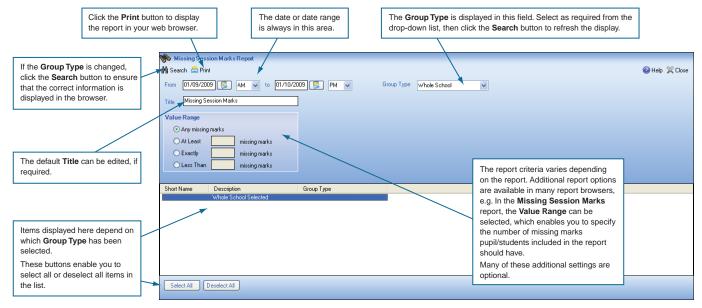## Introduction

A wide variety of reports is available from the Attendance area of SIMS, including a registration certificate, the official register and a group summary report. All Attendance reports are accessed via **Reports** | **Attendance** (or **Lesson Monitor**) and are separated into the following groups: **Individual Pupil** (or **Student**) **Reports**, **Whole Group Pupil** (or **Student**) **Reports**, **Selected Pupil** (or **Student**) **Reports**, **Group Reports** and **Module Reports**. A report providing details about letters that have been created is also available via **Reports** | **Attendance** (or **Lesson Monitor**) | **Letters**.

The Report Process

1. Select **Reports** | **Attendance** (or **Lesson Monitor**) | **<report group>** | **<report name>**, e.g. **Reports** | **Attendance** (or **Lesson Monitor**) | **Selected Pupil** (or **Student**) **Reports** | **Missing Session Marks Report**, to display the associated browser.

Click the **Print** button to display the report in your web browser.

The date or date range is always in this area.

The **Group Type** is displayed in this field. Select as required from the drop-down list, then click the **Search** button to refresh the display.

If the **Group Type** is changed, click the **Search** button to ensure that the correct information is displayed in the browser.

The default **Title** can be edited, if required.

The report criteria varies depending on the report. Additional report options are available in many report browsers, e.g. In the **Missing Session Marks** report, the **Value Range** can be selected, which enables you to specify the number of missing marks pupil/students included in the report should have.
Many of these additional settings are optional.

Items displayed here depend on which **Group Type** has been selected.

These buttons enable you to select all or deselect all items in the list.

2. A default date or date range is displayed. This can be changed by entering the date(s) in the appropriate field(s) or by clicking the **Calendar** button(s) and selecting the required date(s).

    Calendar Button

    An option to specify **AM** or **PM** is available in some reports by selecting from the applicable drop-down lists.

3. A default **Group Type** is displayed, which can be changed by selecting from the drop-down list, if required.

    If the **Group Type** is changed, you must click the **Search** button to refresh the display.

    The group list, located in the bottom section of the browser, reflects the **Group Type** selected.

4. A default **Title** is displayed, which can be edited if required.

5. Select/deselect any additional options that are available for the report.

    The next time the report browser is opened, the default settings are displayed again.

6. Double-click the required group name/description, e.g. **Whole School Selected**, or highlight the group name then click the **Print** button, to display the **Run a Screen Based Report** dialog. For more information, please see overleaf.

Removing Items from Headers and Footers

Applicable to Windows® Internet Explorer users only.

Removing Page Numbers from the Report Header

To remove the page numbers from a report header using Internet Explorer, e.g. for an individual pupil/student report that is being sent home:

1. Select the required report and report criteria.
2. Click the **Print** button to display the **Run a Screen Based Report** dialog.
3. Ensure that the **Output to a web browser** radio button is selected. Please see overleaf for details.
4. Click the **OK** button to display the generated report.
5. Select **File** | **Page Setup** to display the **Page Setup** dialog.
6. Delete **Page &p of &P** from the **Header** field then click **OK**.
7. Select **File** | **Print** to print the report.

Removing the File Name from the Report Footer

To remove the file name, e.g. `file://C:\Documents and Settings\ablacker\Local Settings\Temp\rpttmp.html`, from a report footer using Internet Explorer:

1. Follow steps *1* to *4* in the above section.
2. From the **Page Setup** dialog, delete **&u** from the **Footer** field then click **OK**.
3. Select **File** | **Print** to print the report.

Term Dates and Closures Report

A predefined report detailing specific dates in the attendance year is available via the **Reports** | **Run Report** menu.

The report includes the start and end dates for each term and half-term, along with any planned occasional closure dates within the term dates.

1. Select **Reports** | **Run Report** to display the **Report** browser.
2. Select **Focus** | **Diary** from the navigation tree.
3. Double-click **SEF A29 – Term Dates and closures** from the right-hand list.

Where to Find More Information

The following handbooks can be accessed by clicking the **Documentation** button on the SIMS **Home Page**, clicking the **Handbooks** button, selecting the required category, then selecting the required handbook.

- *Producing Attendance Reports in SIMS*
- *Producing Lesson Monitor Reports in SIMS*

Additional supporting documentation can also be found on our SupportNet website (http://support.capitaes.co.uk) by clicking the **Documentation** button on the SupportNet home page.

- *Attendance Reports Specifications*
- *Lesson Monitor Reports Specifications*
- *Pre-Defined Reports Catalogue*

Producing Attendance Reports

Running a Screen Based Report

1. Click the **Print** button on the report browser to display the **Run a Screen Based Report** dialog. By default, the **Use a predefined layout** and **Output to a web browser** options are selected.

2. Specify the preferred layout option by selecting the appropriate radio button.

Use a predefined layout

By default, the name of the report is displayed in this field and cannot be edited. However, in other SIMS routines, e.g. the Display Marks routine, a drop-down list may be available from which your preferred layout can be selected.

Supply your own layout

This option is available for schools that prefer a report layout that is different to the default layout available in SIMS. Before selecting this option, an XSL (eXtensible Stylesheet Language) file, recommended for the production of a printed output from XML, must have been created. Enter the location of the XSL file in the associated field.

Alternatively, click the **Browser** button to display the **Select a layout file** dialog. Navigate to, then highlight the layout file and click the **Open** button to return to the **Run a Screen Based Report** dialog.

Output raw XML

This option outputs data that is stored in the SIMS database as raw XML data. This can then be imported into another application, e.g. Microsoft® Excel, and formatted to your individual school's requirements.

3. Specify the preferred output option by selecting the appropriate radio button.

Output to a web browser

The default option produces a report in HTML format and displays it in your default web browser.

Output to a file

This option produces a report in XML format to the location specified. Enter the location where the .XML file should be saved.

Alternatively, click the **Browser** button to display the **Save As** dialog. Navigate to the required location and enter a **File name**. Click the **Save** button to return to the **Run a Screen Based Report** dialog.

4. Click the **OK** button to display the report in your web browser.

Selecting a Group Type

Many Attendance/Lesson Monitor reports provide the option to specify the **Group Type**. A default group type, based on the most typically used group for that report, is always displayed. However, the option can be changed by selecting from the **Group Type** drop-down list.

For example, if **Reg Group** is selected, a list of registration groups is displayed in the browser, as shown in the following graphic.

*IMPORTANT NOTE: If the **Group Type** is changed, you must click the **Search** button to refresh the display.*

The following options are available:

Whole School

Whole School Selected is displayed in the **Description** column in the browser. When the routine is run, data is returned for the whole school.

Year Group

The **Short Name** and **Description** of each year group are displayed in the browser. When the routine is run, data is returned for the selected year group(s).

Reg Group

The **Short Name** and **Description** of each registration group are displayed in the browser. When the routine is run, data is returned for the selected registration group(s).

Academic Class

The national curriculum year, **Class Name**, **Class Description**, **Main Teacher**, **Subject** of each academic class, **Year Group** and **NC Year** are displayed in the browser. When the routine is run, data is returned for the selected academic class(es).

House

The **Short Name** and **Description** of each house are displayed in the browser. When the routine is run, data is returned for the selected House(s).

User-defined group

A **Short Name** and **Description** of groups created via **Focus | Groups | User Defined Groups** are displayed in the browser. When the routine is run, data is returned for the selected user-defined group(s).

Individual Students

The **Name**, **Year Group**, **Reg Group**, **House**, **Gender** and **Admission Number** of each on-roll pupil/student are displayed in the browser. When the routine is run, data is returned for the selected pupil/student(s).

My Groups

The **Short Name**, **Description** and **Group Type** of any registration group, year group or academic class to which the user has been assigned are displayed in the browser. Any user-defined groups for which the user is a Supervisor are also displayed. When the routine is run, data is returned for the selected group(s).

SIMS