**Importing and running the Y code Report**

You can use these instructions for downloading/detaching and saving any reports.

**Detaching & Saving your Report**

1. Click on the **Report** in your email and select **Download** or (**Save As**  if you have that option available)
2. Save to a **shared** location (e.g. Y:\SIMS)

**NB**: Please note when you click on Download the report may download to your Downloads folder. if this is the case, you will need to find the report in the Downloads folder, highlight, right click, select to either copy or cut then paste in a location you will be able to find when you are ready to import eg Y:\MIS

**Importing the Report**

1. In SIMS, go to **Report – Import**



1. Click Open, navigate to the location you saved the Report to, and double
2. Highlight Report
3. Click **Open**



5. Click **Import**

6. Click **Close**

Your report is now ready to run.

**Running the report**

1. In SIMS, go to Reports – Design / Open an Existing Report
2. Click the **+** next to **Focus**, **+** next to **Student** select the **Report**
3. Double click on the report **Report (You can at this stage right click on the report SIMS – Self Isolation Y Code** and send to **Favourites** this will put a copy of the report on your SIMS home page)
4. Select the date range you wish to report on
5. Click **OK** to run the report
6. The report will open in Excel in student alphabetical order.

If you wish to use the filters for example to filter on reg or year groups etc, highlight the row displaying Name, Year, Reg, Mark, Mark date,



Then click on **Data**, then click on **Filter**. You will now be able to use the drop-down menus to make your selections.

