

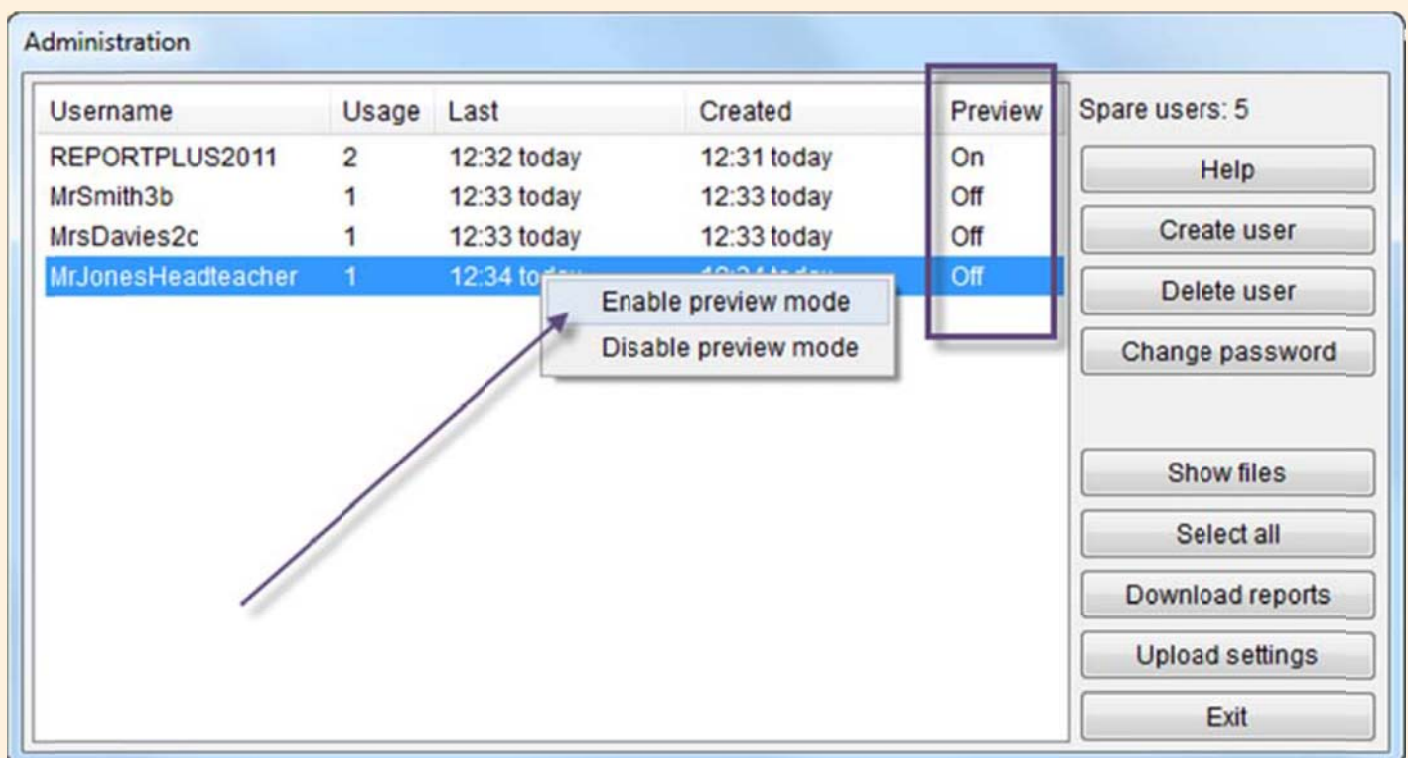
Preview Mode

Preview mode allows you to see a merged view of all your teachers' reports that have been uploaded to ReportServer. Preview mode has to be enabled by your license administrator for your user account or you cannot use preview mode. Preview mode allows head teachers to start writing their reports **before** other teachers have finished writing theirs.

To enable preview mode:

The administrator has the ability to enable and disable preview mode for individual users. To do this, first make sure you are validated as the administrator and click on the Admin icon.

You will see a list of usernames along with the administrator username (which is the same as the school licence name). Right-click on a username and select enable (or disable) preview mode. You will notice the text in the Preview column will change accordingly.

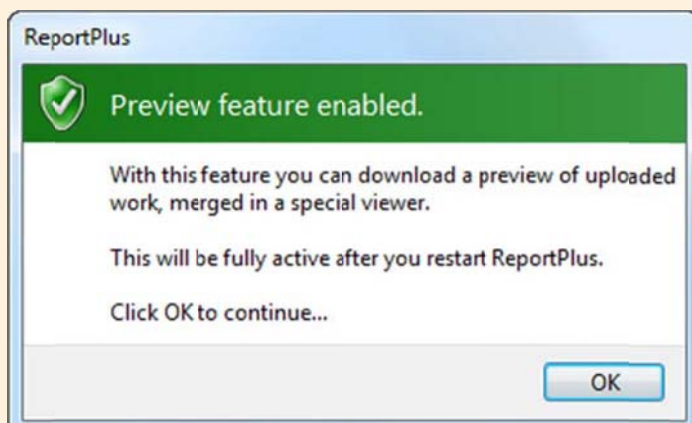


The screenshot shows the 'Administration' window with a table of users. The 'Preview' column for 'MrJonesHeadteacher' is highlighted, and a context menu is open over it, showing 'Enable preview mode' and 'Disable preview mode' options. An arrow points from the 'Enable preview mode' option to the 'Preview' column header.

Username	Usage	Last	Created	Preview
REPORTPLUS2011	2	12:32 today	12:31 today	On
MrSmith3b	1	12:33 today	12:33 today	Off
MrsDavies2c	1	12:33 today	12:33 today	Off
MrJonesHeadteacher	1	12:34 today	12:34 today	Off

Buttons on the right side of the window include: Help, Create user, Delete user, Change password, Show files, Select all, Download reports, Upload settings, and Exit.

The next time this teacher opens ReportPlus they will get a message saying that preview mode has been enabled (or disabled). They should close ReportPlus and open again to fully activate Preview mode.



The message box contains the following text:

Preview feature enabled.

With this feature you can download a preview of uploaded work, merged in a special viewer.

This will be fully active after you restart ReportPlus.

Click OK to continue...

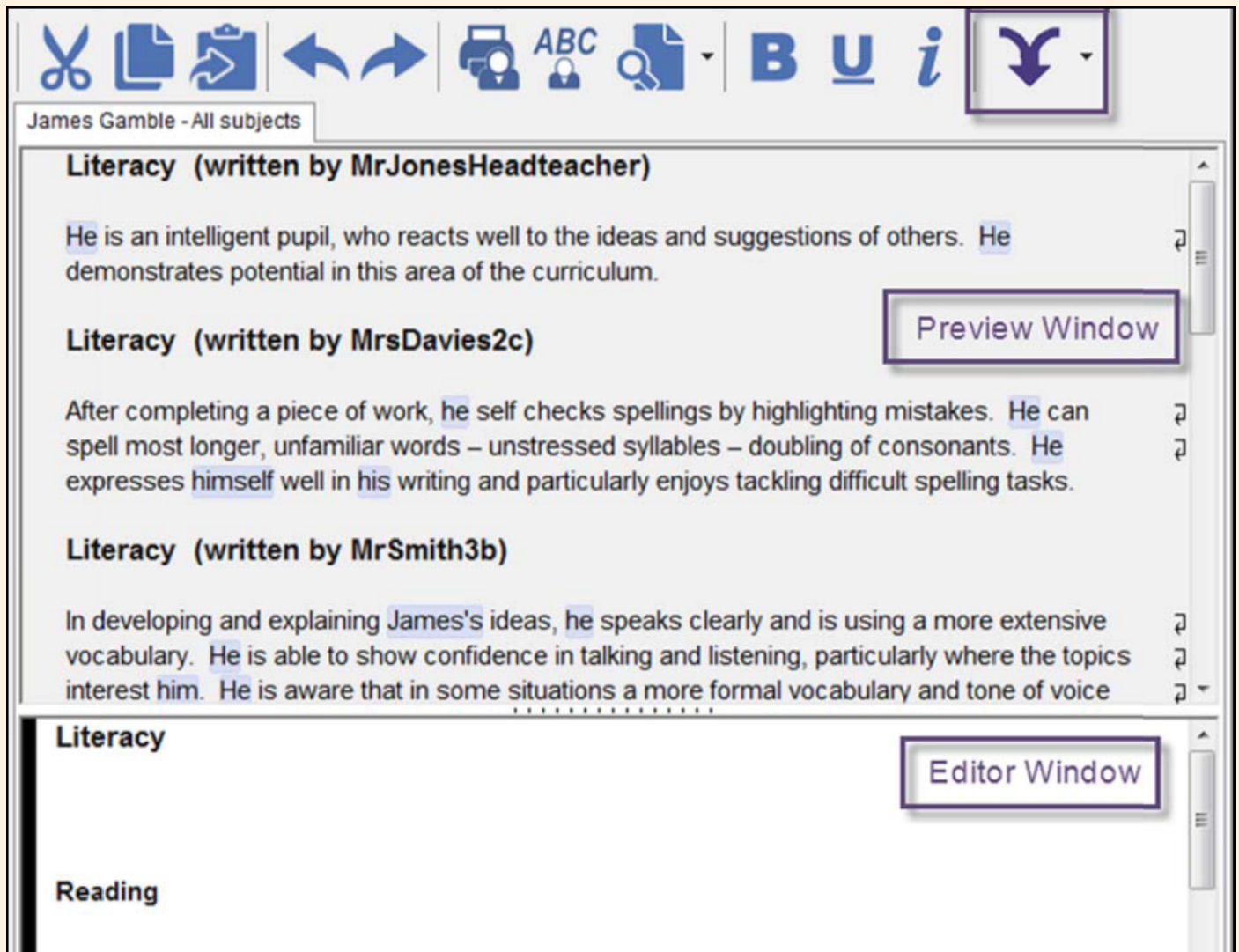
OK

Using Preview Mode

The Preview icon will now have appeared next to the italic, bold, underline icons. Click the Preview icon to start preview mode. The first time you do this, all of the teachers' reports, that have been uploaded to ReportServer, will start to download.

After all the reports have been downloaded, a merged read-only view of the reports will appear in the Preview window (above the editor window). Each window can be scrolled independently. Notice that after each subject, Preview mode lets you know which user typed that section of text.

(You may wish to click the view icon to alter the screen view).



The screenshot shows the Report Plus interface. At the top, there is a toolbar with various icons including a scissors icon, a document icon, a folder icon, left and right arrows, a printer icon, an 'ABC' icon, a magnifying glass icon, and bold (B), underline (U), and italic (i) icons. A preview icon (a downward arrow) is highlighted with a purple box. Below the toolbar, the text 'James Gamble - All subjects' is displayed. The main content area is divided into two sections. The top section, labeled 'Preview Window', contains three paragraphs of text, each starting with 'Literacy (written by ...)' and followed by a paragraph of text. The bottom section, labeled 'Editor Window', contains two paragraphs of text, each starting with 'Literacy' and 'Reading'. The preview window is highlighted with a purple box.

Note: To remove the preview window, click the preview icon again. You can quickly toggle the preview window on and off using this icon.

Refreshing preview mode: To see if anymore report text has been uploaded to ReportServer, click the drop down menu next to the preview mode icon and click Refresh preview from ReportServer data.

Missing Pupils: Click the Preview Icon's drop down menu to see any pupils that are missing from your set of reports. If there are any listed, this means that there are some pupils in the preview that you do not have saved. i.e. Another teacher added a new pupil.