

## Merging Reports

### To merge reports from the server

Only the administrator can merge reports from the server:

Click the validated drop down arrow and click '**administration**'. (If you get a message saying you don't have administrator rights, you are logged in as a teacher, teachers cannot access this menu)

Here you can see a list of all the teacher usernames. Click '**select all**' then click '**merge**'.

This will now copy all the teacher's reports and merge them together onto the administrator's computer.

If you get an error message saying no file found for a teacher, this means that this teacher:

1. Hasn't written any reports yet
2. Hasn't uploaded their reports to our server yet
3. Hasn't imported their reports from memory stick yet

Merging can be done at any stage and as many times as needed throughout the report writing process. It is a good way for the administrator to keep track of the process if needs be.

### To merge reports from a USB or U3 memory stick

NB: If you want to merge reports from USB and/or U3 stick with reports from the server, download the reports from the server first then follow these instructions below.

Insert the USB or U3 stick into your computer. (If merging from a U3 stick, if Report Plus opens automatically, close it down)

Click file and select '**Merge Pupil file(s)**' and following the on screen prompts...

Browse for the memory stick and select the teacher's file – should be called 'Reports'

You will then be prompted to insert the next memory stick to continue this process. After you have merged the final memory stick, when prompted to insert the next memory stick click '**No**'

### Viewing Merged Reports

The administrator can enable teachers to view merged reports. To do this: click on the validated drop down and select '**Administration**'. Then select the usernames of the reports you want to merge and click Merge. Once they have been merged to the administrator's computer the administrator needs to:

- 1) Save the work locally by clicking on the save icon
- 2) Unvalidate their account and validate with the relevant teachers username and password
- 3) Click 'Upload pupil file to server'
- 4) Unvalidate and log in as the second teacher and do the same
- 5) When the teachers go back to their computers they can 'Download the Pupil file from server' and they will be able to view and edit the final merged reports.