LSO uses booking data to create a simple roster. To print a roster directly from LSO:

1. **Click on the Information Menu link.**

2. **Click the arrow next to the LSO – COPA (TOP) Level Course Group folder.**
   The arrow will now point down. Continue drilling down, using the arrows, in the Course Catalog until you are at the Course level. You'll know you are at the course level when you see dates.

3. **Right click on the Course.**
   You'll see a pop up with several options. Select Participants. Another pop up (Information menu: participation) will appear.

4. **Select Attendance List**.
   The simple roster will appear.

5. **Click the WinWord icon.**
   The Attendance List will open in a Word Window. Click the Office Button to view options available to you in Word.

6. **Click Print.**

Please contact your agency training officer for assistance.