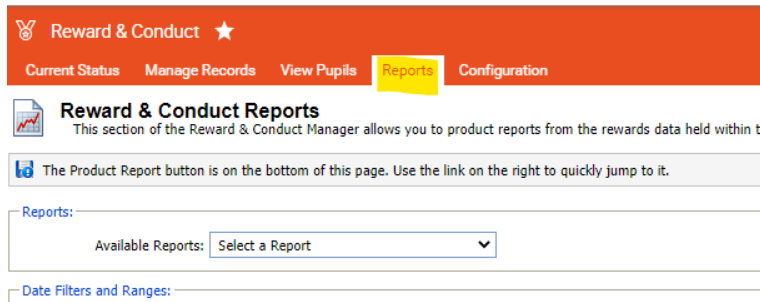


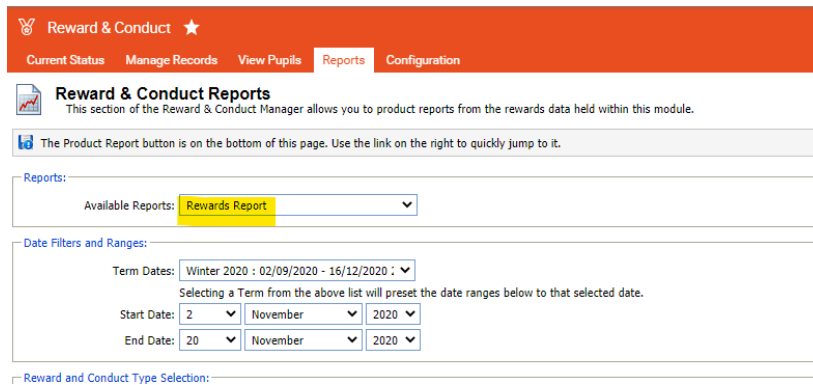
Reward and Conduct reports

1. Select the *Reports* tab:



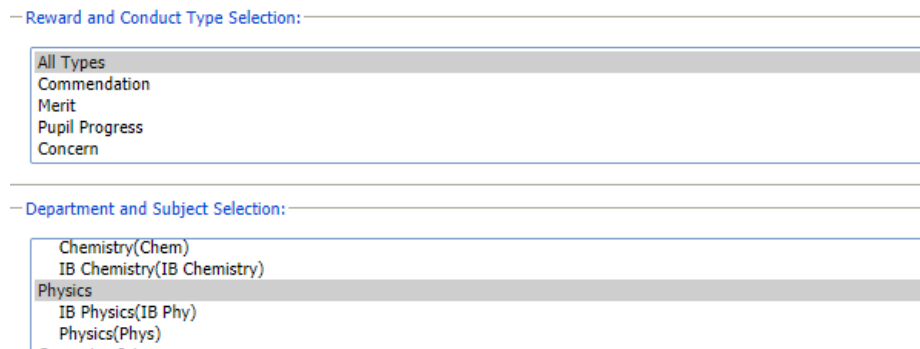
The screenshot shows the 'Reward & Conduct' interface. The top navigation bar is orange with a white star icon and the text 'Reward & Conduct'. Below it, there are four tabs: 'Current Status', 'Manage Records', 'View Pupils', 'Reports' (highlighted in yellow), and 'Configuration'. The main content area has a header 'Reward & Conduct Reports' with a sub-header 'This section of the Reward & Conduct Manager allows you to produce reports from the rewards data held within the module.' Below this is a tip: 'The Product Report button is on the bottom of this page. Use the link on the right to quickly jump to it.' Under the 'Reports:' section, there is a label 'Available Reports:' followed by a dropdown menu currently showing 'Select a Report'. Below that is a section for 'Date Filters and Ranges:'.

2. Select *Rewards Report*, and the date range you want to look at:



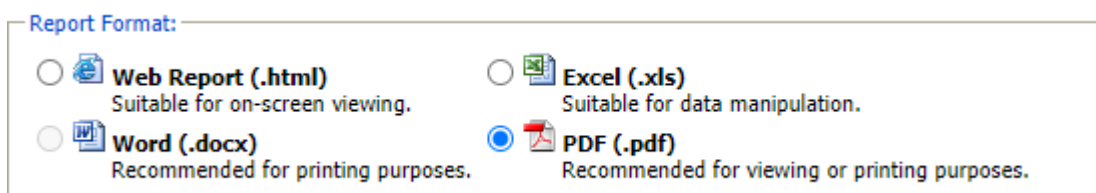
This screenshot shows the same interface as the previous one, but with 'Rewards Report' selected in the 'Available Reports' dropdown. The 'Date Filters and Ranges:' section is expanded, showing 'Term Dates: Winter 2020 : 02/09/2020 - 16/12/2020'. Below this is a note: 'Selecting a Term from the above list will present the date ranges below to that selected date.' There are three rows of date pickers: 'Start Date: 2 November 2020' and 'End Date: 20 November 2020'. Below this is a section for 'Reward and Conduct Type Selection:'.

3. Select the types of entry you want to look at, plus the department:



This block contains two sections. The first is 'Reward and Conduct Type Selection:' which shows a list of options: 'All Types', 'Commendation', 'Merit', 'Pupil Progress', and 'Concern'. The second is 'Department and Subject Selection:' which shows a list of options: 'Chemistry(Chem)', 'IB Chemistry(IB Chemistry)', 'Physics', 'IB Physics(IB Phy)', and 'Physics(Phys)'. The 'All Types' and 'Physics' options are highlighted in grey.

4. Click on the report format that you want, and then *Produce Report* in the bottom right-hand corner.



The 'Report Format:' section shows four radio button options: 'Web Report (.html)' (Suitable for on-screen viewing.), 'Excel (.xls)' (Suitable for data manipulation.), 'Word (.docx)' (Recommended for printing purposes.), and 'PDF (.pdf)' (Recommended for viewing or printing purposes.). The 'PDF (.pdf)' option is selected with a blue dot.