

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**

The screenshot shows the 'Coverage Report' interface. At the top, there are navigation tabs: '1) Plan', '2) Photos', and '3) Pages'. Below the tabs are links for 'Edit', 'Flow', 'Arrange', 'Coverage Report', and 'Index Flow'. The main heading is 'Coverage Report'. There are two buttons: 'Add Name' (labeled B) and 'Export' (labeled C). A status bar shows 'Total # of Students: 402' and 'Students in Book 3x: 0' (labeled G) with a progress indicator at 0%. Below this is a table with columns: Last Name (labeled E), First Name, Middle Name, Grade, Email Address (labeled F), and # Times in Book. The table has filter rows (labeled D) and action buttons (labeled H, I, J) for each row. A 'Yearbook Details' pop-up window is open, showing information for 'Emily Mae Abney', including her name, grade, a portrait photo, and a list of pages and images. A 'Close' button is at the bottom right of the pop-up.

Last Name	First Name	Middle Name	Grade	Email Address	# Times in Book			
Filter Last Name	Filter First Name	Filter Middle Name	All	Filter Email Address	Filter # Times in Bc	H	I	J
Abney	Mary				0	↑	↓	i
Abney	Jay				0	↑	↓	i
Abney	Emily	Mae	2		2	↑	↓	i
Adams	Erica				0	↑	↓	i
Adams	Meghan		Faculty		0	↑	↓	i
Adams	Jamie				0	↑	↓	i
Adams	Alexandra				0	↑	↓	i
Adams	Diane				0	↑	↓	i

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.

