

Associated Text



In your report text and in the custom page layouts you can enter control keywords that we call **Associated text**. These control keywords are replaced when you display a print preview, print out a report, merge with an existing word style document (an rtf template) or export to PDF.

To use these just put square brackets around the keyword, for example [pupil] will be replaced by the pupil name of the report.

Here is a complete list of the keywords and what they will be replaced by:

School Data

[schoolname]	School name
[address1]	School address line 1
[address2]	School address line 2
[address3]	School address line 3
[address4]	School address line 4
[postcode]	School postcode
[telephone]	School telephone number
[web]	School website
[email]	School email address
[days], [sessions]	Number of days or sessions (for attendance)

To add school data to Report Plus, Click on the Options icon  then click the School icon.  Here is where you enter the data that the associated text will display.

Teacher Data

[head]	Head teacher name
[yearhead]	Year head name
[teachers]	Class teacher, job share and assistant names
[teacher]	Form/class teacher name
[teacher_setting]	The text 'Class teacher:' and the form/class teacher name

Pupil Data

[upn], [ref]	UPN/reference number
[uln], [ref2]	ULN/reference number 2
[pupil], [student]	Pupil forename and surname
[forename]	Pupil forename
[surname]	Pupil surname
[knownas], [nickname], [shortname]	Pupil 'known as' name
[sex_mf], [sex_fm]	Pupil gender (male/female)
[sex_bg], [sex_gb]	Pupil gender (boy/girl)
[dob_dd]	Pupil Date of birth (day; 1, 2 etc)
[dob_mm]	Pupil date of birth (month; 1, 2 etc)
[dob_yy]	Pupil date of birth (year 2 digit)
[dob_yyyy]	Pupil date of birth (year 4 digit)
[dob_day]	Pupil date of birth (day; 1st, 2nd, etc)
[dob_month]	Pupil date of birth (month; January, etc)
[dob], [dateofbirth]	Pupil date of birth (dd/mm/yyyy)
[form], [class]	Pupil form/class
[year], [yeargroup]	Pupil year
[stage], [keystage]	Pupil key stage

To add pupil data to Report Plus click on the pupil icon  drop down menu and select Add pupil or Edit pupil.

Attendance

[attended], [attendance]	Days or sessions attended
[attended_percent] [attendance_percent] [percent_attended] [percent_attendance]	Percentage of days or sessions attended
[unauthorised] [unauthorised_percent]	Days or sessions unauthorised

[percent_unauthorised]	Percentage of days or sessions unauthorised
[authorised]	Days or sessions authorised
[authorised_percent]	Percentage of days or sessions authorised
[percent_authorised]	Percentage of days or sessions authorised
[absences]	Days or sessions absent
[absences_percent]	Percentage of days or sessions absent
[percent_absences]	Percentage of days or sessions absent
[lates], [late]	Days or sessions absent
[lates_percent]	Percentage of days or sessions late
[late_percent]	
[percent_lates]	
[percent_late]	
[punctuality]	Punctuality comment
[notes], [comments]	Pupil notes

To add attendance data to Report Plus click on the **Attendance** icon.



Dates

[date]	The month in text and the Year (4 digit)
[date_setting]	The date as defined in options
[date_dd]	Date (day; Mon, Tues etc.)
[date_mm]	Date (month; January etc.)
[date_yy]	Date (year 2 digit)
[date_yyyy]	Date (year 4 digit)
[date_day]	Date (day; 1st, 2nd, etc)
[date_month]	Date (month; January, etc)
[last_yy]	Last year (2 digit)
[last_yyyy]	Last year (4 digit)

If you would like any more keywords to be added to Report Plus, please contact support with your request.
support@reportplus.co.uk