



Report Writer Quick Start Guide

Important: the following guide applies to the basic version of Report Writer, if you have requested a personalized 'report template' (to match your school etc) then some information may not apply or work with your unique version. To request a personalized 'report template' please contact us on the details at the bottom.

To view a demo version of Report Writer use the username and password: demo
The demo version will only allow you to create 5 reports and printing will be disabled.

Installing your software

Choose the folder appropriate for your operating system (Mac or Win).

Copy the 'software' folder to your computer. For Mac users this is normally the 'Applications' folder, for Windows users it is usually the 'Programs' folder.

Navigate to the folder you have just copied to your computer and open it. Find the shortcut icon named 'Report Writer'. If you want to make a shortcut (Windows) or place the icon in your dock (Mac) do so now. Open your software by double-clicking the 'shortcut' icon.

Your software should now start up and you are ready to follow the on screen instructions...

Initial Setup

Before using your software you will need to enter your license key. Your license key will be emailed to you upon purchasing so you can simply copy and paste it when starting up your software. If you are viewing a demo use the username and password: demo

Setup

You will be required to setup your software in order for it to work properly, to do this you will have to go to the Prefs page, this can be found on the Tools menu (top of screen).

Preferences

Fill in the required preferences; some of these may be displayed on printing screens so be sure to include them if needed.

Change Your Colour Scheme

Your software has a selection of colour schemes that you can select by simply clicking on the coloured button of your choice.

What Happens Next

You can begin to use your software. Your software has two main views, List View and Report View.

List View

This view allows you to add students and create the report; it is best to add students before completing any reports as this view allows you to fill in details very quickly.

This changes the view

Click titles to fill for found students

Student Name	Tutor Group	Attendance	Punctuality	Progress 1-10	Effort A-E	
Michael	Mcdonnagh	9C	Excellent	Very Good	10	C
Andy	Marsh	9C	Excellent	Very Good	10	C
Lilly	Mac	9C	Good	Very Good	8	C
Neil	O'leary	9C	Poor	Poor	6	D

This shows the number of reports you have

Click the statement to change.

Once you have filled in details for your students you can change to Report View to fill in the report. Do this by clicking list view and selecting report view.

Report View

This view allows you to see your report in full; you can see some information has been added from the list view.

Report Writer

Browse

Layout:

Report

Record:

4

Total:

4

Unsorted

Your School Name Would Go Here And Logo/badge -----

+

+

Design Technology

Year 9 June 2005-2006

Student Name	Tutor Group	Attendance	Punctuality	Progress 1-10	Effort A-E
Neil	9C	Poor	Poor	6	D
O'leary					

General Comments

During the course of the Resistant Materials in year 9, students have completed many design and make activities leading to an end of year exam. Some of the areas studied include:- tools and machines, structures, plastics, timbers, metals, health and safety, ergonomics, anthropometrics and CAD CAM.

Comments

Neil's work this year has been severely hampered due to a patchy attendance record. With improved attendance it is certain that results in this subject would improve dramatically. In many lessons hard work and good concentration has been evident. Neil can produce some good work when concentrating on the task in hand.

Staff Name

Right Click To Insert Student Picture Here

Find

New

Delete

Print

Comments

Quit

Report Writer 1.1.0

Comments

Comments are where you can store 'statements' about students. There are two types of comments, General and Personal.

Adding Comments

There are two comment fields for you to enter data into, but first you need to set up the comments. To do this click the Comments button. You will be displayed with the message below



General comments go into the first comment field on the report, general comments could be statements about what has happened during the course of the subject. It is up to you how you set up these comments but a good idea is to have certain comments for certain year groups or classes. General comments should not be personal to a student but this is simply a choice.

Personal comments go into the second comment field on the report; personal comments should be statements about the student. The idea is to have lots of different types of personal comments for all types of student. They are called personal comments because they can automatically enter the student's first name into the comment. To do this you need to replace the students name with: Firstname
e.g.

Firstname has worked well this year

This would read Michael has worked well this year

The first name will be correct for the next person if using the same comment.

Tips: When writing comments try not to use words like he/she/him/her, as you will have to change them depending on if the report is for a male or female.

You can see the comments have a **Subject Area** and a **Comment**, comments are subject specific, when you choose a Subject Area in the report you will only be able to choose a comment that has been set up for that Subject Area.



Adding Reports/Comments

Adding reports or comments is made easy; simply click the New button

Deleting reports/Comments

Click the Delete button.

Importing Students/Reports

You can import students from an existing database by choosing, File-Import Records, here you can locate your file, match the correct fields then import all your students.

Print

Click the Print button to print the information that you see on screen.

Auto Enter

You can speed up the process of doing reports by auto entering a 'statement' for all the found students. You can click on the field title to auto enter.

Performing Finds

You can perform a multitude of finds on Report Writer; this makes it one of the most powerful applications of its kind. To perform a click the "FIND" button (top of screen or side) this will take you into 'find' mode where you can perform a find on any of the fields. e.g. to find a student: FIND- click into the students surname field, type the students surname and then press ENTER on your keyboard. You will be displayed with the correct student. You can do a find in most of the fields.

For more information on Attendance contact us at the following:

Further help and support can be found in the help file on your CD, by emailing info@smart-school.co.uk

or at www.smart-school.co.uk/faqs.html

Telephone: 4479 800 1 8893 Fax: 441482 215381