



Capita SIMS

How to access the SIMS Documentation Centre



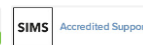
t. 0345 222 1551 f. 01908 410063 e. hello@schoolbusinessservices.co.uk

www.schoolbusinessservices.co.uk

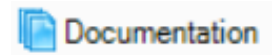
Head office: Poole | SBS House, Marshes End, Upton Road, Poole, BH17 7AG

Milton Keynes | Unit 211, Milton Keynes Business Centre, Foxhunter Drive, Linford Wood, MK14 6GD

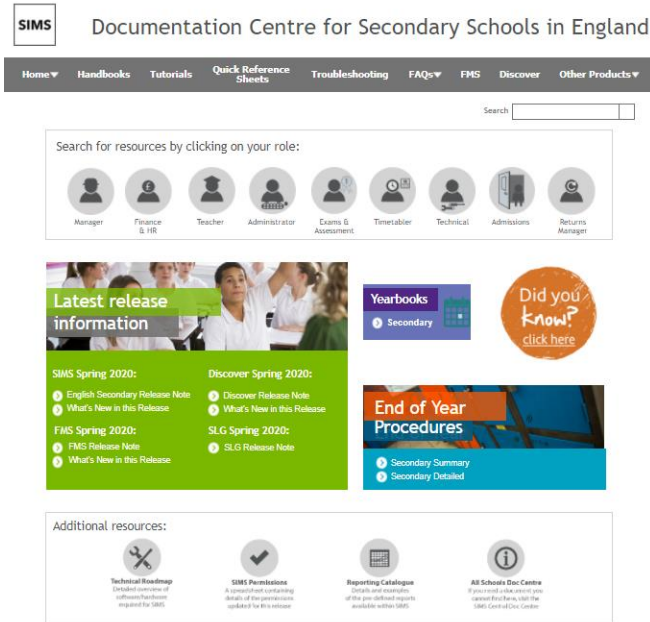
Registered in England No. 06443524



There is a huge amount of support information available from within SIMS. This can be accessed easily via your SIMS Homepage through the link at the top left-hand side of the screen.

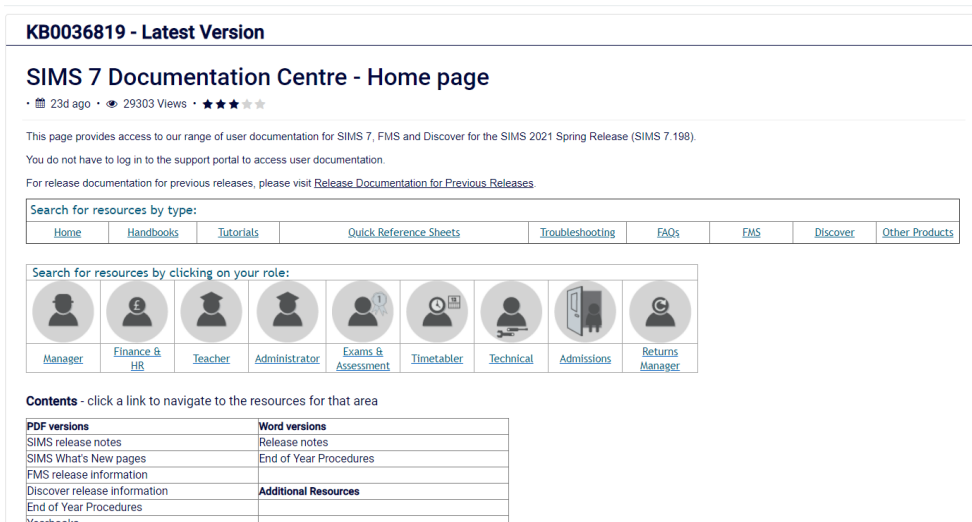


When you click on this you will see the following screen



This page tells you what you are able to search for. If you click on any link (other than the Did you Know? Section) it will take you to a web page which is a launching pad for any documentation search you may have. A portion of the screen is shown in the graphic below.

Please note: the documents are held on the Capita support site and, if you encounter an error at this point, please contact the service desk so we can enable the link for you.



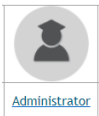
This page has a number of links to manuals and other helpful information. You can use the search feature to find a specific item or narrow down your search based on your job role. Most of the documents are in .pdf format, some in Microsoft Word format.

A particularly useful set of documents are Quick Reference Sheets (QRS). These break down a subject into a short document of only 2 or 3 pages in length and cover specific tasks like how to take a register.

Here is an example of how to find a QRS...

Finding a QRS to help produce a Student List...

- Click the Documentation button on your Homepage
- Click any of the links on the Documentation Centre Page
- When you land on 'SIMS 7 Documentation Centre - Home page', Click on the '**Administrator**' role



- On the Quick Reference Section in the 'Contents' box, Click '**Reporting**' to jump down the page to the QRS section

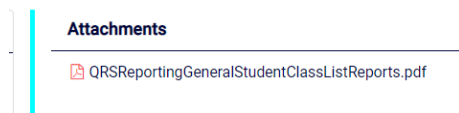
Quick Reference Sheets
General
Reporting
Attendance and Lesson Monitor
Discover

- Click '**Producing Student List, Student Analysis and Timetable Reports**'

Reporting

- Designing and Running Reports
- Running and Previewing Pre-Defined Reports
- Scheduling a Report
- Creating a Macro Report from SIMS
- Producing Student List, Student Analysis and Timetable Reports

- The file you need will appear on the Attachments section at the top right-hand side of the screen, click the link to download your file.



Other useful documents in this area...

- SIMS Permissions - A spreadsheet that shows what permission group is required to allow access to each part of SIMS.
- Reporting Catalogue - Details and sample printouts of the pre-defined reports available within SIMS.
- Yearbooks – A calendar outlining key tasks and when they should be completed.
- End of Year Procedures – Summary and Detailed versions of how to complete the tasks needed to complete the current and prepare the new academic year.