

Creating A Worklist

This example is showing how to create two separate worklist; one with ALL STUDENTS and the other with ALL SCHOOLS. The same basic principles can be applied to creating different types of worklist.

- 1) Open Edulog.nt
- 2) From the menu bar select **Lists > Management**
- 3) From the 'List Management' window, click the **Create New List** button
- 4) The 'Select List Type' window opens. To create a worklist for **All Students** click the radio button for **Student** then click **OK**
- 5) From the 'Search/Sort Parameters' window click the **Data Fields** button
- 6) From the 'Field Parameters' window, select the following:
 - a. **Field Names** click **Edulog ID**
 - b. **Operators** click **Not Equal To**
 - c. **Search Value (From)** type in the number **0**
- 7) Click the OK button
- 8) Save the file as All Students

To create a worklist for **All Schools**, from the 'List Management' window, click the **Create New List** button

- 9) Select the list type **School** then click **OK**
- 10) From the 'Search/Sort Parameters' window click the **Data Fields** button
- 11) From the 'Field Parameters' window, select the following:
 - a. **Field Names** choose **School Code**
 - b. **Operators** click **Field Is Not Empty**
- 12) Click the OK button
- 13) Save the file as All Schools
- 14) Exit Edulog.nt