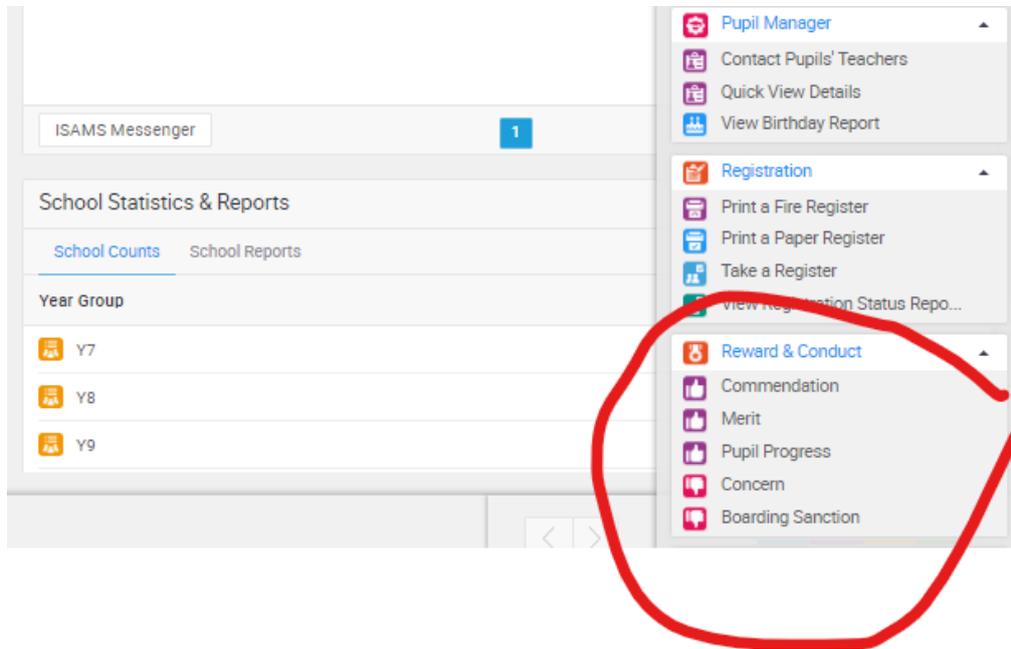
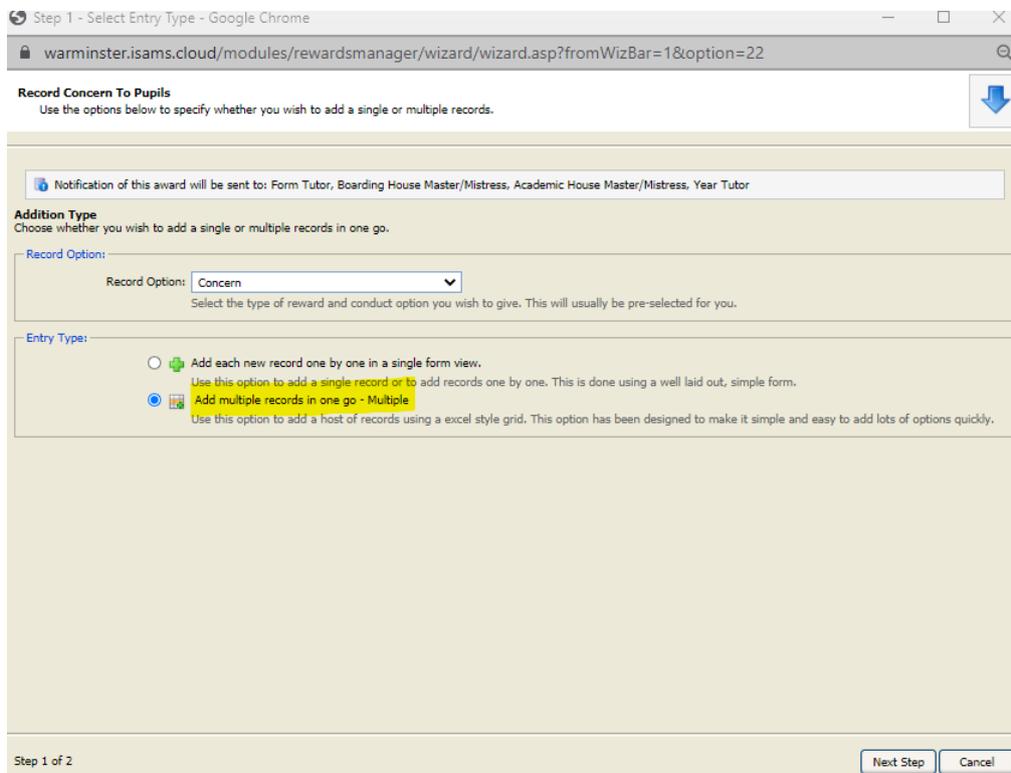


## iSAMS - Entering multiple rewards and concerns

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



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*:



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 - Google Chrome

warminster.isams.cloud/modules/rewardsmanager/wizard/wizard.asp?chkUserSets=True&actDate=05%2F01%2F2021&ArchivedActivities=False...

Enter Concern Details - Multiple

Use the form below to enter the Concern details.

Notification of this award will be sent to: Form Tutor, Boarding House Master/Mistress, Academic House Master/Mistress, Year Tutor

Horizontal and Vertical Grouping:

Choose a Awarding Teacher, Group Type and a Group from the selections below.

Awarding Teacher: [Preselected]

Group Selection: Set

Set Selection: Select a Set

Show selected users sets:

Surname, Forename	Amount	Category	Department and/or Subject	Description
You must select a group and a teacher to assign reward and conduct items to pupils.				

Step 2 of 2

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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 Chrome

warminster.isams.cloud/modules/rewardsmanager/wizard/wizard.asp?chkUserSets=True&actDate=05%2F01%2F2021&ArchivedActivities=False...

Enter Concern Details - Multiple

Use the form below to enter the Concern details.

Notification of this award will be sent to: Form Tutor, Boarding House Master/Mistress, Academic House Master/Mistress, Year Tutor

Horizontal and Vertical Grouping:

Select the type of Reward / Sanction in the top dropdown, this will then populate all the dropdown boxes with the same value.

Awarding Teacher: [Preselected]

Group Selection: Set

Set Selection: 9A/Ph-1D

Show selected users sets:

Surname, Forename	Amount	Category	Department and/or Subject	Description
	0	Absent from 8x8	Physics	
Ballard, Jack (Jack)	1	Absent from 8x8	Physics	
Best, Archie (Archie)	0	Absent from 8x8	Physics	
Braddick-Hughes, Jack (Jack)	1	Absent from 8x8	Physics	
Bull, Thomas (Tom)	1	Absent from 8x8	Physics	
Collier, Dylan (Dylan)	0	Absent from 8x8	Physics	
Craven-Smith, Barnaby (Barnaby)	0	Absent from 8x8	Physics	

Step 2 of 2

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