

MIS

Attendance Code Reports

Welcome

Following on from queries regarding reporting on attendance data in SIMS, SBS have produced two new Attendance Reports.

Downloading and Importing a SIMS Report

1. Save the .RptDef file to an available folder; it doesn’t matter what folder is chosen as the .RptDef does not contain any sensitive data.
2. Open SIMS and select **Reports | Import.**
3. You can use the yellow folder to browse to select the .RptDef file.
4. Highlight the report and click **Open** and then **Import**.
5. The tick will disappear from the **Description** box and the status will now be Imported.
6. Repeat as many times as there are reports.
7. You can now click **Close**.
8. To access this report, Should you have any problems importing the report please contact our MIS Service Desk on **0345 222 1551 • Option 3** or email [MISservicedesk@schoolbusinessservices.co.uk](mailto:MISservicedesk@schoolbusinessservices.co.uk)

Instructions for use

Once you have imported the report, as per the instructions above, please see below on how to run the report.

1. Select **Reports | Run Report.** Click the **+** next to the **Focus** folder, highlight the **Student** folder and scroll down on the right-hand side to find the **Covid 19 – Daily / Date Range Attendance Report.**
2. **Double click** on the required report and this will show the **Parameters Values** screen.
3. Change the date / dates to those required by clicking on the drop down to the right of the date boxes and click **OK**. (The report may take some time to run depending on your size of school)
4. The report will open in Excel on the **Analysis tab** to show the count of students and a graph representation. On the **Student Data tab** you will see the students reported with their codes.

**Disclaimer: X coded sessions are included within this report so it will not produce the same figures as any other attendance report in SIMS.**