

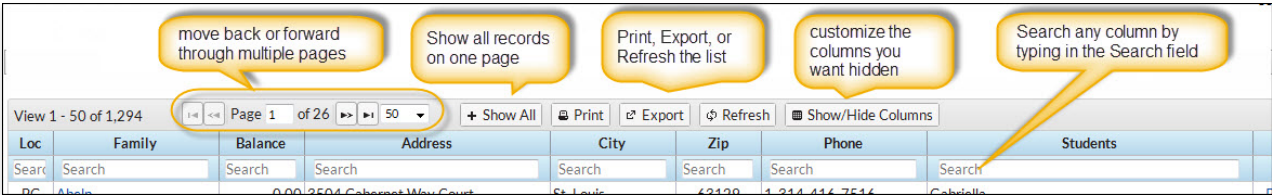
# List Active / List All Families Reports

Last Modified on 06/05/2019 8:48 pm EDT

*List Active Families* and *List All Families* are located under the *Families* menu in the menu bar.

Point to **Families** and click **List Active Families** to create a list of any active family in your database. A family is considered Active when at least one student in the family is enrolled in at least one Active class.

Point to **Families** and click **List All Families** to return a list of all families (in your database - active and inactive). Note: This does not include families moved to the **Lead File**.



The screenshot shows the top section of the 'List Active Families' report. It includes a header bar with navigation and action buttons, and a table with columns for family information and a search field for students. Callouts provide instructions on how to use these features.

Loc	Family	Balance	Address	City	Zip	Phone	Students
Search	Search	Search	Search	Search	Search	Search	Search
PC	Abela	0.00	3504 Cabernet Way Court	St. Louis	63120	1-314-414-7514	Cabedelle

Callouts from the image:

- move back or forward through multiple pages (points to the pagination controls)
- Show all records on one page (points to the '+ Show All' button)
- Print, Export, or Refresh the list (points to the 'Print', 'Export', and 'Refresh' buttons)
- customize the columns you want hidden (points to the 'Show/Hide Columns' button)
- Search any column by typing in the Search field (points to the search input in the 'Students' column)