

ADMINISTRATOR OVERVIEW

- 

Install

Go to www.reportplus.co.uk and select Download > Download reportplus then follow the prompts to install. (If you have difficulty downloading, insert the reportplus CD and follow the prompts to install.) Double click on the reportplus icon to open.


- 

Validate

Open the program, click on the validate icon and enter the licence name provided (on the back of the cd-rom case). Click search, select the username that is the same as the licence name then enter the password provided (case sensitive). Click Validate.


- 

Report:Assist Import

If you have previously been using report:assist you may want to copy some settings to reportplus. If report:assist is detected, a wizard will open after installation and help you transfer your settings, follow the on-screen prompts. If not, click on the Wizard icon and select Report:assist import.


- 

Layout

When ordering reportplus you may have asked us to set up your layout for you. If so Click the validated icon's drop down menu and click download school settings from server. *For more help see section 4 of the administrator instruction manual.*


- 

Teacher & Pupil Data

To import teacher and pupil data click File > Import > Pupils and browse for your current CTF or CSV file (these can be produced from you school management system). *For more help see section 7 of the administrator instruction manual.*
- 

Create Usernames

Every member of staff writing reports will need their own unique username and password, even jobshare teachers. Click Admin > Create user. We suggest you note these down on the back inside page of the administrator instruction manual for your reference.


- 

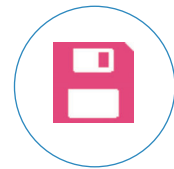
Layout

To check your layout, click Print > Preview selected pupils and use the forward and back arrows to scroll through and view the report layout. *For more details on customising report layout see section 6 of the administrator instruction manual.*





Click the Save icon then click Save. This will save any reports in the default location.



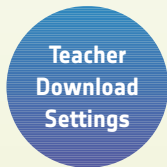
To upload your settings (layout and teacher/pupil data) to the server click Admin > Upload settings. Alternatively insert any memory stick and click file > Export > All settings and data to stick.



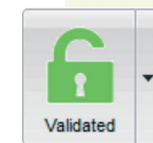
We recommend that the administrator prints off a Teacher Quickstart Guide for each member of staff. (There is a copy attached for photocopying or available as a PDF in the resources section on our website). On the guide there is a space to note the school licence name and the teacher's individual username and password. This guide gives a brief outline of how to get started. *For more help click on the Help icon in reportplus.*



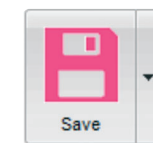
After installing reportplus on their computers, teachers need to validate with their own username and password.



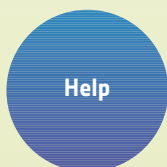
Teachers click the validated drop down menu and select Download school settings from server. Alternatively they insert a memory stick provided by the administrator (see admin upload above), click the validated drop down menu and select Import school settings from memory stick.



As well as saving to their computer teachers can upload their work to the server (for merging or backup). Click the Save icon drop down menu and click Upload reports to server. Alternatively, insert any memory stick into the computer and click Save drop down menu and click reports to memory stick(s).



Teachers can choose to print their own reports or for merging and back up they can upload to the server or save to memory stick and import to the administrator computer.



For further administration instructions please refer to the Administrator Instruction Manual (inside the cd-rom case). You can also get extra help from the Help icon within reportplus, or by clicking on the Resources or Ask reportplus button on our website www.reportplus.co.uk

