



## Demonstration Instructions

Please follow the steps below:

First click on the download the demonstration button



Now follow the prompts to install... then agree to the licensing document ... then choose the recommended standard installation (**you can safely over-ride any security warnings**)

The program should auto-run. (If not, double click on the report**plus** icon when it appears on your desktop)

If report:assist is detected you will be prompted to load your report:assist settings... just follow the prompts and choose a teacher folder to import from (**nb you can import data at any time from report:assist by clicking on the wizard icon and following the prompts**)

## Program Features

Most of the features of report**plus** should be familiar to you.... if you just hover over any of the buttons you will get a description of their function

You will see a report open on the left side of the screen and the pupil button (top left) selects or modifies pupil data



Clicking in the left side report subject sections will move you between subjects (nb a slight difference in report**plus** is that it works like a standard editor and subject borders are only present in preview mode and when you print out your reports)

Like report:assist you just double click to add statements from the statement banks into the report sections

There are many improvements over the report:assist program. Some examples are:

The right side statement bank selection tree offers an easy and faster way to navigate and choose statements.

There are a much larger range of statements in report**plus** and we have also added statements for creative style curriculums (and subject boxes)

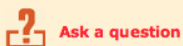
If you have imported your settings from report:assist these should appear when you click on print then preview of a selected pupil. Your personal statements will also appear in the appropriate sections

If you use the copy and paste functions you can copy text from one pupil to another whilst safely changing the name and gender wherever this occurs.

To try this, Copy a statement using the green copy button then select a different pupil and paste using the paste button:



If you have any questions, please either email via our website by clicking on:



Or you can call our customer support team on: 0115 727 0808