

Retrieving Medical Information

This article will explain how to retrieve Medical information quickly

1. Open SEQTA
2. Click the Spanner



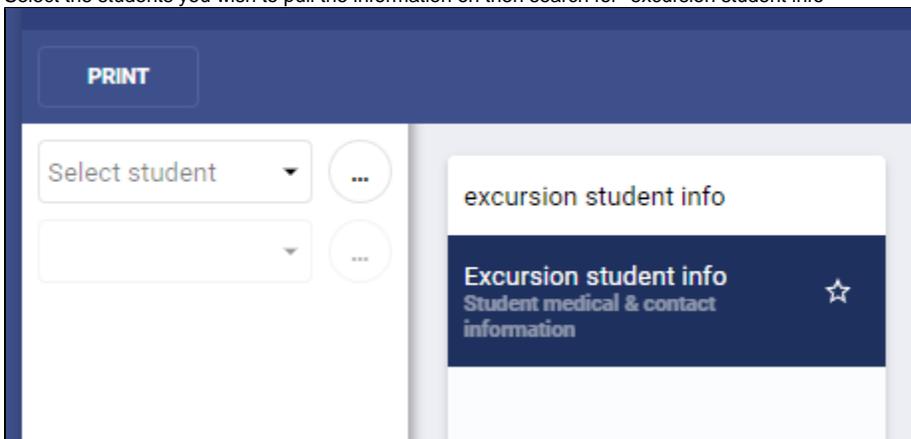
3. Click Attendance Administration



4. Click Reporting



5. Select the students you wish to pull the information on then search for "excursion student info"



6. Click "Print" and a list of information will be downloaded.