

Report Alias Settings User Guide



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Report Alias Settings

When new reports are created by PCSchool and sent to you the new settings for the report must be entered. The Report will need to be placed in PCSchool/Reports/SQL on the server and you will need to make a note of the report name.

STEPS

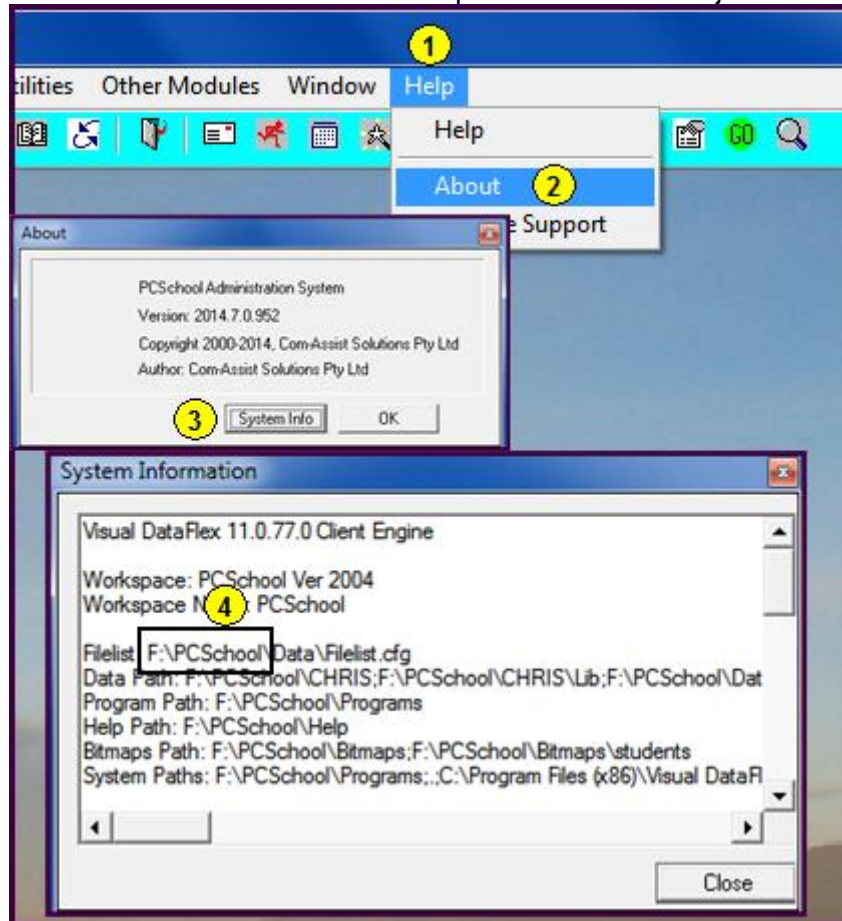
1. Add a New Report
2. Set up a New Report
3. Select Back Office Report Features
4. Select Spider Report Features
5. Run a Report From a Different Area

STEP 1 – Add a new Report

This step is optional, you can just set up the Report, if it's not available you will receive an error.

Path: Utilities → Help → About → System Info

If you have IT staff they can do this for you if not you can add the report yourself or contact the Helpdesk. This process can also be used to see if a report is available but just not set up.



1.	Click Help on the top toolbar in any module of PCSchool.
2.	Click [About].
3.	Click [System Info].
4.	The Path can be copied into Windows Explorer; <ul style="list-style-type: none"> This will take you to PCSchool on the Server

Path: Server → PCSchool → Reports → SQL

Once you have the path to PCSchool go to the SQL Report then copy and paste your Report here.



- | | |
|----|---|
| 1. | Paste or Type the path in and click Enter. |
| 2. | In the tree under PCSchool find Reports then SQL. |
| 3. | Copy and paste your report here; <ul style="list-style-type: none">You can also search for a report to find if you already have it and it just needs setting up |

Step 2 – Set up the Report

Path: Report → Report Alias settings

The report will need to be set up so it is available for running, the name of the Report must be exactly the same as the report.

If this is a new report you will be given instructions regarding selecting the Module and Usedin, if you do not receive these instructions contact the person who send you the report and have them send them to you with a screenshot of the following Module.

See **STEP 3** for a full description of the optional features.

If this is a new Report you cannot select it from the drop down list you must Type the Report name in.

1.	Type in the report name including the .rpt.
2.	Select the Module.
3.	Select the Usedin.
4.	The Heading will default from the Usedin; <ul style="list-style-type: none"> This can be blank
5.	Type in the description.
6.	The Alias will default from the report name but if necessary this can be changed.
7.	Click [Save].

STEP 3 – Select Back Office Report Features

Path: Report → Report Alias settings

Other options can be added now or at a later date.

1.	<p>Tick if you don't want this report to be available for selection in a drop down list, this would be used;</p> <ul style="list-style-type: none"> • Rather than deleting the report • If the report is used at certain times of the year such as assessment reports
2.	<p>Select this option to view the Report in the Subject Wizard through the Printouts button.</p>
3.	<p>It is optional to enter a Display order this can be different for PCSchool and Spider;</p> <ul style="list-style-type: none"> • If you want reports that are used a lot to show at the top of the drop down list for selection enter a low number • Reports not used much can have a high number such as 99 • Numbers can be the same but will sort alphabetically within the number • If numbers are not used the list will be alphabetical by the Description
4.	<p>The Alias will default from the Report Name but this can be different;</p> <ul style="list-style-type: none"> • A report can be printed for this through Report Alias Listing
5.	<p>Once finished with the Options select [Save].</p>

STEP 4 – Select Spider Report Features

Path: Report → Report Alias settings

If the report is to be viewed in Spider you must select an option of Web Publish, other features can be selected.

The screenshot shows the 'Report Alias Settings' window with the following fields and options:

- Report Name: AREARESBB.RPT
- Module: Assessment
- Used in: Assessment Related Reports
- Heading: Assessment Related Reports
- Display Order: 5
- Spider Sort Order: 0 (highlighted with 1)
- Desc: Result Analysis Report
- Alias: AREARESBB.RPT
- Restrict to Year: (highlighted with 4)
- Restrict to Group: DEANS (highlighted with 5)
- Exclude from Report Style choice lists (checkbox)
- Publish in Student Based Reports (checkbox)
- Web Publish for:
 - Teachers (checked)
 - Students (highlighted with 2)
 - Care Givers
- Restrict by Country: New Zealand (highlighted with 3)
- Buttons: Save (highlighted with 6), Clear All, Exit View

1.	<p>It is optional to enter a Display order this can be different for PCSchool and Spider;</p> <ul style="list-style-type: none"> • If you want reports that are used a lot to show at the top of the drop down list for selection enter a low number • Reports not used much can have a high number such as 99 • Numbers can be the same but will sort alphabetically within the number • If numbers are not used the list will be alphabetical by the Description
2.	<p>The [Web Publish for] is used by Spider and will allow a report to be available for the selected groups of;</p> <ul style="list-style-type: none"> • Teacher • Students • Caregivers
3.	The Report can also be restricted to Australia or new Zealand.
4.	If you select the Web Publish option of Students you can restrict the reports availability to the Students of a particular Year Level.
5.	If you select the Web Publish option of Teachers you can restrict the reports availability to a selected Security Group.
6.	Once finished with the options click [Save].

STEP 5 - Run a Report From a Different Area

In some instances you may wish to run a report from a different area, this is not possible with all reports but is used in some instances.

In order to do this the Name must be unique but the Alias must be the same as the report. An example of this would be Timestud.Rpt;

This is the Student Timetable;

Report Alias Settings

Report Name: **TIMESTUD.RPT** 1 Exclude from Report Style choice lists Publish in Student Based Reports

Module: **Timetable** 2

Usedin: **Student Timetable** 3

Heading: **Student Timetables** 3

Display Order: **0** Spider Sort Order: **0**

Desc: **Student Timetable**

Alias: **TIMESTUD.RPT** 4

Restrict to Year:

Restrict to Group:

Web Publish for:

Teachers

Students

Care Givers

Restrict by Country

Unrestricted

1. The Report Name is Timestud.Rpt, this is the same as the Alias.
2. The Module is Timetable.
3. Select the Usedin of Student Timetable with the correct Heading.
4. The Alias is the same as the Name Timestud.Rpt.

This is the Teachers Timetable;

Report Alias Settings

Report Name: **TMTCHDY.RPT** 1 Exclude from Report Style choice lists Publish in Student Based Reports

Module: **Timetable** 2

Usedin: **Teacher Timetable Reports** 3

Heading: **Daily and Individual Room/Teacher Report** 3

Display Order: **1** Spider Sort Order: **0**

Desc: **Individual Teacher Timetables**

Alias: **TIMESTUD.RPT** 4

Restrict to Year:

Restrict to Group:

Web Publish for:

Teachers

Students

Care Givers

Restrict by Country

Unrestricted

1. The Report Name of Tmtchdy.Rpt is unique and does not match the Alias.
2. The Module is Timetable.
3. Select the Usedin of Teacher Timetable Reports with the correct Heading.
4. The Alias is the same name as the actual Report but differs from the Report name.