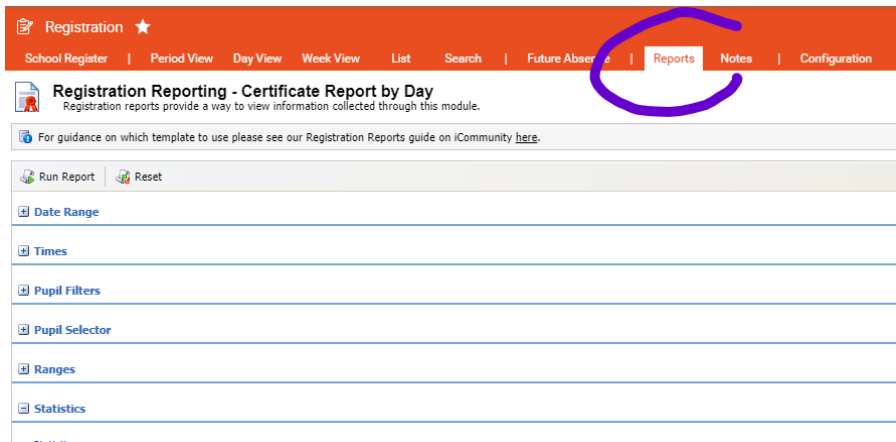


Printing registers from iSAMS

1. Open *Registration* module.
2. Click on the *Reports* tab:



Registration ★

School Register | Period View | Day View | Week View | List | Search | Future Absence | **Reports** | Notes | Configuration

Registration Reporting - Certificate Report by Day
Registration reports provide a way to view information collected through this module.

For guidance on which template to use please see our Registration Reports guide on iCommunity [here](#).

Run Report | Reset

Date Range

Times

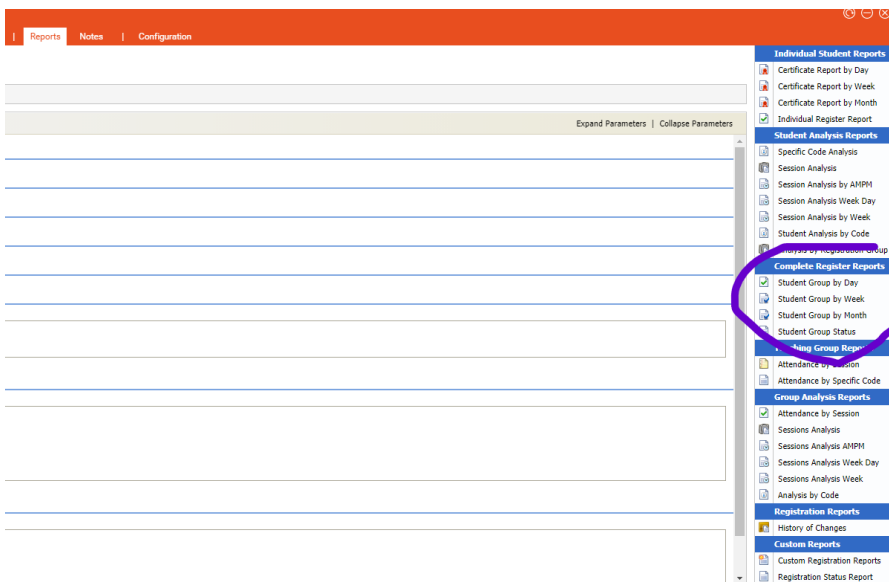
Pupil Filters

Pupil Selector

Ranges

Statistics

3. Click on *Student Group by Month*

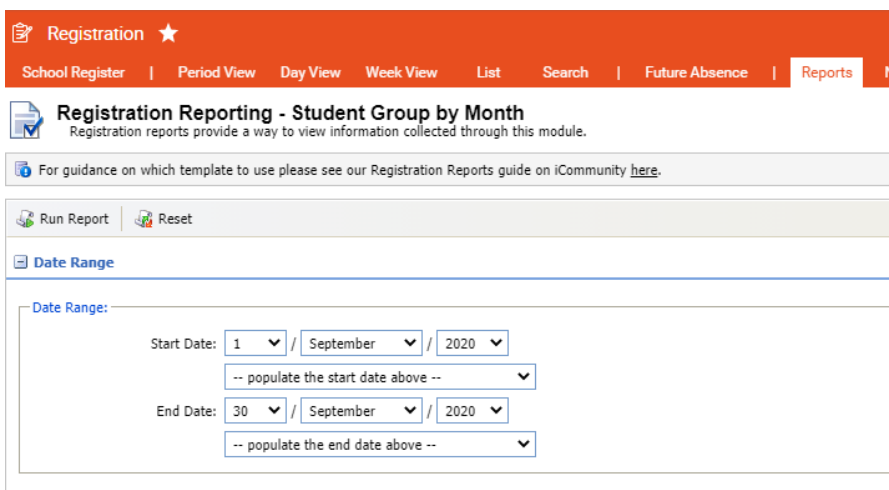


Reports | Notes | Configuration

Expand Parameters | Collapse Parameters

- Individual Student Reports
 - Certificate Report by Day
 - Certificate Report by Week
 - Certificate Report by Month
 - Individual Register Report
- Student Analysis Reports
 - Specific Code Analysis
 - Session Analysis
 - Session Analysis by AMPM
 - Session Analysis Week Day
 - Session Analysis by Week
 - Student Analysis by Code
- Complete Register Reports
 - Student Group by Day
 - Student Group by Week
 - Student Group by Month
 - Student Group Status
- Group Analysis Reports
 - Attendance by Session
 - Attendance by Specific Code
 - Sessions Analysis
 - Sessions Analysis AMPM
 - Sessions Analysis Week Day
 - Sessions Analysis Week
 - Analysis by Code
- Registration Reports
 - History of Changes
- Custom Reports
 - Custom Registration Reports
 - Registration Status Report

4. Select the month you wish to look at in the *Date Range*:



Registration ★

School Register | Period View | Day View | Week View | List | Search | Future Absence | **Reports** | Notes | Configuration

Registration Reporting - Student Group by Month
Registration reports provide a way to view information collected through this module.

For guidance on which template to use please see our Registration Reports guide on iCommunity [here](#).

Run Report | Reset

Date Range

Date Range:

Start Date: 1 / September / 2020
-- populate the start date above --

End Date: 30 / September / 2020
-- populate the end date above --

5. Select the *Times* as 'Other' and 'All Times'

Start Date: 1 / September / 2020
 -- populate the start date above --
 End Date: 30 / September / 2020
 -- populate the end date above --

Times

Times:

AM ☐ 08:40
 PM ☐ 09:15
 AM/PM ☐ 10:30
 Other ☒ 11:30
 12:30

6. In *Pupil Filters*, untick 'Include former students', and select 'Senior School' and the name of your set:

Other ☒ 12:30

Pupil Filters

Pupil Filters:

☐ Include former students.

All Divisions: Prep School, Senior School
 All Years: Nursery - (-1), Reception - (0), Year 1 - (1), Year 2 - (2)
 All Houses: Academic, ARNOLD, DENYS, FINCH
 All Genders: Male, Female
 All Ethnicities: African, Any other Asian Background, Any Other Black Background, Any Other Ethnic Group
 All Forms: Nursery, Reception
 No Groups: Townroe Group, Townroe Group - All (0 Pupils)
 Activity: Animation (0 Pupils) by Unkn
 All SEN: Yes, No

7. At the bottom of the page, select the format you would like:

Group By: Year

Report Format

Report Format:

☐ Web Report (HTML) This format is suitable for report printing.
☐ Document Report (DOC) This format is suitable for data exporting.
☒ Adobe PDF Report (PDF) This format is suitable for data exporting.
☐ Excel Report (XLS) This format is suitable for data exporting.

8. Finally, back at the top of the page, click on 'Run Report':

Registration ★

School Register | Period View | Day View | Week View | List | Search | Future Absence | Reports

Registration Reporting - Student Group by Month
 Registration reports provide a way to view information collected through this module.

For guidance on which template to use please see our Registration Reports guide on iCommunity [here](#).

Run Report **Reset**

Date Range

Date Range:

Start Date: 1 / September / 2020
 -- populate the start date above --
 End Date: 30 / September / 2020
 -- populate the end date above --