



Data Management Services

THE BUSINESS OF EDUCATION

Downloading and Importing Reports

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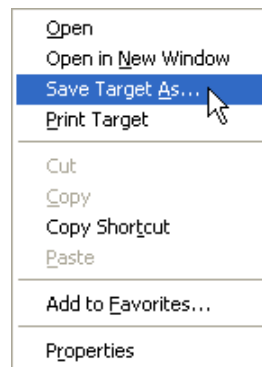
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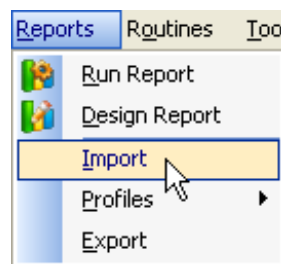
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1. To download a **Report** file, right click on the file and choose **Save Target As** from the menu. If you are saving a report file attachment from an email, you may see **Save As** rather than **Save Target As**. (If you are not using Internet Explorer, other wording may be present).



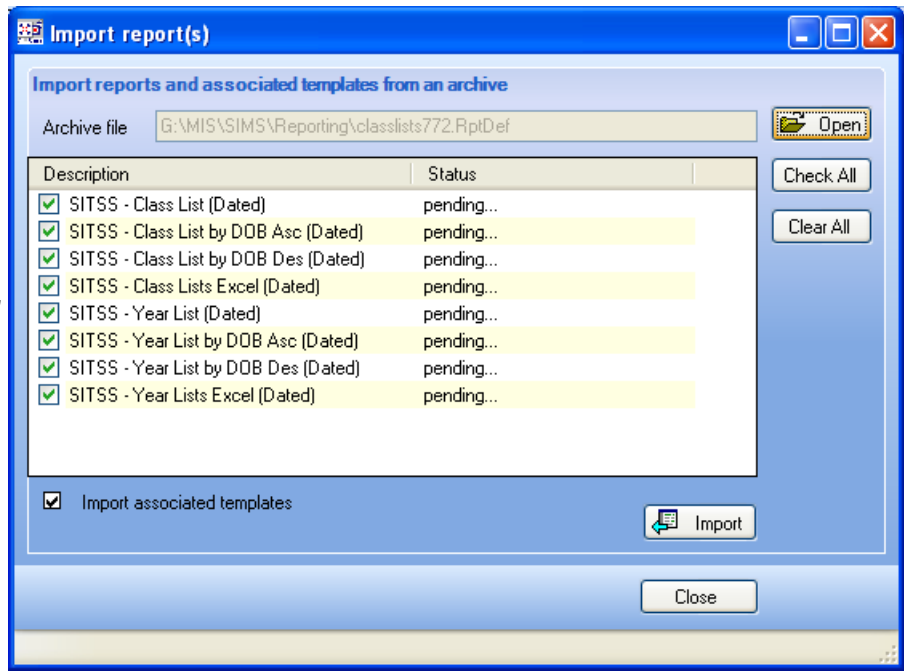
2. Choose a location in which to save the file – this could be your My Documents folder or another known location
3. In **SIMS**, go to **Reports > Import**.



4. Click the **Open** button and select the folder where you saved the file from the **Look in box**.
5. Select the **Report** file and click **Open**.


The screenshot on the next page is shown as an example only – the report file may contain one report, or many reports.

You will see one or more reports which are contained within the file

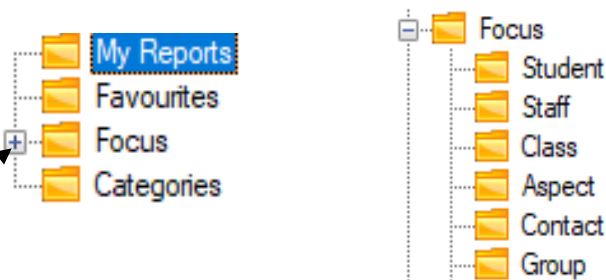


6. A list of the reports included in the file will be shown. You can choose which ones to import by removing the ticks manually or by using the **Clear All** button on the right hand side and manually checking the one(s) you wish to import by checking the tick box

7. Click the **Import** button to import these reports.

To run any of these reports go to **Reports > Run** or click the **Run Reports** button  on the **Focus Bar**. Expand the **Focus** folder and highlight the required focus (**Student, Staff, Class, Group** etc.). Select the report to be run and then click the **Run** button.

Click on the + symbol to the left of Focus to expand the folder





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