

iSAMS Report Definition Help

This document covers how to download, publish and run the iSAMS Observe Reports which can be used to export staff data from the Management Information System.

 Please note that the screenshots used within this guide may not be up to date and may appear differently to what you see in iSAMS, however the functionality remains the same.

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Step One: Downloading the SISRA Observe Reports

The SISRA Observe Reports can be downloaded from the iCommunity website:

<https://icomunity.isams.com/>

From the iCommunity website you will need to select: Documents & Reports > Reporting Services Reports > Official iSAMS Reports > SISRA Exports

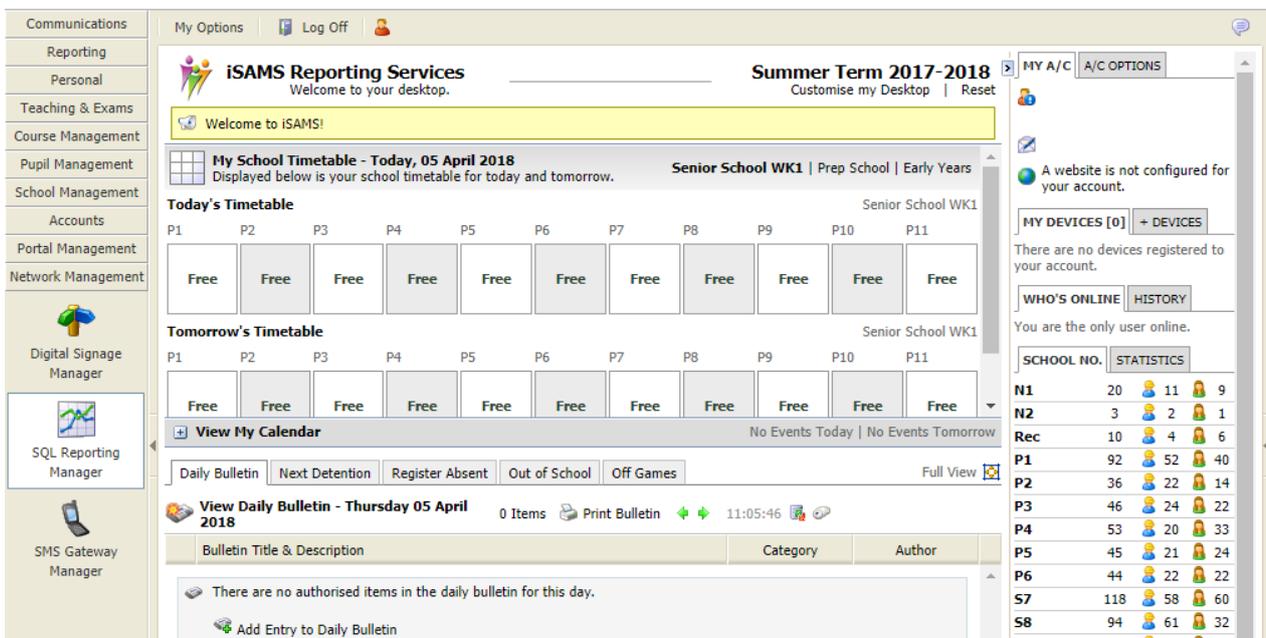
Reports

There are two Reports available:

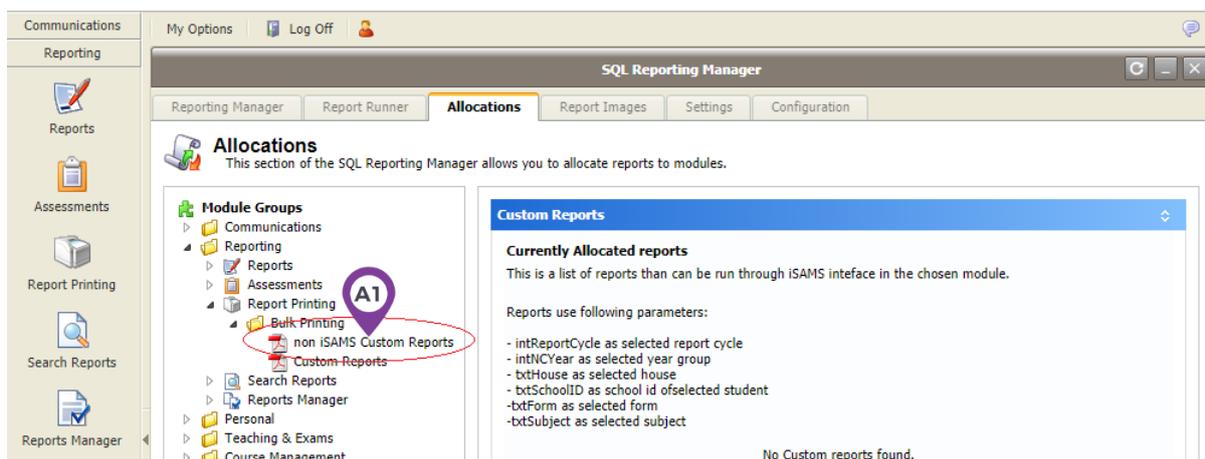
- **SISRA Observe - Staff** This Report will export any teacher assigned to a subject or form
- **SISRA Observe - Class** This Report will export any subject, class and the year group

Step Two: Publishing the Observe Reports

The SISRA Reports will need to be published to the **SQL Reporting Manager Module**. You will need to log in to the Report Server and it is recommended that you create a SISRA Reports folder.

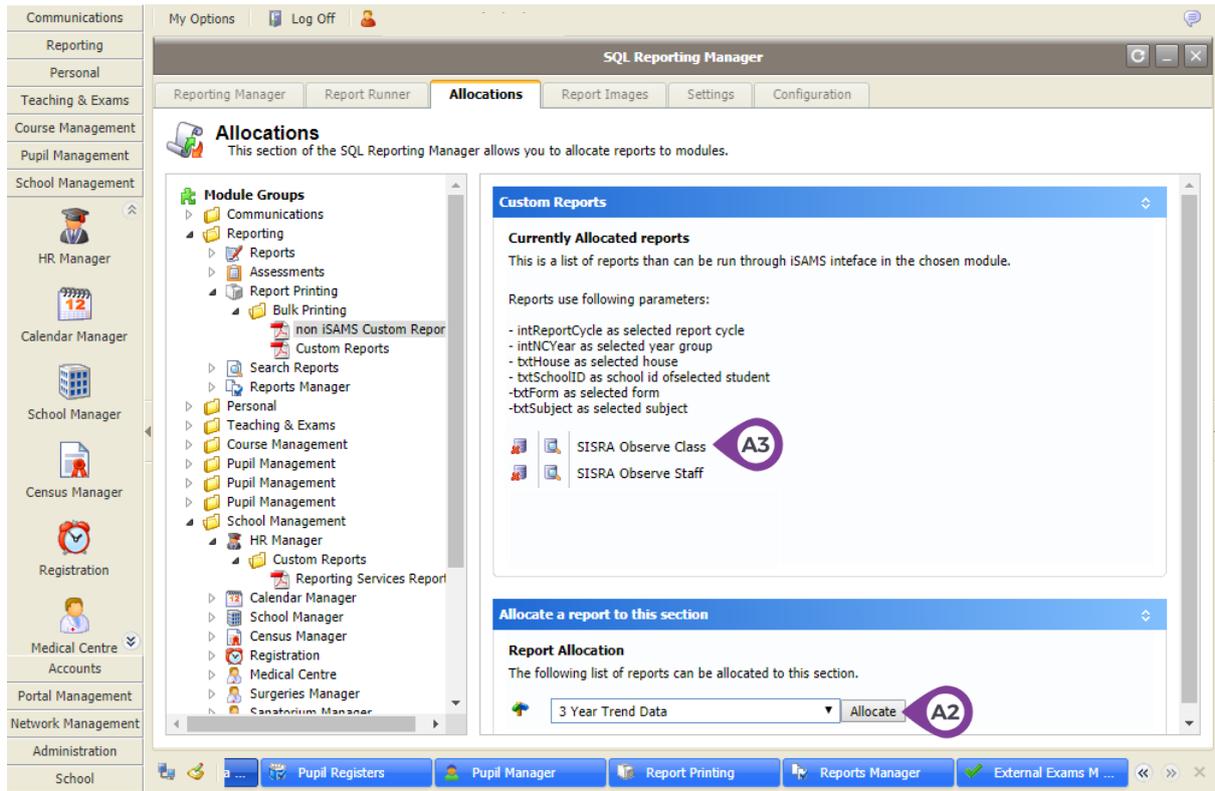


It is recommended that each of the Reports are allocated to the Bulk Printing area. To do this, within SQL Reporting Manager, you will need to go to Reporting > Report Printing > Bulk Printing > Non iSAMS Custom Reports (A1).



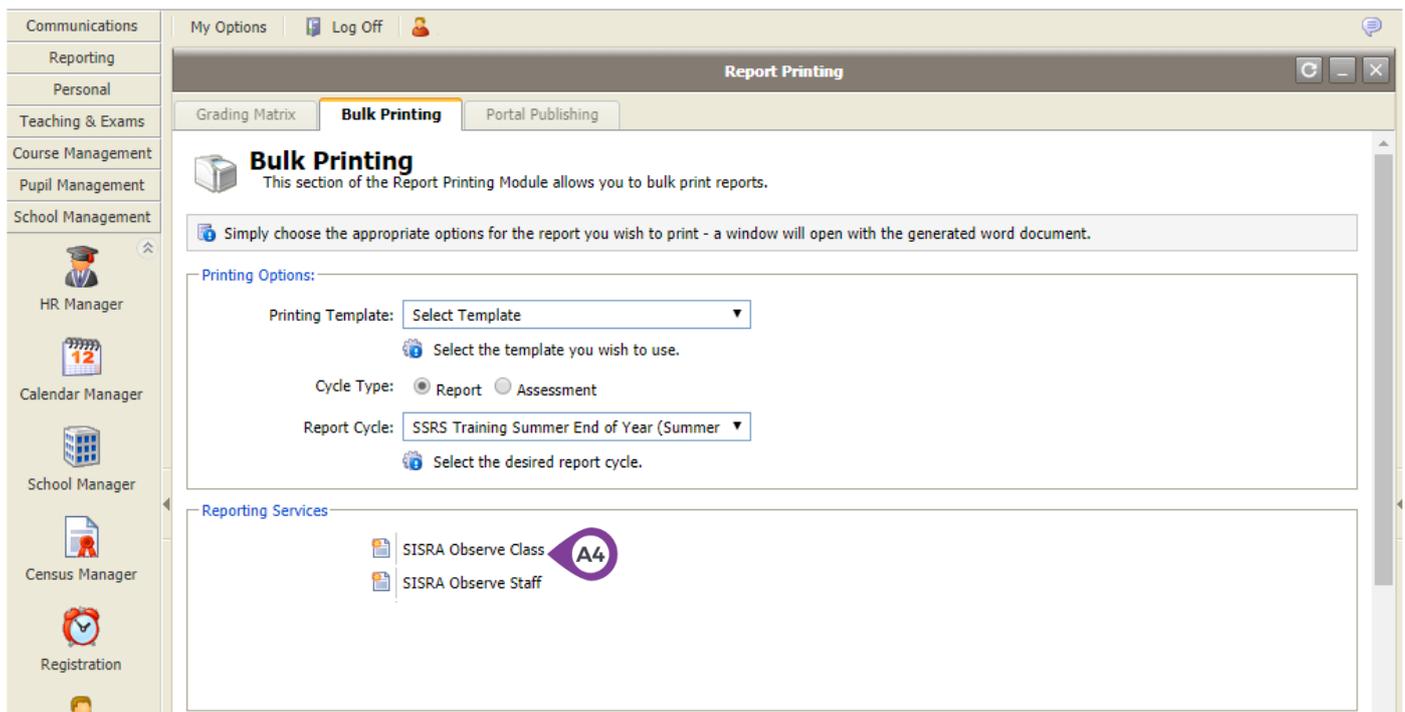
From the Report Allocation select each of the SISRA reports from the dropdown list and allocate them one at a time (A2).

The screen will show that the Reports have been allocated (A3).



Step Three: Running the SISRA Observe Reports

The Reports can now be accessed by going to Reporting > Report Printing > Bulk Printing > Reporting Services and selecting the appropriate Report (A4).



SISRA Observe Staff Report

Once you have selected the SISRA Observe Staff report the following data will be shown.

The data can then be exported (**A5**).

Staff ID	Staff Title	Staff Forename	Staff Surname	Staff Initials	Staff Subject
	Mrs			CAD	English
	Mrs			CAD	Philosophy
	Mrs			KA	Computing
	Mrs			KA	English
	Mrs			KA	Physical Education
	Mrs			LAD	Religious Education
	Mrs			WAD	Drama
	Mrs			WAD	English
	Mrs			FAD	Formula 1
	Mrs			CAH	English
	Mrs			CAH	Mathematics
	Mrs			CAH	English
	Mrs			CAH	Philosophy
	Mrs			LAH	Cookery

SISRA Observe Class Report

Once you have selected the SISRA Observe Class report the following data will be shown.

The data can then be exported into Excel (**A6**).

Subject	Class	Year Group
Additional Mathematics	5BCre1	5
Additional Mathematics	ADM/P5F	5
Additional Mathematics	S7MA/1	7
Art	ART/VITA	
Art	ART/LIT	-2
Art	P1AArt	1
Art	4BArt1	4
Art	5AArt1	5
Art	5BArt1	5
Art	6AArt1	6
Art	6BArt1	6
Art	7zArt1	7

Thanks for reading. If you have any issues downloading/running these Reports, or exporting your data, please contact iSAMS directly.