

# Exporting Reports

Move the Mouse Pointer on Report. User can generate the below list of certificate as shown in the below image.

- Bonafide Certificate
- [Regular Study Certificate](#)
- [Study Cum Conduct Certificate](#)



## Bonafide Certificate

User can generate bonafide certificate of the student here, if the student request for the certificate at the time of leaving school.

Click on Bonafide Certificate, user will be able to view the below figure.

A screenshot of a web application interface titled 'Bonafied Certificate'. It features a 'Find Student' section with three dropdown menus for 'Class' (set to '--Select--'), 'Section' (set to '--Select--'), and 'Student\*' (set to '--Select--'). Below these is a 'Search Student by\*' dropdown menu set to 'StudentID' and a text input field. A red 'Reset' button is positioned to the right of the search field. At the bottom, there are four buttons: 'Export as Word', 'Export as OpenOffice', 'PDF', and 'Preview', each with a corresponding icon.

Select the Class, Section, Student name as shown in below figure.

A screenshot of the same 'Bonafied Certificate' form, but with the dropdown menus populated. The 'Class' dropdown is set to 'I Std', the 'Section' dropdown is set to 'A', and the 'Student\*' dropdown is set to 'Priya Patil'. The 'Search Student by\*' dropdown remains set to 'StudentID'. The 'Reset' button and the four export/preview buttons are still visible at the bottom.

### Preview

After you select the student click on Preview. User will be able to see below figure.

**Bonafide Certificate**

Find Student  
 Class | I Std | Section | A | Student\* | Priya Patil |  
 Search Student by StudentID | [Reset]  
 Export as Word |  Export as OpenOffice | PDF | Preview

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**MarvelSoft High School**  
 #384 , 19G Main,  
 1st Block ,Rajajinagar  
 Bangalore - 560091

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Ref. No: \_\_\_\_\_/GEN /2012-13  
 Date 23/07/2012

**BONA-FIDE CERTIFICATE**

Name: Priya Patil  
 Gender: Girl Admission Number: 103  
 The date of birth as per the school records is: 19/07/2007  
 Father's Name: Prabhugouda  
 Mother's Name: Ganga  
 Religion: Hindu Caste: Lingayat  
 Address: #384 19G main, Rajajinagar  
 Is a bona-fide student of the school studying in Class : I Std  
 His / Her Date of admission in this school is : 10/05/2012  
 His / Her conduct is: Good  
 .  
 .  
 .  
 Principal  
 MarvelSoft High School

**PDF**

To generate certificate in PDF, click on PDF button. You will get below window.

**Regular Study Certificate**

Find Student  
 Class | I Std | Section | A | Student\* | Priya Patil |  
 Search Student by StudentID | [Reset]  
 Export as Word |  Export as OpenOffice | PDF | Preview

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[PDF Icon] [Print Icon] [Page 1 / 1] [Zoom In] [Zoom Out]

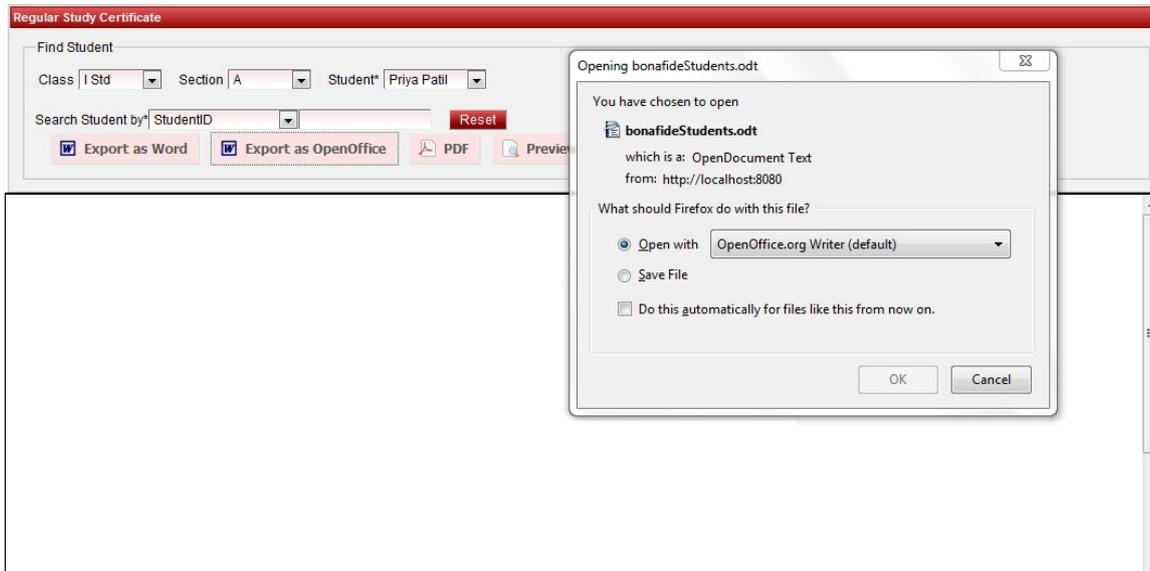
Below is the Bonafide certificate generated in PDF format

**Error rendering macro 'viewpdf' : The viewfile macro is unable to locate the attachment "bobafied.pdf" on this page**

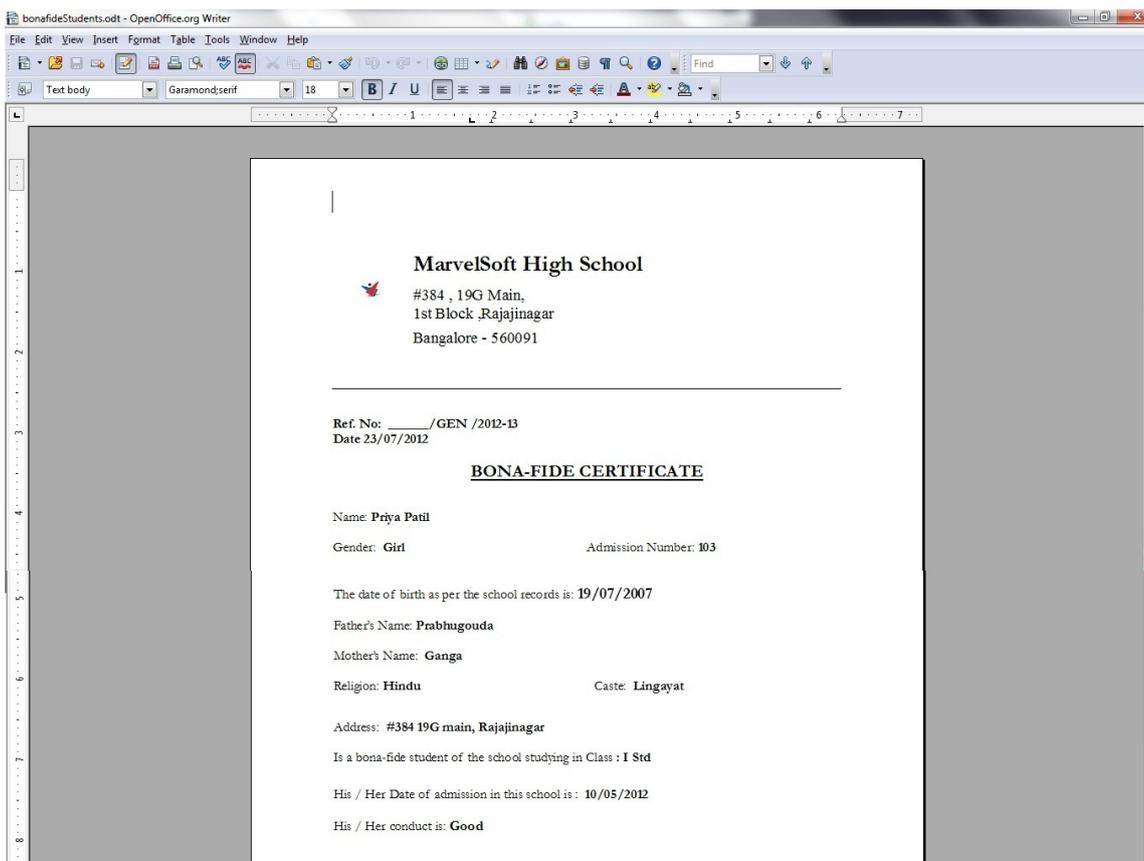
**ODT**

If you have Open Office, You can generate certificate in odt format. You can also save the file to any Open office supporting format.

When you click on Export as OpenOffice, you get below window



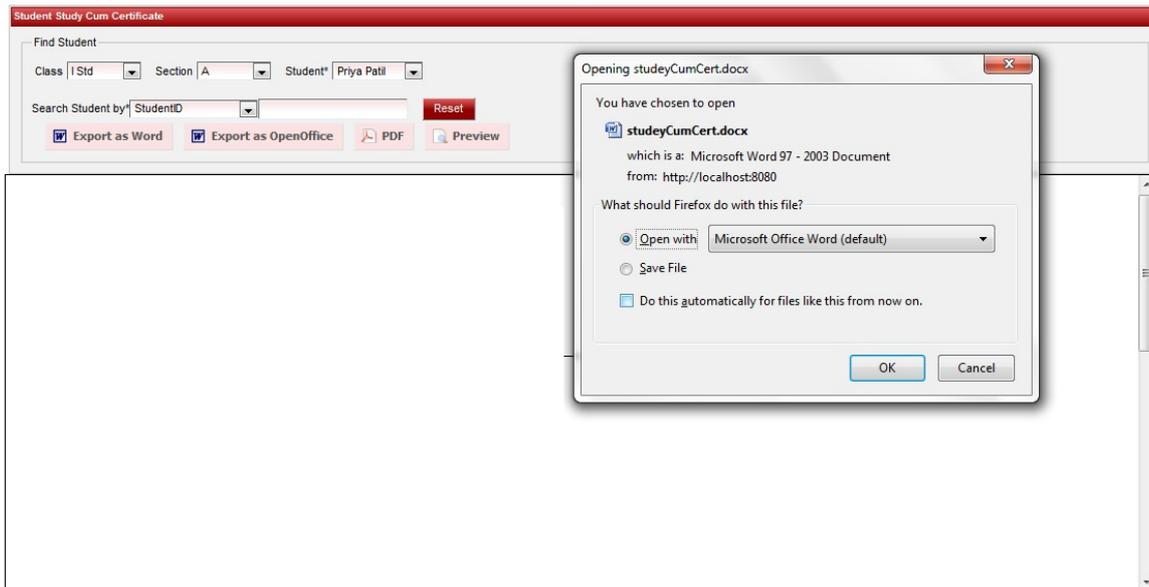
Click on **OK**, the certificate gets opened in openoffice as shown below, you can save the certificate.



## MS Word

Click on Export as Word to generate the certificate in word format.

You will get the below window.



Click on **OK** to generate the certificate in Word format as shown below. Take the print on your school letter head which has the address of your school.

**Error rendering macro 'viewdoc' : The viewfile macro is unable to locate the attachment "bobafied.docx" on this page**

**i Info**

Finally save the certificate in required format and take a print of it.