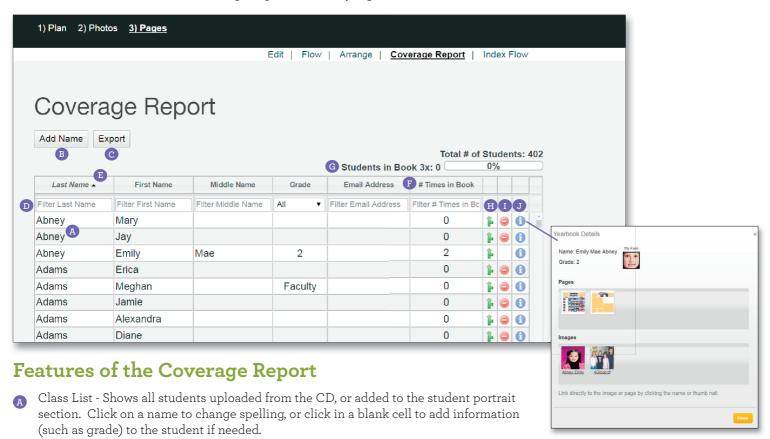# Coverage Report

MAKING CHANGES TO PORTRAIT DATA IN THE COVERAGE REPORT SECTION WILL ALSO REFLECT IN THE IMAGE LIBRARY.

The Coverage Report feature allows you to add student names and view, edit and make modifications to the student's portrait in your portrait class list.

Locating the Coverage Report

To use this feature, click on the "Coverage Report Link" in **3)Pages**

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   Search Fields - Provides an easy way to search for a student in the list.

E   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.

F   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.

G   Students in Book 3x - This area provides a way to quickly view the number of students found in the yearbook at least 3 times.

H   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.

I   Delete Student - Clicking on the red minus button allows you to delete a student from the list.

J   Information - Clicking on the blue "i" button allows you to preview image information.