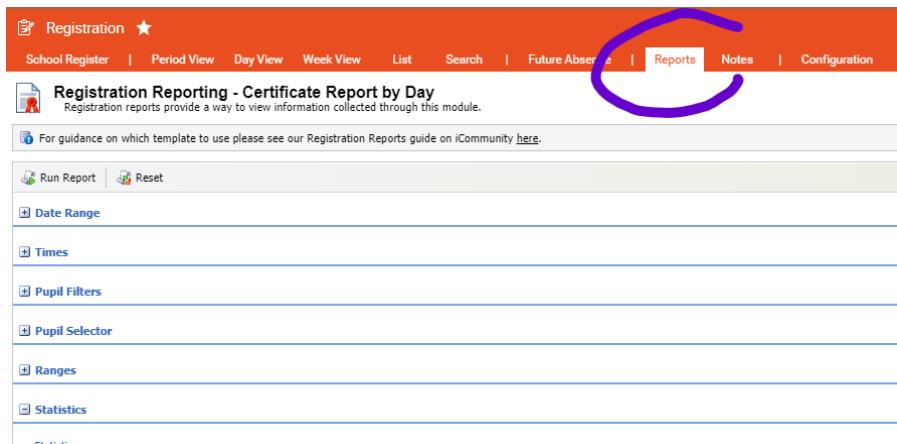


Printing registers from iSAMS

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](#).

Actions: Run Report | Reset

Date Range:

Times:

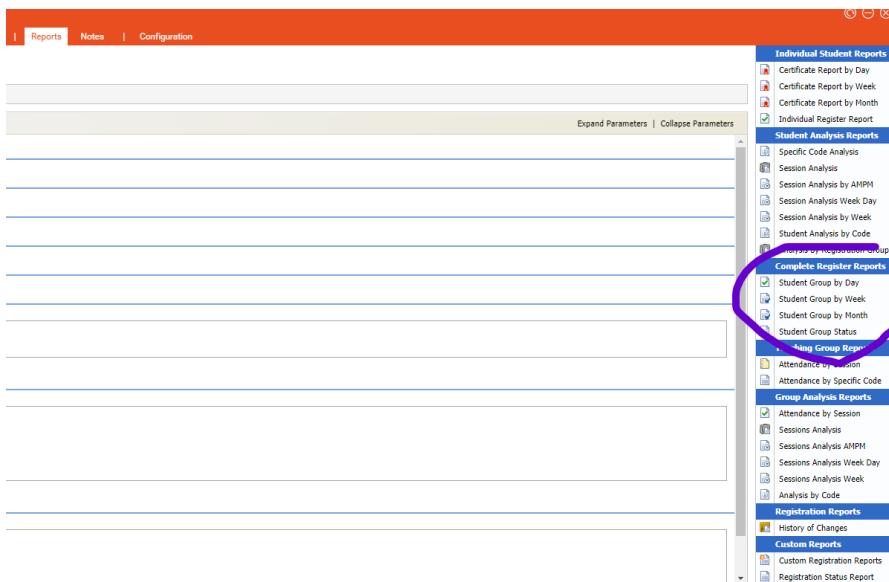
Pupil Filters:

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
- Student Analysis by Group

Complete Register Reports

- Student Group by Day
- Student Group by Week
- Student Group by Month**
- Student Group Status
- Using Group Report

Group Analysis Reports

- Attendance by Session
- Sessions Analysis
- Sessions Analysis AMPM
- Sessions Analysis Week Day
- Sessions Analysis Week
- Analysis by Code

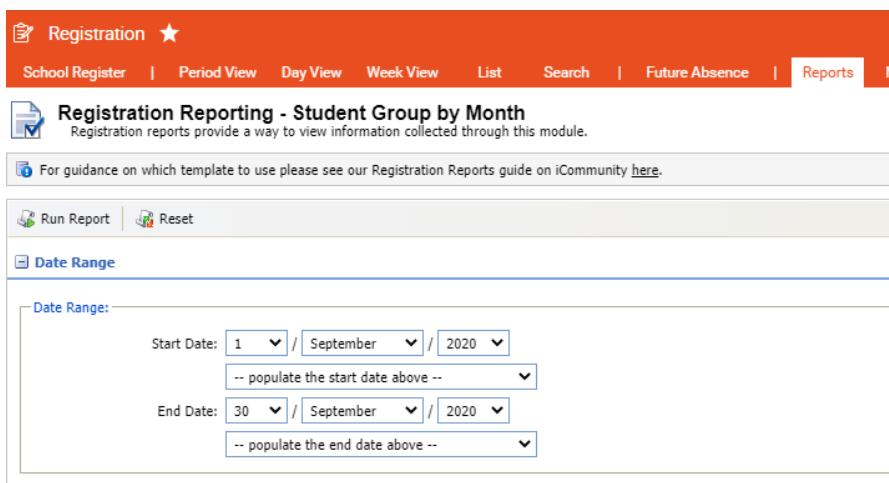
Registration Reports

- 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

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](#).

Actions: Run Report | Reset

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'

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

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

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