

How to upload Reports

The 'Report Zone' enables Reports created in your school's MIS to be uploaded to ClarionCall, and displayed in the Parent Message Centre. Parents will only be able to view reports for their children.

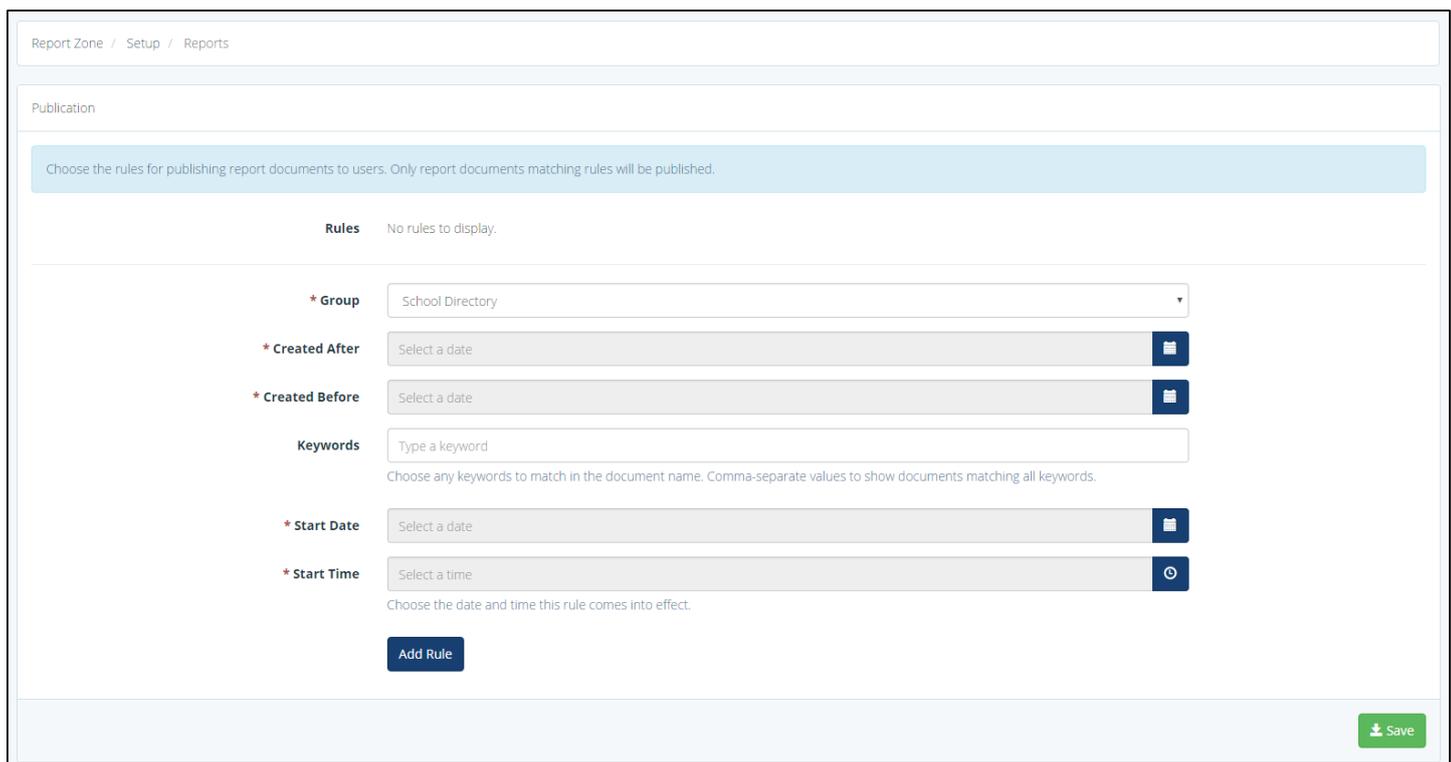
Before they are published in ClarionCall, pupil's reports must be written in your school's MIS, these reports will have the pupil's name and ID assigned to them. ClarionCall provides a script that will upload the reports to our servers. To publish these, a rule needs to be created in the Report Zone, which will publish any reports that obey that rule.

Once this rule has been created, and the Reports uploaded, any changes made to an uploaded report in your MIS will automatically update in ClarionCall.

Click [here](#) for details on how to upload an individual report, click [here](#) for details on how to email reports to parents, and click [here](#) for details on how to delete a report.

How to create a report upload rule

1. Ensure you are logged into the Staff Message Centre
2. Click 'Setup' panel list item in the Report Zone on the Dashboard.
3. The Reports Setup page will load.
4. In the 'Publication' section, use the drop-down menu to select the 'Group' for which Reports are to be uploaded.



Report Zone / Setup / Reports

Publication

Choose the rules for publishing report documents to users. Only report documents matching rules will be published.

Rules No rules to display.

* **Group** School Directory

* **Created After** Select a date

* **Created Before** Select a date

Keywords Type a keyword
Choose any keywords to match in the document name. Comma-separate values to show documents matching all keywords.

* **Start Date** Select a date

* **Start Time** Select a time
Choose the date and time this rule comes into effect.

Add Rule

Save

The Reports Setup page 'Publication' section

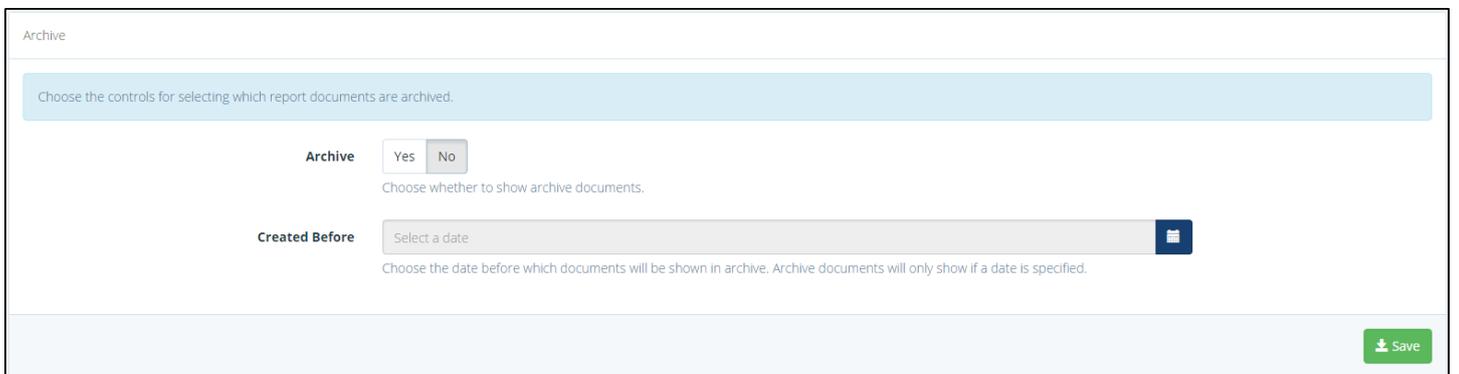
5. Select the 'Created After' date. This date should correspond to the date the report was uploaded to ClarionCall, NOT the date that the report was initially created in your MIS.
6. Select a 'Created Before' date. Setting the 'Created After' and 'Before' dates sets a date range stating which Reports should be displayed. Any Reports uploaded outside of these dates will not be displayed unless an additional rule is created.
7. Enter keywords to help define which Reports should be brought through e.g. Summer Term 2016 Reports. This should partially match the file name, e.g. if your reports are titled '*pupil name*-Summer Report 2016', then entering the keywords 'Summer Report 2016' would bring through all pupil reports
8. Enter the Start Date and Time – these details will set when the Reports are displayed and able to be viewed by parents.
9. Once all of these details have been entered, click 'Add Rule' to create the Report upload rule.
10. Click 'Save' once your Report upload rule has been created.

Once uploaded and published, Reports will display in the 'Latest' section in the Report Zone, in the Parent Message Centre. Here, parents are able to view and download their children's Reports.

Archive

The 'Archive' section of the Reports Setup page allows for Reports created before a certain date to be Archived.

1. In the Reports Setup page, scroll down to the 'Archive' section.



The screenshot shows the 'Archive' section of the Reports Setup page. It features a light blue header with the text 'Choose the controls for selecting which report documents are archived.' Below this, there are two main controls: 'Archive' with 'Yes' and 'No' radio buttons, and 'Created Before' with a date selection dropdown and a calendar icon. A green 'Save' button is located at the bottom right.

The Reports Setup 'Archive' section

2. Choose to display archived documents by clicking 'Yes'.

3. Select a 'Created Before' date using the calendar drop-down. Reports created before this chosen date will display in the 'Archive' section in the Reports Zone in the Parent Message Centre. Parents will still be able to download these Reports.
4. Click 'Save' after making any changes.