

## 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.

#### ▼ To view statistics about your information

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.