

Using the Report Plus server

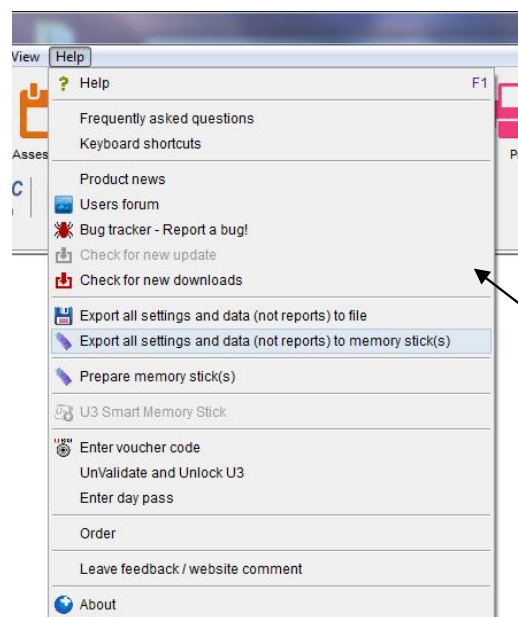
Please note that using our server to upload/download your work is completely optional. If you would rather not use our server then you can use memory sticks to transfer information. Below are the instructions.

Saving Settings to USB Stick

(you can also do this to copy settings to a U3 stick)

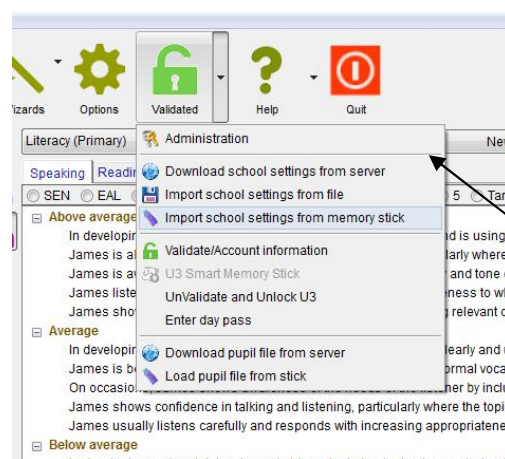
To load your school settings (layout and pupil/teacher details) to memory stick....

1. Insert memory stick
2. Open Reportplus
3. Click Help > Export all settings and data (not reports) to memory stick
4. Ok the warning messages. This will overwrite any other Reportplus files on the memory stick.
5. Prepare the memory stick if not already done so. (After preparing repeat from step 3.)
6. Settings copied!



To load the school settings onto other computers.... (no need to do this to a U3 stick)

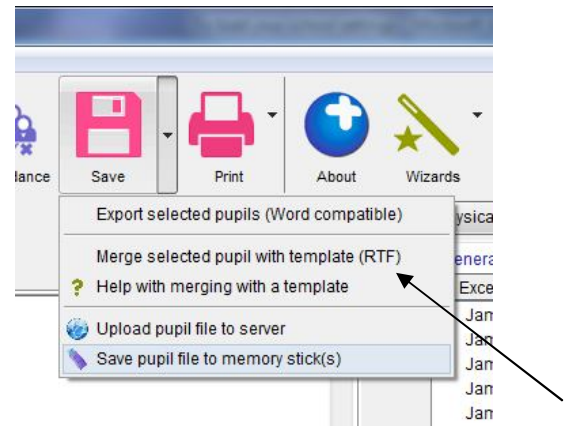
1. Insert memory stick
2. Open reports plus and validate (if not done so already)
3. Click validate drop down > Import school settings from memory stick
4. Settings are now loaded



Saving Reports to USB Memory Stick

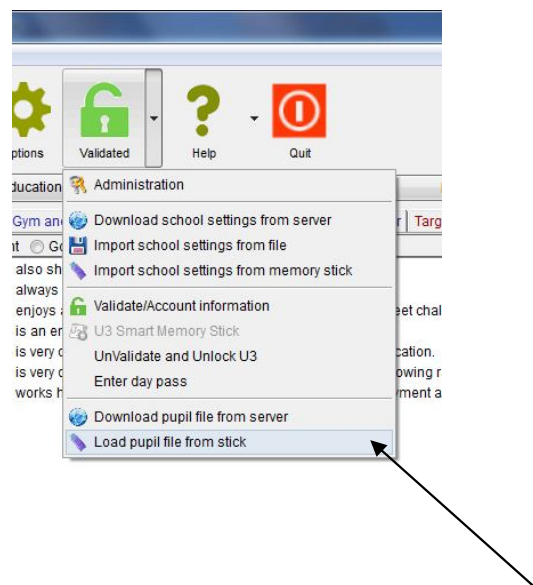
To load your Pupil File (reports) to memory stick....

1. Insert memory stick
2. Open Reportplus
3. Click Save drop down arrow > Save pupil file to memory stick.
4. Ok the warning messages. This will overwrite any other Reportplus files on the memory stick.
5. Prepare the memory stick if not already done so. (After preparing repeat from step 3.)
6. File Saved!



To load your pupil file onto other computers....

1. Insert memory stick
2. Open Reportplus and validate (if not done so already)
3. Click validate drop down > Load pupil file from stick
4. Reports are now loaded



NB: Alternatively, you can use a U3 smart stick. Instructions are on section E of the Administrator Quick Start Guide.