

View Statistics About Your HeadMaster Data

The Statistics tab is a customizable, statistics-at-a-glance feature where you can readily track the information that most interests you. The Statistics tab contains a list of predefined information categories from which you can select.

Useful Information

The Statistics tab is viewable only to administrators and regular users with Report View rights.

1. On the Home screen, click the **Statistics** tab located at the bottom of the screen.
2. Select an information category from the Options list, and click **Add**. Your selection displays in the right box.

Useful Information

You can select a maximum of four information categories to view simultaneously.

3. Select an option for how to display the information as well as a color.

Useful Information

The Pie Chart and Bar Graph views both display the number of records. The Grid view displays the number of records and a percentage.

4. You can view your information, and click **Print** if you want.