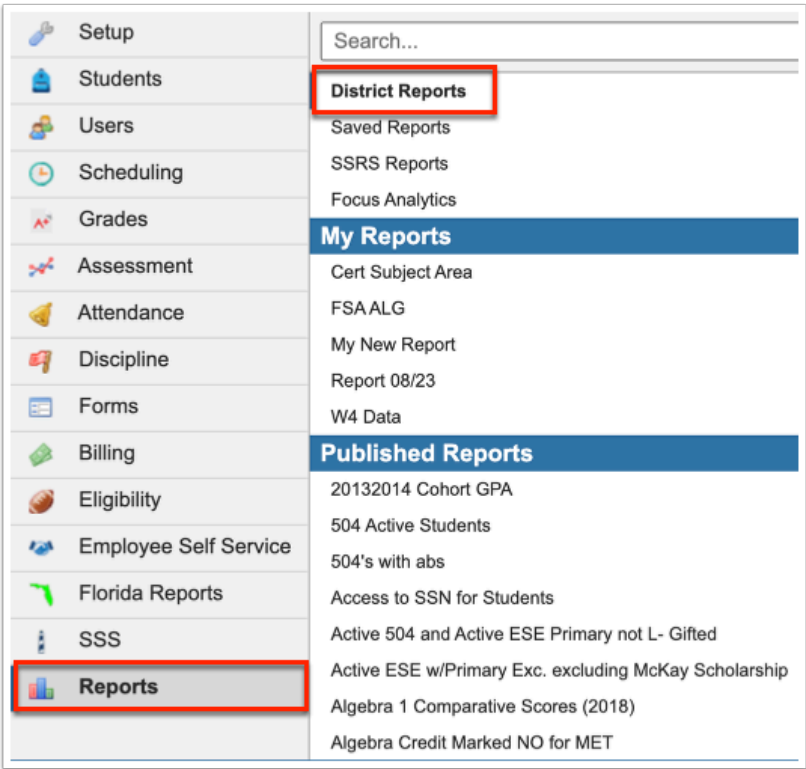


District Reports

The District Reports module allows for the creation of custom reports using SQL queries. Using this module, editing and running queries in order to create reports is possible. What displays in the District Reports module is dependent upon Profile permissions: View and/or Edit. All reports can be organized via created folders.

Creating, Editing, & Deleting Report Folders

1. In the **Reports** menu, click **District Reports**.



On the left side of the screen are the listed reports. From this section, reports can be organized via folders.

12.0.23

FOCUS

Writers02

Select Student/Staff ▼ District Reports

Top Level

Adult Ed

Development

Integrations

Miscellaneous

Affects GPA Queries

Assessment Reports

ESE

Frontline

All Reports

Export

Filter: OFF

Toggle Columns

Title	Edit/Export/Run
	<div>Edit</div> <div></div> <div></div>
ABE / GED Students with	<div>Edit</div> <div></div> <div></div>
AGE Students with 10 or r	<div>Edit</div> <div></div> <div></div>

2. To add a new folder, click on the **green plus sign** next to Top Level. This will create a new main folder, which will be listed in alphabetical order along with all of the other folders.

Top Level

Adult Education

All Reports

a. Once the green plus sign has been selected, a pop-up will display allowing you to enter a **New folder name**. Type the name of the folder and click **OK**.

X

New folder name:

Folder 1

Cancel

OK

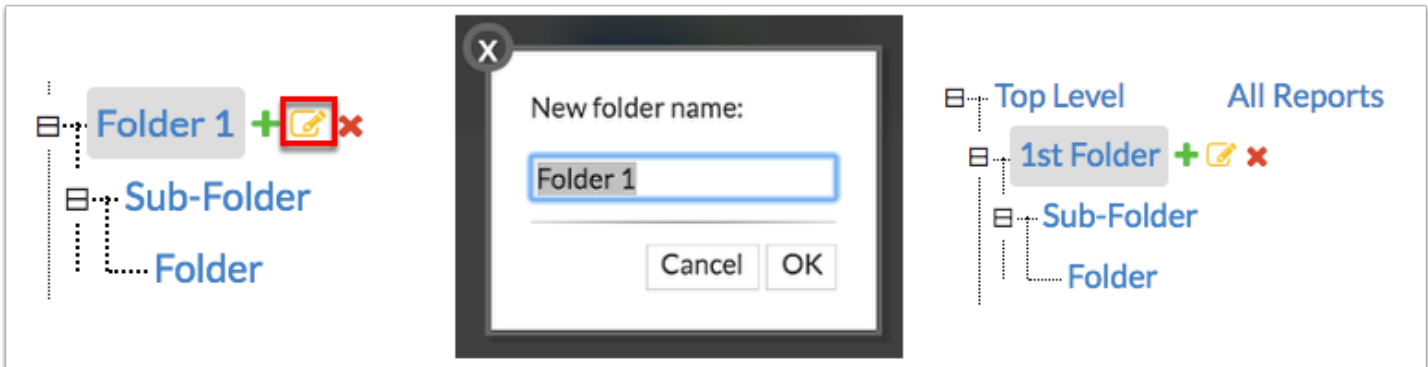
b. You will now see your created folder listed. From here, you can also create sub-folders. Additional options automatically display. Click on the **green plus sign** again to create a sub-folder.



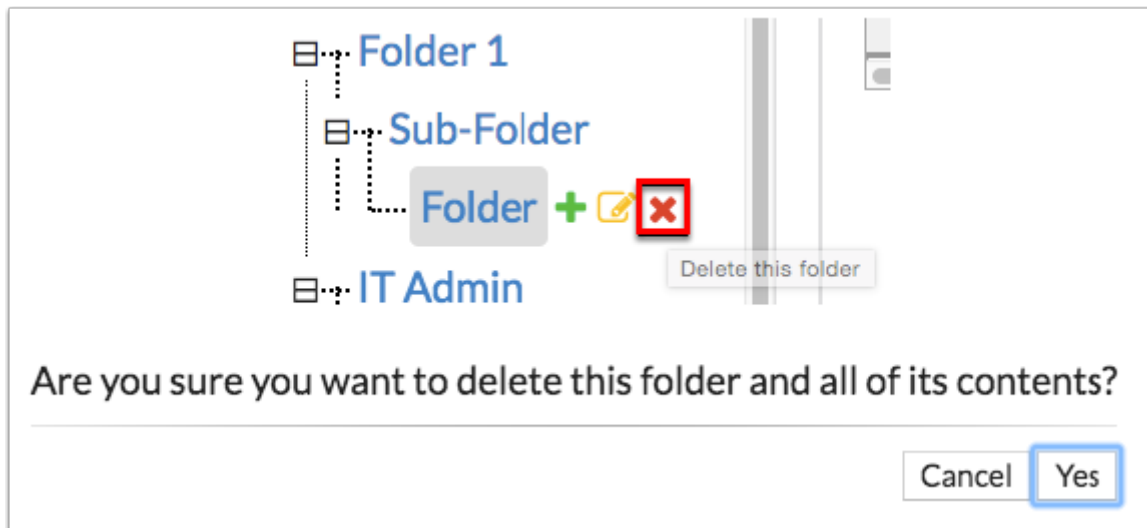
i. Another pop-up will display just as before prompting you to name your folder. Once named, you will see the sub-folder appear beneath **Folder 1**. From this point, you have the ability to continue creating as many sub-folders as desired. You can also create another type of folder beneath **Sub-Folder**, as displayed in the image.



3. Click on the **pencil icon** to edit the names of folders as needed.



4. To delete folders, click on the folder, then click the red **X**. Once clicked, a pop-up will display asking if you are sure you want to delete the folder. Select **Yes** to delete.



Please note that in deleting a folder that contains other subfolders, all folders will be deleted.



Hovering over the icons will tell you what each icon does, as shown in the image above. Hovering over the red x displays: **Delete this folder.**

Creating & Deleting Reports

1. From the **Reports** menu, click **District Reports**.

Setup	Search...
Students	District Reports
Users	Saved Reports
Scheduling	SSRS Reports
Grades	Focus Analytics
Assessment	My Reports
Attendance	Cert Subject Area
Discipline	FSAALG
Forms	My New Report
Billing	Report 08/23
Eligibility	W4 Data
Employee Self Service	Published Reports
Florida Reports	20132014 Cohort GPA
SSS	504 Active Students
Reports	504's with abs
	Access to SSN for Students
	Active 504 and Active ESE Primary not L- Gifted
	Active ESE w/Primary Exc. excluding McKay Scholarship
	Algebra 1 Comparative Scores (2018)
	Algebra Credit Marked NO for MET

2. To begin creating a new custom report, a folder must first be created. Once the folder can be created, click on it to open additional folder/report options. Note: More information on adding folders can be found in the [Creating, Editing, and Deleting Report Folders](#) section.

12.0.26
FOCUS
Writers02

Select Student/Staff ▼ District Reports

Lizette Garcia
Admin ▼

Focus High School - 0041 ▼
2022-2023 ▼

SIS
ERP

Top Level All Reports






- Adult Ed
 - Development
 - Integrations
 - Miscellaneous
- Affects GPA Queries
- Assessment Reports
- ESE
- Folder 1 + ✕
- Frontline
- HR Reports
- High School Reports

Export
Filter: OFF
Toggle Columns
Page Size: 15






Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
	Edit	undefined					<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

💡 If you do want to create a report in a specific folder, you can create the report in the default folder: **Top Level** where it will be stored for further use.

3. To add a report to your folder, enter a **Title** and a **Description**. The Description field is optional. However, you can utilize this field if you would like information about the report to display for users running the report.

Export 		Filter: OFF	Toggle Columns		Page Size: 15		
Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
My Report	 Edit 	undefined	My Report				<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

4. From the **Profiles** pull-down, select which profiles/group of users you would like to have access to the report.

Export 		Filter: OFF	Toggle Columns		Page Size: 15		
Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
My Report	 Edit 	undefined	My Report	Data ... 			<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert

Filter...

Check all Clear (2 / 227) ☐ Exact filter

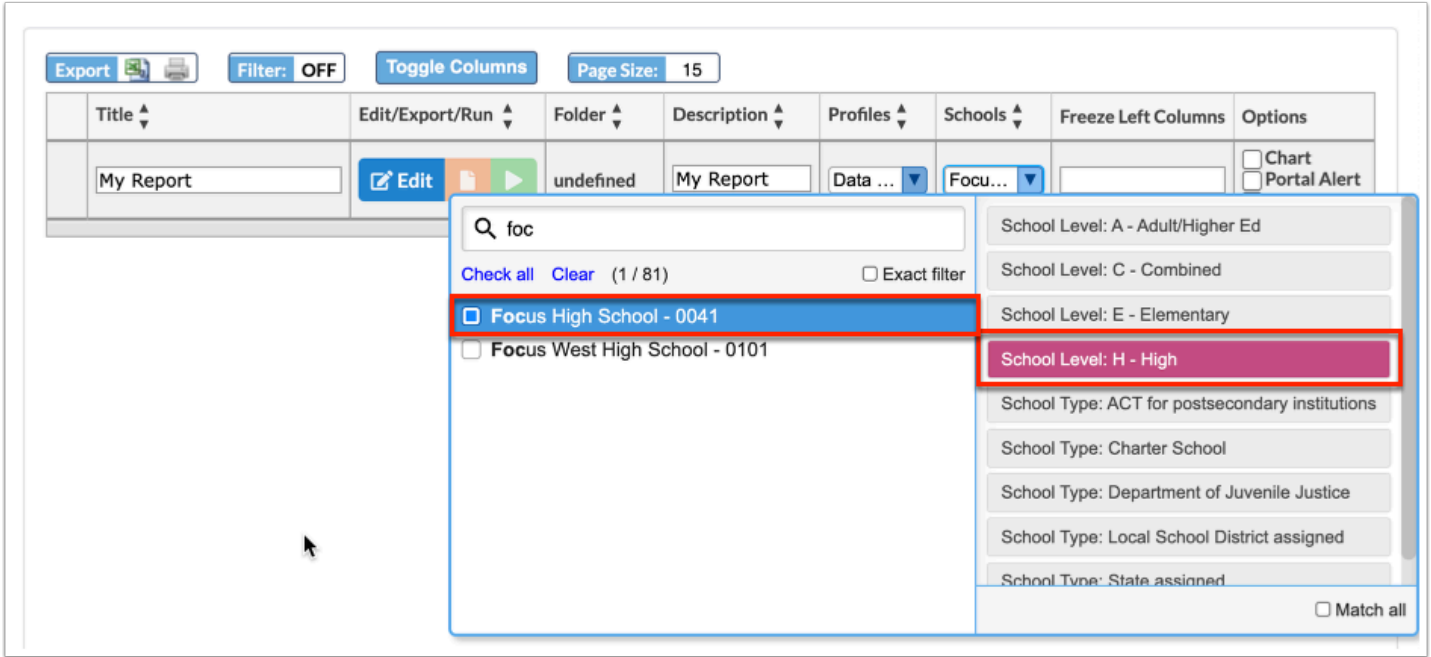
- ☐ Contractor-School Security
- ☐ Contractor-Student Services
- ☐ CTE
- ☒ Data Entry
- ☐ Data Support
- ☐ Discipline
- ☐ District ELL Coordinator
- ☐ DJJ Counselor
- ☐ Dual Enrollment Teacher
- ☐ ELL
- ☐ ELL - IFLT

! If the **Profile** pull-down is left null, the report will be available for ALL profiles/users. You must also select your own profile in order to view the specific report.

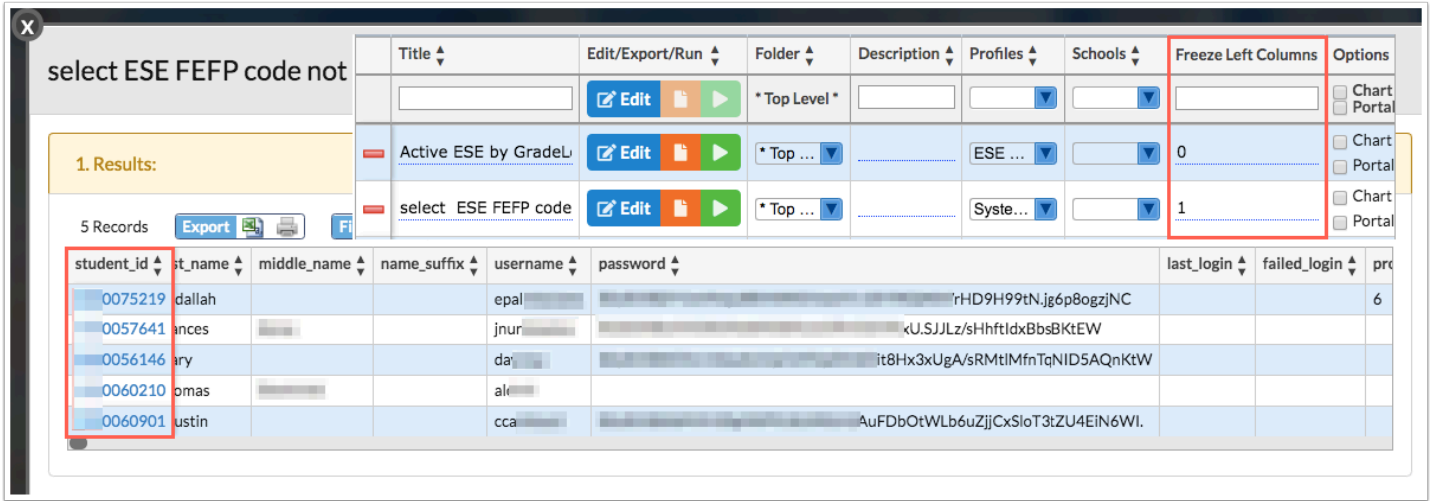
i The Profiles setting here will give the profiles access to the report. You can control viewing and/or editing permissions for District Reports menu options via Users > [Profiles](#) > Reports tab. Select the **Profiles** in question from the pull-down. Scroll down to Reports > District Reports. Select the check boxes for View and/or Edit depending on what permissions you would like to set for the selected profiles.

5. From the **Schools** pull-down, select the specific schools that should have access to your report.

If you have access to multiple schools, the Schools pull-down allows you to filter by school, such as **School Level: H - High**, as displayed in the image below. The schools displayed are dependent on the schools to which you have access and schools that contain active students. Schools that fall outside any specified minimum or maximum school years are excluded from the options presented in these pull-downs.



6. To freeze columns on the reports, enter the number of column to be frozen in the **Freeze Left Columns** text field.



7. Select the **Chart** check box to make the report available in order to generate a graph or chart via Setup > [Portal Editor](#). Note: The select query must contain an aggregate function.

i If you see the **SSRS Report** check box in the Options section, your district is utilizing SSRS Reports, which can be created as district reports. For more information, see [Creating an SSRS Report as a District Report](#).

9. When all fields have been completed and all selections have been made (except the Edit feature), press **Enter** while in any of the text fields to save the report.

The screenshot shows a report management interface with a table containing one report. Above the table are buttons for 'Export', 'Filter: OFF', 'Toggle Columns', and 'Page Size: 15'. The table has columns: Title, Edit/Export/Run, Folder, Description, Profiles, Schools, Freeze Left Columns, and Options.

Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
My Report		undefined	My Report	Data ...	Focu...	3	<input checked="" type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

You will know if your report has saved when the line turns blue.

The screenshot shows the same report management interface but with two reports. The second report, 'My Report', is highlighted in blue, indicating it has been saved. The first report is now empty.

Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
		undefined					<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report
My Report		Folder 1	My Report	Data ...	Focu...	3	<input checked="" type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

You will also see a **red minus sign** appear; click it to delete the report. A pop-up will display asking if you are sure; select **OK** to delete the report. Note: Although you have saved the report, edits can still be made.

The screenshot shows a confirmation dialog box with the text 'Are you sure you want to delete this record?' and two buttons: 'Cancel' and 'OK'.

10. After the report has been saved, the **Folder** field will become a pull-down. From here, you can move the report to a different folder. All folders created will be listed here.

Export

Filter: OFF

Toggle Columns

Page Size: 15

Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
	Edit	undefined					<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report
My Report	Edit	Folder 1	My Report	Data ...	Focu...	3	<input checked="" type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

Filter...

* Top Level *

Adult Ed

Adult Ed > Development

Adult Ed > Integrations

Adult Ed > Miscellaneous

Affects GPA Queries

Assessment Reports

ESE

Folder 1

Frontline

Editing & Running Reports

1. Once a report has been created in a folder, you can add and edit the query that makes up the report. Select the folder, then click on the blue **Edit** button to begin.

Title	Edit/Export/Run	Folder
	Edit	Folder 1
My Report	Edit	Fol... ▼

To view and edit reports housed in different folders, click the **All Reports** link in the folders section.

where [instance_id] is the formbuilder_instances.id of the form to view and [editable] is "1" when the form should be editable.

The view and edit permission for the specific form in Users > [Profiles](#) determines who can view and edit the form from the link.

Set permission to allows users to **View all history direct links**; this allows users to view and edit requests made by anyone if they have a direct link to the form.

X

Detention Scheduler - All Records

```
(select fd.instance_id, regexp_replace(right(value::text, 9), '[^a-zA-Z0-9]+', '', 'g') as value
FROM
formbuilder_components fc,
formbuilder_data fd
INNER JOIN formbuilder_instances sf ON (fd.instance_id = sf.id)
WHERE fc.name = 'trans' AND sf.form_id = 456 and fc.id=fd.component_id )

,
contact as
(select fd.instance_id, value::text as value
FROM
formbuilder_components fc,
formbuilder_data fd
INNER JOIN formbuilder_instances sf ON (fd.instance_id = sf.id)
WHERE fc.name = 'contact' AND sf.form_id = 456 and fc.id=fd.component_id )

select
CONCAT('<a href="Modules.php?modname=form-builder/requests/instance-viewer/', fi.id, '/1">', fi.id, '</a>') AS instance_id
,ces.student_id
,ces.last_name
,ces.first_name
,ces.grade
,dd.value as detention_date

,
case when
dt.value
```

i You can add s.student_id as student_id_barcode to district reports in order to generate student barcodes.

Login ID	Password	HR_Teacher	Email	student_id_barcode	number
7771ja		Nan			32
37720ea		Cass			31
0830la		Ashle			05
9119ea		Chri			9
5337sa		Aly			2
35338sa		Miche			5
98559la		Mar			59
4521ba		Dani			21
1239ha		Heat			2



You can use the system variable called "original_staff_id", which statically uses the logged in users ID.

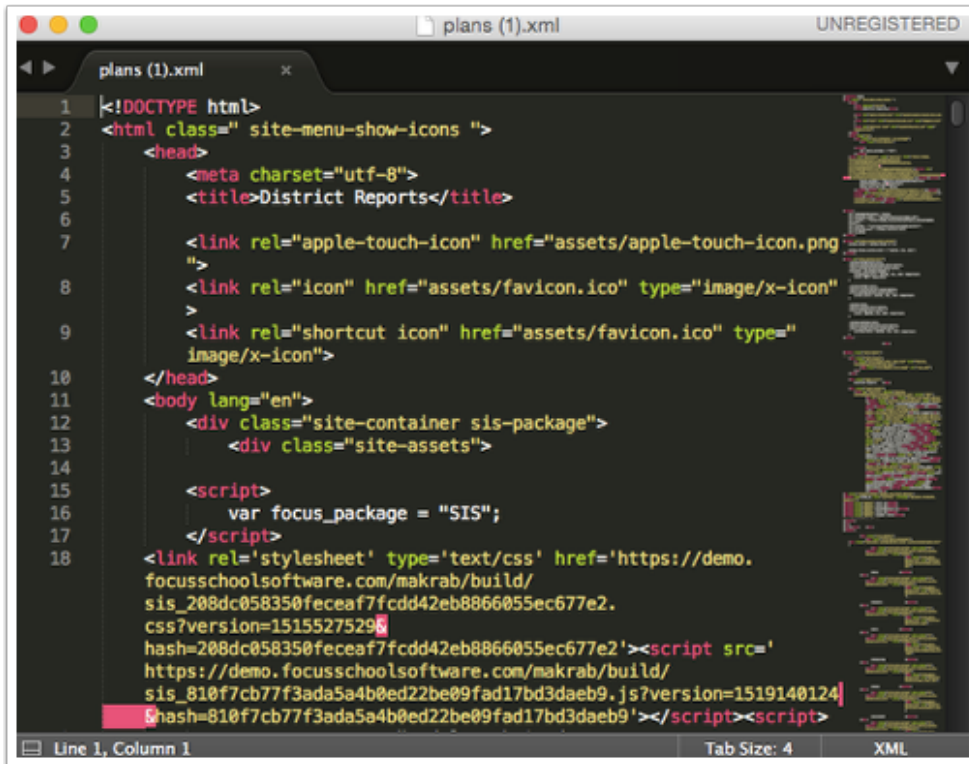
3. Enter or paste your query in the text box provided. Then click **Validate**.

4. If your query has errors, they are indicated by the **information (i) icon**. The errors display next to the icon, you can also hover over the icon with the mouse to see the errors. Notice that the Save button is not active until your query is error-free and validated via the Validate button. Once corrections have been made, click the **Validate** button again for additional errors or for an indication that the query is ready to be saved.

1. SQL: select sc.custom_327... Error: SQLSTATE[42P01]: Undefined table: 7 ERROR: missing FROM-clause entry for table "she" at character 742

SQLSTATE[42P01]: Undefined table: 7 ERROR: missing FROM-clause entry for table "she" at character 742

- 💡 Click on the **information (i) icon** to download the query plans and open with a query program, such as Sublime Text, as shown in the image. From here, you can edit and re-enter the query in the text box in the Edit pop-up window when complete.

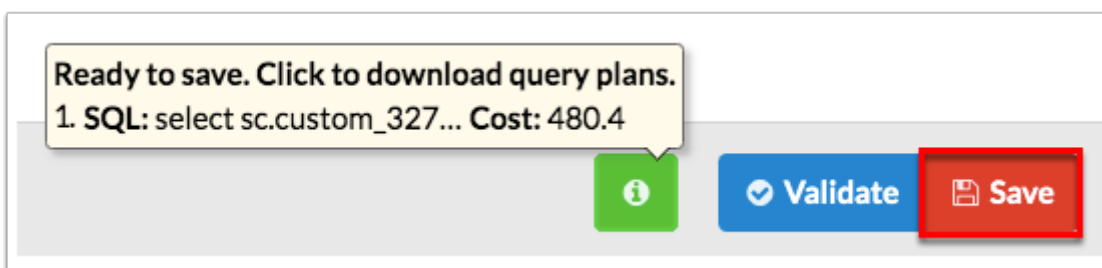


The screenshot shows a code editor window titled 'plans (1).xml' with a tab size of 4. The code is XML for an HTML document. It includes a DOCTYPE declaration, a head section with meta charset, title 'District Reports', and links for apple-touch-icon, favicon, and a stylesheet. The body contains a div for site-container and a script setting focus_package to 'SIS'.

```
1 <!DOCTYPE html>
2 <html class=" site-menu-show-icons ">
3   <head>
4     <meta charset="utf-8">
5     <title>District Reports</title>
6
7     <link rel="apple-touch-icon" href="assets/apple-touch-icon.png"
8   >
9     <link rel="icon" href="assets/favicon.ico" type="image/x-icon"
10  >
11     <link rel="shortcut icon" href="assets/favicon.ico" type="
12 image/x-icon">
13   </head>
14   <body lang="en">
15     <div class="site-container sis-package">
16       <div class="site-assets">
17
18         <script>
19           var focus_package = "SIS";
20         </script>
21
22         <link rel='stylesheet' type='text/css' href='https://demo.
23 focusschoolsoftware.com/makrab/build/
24 sis_208dc058350feceaf7fcdd42eb8866055ec677e2.
25 css?version=1515527529&
26 hash=208dc058350feceaf7fcdd42eb8866055ec677e2'><script src='
27 https://demo.focusschoolsoftware.com/makrab/build/
28 sis_810f7cb77f3ada5a4b0ed22be09fad17bd3daeb9.js?version=1519140124
29 &hash=810f7cb77f3ada5a4b0ed22be09fad17bd3daeb9'></script><script>
```

- i** If you are entering multiple queries, just be sure the queries are separated with a semicolon and the system will automatically recognize that there is more than one query.

5. If your report is error-free, as indicated by the **information (i) icon**, click the **Save** button to save and then close the Edit module.



6. Before saving the report, if you have local variables that must be entered, click **Edit Variables** to begin.

The screenshot shows the 'Edit Variables' interface. At the top right is a blue button with a gear icon and the text 'Edit Variables'. Below this is a navigation bar with 'Prev', 'Page: 1 / 2', 'Next', and a 'Filters: OFF' button. The main area contains a table with the following columns: Variable, Title, Default, Options, and Type. The table has a blank header row and seven data rows, each with a red minus icon in the first column.

Variable	Title	Default	Options	Type
				Checkbox
LCP_PROGRAM	LCP Program		Academic Skills for Ac	Pull-down
OCP_PROGRAM	OCP Program		Accounting Operation:	Pull-down
AGE_PROGRAM	AGE Program		9900000 [9900000]	Pull-down
DATE_RANGE_END	{DATE_RANGE_			Date
START_DATE	Start Date			Date
END_DATE	End Date Range			Date
SCHOOL	School Name		Clearwater Adult [23]	Pull-down

! An alert will display if variables are given the same name as system variables or if duplicate variable names are used.

a. The top, blank row of the table is used to add a new custom variable. Begin by entering a **Variable** name.

b. Enter the interface **Title**. This is the title that will display for the variable when the user runs the report. For example, the Variable name might be {FIRST_NAME} and the interface Title might be First Name.

c. Enter a **Default** value, if desired.

d. Select the data **Type**. Options include Checkbox, Date, Pull-down, Pull-down Query, Text, Integer, and Numeric.

Checkbox variable: Users will select from check boxes to generate the report.

Date variable: Users will select a date to generate the report.

Pull-down variable: Users will select a pull-down option to generate the report. Note: **Pull-down (Multiple)** allows users to select multiple options from the pull-down in order to generate the report.

Pull-down Query variable: Selecting the pull-down query variable will allow users to use a query to generate the select options for a pull-down upon running the report. Note: **Pull-**

down (Multiple) Query allows users to select multiple options from the pull-down in order to generate the report.

Text variable: Users will enter text to generate the report (for example, a course number to view that course in the report).

Integer: Users will enter an integer to generate the report. This variable behaves the same as "Text" and is parameterized.

Numeric: Users will enter a numeric value to generate the report. This variable behaves the same as "Text" and is parameterized.

Variable	Title	Default	Type	Pulldown Options	Pulldown Query
QUARTER	Quarter		Checkbox		
LIMIT	Pick the numl	--			
DISTRICT_SCHOOL	Choose Totals	--			
IMM_DIST_SCHOOL	School Specif	--			
IMM_TYPE	Immunization				
SEM	Semester				
STU_FIRST_NAME	First Name:				

i If the Edit Variables Type is set to Pull-down (Multiple) Query, upon running the report, the pull-down will select all options by default. Users running the report can then edit the selections, as needed.

e. If the data Type for the variable is pull-down, enter the pull-down **Options** in the provided field. Enter one option per line. Enter the name of the option that will display in the pull-down followed by a space and then in square brackets enter the value stored in the database related to that option.

Options	Type
	Checkbo
Academic Skills for Ac	Pull-down
Accounting Operations [B070110]	OW
Administrative Office Specialist [B070330]	OW
Advanced Automotive Service Technology 2 [T600200]	
Clearwater Adult [231]	Pull-down

f. When all fields are complete, while in one of the fields, press **Enter** to save the variable data. You will know if the variable has saved when the line turns blue. You will also see a **red minus sign** appear; click it to delete the variable. A pop-up will display asking if you are sure; select **OK** to delete the record. Note: Although you have saved the variable, edits can still be made.

Are you sure you want to delete this record?

Cancel
OK

g. The Available System Variables and descriptions are listed at the bottom of the Edit Variables pop-up window.

Prev
Page: 1 / 3
Next

Available System Variables

Variable	Description
DATE	Current date
SYEAR	Currently selected school year
STAFF_ID	Currently selected user or logged in user, if no user selected
STUDENT_ID	Currently selected student or logged in student, if no student selected
MARKING_PERIOD_ID	Currently selected marking period
SCHOOL_ID	Currently selected school
COURSE_PERIOD_ID	Currently selected section
ORIGINAL_STAFF_ID	Originally logged in user, when using login as
LOGGED_IN_STAFF_ID	Logged in user
REPORT_ID	ID of the report

7. Click on **Edit Variables** again to close the window and return to editing the report.

⚙️ Edit Variables

Filter: OFF

Default ▲	Type ▲	Pulldown Options ▲	Pulldown Query ▲
<input type="text"/>	Check... ▼	<input type="text"/>	<input type="text"/>
---	Pull-do... ▼	Q1 [Q1]	
--	Pull-do... ▼	100 [LIMIT 100]	
--	Pull-do... ▼	School Breakdown [--]	
--	Pull-do... ▼	Yes []	
	Pull-do... ▼	All []	
	Pull-do... ▼	S1 [S1]	
	Text ▼		

8. Save the report. Now, you can test run your report. Note: The Export and Run buttons will become active once the report has been saved. The Edit button will become active upon running the report.

✎ Edit
📄 Export
▶ Run

i
✔ Validate
💾 Save

9. Click the **Run** button from the Edit window or close the Edit window and run the report from the District Reports screen.

My Report

1. SELECT



Records: 6,455 Time: 0.45s

« Prev

Page: 1 / 250

Next »

5,000 Records


Export:  

Filters: OFF

school_year	year	student_id	student_name	school	custom_32	program	transition_to_abe	transition_t
2017-2018	2017	10788	Gil,	1032	404	1. ESOL		
2017-2018	2017	11199	Hoffmann,	0712	404	1. ESOL	Y	
2017-2018	2017	11799	Cano,	2471	404	1. ESOL		
2017-2018	2017	12670	Le Thuyen	1032	404	1. ESOL		








 Edit  Run

Show 5000 Records

 In the bottom right corner, the number of records showing is listed. Click in the number field to change it. In the image provided, the number of records has been changed from 50000 to 2000.

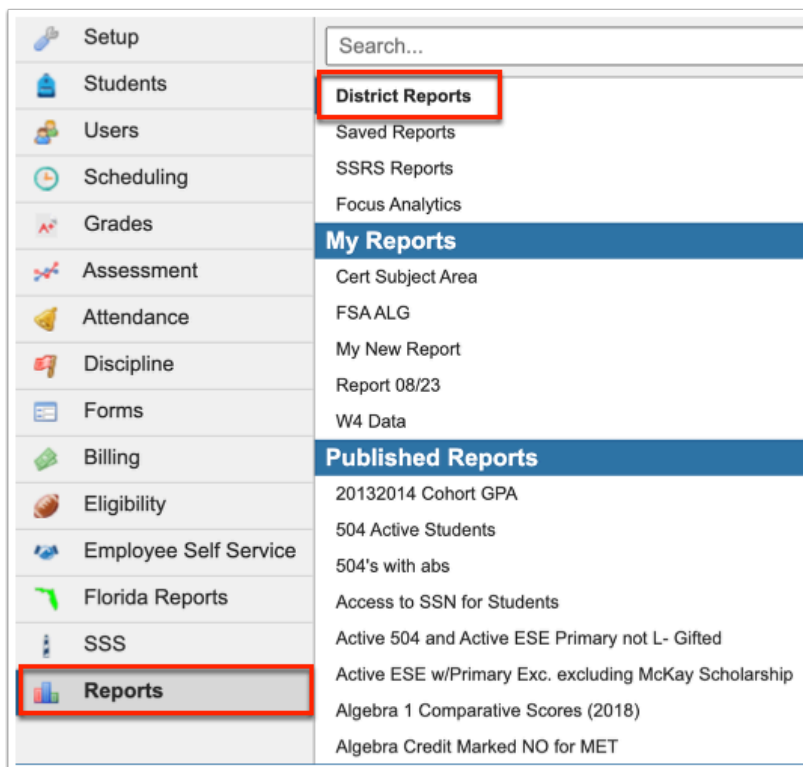
Show 2000 Records

10. Click the **Export** button to download a file containing a zip of .csv files for each dataset in the District Report. The default limit of 20000 records is bypassed in this download, so it contains all rows of all datasets. The exported report is generated differently from running the report; therefore, the data set can be far greater. Note: The Export button can be accessed from the main District Reports screen or from the Edit/Run report screens.

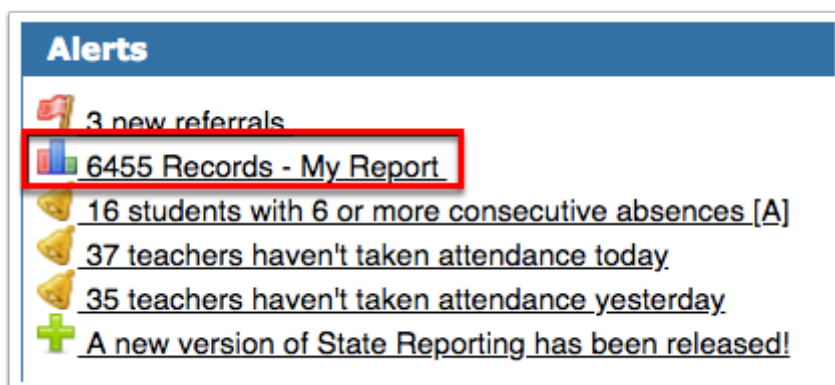
Title	Edit/Export/Run	Folder
	 Edit  	Folder 1
 My Report	 Edit  	Fol... ▼

View Only Profile Permissions

1. From the **Reports** menu, click **District Reports**.



💡 The report can also be accessed straight from the main Portal page (if a Portal Alert was created). From the **Alerts** section, click on the report link.



2. Click on the folder or click **All Reports** to see all reports housed in all accessible folder. If you are a View only user, you have the ability to see all created folders; however, if you have not been given access to the reports within the folders, the folder will come up as **No Records Found**.

Top Level

All Reports

Assessment Reports

ESE

Folder 1

HR Reports

High School Reports

Immunizations

Integrations

New Folder

Nightly Imports

Posted Grades below 50%

School Assessment Reports

◀ Prev

Page: 1 / 4

Next ▶

Title
1 schedule * no limit?
100 000
180 School Calendar Count
19119
19752
Abs since 9_27
Academic History with Ind Cert
Active ESE by GradeLevel
Advanced Placement Student Schedules
Another test of 19119

3. For all the other folders and reports, you have access to **Run** or **Export** the report. As shown in the image, you can also see the **Title** and the **Description**.

◀ Prev

Page: 1 / 15

Next ▶

Export

Filter: OFF

Title	Description	Export/Run
1 schedule * no limit?		Export Run
100 000		Export Run
180 School Calendar Count		Export Run
19119		Export Run
19752		Export Run
Abs since 9_27		Export Run

4. Click **Run** to see the report.

1. SELECT Records: 6,455 Time: 0.43s

< Prev Page: 1 / 250 Next > 5,000 Records **Export:** **Filters:** OFF

school_year	year	student_id	student_name	school	custom_32	program	transition_to_abe	transition_to_ged	transition_to_aaa	transition_to_psav_same
2017-2018	2017	10788	Gil, I	1032	404	1. ESOL				
2017-2018	2017	11199	Hoffmann, C	0712	404	1. ESOL	Y			
2017-2018	2017	11799	Cano, I	2471	404	1. ESOL				
2017-2018	2017	12670	Le, T	1032	404	1. ESOL				
2017-2018	2017	13245	Kattoum, S	2471	404	1. ESOL				
2017-2018	2017	13764	Harney, P	0642	404	1. ESOL				
2017-2018	2017	13764	Harney, P	2471	404	1. ESOL				
2017-2018	2017	14078	Granizo, C	2471	404	1. ESOL				

Show 5000 Records

5. In the bottom right corner, the number of records showing is listed. Click in the text box to change it. In the image provided, the number of records has been changed from 5000 to 2000.

Show Records

6. Click the **Export** button to download a file containing a zip of .csv files for each dataset in the District Report. The default limit of 20000 records is bypassed in this download, so it contains all rows of all datasets. The exported report is generated differently from running the report; therefore, the data set can be far greater.

Export **Filter:** OFF

Title	Description	Export/Run
My Report	Description for Users	Export Run

Creating an SSRS Report as a District Report

District Reports allows users to create SSRS Reports as District Reports. The report can be created and edited via District Reports. Once the report has been run, the report generates for select students and/or schools, etc. via SSRS Reports.

1. From the **Reports** menu, click **District Reports**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

SSS

Reports

Search...

District Reports

Saved Reports

SSRS Reports

Focus Analytics

My Reports

Cert Subject Area

FSA ALG

My New Report

Report 08/23

W4 Data

Published Reports

20132014 Cohort GPA

504 Active Students

504's with abs

Access to SSN for Students

Active 504 and Active ESE Primary not L- Gifted

Active ESE w/Primary Exc. excluding McKay Scholarship

Algebra 1 Comparative Scores (2018)

Algebra Credit Marked NO for MET

2. To begin creating a new custom report, a folder must first be created. Once the folder can be created, click on it to open additional folder/report options. Note: More information on adding folders can be found in the [Creating, Editing, and Deleting Report Folders](#) section.

Top Level

All Reports

Focus

Data Integrity Reports (DIR)

Enrollment Counts

In Progress

Maintenance

Potential Duplicates

Scheduled Jobs

Scorecards

Immunizations

SSRS Reports

Export

Filter: ON

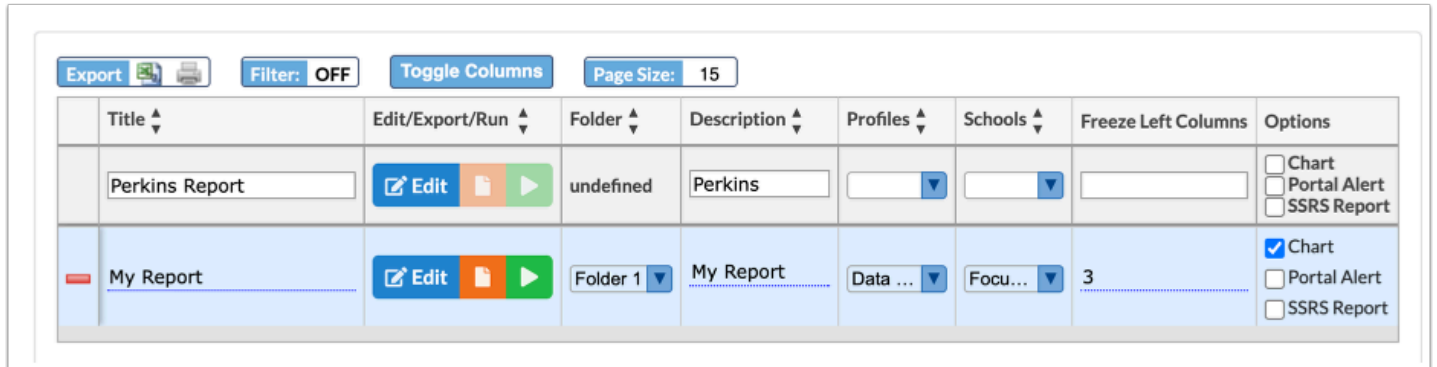
+ perk + + + + +







Report Type	Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Column
Standard		Edit	SSRS Reports				

If you do want to a create a report in a specific folder, you can create the report in the default folder: **Top Level** where it will be stored for further use.

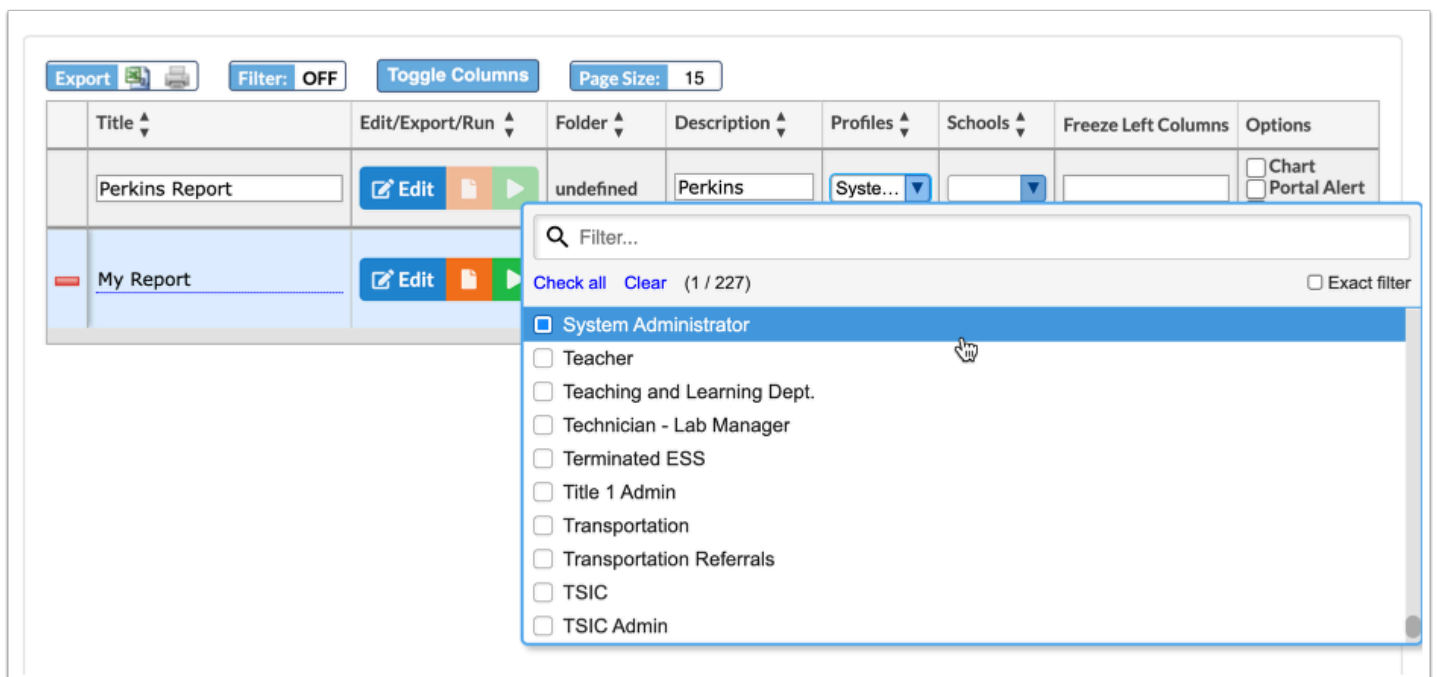
 If your district is utilizing SSRS Reports, the Report Type pull-down displays.







3. Enter a **Title** and a **Description**. The Description field is optional. However, you can utilize this field if you would like information about the report to display for users running the report.



Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
Perkins Report	  	undefined	Perkins				<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report
My Report	  	Folder 1	My Report	Data ...	Focu...	3	<input checked="" type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

4. From the **Profiles** pull-down, select which profiles/group of users you would like to have access to the report.




Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
Perkins Report	  	undefined	Perkins	Syste...			<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert
My Report	  						

Filter...

Check all Clear (1 / 227) ☐ Exact filter

- ☒ System Administrator
- ☐ Teacher
- ☐ Teaching and Learning Dept.
- ☐ Technician - Lab Manager
- ☐ Terminated ESS
- ☐ Title 1 Admin
- ☐ Transportation
- ☐ Transportation Referrals
- ☐ TSIC
- ☐ TSIC Admin

 If the **Profile** pull-down is left null, the report will be available for ALL profiles/users. You must also select your own profile in order to view the specific report.

i The Profiles setting here will give the profiles access to the report. You can control viewing and/or editing permissions for District Reports menu options via [Users > Profiles > Reports](#) tab. Select the **Profiles** in question from the pull-down. Scroll down to [Reports > District Reports](#). Select the check boxes for View and/or Edit depending on what permissions you would like to set for the selected profiles.

5. From the **Schools** pull-down, select the specific schools that should have access to your report.

If you have access to multiple schools, the Schools pull-down allows you to filter by school, such as **School Level: H - High**, as displayed in the image below. The schools displayed are dependent on the schools to which you have access and schools that contain active students. Schools that fall outside any specified minimum or maximum school years are excluded from the options presented in these pull-downs.

The screenshot shows the District Reports interface. At the top, there are buttons for 'Export', 'Filter: OFF', 'Toggle Columns', and 'Page Size: 15'. Below these is a table with columns: Title, Edit/Export/Run, Folder, Description, Profiles, Schools, Freeze Left Columns, and Options. The 'My Report' row is selected. The 'Schools' pull-down menu is open, showing a search bar with 'foc' and 1/81 results. The menu lists several options, with 'Focus High School - 0041' highlighted in blue and 'School Level: H - High' highlighted in pink. The 'Match all' checkbox is at the bottom right of the menu.

6. To freeze columns on the reports, enter the number of column to be frozen in the **Freeze Left Columns** text field.

select ESE FEFP code not

1. Results:

5 Records [Export](#) [Print](#) [Filter](#)

Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
Active ESE by GradeL	Edit Export Run	* Top Level *		ESE ...		0	<input type="checkbox"/> Chart <input type="checkbox"/> Portal
select ESE FEFP code	Edit Export Run	* Top ...		Syste...		1	<input type="checkbox"/> Chart <input type="checkbox"/> Portal

student_id	st_name	middle_name	name_suffix	username	password	last_login	failed_login	pro
0075219	dallah			epal	rHD9H99tN.jg6p8ogzjNC			6
0057641	ances			jnur	U.SJJLz/sHhftldxBbsBKtEW			
0056146	ary			da	it8Hx3xUgA/sRMtIMfnTqNID5AQnKtW			
0060210	omas			ak				
0060901	ustin			cca	AuFDboTWLb6uZjJCxSloT3tZU4EIN6WI.			

i When SSRS Report is selected from the Report Type pull-down, the **Chart** and **Portal** check boxes are disabled.

7. Select the **SSRS Report** check box in the Options section to create an SSRS Report as a district report.

[Export](#) [Print](#) [Filter: OFF](#) [Toggle Columns](#) [Page Size: 15](#)

Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
Perkins Report	Edit Export Run	undefined	Perkins	Syste...	Focu...	2	<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input checked="" type="checkbox"/> SSRS Report
My Report	Edit Export Run	Folder 1	My Report	Data ...	Focu...	3	<input checked="" type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

i If your district is utilizing SSRS Reports, you will see the SSRS Report check box in the Options section.

8. When all fields have been completed and all selections have been made (except the Edit feature), press **Enter** while in any of the text fields to save the report.

You will know if your report has saved when the line turns blue.

<div> <div> <div>Prev</div> <div>Page: 1 / 15</div> <div>Next</div> </div> <div> <div>Export</div> <div> </div> </div> <div>Filter: OFF</div> </div>							
Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
	<div> <div>Edit</div> <div> </div> </div>	* Top Level *					<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report
<div> <div></div> <div>Perkins Report</div> </div>	<div> <div>Edit</div> <div> </div> </div>	* Top L...		Syst...	Foc...		<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input checked="" type="checkbox"/> SSRS Report
<div> <div></div> <div>10 IN 90 Days</div> </div>	<div> <div>Edit</div> <div> </div> </div>	FOCUS	Attendance le	Syst...		0	<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report

You will also see a **red minus sign** appear; click it to delete the report. A pop-up will display asking if you are sure; select **OK** to delete the report. Note: Although you have saved the report, edits can still be made.

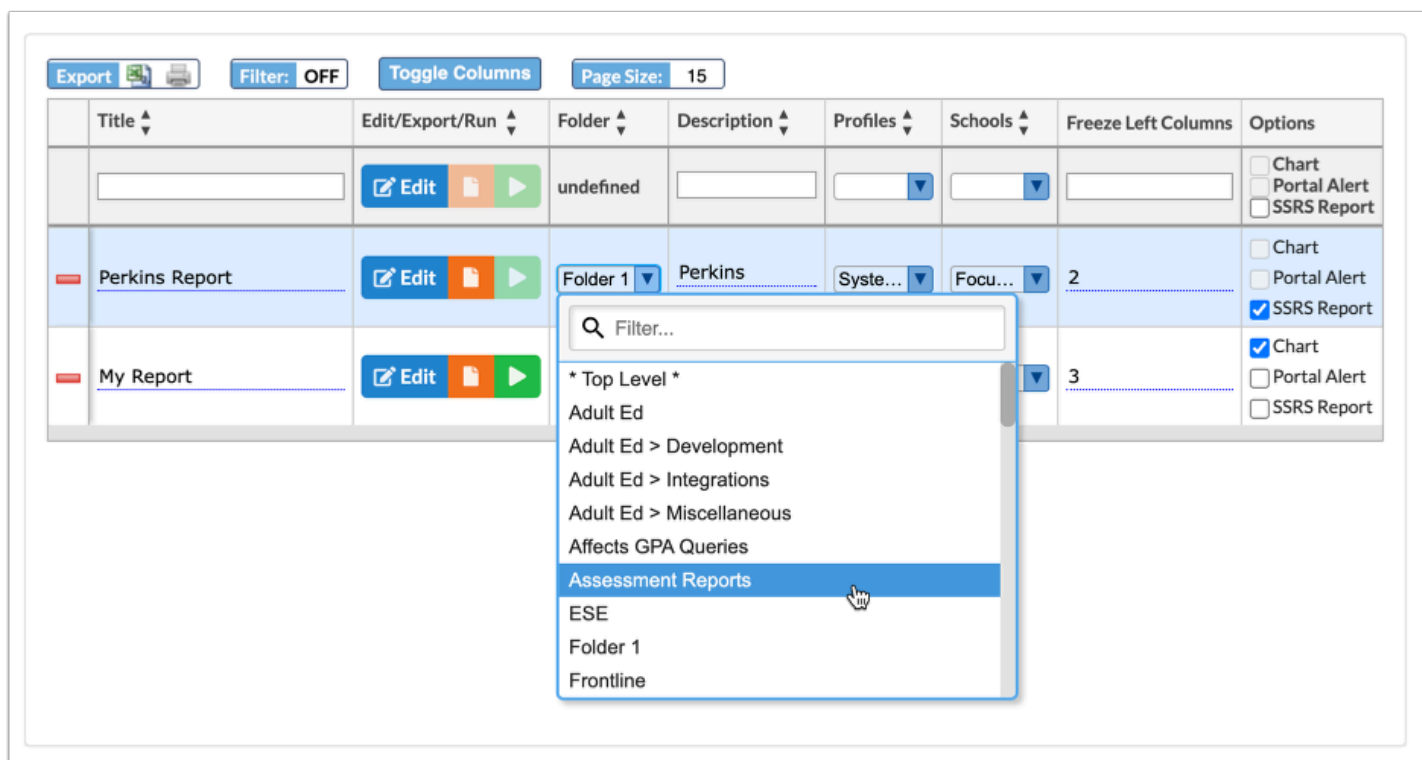
Are you sure you want to delete this record?

Cancel

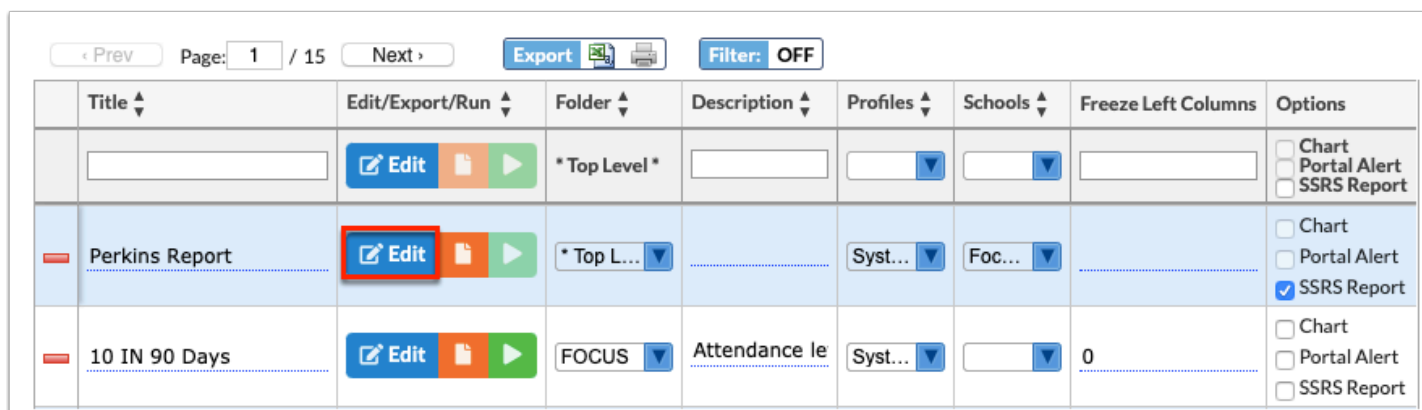
OK

If a report has been saved then the **Title** of the report is changed, the **Profiles** pull-down will need to be reset. This applies before and after saving a query to a report.

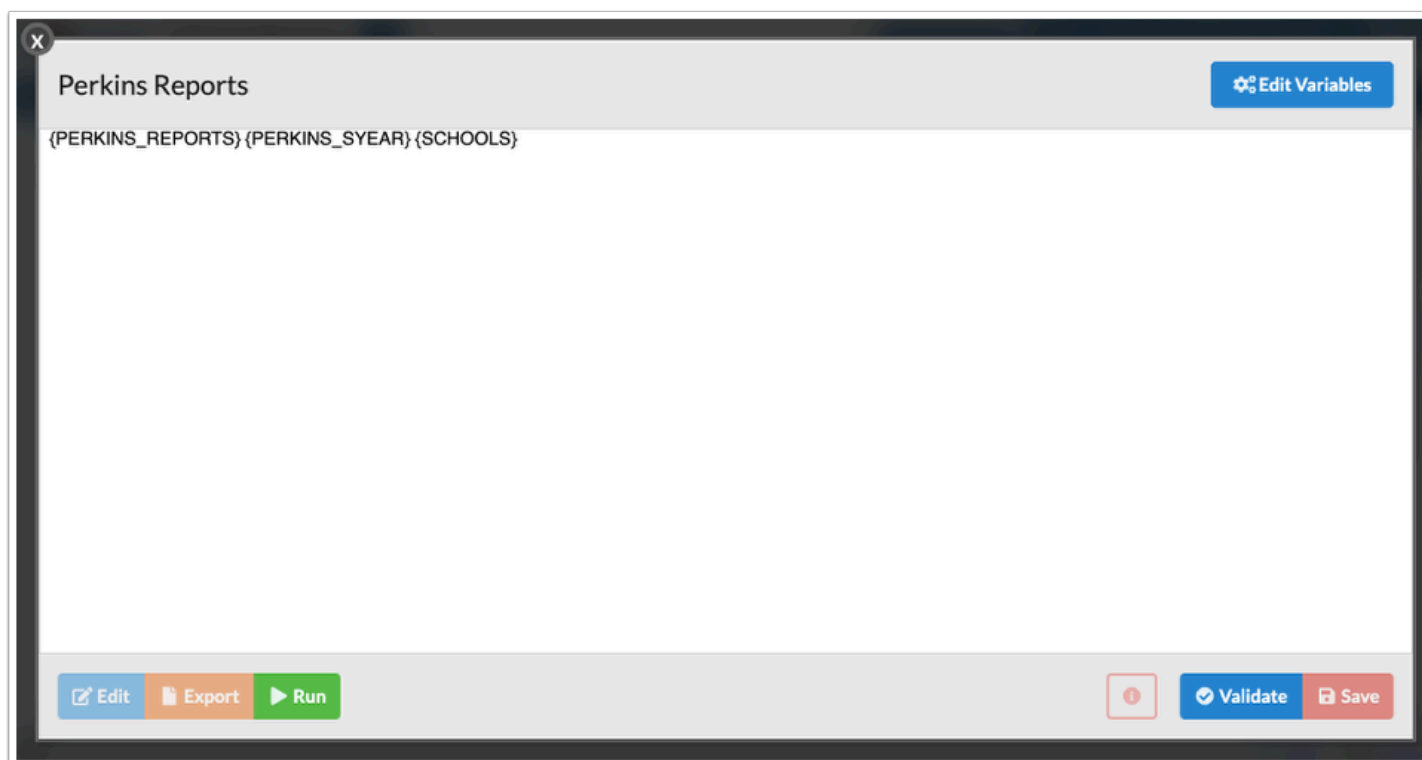
9. After the report has been saved, the **Folder** field will become a pull-down. From here, you can move the report to a different folder. All folders created will be listed here.



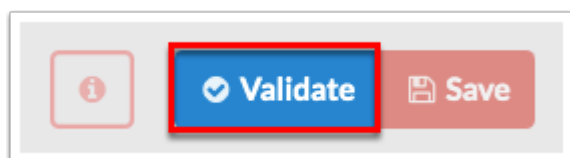
10. Click the blue **Edit** button to add the query that makes up the report.



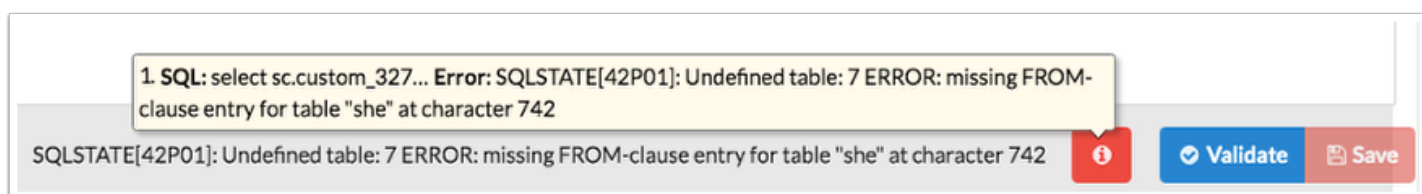
11. A report pop-up displays. Enter your query. Note: Before pasting it here, you should test your query via RunQuery or another query tool.



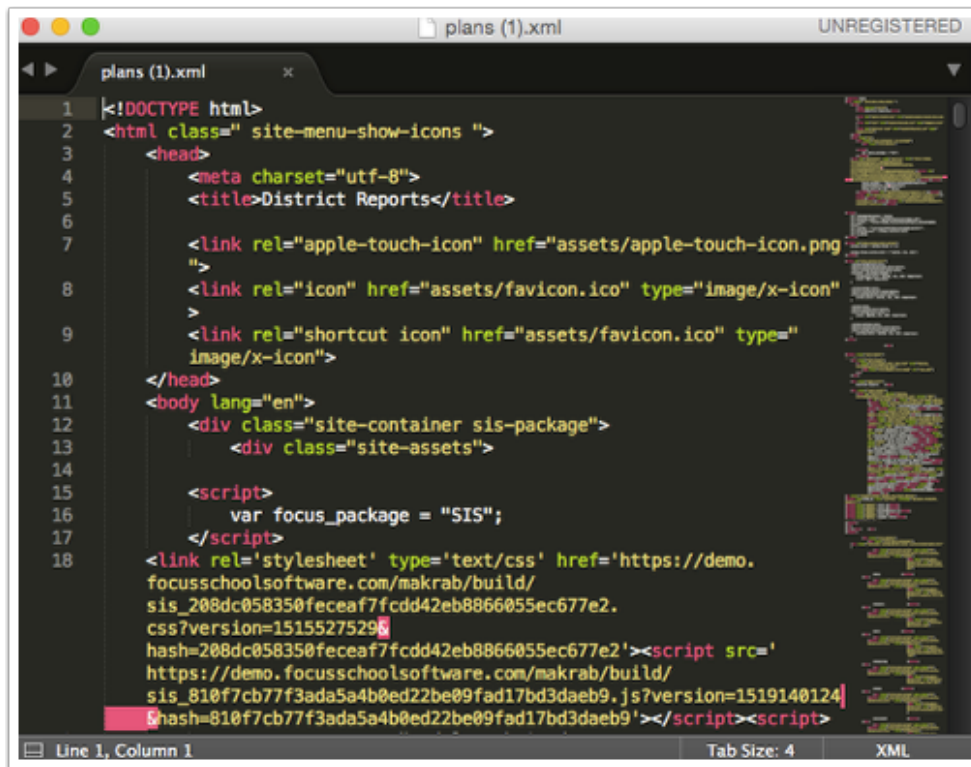
12. Enter or paste your query in the text box provided. Then click **Validate**.



13. If your query has errors, they are indicated by the **information (i) icon**. The errors display next to the icon, you can also hover over the icon with the mouse to see the errors. Notice that the Save button will not be active until your query is error-free and validated via the Validate button. Once corrections have been made, click the **Validate** button again for additional errors or for an indication that the query is ready to be saved.



💡 Click on the **information (i) icon** to download the query plans and open with a query program, such as Sublime Text, as shown in the image. From here, you can edit and re-enter the query when complete.

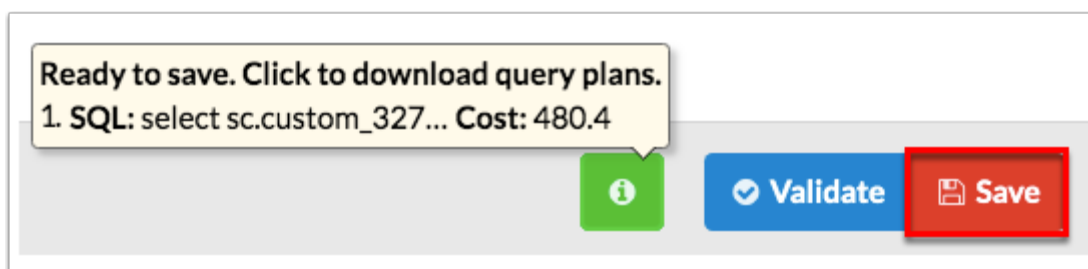


```
1 <!DOCTYPE html>
2 <html class=" site-menu-show-icons ">
3   <head>
4     <meta charset="utf-8">
5     <title>District Reports</title>
6
7     <link rel="apple-touch-icon" href="assets/apple-touch-icon.png"
8     >
9     <link rel="icon" href="assets/favicon.ico" type="image/x-icon"
10    >
11    <link rel="shortcut icon" href="assets/favicon.ico" type="
12    image/x-icon">
13  </head>
14  <body lang="en">
15    <div class="site-container sis-package">
16      <div class="site-assets">
17
18        <script>
19          var focus_package = "SIS";
20        </script>
21        <link rel='stylesheet' type='text/css' href='https://demo.
22        focusschoolsoftware.com/makrab/build/
23        sis_208dc058350feceaf7fcdd42eb8866055ec677e2.
24        css?version=1515527529&
25        hash=208dc058350feceaf7fcdd42eb8866055ec677e2'><script src='
26        https://demo.focusschoolsoftware.com/makrab/build/
27        sis_810f7cb77f3ada5a4b0ed22be09fad17bd3daeb9.js?version=1519140124
28        &hash=810f7cb77f3ada5a4b0ed22be09fad17bd3daeb9'></script><script>
```



If you are entering multiple queries, just be sure the queries are separated with a semicolon and the system will automatically recognize that there is more than one query.

14. If your report is error-free, as indicated by the **information (i) icon**, click the **Save** button to save and then close the Edit module.



15. Before saving the report, if you have local variables that must be entered, click **Edit Variables** to begin.

CS

Page: 1 / 8 Filter: ON

Edit Variables

Variable	Title	Holds SSRS Template Names	Default	Type	Pulldown Options	Pulldown Query
		<input type="checkbox"/>		Checkbox		
IMM_DIST_S	School Specif	<input type="checkbox"/>	No	Pull-down	Yes []	
IMM_TYPE	Immunizator	<input type="checkbox"/>	All	Pull-down	All []	
COMPONENT	Hiset Compoi	<input type="checkbox"/>		Pull-do...	select short_name as	
HISSET	Filter by spec	<input type="checkbox"/>	'0'	Pull-do...	Pass [Pass]	
SCORE	Filter by spec	<input type="checkbox"/>	0	Text		
START	Start Date	<input type="checkbox"/>	05/05/2020	Date		
END	End Date	<input type="checkbox"/>	05/05/2020	Date		

Page: 1 / 8

Available System Variables

Variable	Description
DATE	Current date
SYEAR	Currently selected school year

! An alert will display if variables are given the same name as system variables or if duplicate variable names are used.

16. The top, blank row of the table is used to add a new custom variable. Begin by entering a **Variable** name.

17. Enter the interface **Title**. This is the title that will display for the variable when the user runs the report. For example, the Variable name might be {FIRST_NAME} and the interface Title might be First Name.

18. When SSRS reports are used, they are deployed to a report server. To invoke the report from district reports, Focus has to have the exact name of the report in order to build a curl call to the report sever using that name and any parameters the report requires. Select the **Holds SSRS Template Names** check box to ensure district reports creates the curl call without error.

i The name of the template is a required parameter for the curl call, so if you do not include exactly one variable that holds SSRS template names (that are designated as such by a check in that checkbox), then the query will not pass validation (there is a specific error message for this) and cannot be saved or run.

19. Enter a **Default** value, if desired.

20. Select the data **Type**. Options include Checkbox, Date, Pull-down, Pull-down Query, and Text.

- Checkbox** variable: Users will select from check boxes to generate the report.
- Date** variable: Users will select a date to generate the report.
- Pull-down** variable: Users will select a pull-down option to generate the report. Note: **Pull-down (Multiple)** allows users to select multiple options from the pull-down in order to generate the report.
- Pull-down Query** variable: Selecting the pull-down query variable will allow users to use a query to generate the select options for a pull-down upon running the report. Note: **Pull-down (Multiple) Query** allows users to select multiple options from the pull-down in order to generate the report.
- Text** variable: Users will enter text to generate the report (for example, a course number to view that course in the report).

Default ▲▼	Type ▲▼	Pulldown Options ▲▼
	Ch... ▼	
No	Filter	
All	Checkbox	
	Date	
	Pull-down	
'0'	Pull-down (Multiple)	
0	Pull-down Query	
05/05/2020	Pull-down (Multiple) Query	
05/05/2020	Text	
05/05/2020	Date ▼	

i If the Edit Variables Type is set to Pull-down (Multiple) Query, upon running the report, the pull-down will select all options by default. Users running the report can then edit the selections, as needed.

21. If the data Type for the variable is Pull-down, enter the **Pulldown Options** in the provided field. Here you can enter the options that will display in the pull-down when the report is run. These options do not change, regardless of the school, teacher, etc. used when running the report. Enter one option per line. Enter the name of the option that will display in the pull-down followed by a space and then in square brackets enter the value stored in the database related to that option.

Default ▲	Type ▲	Pulldown Options ▲	Pulldown Query ▲
	Ch... ▼		
No	Pull... ▼	Yes []	
All	Pull... ▼	All []	
	Pull... ▼	select short_name as title, short_name as value from test_history_parts where test_id = 278	
'0'	Pull... ▼		
0	Text ▼		
05/05/2020	Date ▼		
05/05/2020	Date ▼		

In this example displayed, the Sort variable has a blank option, which must be exactly 2 spaces + [] (brackets). This allows you to create a pull-down where the top (default) option is blank or null (i.e., this allows you to make this variable optional when the report is run). There are 3 more explicitly defined options that will appear in this exact order when the report is run. The Title will display next in the pull-down, and the Value is what is actually saved in the database but is invisible to the end user; i.e., the user running the report.

Options are set as 'Title [Value]' with one option per line. To set a blank option, use ' []' (2 spaces + []). [Report Card]

Marking Period	<input type="checkbox"/>		Pull-down... ▼
Port Reports b	<input type="checkbox"/>		Pull-down... ▼
Multilingual	<input type="checkbox"/>	1	Checkbox ▼
Legacy MP	<input type="checkbox"/>		Pull-down ▼

[]
Student Name [name]
Zip Code [zip]
Grade Level [grade_level]

22. If the data Type for the variable is Pull-down Query, enter the **Pulldown Query** in the provided field. Note: Query-derived options always appear after any explicitly-defined options in the Pull-down Options field.

23. When all fields are complete, while in one of the fields, press **Enter** to save the variable data. You will know if the variable has saved when the line turns blue. You will also see a **red minus sign** appear; click it to delete the variable. A pop-up will display asking if you are sure; select **OK** to delete the record. Note: Although you have saved the variable, edits can still be made.

Are you sure you want to delete this record?

Cancel

OK

The Available System Variables and descriptions are listed at the bottom of the Edit Variables pop-up window.

Available System Variables

Variable	Description
DATE	Current date
SYEAR	Currently selected school year
STAFF_ID	Currently selected user or logged in user, if no user selected
STUDENT_ID	Currently selected student or logged in student, if no student selected
MARKING_PERIOD_ID	Currently selected marking period
SCHOOL_ID	Currently selected school
COURSE_PERIOD_ID	Currently selected section
ORIGINAL_STAFF_ID	Originally logged in user, when using login as

24. Click on **Edit Variables** again to close the window and return to editing the report.

25. Save the report. Now, you can test run your report. Note: The Export and Run buttons will become active once the report has been saved. The Edit button will become active upon running the report.

Edit

Export

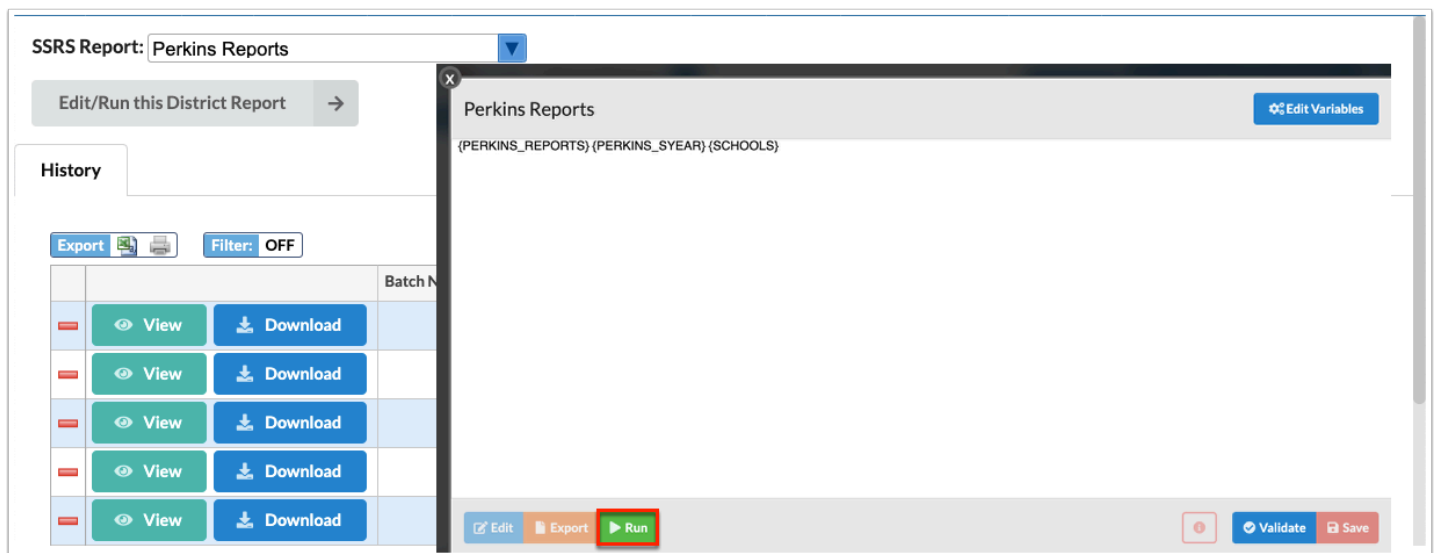
Run

i

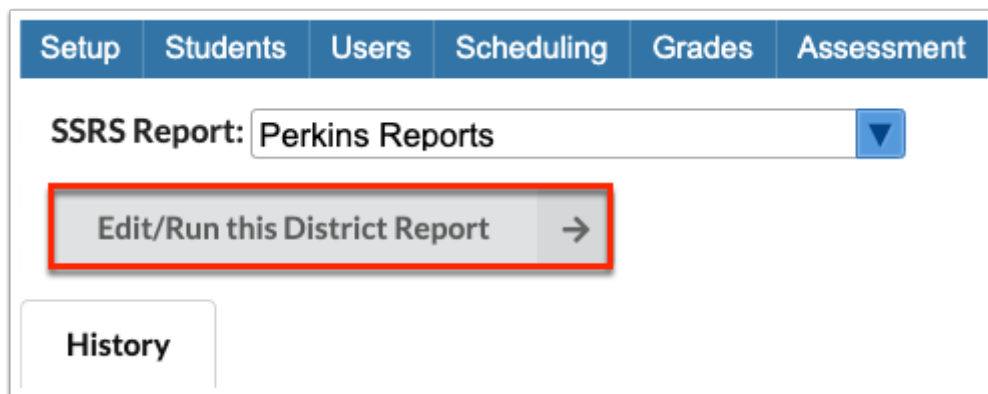
Validate

Save

26. Click the **Run** button to generate [SSRS Reports](#) and navigate to the corresponding screen.



a. Click **Edit/Run this District Report** from the SSRS Reports screen to navigate back to District Reports.



i In the bottom right corner, the number of records showing is listed. Click in the **number field** to change it. In the image provided, the number of records has been changed from 5000 to 2000.



Additional Features

Click the **Message** icon to send a message to the displayed students or users (depending on the report) via [Communication](#).

Compliance Report


School Specific? Yes [v] Immunization Type? DTaP, Hep ... [v]

1. Results: Records: 4,432 Time: 1.21s


« Prev Page: 1 / 222 Next » 4,432 Records Export Message Filter: OFF

student_id	school	student_name	dob	grade	status	immunization	error
0078970	0041	Sieg, Debora		08	8	DTaP	If the fourth primary dose of DTP is administered on or after the fourth birthday, a fifth dose is not required.
0078970	0041	Sieg, Debora		08	8	Hep B	Required for entry to PK or KG. 3 dose minimum, 4 weeks between dose 1 and 2, and 16 weeks between dose 2 and 3.
0078970	0041	Sieg, Debora		08	8	Measles	One dose at age 12 months or older a second dose may be administered at least one month after the first dose.
0078970	0041	Sieg, Debora		08	8	Mumps	One dose at age 12 months or older a second dose may be administered at least one month after the first dose.
0078970	0041	Sieg, Debora		08	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If the fourth dose is administered on or after age five, a fifth dose is not required.
0078970	0041	Sieg, Debora		08	8	Rubella	One dose at age 12 months or older a second dose may be administered at least one month after the first dose.
0078970	0041	Sieg, Debora		08	8	Varicella	1-2 doses. Minimum 28 days between doses. See appendix EE from FLDOE.
0023057	0041	Acevedo, Diem	2007-02-10	09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If the fourth dose is administered on or after age five, a fifth dose is not required.
0086404	0041	Adams, Ponyboy	2011-03-01	09	8	DTaP	If the fourth primary dose of DTP is administered on or after the fourth birthday, a fifth dose is not required.
0086404	0041	Adams, Ponyboy	2011-03-01	09	8	Measles	One dose at age 12 months or older a second dose may be administered at least one month after the first dose.
0086404	0041	Adams, Ponyboy	2011-03-01	09	8	Mumps	One dose at age 12 months or older a second dose may be administered at least one month after the first dose.

Show 50000 Records Edit Export Run

 In order for the Message icon to display, the **Student ID** field or the **User ID/Staff ID** must be included in the report.

Note: Upon pulling students or users from the District Report into Communication, any applied **Filters** remain. In the example displayed below, only students in **grade 09** who have the Polio **immunization** will be pulled into the Recipients pull-down in [Communication](#).

 In order for the Message icon to display, the **Student ID** field or the **User ID/Staff ID** must be included in the report.

Note: Upon pulling students or users from the District Report into Communication, any applied **Filters** remain. In the example displayed below, only students in **grade 09** who have the Polio **immunization** will be pulled into the Recipients pull-down in [Communication](#).

Compliance Report

School Specific? **Yes** Immunization Type? **DTaP, Hep ...**

1. Results: Records: 4,432 Time: 1.21s

< Prev Page: **1** / 10 Next > 186 Records **Export** **Message** **Filter: ON**

student_id	school	student_name	dob	grade	status	immunization	error
023057	0041	Acevedo, Diem	2007-02-10	09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
086404	0041	Adams, Ponyboy	2011-03-01	09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
058709	0041	Alonso, Isabella	2007-07-17	09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
055961	0041	Alonso, Mary	2006-07-11	09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
087661	0041	Arana, Torcuato		09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
013275	0041	Aranda, Sara		09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
061074	0041	Arteaga, Rafaela		09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
060190	0041	Atencio, Nancy		09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
086055	0041	Bahena, Carl		09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If
061975	0041	Baker, Rosinda		09	8	Polio	If the third dose is administered on or after age four, a fourth dose is not required. If

Show **50000** Records **Edit** **Export** **Run**

If there are multiple pages of data, click the **Prev** and **Next** buttons to sift through pages. You can also enter a number in the **Page** text box to jump to a page.

< Prev Page: **3** / 5 Next > **Export**

Title	Edit/Export/Run	Folder
	Edit	* Top Level *
1 schedule * no limit?	Edit	* Top ...
100 000	Edit	* Top ...

Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer.

<div> <div> <div>Prev</div> <div>Page: 1 / 5</div> <div>Next</div> </div> <div> <div>Export</div> <div></div> <div></div> </div> <div>Filter: OFF</div> </div>							
	Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Options
		<div>Edit</div> <div></div> <div></div>	* Top Level *				<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert
-	1 schedule * no limit?	<div>Edit</div> <div></div> <div></div>	* Top ...		Sys...		<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert
-	100 000	<div>Edit</div> <div></div> <div></div>	* Top ...		Sys...		<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert
-	180 School Calendar Cc	<div>Edit</div> <div></div> <div></div>	* Top ...		Sys...	Big ...	<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert

Click the **Printer** icon to print the table of data.

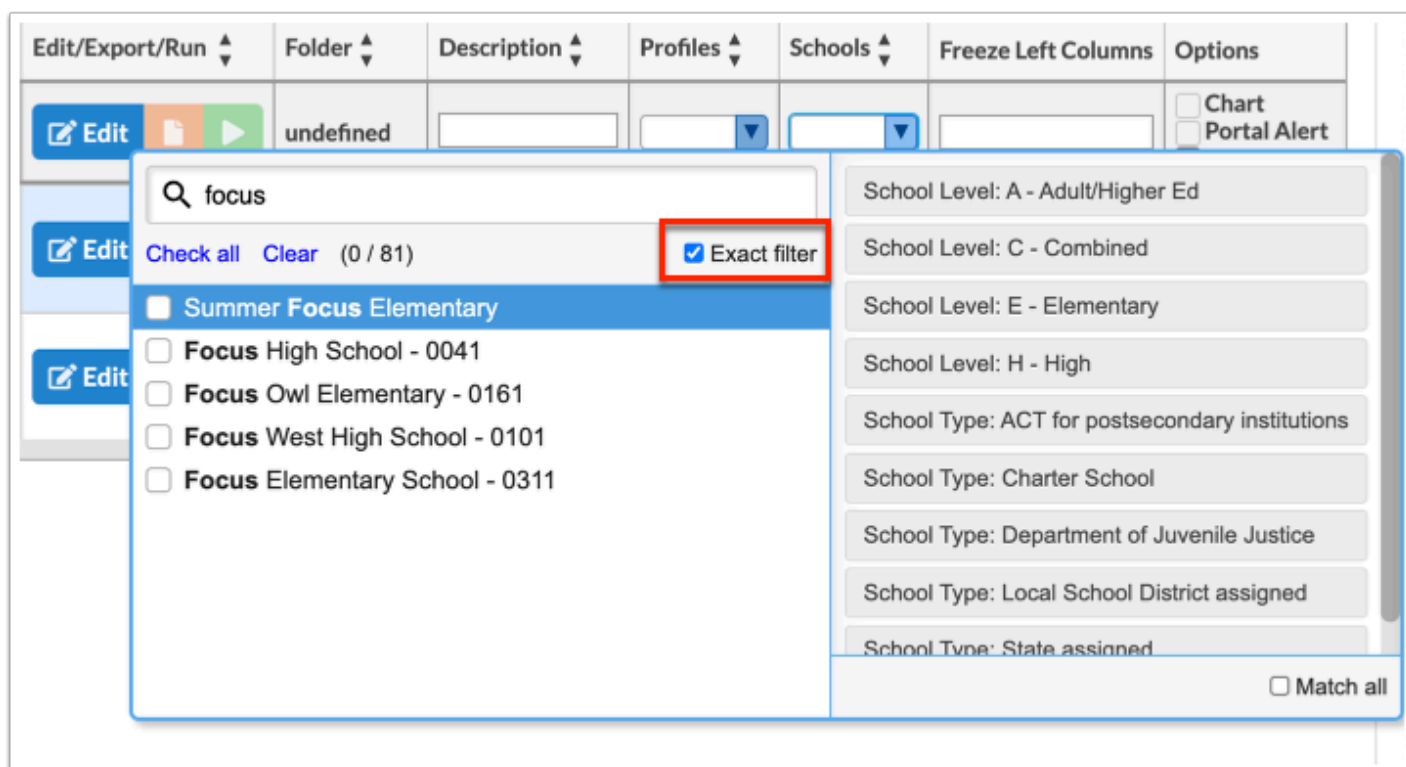
Click **Filters** to filter data and apply filter rules.

- To add more than one filter to a column, click on the **green plus sign**.
- To delete an added filter, click on the **red minus sign**.
- Select the **gray arrow** for additional filtering rules.

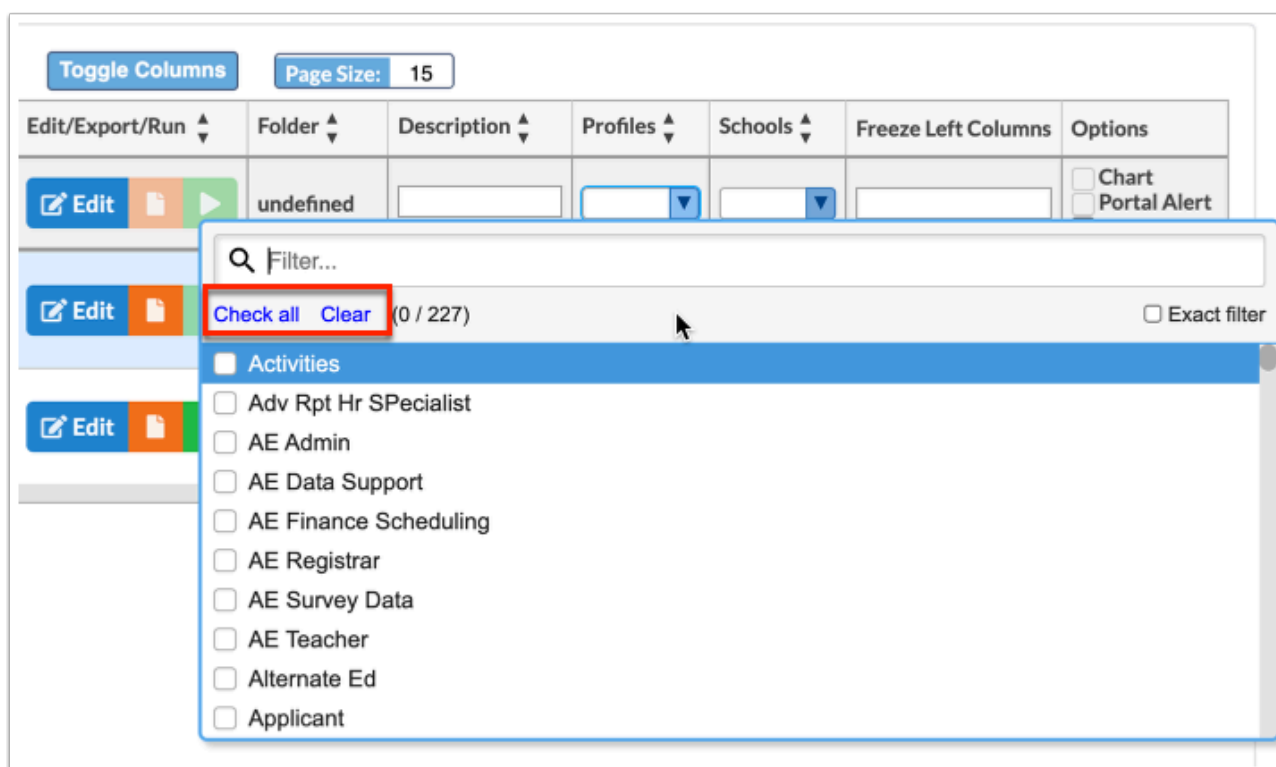
<div> <div>Export</div> <div></div> <div></div> </div> <div>Filter: ON</div>							
<div> <div>+</div> ac <div>-</div> teach </div>							
	Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Options
		<div>Edit</div> <div></div> <div></div>	* Top Level				
-	Academic History with	<div>Edit</div> <div></div> <div></div>	* Top ...				
-	Active ESE by GradeL	<div>Edit</div> <div></div> <div></div>	* Top ...				
-	Advanced Placement :	<div>Edit</div> <div></div> <div></div>	* Top ...		Syste...		

 For more information, see [Filters](#).

You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.



Click **Check all** to select all options in the pull-down. Click **Clear** to remove any selections made in the pull-down.



Click **Toggle Columns** to customize the columns displayed on the screen.

Top Level +

All Reports

Adult Ed

Affects GPA Queries

Assessment Reports

ESE

Frontline

HR Reports

High School Reports

Immunizations

Integrations

Nightly Imports

Portal Alerts K12

Posted Grades below 50%

Scheduling

School Assessment Reports

TSIC Reports

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Export

Filter: OFF

Toggle Columns

Page Size: 15


Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns
180 School Calendar C...				Syst...		0
AAA - District Enrollme...			Quick SIMPLE	Asse...		0
Abs since 4_1				SIS I...		0
Academic History Grad...				Data...		0
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X

Toggle Columns

☒ Title
 ☒ Edit/Export/Run
 ☒ Folder
 ☐ Description
 ☐ Profiles
 ☒ Schools
 ☒ Freeze Left Columns
 ☒ Options

a. Clear the selected check box to hide the column from the screen. Select the check box to display the column on the screen.

 If a column is hidden from the screen, the column remains hidden until the check box is selected again, even when navigating away from the screen.

The Page Size defaults to 15 meaning that 15 reports are displayed. To change the number of reports displayed, enter the **Page Size** desired, such as 25.

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Toggle Columns

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Title	Edit/Export/Run	Folder	Description	Profiles	Schools	Freeze Left Columns	Options
		* Top Level *					<input type="checkbox"/> Chart <input type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report
180 School Calendar Counl		* Top Le...		Syste...		0	<input type="checkbox"/> Chart <input checked="" type="checkbox"/> Portal Alert <input type="checkbox"/> SSRS Report
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District Reports

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