


Tutor and Student list reports

7 Steps [View most recent version](#) 

Created by

Abby Hayton

Creation Date

Sep 03, 2024

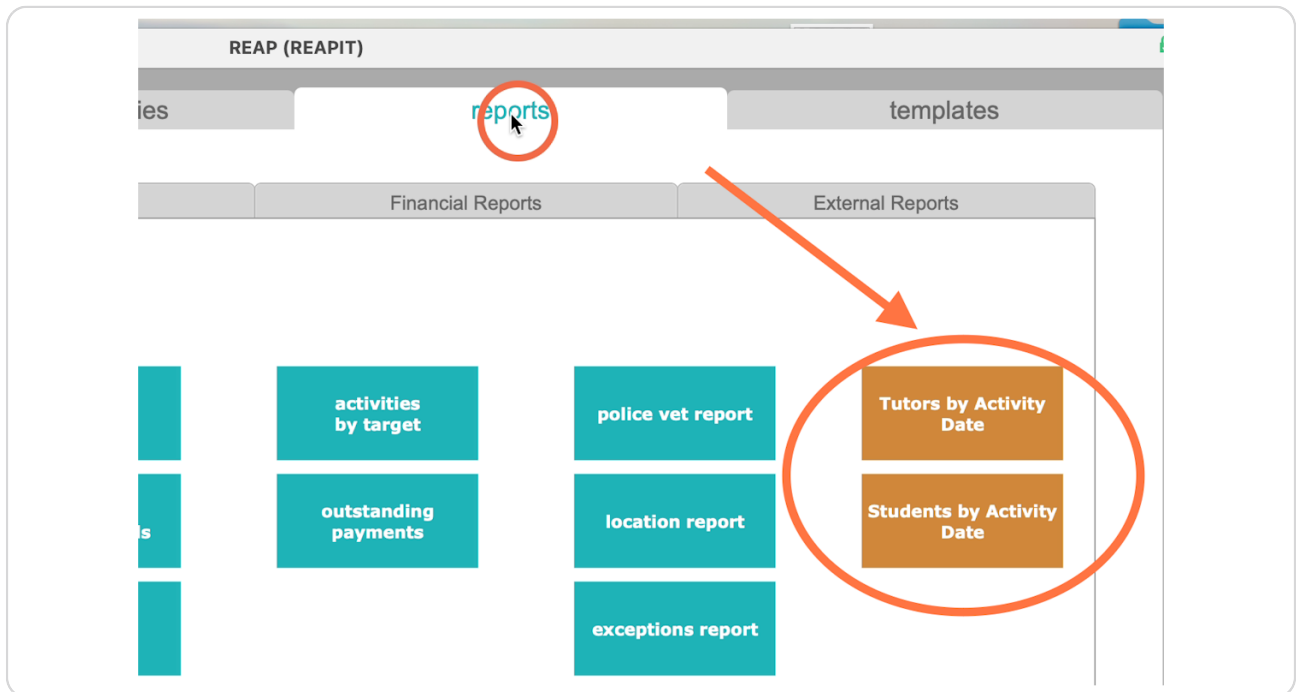
Last Updated

Mar 10, 2026

STEP 1

Select the reports tab

Choose the report you would like to run.



STEP 2

Select the date range

find dates

start date to

STEP 3

Select Find to run the report

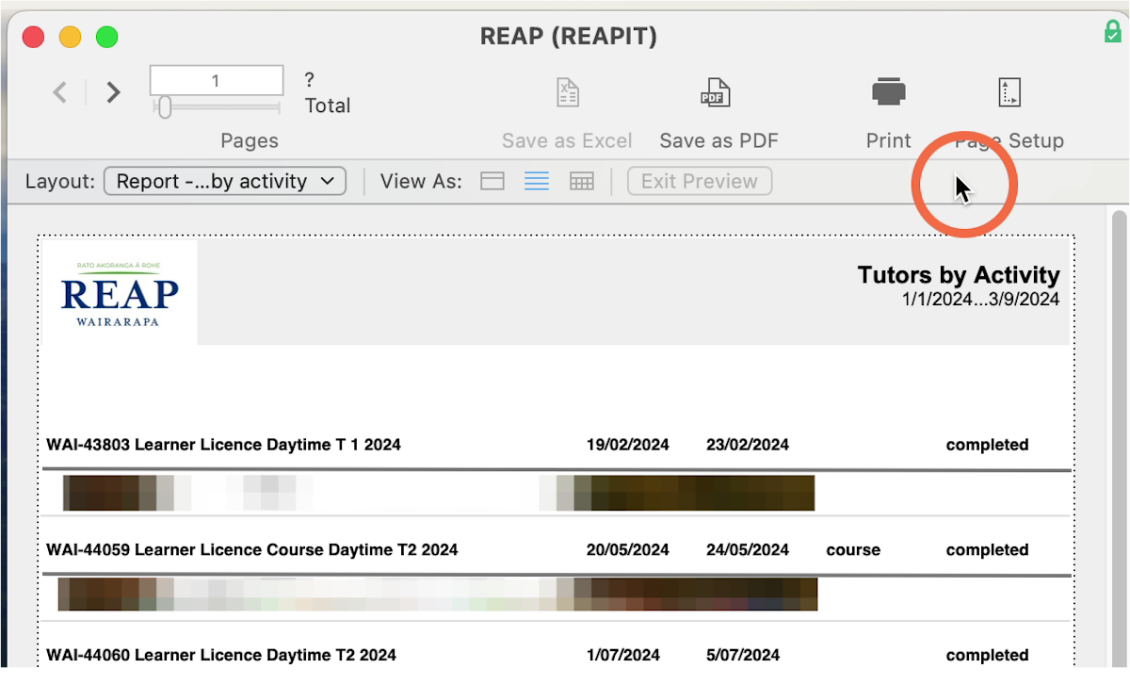
find dates

start date to

STEP 4

The report will run in preview.

To export to excel. Select Continue.



REAP (REAPIT)

Pages: 1 / Total ?

Save as Excel Save as PDF Print Page Setup

Layout: Report -...by activity View As: Exit Preview

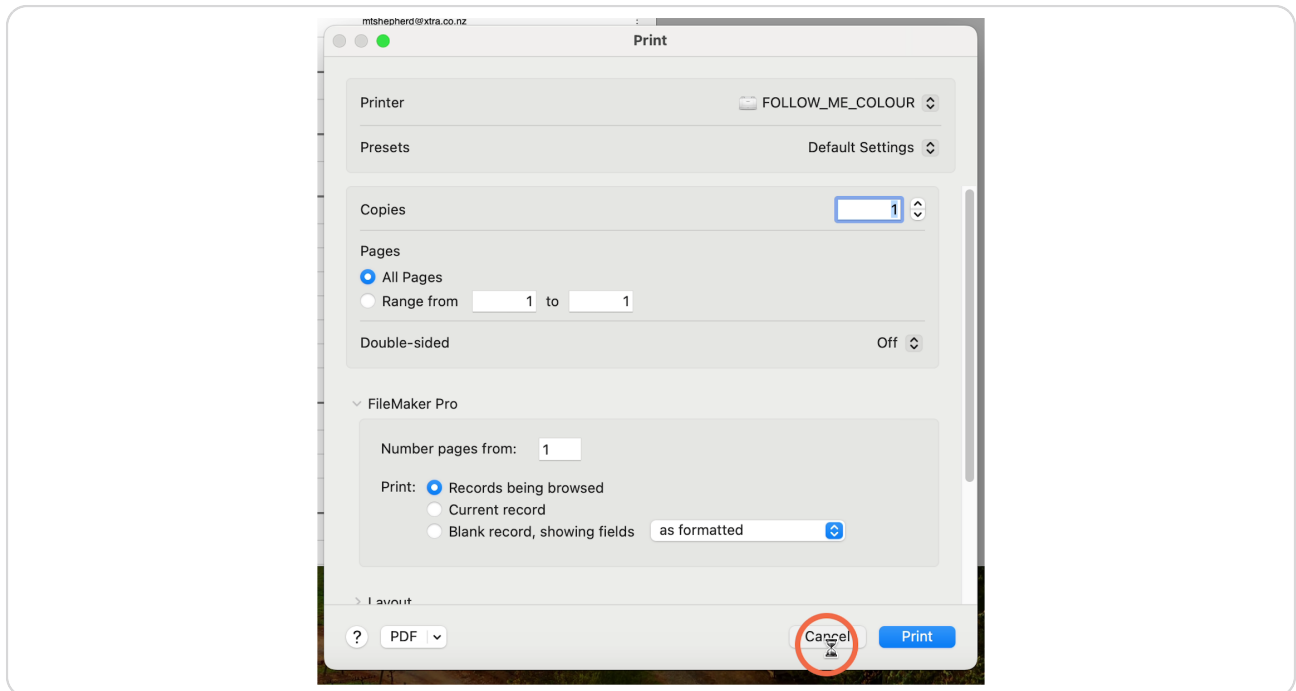
REAP
WAI RARAPA

Tutors by Activity
1/1/2024...3/9/2024

WAI-43803 Learner Licence Daytime T 1 2024	19/02/2024	23/02/2024	completed
WAI-44059 Learner Licence Course Daytime T2 2024	20/05/2024	24/05/2024	course completed
WAI-44060 Learner Licence Daytime T2 2024	1/07/2024	5/07/2024	completed

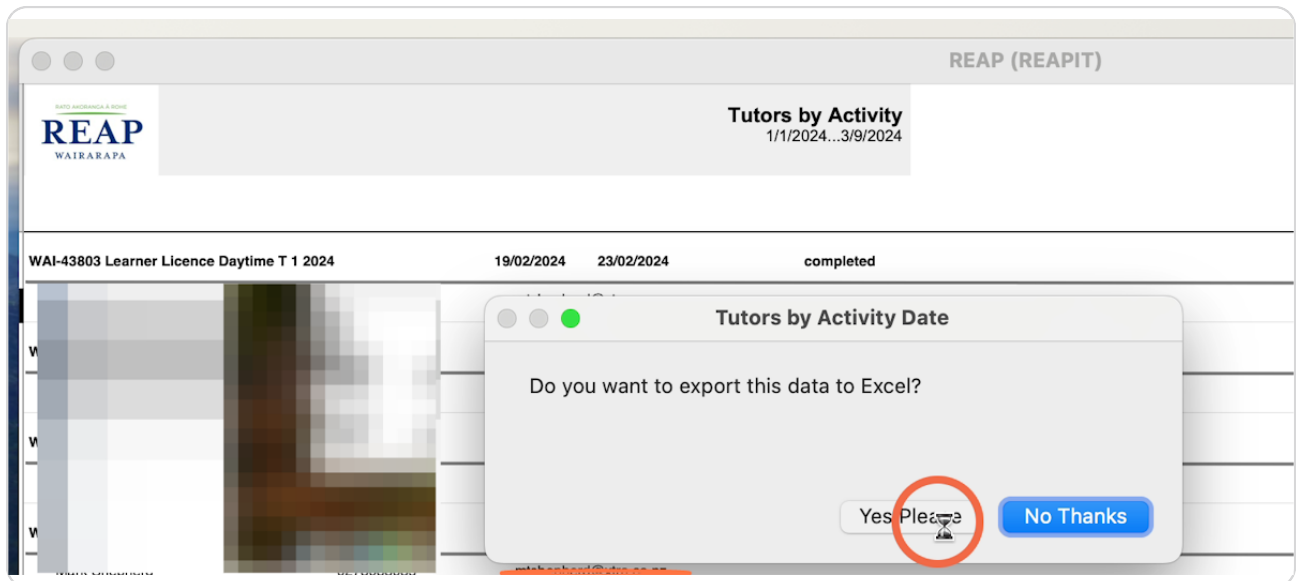
STEP 5

Select cancel to export to excel



STEP 6

Click here



STEP 7

Once in excel you can filter as you wish

