## iSAMS - Entering multiple rewards and concerns

1. On the Wizard Bar on the right of the iSAMS Dashboard, click on the appropriate type of award:

	🛛 😔 Pupil Mana	ger 🔺
	😢 Contact Pu	pils' Teachers
	😢 Quick View	Details
1	🔠 View Birtho	lay Report
	😭 Registratio	n 🔺
	📄 Print a Fire	Register
	📄 Print a Pap	er Register
	👖 🔣 Take a Reg	ister
	VIEW Neg	otion Status Repo
	8 Reward & C	Conduct
	Commenda	ation
	Merit	
	Pupil Progr	ess
	Concern	
	Boarding S	anction
		Image: Second

2. On the pop-up screen, select Add multiple records in one go (rather than Add each new record one by one), then click Next Step:

Step 1 - Select Entry Type - Google Chrome -		$\times$
warminster.isams.cloud/modules/rewardsmanager/wizard/wizard.asp?fromWizBar=1&option=22		Q
Record Concern To Pupils Use the options below to specify whether you wish to add a single or multiple records.		♣
👔 Notification of this award will be sent to: Form Tutor, Boarding House Master/Mistress, Academic House Master/Mistress, Year Tutor		
Addition Type Choose whether you wish to add a single or multiple records in one go. — Record Option:		
Record Option: Concern  Select the type of reward and conduct option you wish to give. This will usually be pre-selected for you.		
Entry Type:         Add each new record one by one in a single form view.         Use this option to add a single record or to add records one by one. This is done using a well laid out, simple form.         Add multiple records in one go - Multiple         Use this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid. This option has been designed to make it simple and easy to add lots of         See this option to add a host of records using a excel style grid.	options quic	idy.
Step 1 of 2	tep Car	ncel

3. On the next screen, your name should be preselected as the *Awarding Teacher*; then in *Group Selection* choose *Set* and use the *Set Selection* drop-down to choose one of your sets:

🕙 Step 2 - Enter Concern Details - Go	ogle Chrome	- D >
a warminster.isams.cloud/mod	lules/rewardsmanager/wizard	rd/wizard.asp?chkUserSets=True&actDate=05%2F01%2F2021&ArchivedActivities=False
Enter Concern Details - Multiple 👸 Use the form below to enter the Concern	details.	4
🐞 Notification of this award will be sent t	to: Form Tutor, Boarding House Master/N	r/Mistress, Academic House Master/Mistress, Year Tutor
Horizontal and Vertical Grouping:		
o Choose a Awarding Teacher, Group	Type and a Group from the selections be	below.
Awarding Teacher: Group Selection: Set Set Selection: Select a Se * denotes as	t ssociated teacher of set	Show selected users sets.
🚴 🊨 Surname, Forename	Amount Category	Department and/or Subject Description
You must select a group and a teacher You must select a group and you have been and you have be	ar to assign reward and conduct items to	to pupils.
Step 2 of 2		Back Next Step Cancel

4. When the set list appears, select the *Category*, and *Department*: your choices will auto-fill all of the boxes for the set in the columns below. Then +1 for those pupils to whom the reward or concern relates, and click on *Next Step* to complete your entry:

Step 2 - Enter Concern Details - Google	e Chrome					- 🗆	$\times$
warminster.isams.cloud/module	s/rewardsman	ager/wizard/wizard	.asp?chkUserSet	ts=True&ad	ctDate=05%2F01%2F	2021&ArchivedActivities=False	Q
nter Concern Details - Multiple 👩 Use the form below to enter the Concern deta	ils.						♣
Notification of this award will be sent to: Fo	orm Tutor, Boarding	) House Master/Mistress, Ac	ademic House Master/	Mistress, Year 1	Tutor		
o Select the type of Reward / Sanction in the	ne top dropdown, th	nis will then populate all the	dropdown boxes with	the same value	e.		
Awarding Teacher:		~					
Group Selection: Set		✓ Show select	ed users sets: 🗹				
Set Selection: 9A/Ph1D		~					
* denotes associa	ated teacher of set						
🔓 🚨 Surname, Forename	Amount Ca	ategory	Depart	ment and/or Su	bject Descrip	tion	
	= 0 ±	Absent from 8x8	~	Physics	~		74
🔉 🤱 Ballard, Jack (Jack)	- 1 +	Absent from 8x8	~	Physics	~		7
Best, Archie (Archie)	= 0 ±	Absent from 8x8	~	Physics V			=
Braddick-Hughes, Jack (Jack)	<b>I I</b>	Absent from 8x8	~	Physics V			۲.
Bull, Thomas (Tom)		Absent from 8x8	~	✓ Physics			=
🔒 Collier, Dylan (Dylan)		Absent from 8x8		Physics V			=
Craven-Smith, Barnaby (Barnaby)		Absent from 8x8 Y Phy		Physics V		]	۲.
						$\frown$	