How to use My Report

Any reports created in report section can be accessed from the "**My Reports**" navigation button found on the left hand side of the screen. Click on "**Go**" to view reports generated from the date shown or change the date to view reports generated at other times. All reports generated will appear in a list ready for download. Latest requests will be at the top of the list. To be able to print a report you must first download it to your local computer.



To delete a report in the list, select the check box which appears next to the unwanted report and then click the "**Delete Report**" button.

Select the report you wish to view by clicking on the word "**Download**". The reports are created as PDF or CSV and users are required to either "**save**" or "**open**" the requested report to their local computer.



	My reports since : 24/10/2008 19 My report with ID :	1		
Report ID • Get the report • 15084101 Download 15084091 Download 15084083 Download	Report name • Status • Report size(in bytes) • File Download		Start time ¢ 24 Oct 2008 21:07:19 24 Oct 2008 21:07:02 24 Oct 2008 21:06:35 24 Oct 2008 21:06:35	
<u>CT Service Desk Request or call the ICT Se</u>	Com Save Cancel Welles from the Internet can be useful, some filter can posen amy our computer. I you do net tot at the source, do net open or asset	Choose the "save" option		

The user will then be prompted to specify a location to save report e.g. desktop.

nage Student Status norts neral Functions	WINZ/P Save As			22	
Reports	Save in:	Desktop			
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assistance click here to log an ICT Service D	My Documents		Files downloade from Best Start will in a pdf format	be	
	My Network	File name: Save as type:	Adobe Acrobal Document	Save Clancel	

Once the file has been saved, users can navigate to the location previously specified and double click on the PDF icon which appears next to the downloaded report.

Double o	lick pdf icor	Second Se	IND	
LogiSetup RHDSetup	18/05/2008 1:47 PM	Text Document	1 KB 1 KB	
csb	19/01/2008 4:32 PM	Text Document	1 KB	
Learning_plan_k2-24-Oct-2008	24/10/2008 9:52 PM	Adobe Acrobat D	25 KB	
parent_feedback-24-Oct-2008	24/10/2008 9:52 PM	WinZip File	1 KB	
Class Analysis Sheet -24-Oct-2008	24/10/2008 9:52 PM	Adobe Acrobat D	2 KB	
BOOTSECT.BAK	14/03/2008 2:54 AM	BAK File	8 KB	

Print single report:

After the report opens it can be printed by selecting "**print**" option from the "**File**" menu within Adobe Acrobat.

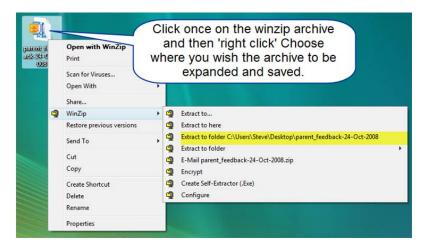
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C Qpen growse Organizer	Ctrl+O	 Start Meet 7 1k S 	ting • 🔒 Secure • 🥖		PReview & Comment	•
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1 C:\learning_plan_k2-24-Oct-2008.pdf 2 E:\Steve\SBA\\bulletin_2.pdf 3 E:\Steve\SBA\\bulletin_1.pdf		p. 10 Learning object - Washing in Control - Washing in Learning object - V poblet - Regulation - Revealed Andread - Revealed poblet - Maching line - Interference - Maching Interference - Maching line		Learning object - Washing line	Learning object - Perigum opunt Learning object - Number grid Learning object - Hundred chart windows	Stage 1, pp. 222-223 Learning object - Number grid
4 E:\Steve\SBA\\school_bulletin_09.pdf \$ E:\Steve\SBA\\school_bulletin_08.pdf		Countin	ig Sequence - 1B Nu	merical identificatio	n	
Egit	Ctrl+Q			1-20		

Print Multiple reports:

- Step 1 Unzip the downloaded archive;
- Step 2 Open the downloaded unzipped folder
- **Step 3** Print the Report

Step1 - Unzip the downloaded archive

Once the file has been saved, users can navigate to the location previously specified and right click on the archive downloaded.



A folder with the name of the downloaded winzip archive will appear in the location selected.



Double click the unzipped folder that contains the reports you wish to print.



- 1. Click the first student you wish to print
- 2. Select and hold down the shift key
- 3. Click and select the last student you wish to print
- 4. Go to the File menu
- 5. Select the print option

Be aware however that some printers may not be capable of printing multiple student reports due to lack of installed memory.