this new feature, click on the “Coverage Report Link” directly under either the Step 2: Photos, or the Step 3: Pages tabs at the top of your screen.

Coverage Report								Students in Book 3x: 0		Total # of Students: 1428	
								0%			
Last Name	First Name	Middle Name	Grade	Grad Year	Email Address	# Times in Book	# Pages				
Abarca	Destiny					0	0				
Aburto	Jessica					0	0				
Acevedo	Miguel					1	1				
Acevedo	Salvador					1	1				
Acevedo	Stephanie					0	0				

Features of the Coverage Report

- A** Class List - Shows all students uploaded from the CD, or added to the student portrait section. Click on a name to change spelling, or click in a blank cell to add information (such as grade) to the student if needed.
- B** Add Name - Allows you to add a student to the student list.
- C** Export List - Lets you export a student list. This list can be downloaded, opened in a spreadsheet software, and printed for review.
- D** Find Duplicates - This button provides an easy way to locate students with similar first and last names, allowing you to find and remove duplicate images of students.
- E** Search Fields - Provides an easy way to search for a student in the list.
- F** Information Headings - Click on any of the headings in this area to reorganize the student list. The first click arranges the student list A to Z; the second arranges the student list Z to A. For example, to arrange all students alphabetically A to Z, by last name, click on “Last Name” once. To see the same information listed alphabetically Z to A, click a second time.
- G** Number of Times in Book - This section of the class list lets you know how many times the student is in the book. This will only count images in which the student has been tagged in the Image Organizer.
- H** Number of Pages - This section indicates the number of pages in the book on which the student is pictured. This will only count images in which the student has been tagged in the Image Organizer.
- I** Students in Book 3x - This area provides a way to quickly view the number of students found in the yearbook at least 3 times.
- J** Merge Students - Clicking on the green arrow button allows you to merge one student into another. This could be used to merge two duplicate students.
- K** Delete Student - Clicking on the red “x” button allows you to delete a student from the list.