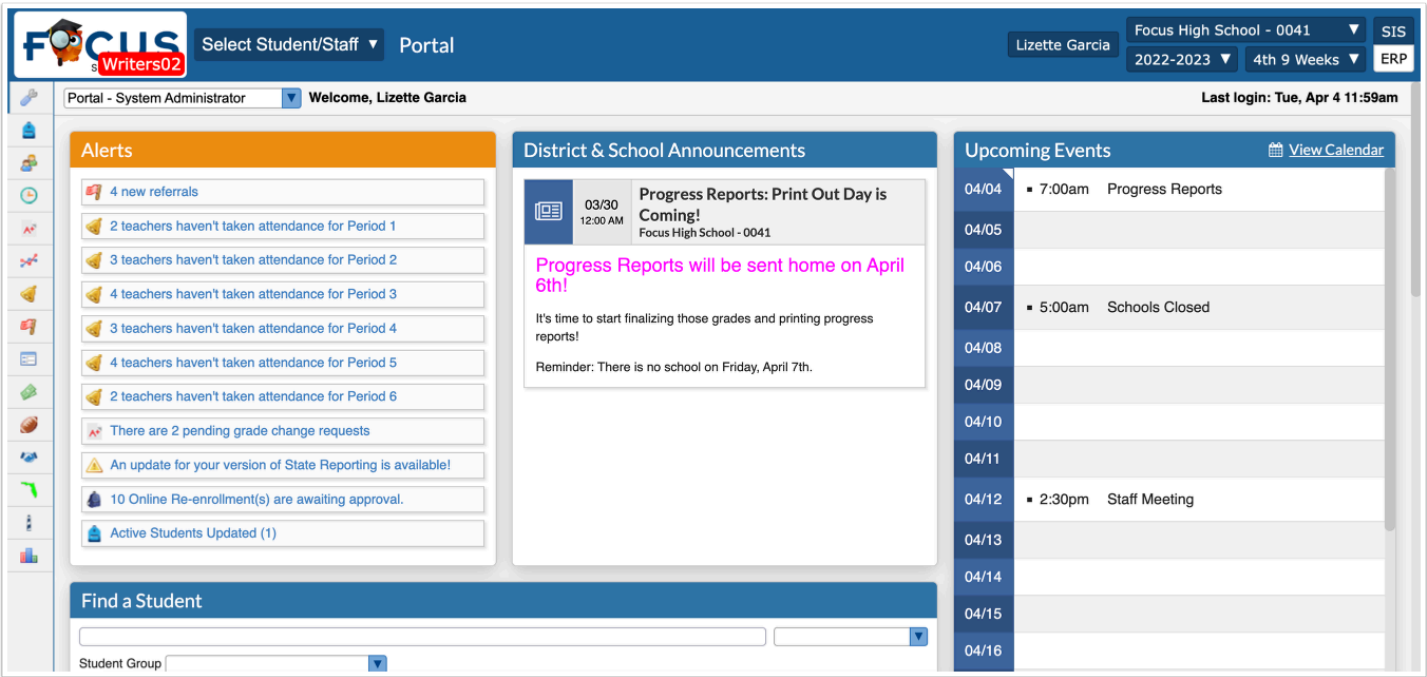# Portal

SIS

The Portal page is the key to navigation throughout Focus and throughout the Student Information System (SIS). Before conducting students searches, taking attendance, etc., you must learn the basics of the software. A lot can be accomplished directly from the Portal page; it includes Alerts, Upcoming Events, a Help button, and more.
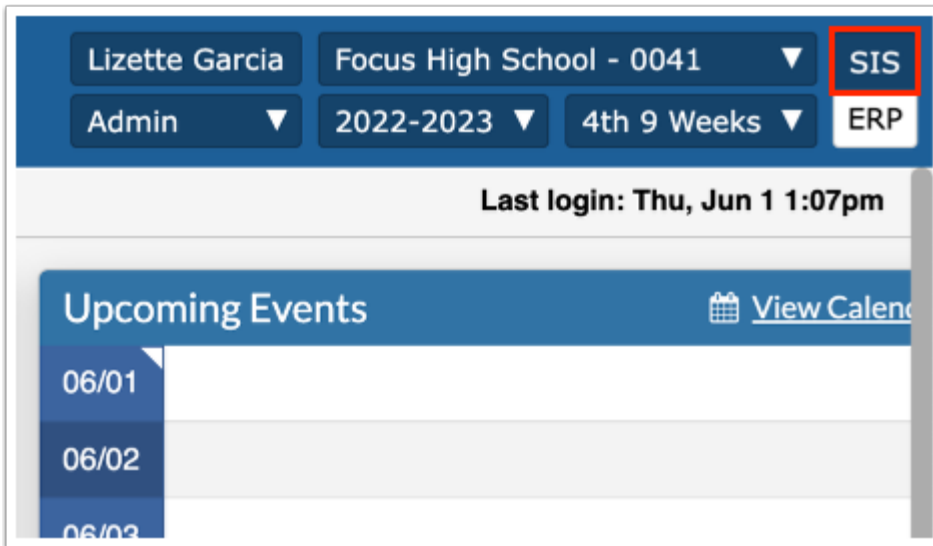
ℹ️ For information on the Portal page previous to v.12, see <u>Portal v.11.</u>

The Basics of the Portal Page

When you first sign into Focus, you are taken to the Portal page.

Click **SIS** to navigate through the Student Information System.

> Depending on your role at the district and your profile permissions, you may have access to the ERP system as well. For more information on the ERP Portal page and basic navigation, see **Basic Navigation**. Note: If you only have an SIS profile, you will not see the SIS / ERP toggle.
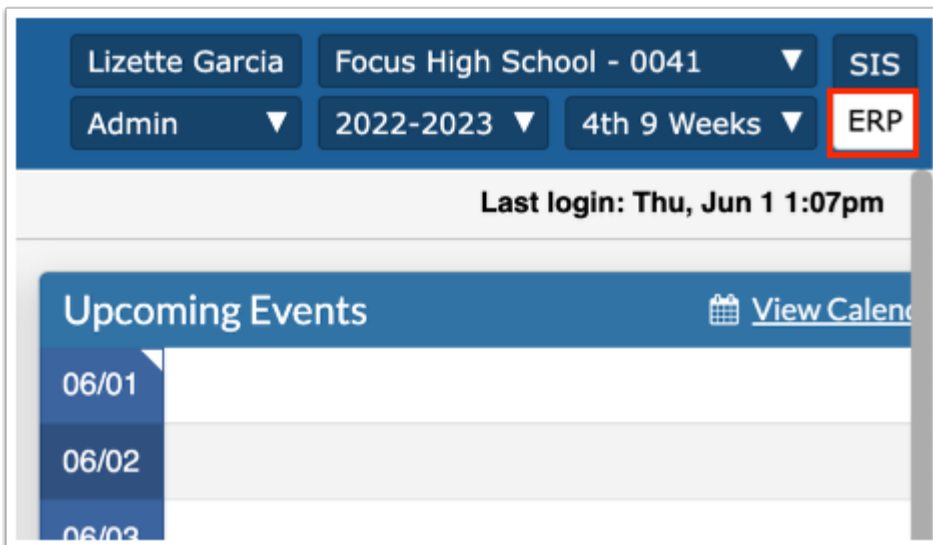
Your username displays next to the school name/school pull-down and school year pull-down in the header.
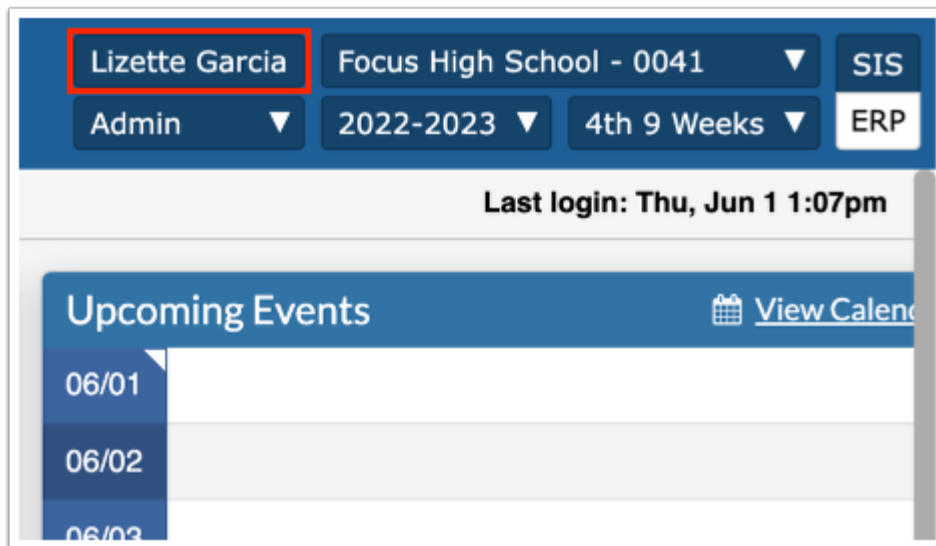
Click the logo/Portal button at any time from any screen to navigate back to the main Portal page.
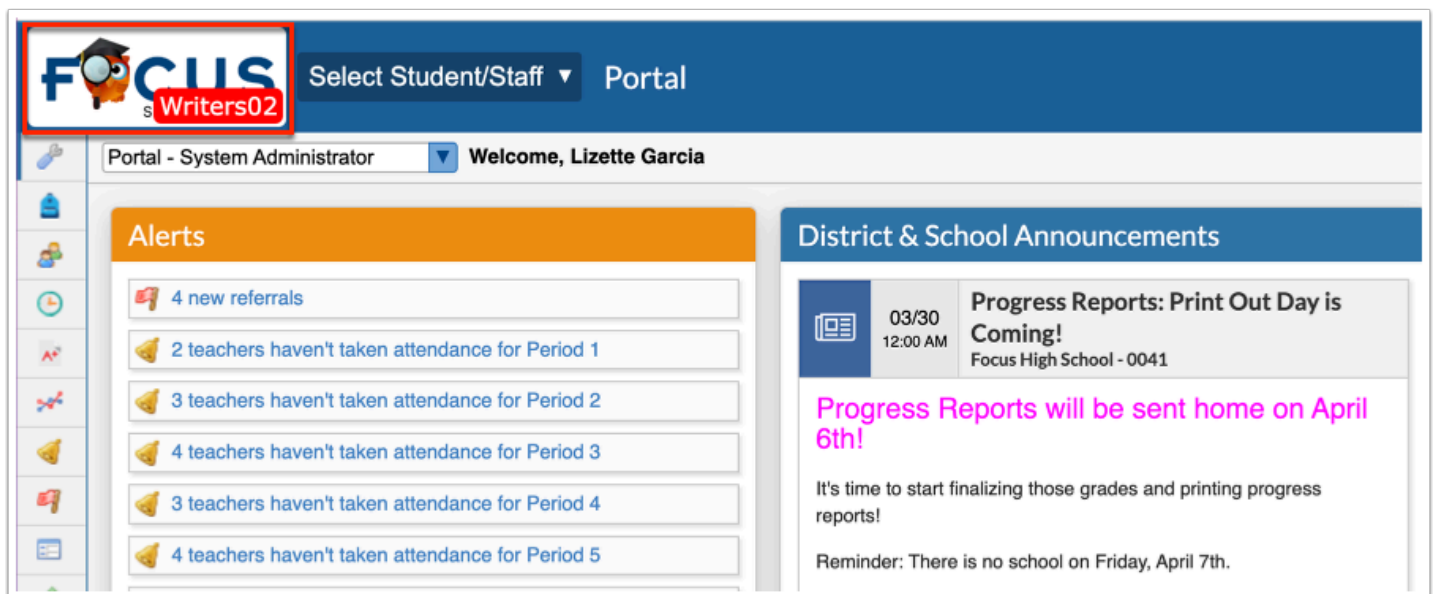
Most districts elect to have their own logo here, as opposed to the built in Focus logo.

ℹ️ Logos and other district information can be customized via Setup > District Info.

ℹ️ If the logo is not displayed, a pop-up window is open (an example is shown below). Close the window to return to the main Focus screen and the Portal page.

Schedule Report

🔒 sandbox.focusschoolsoftware.com/writers02/Modules.php?modname=Scheduling/ScheduleReport.php&modfunc=students&studen... 🔑

View/Edit this Section | **List Students in this Section** | List Unfilled Requests in this Section | Show Inactive Students

14 Subjects Subject	**13 Courses** Course	Requests	Op	**5 Sections** Period - Teacher	Rc
Dual Enrollment	AP ENG COMPO	0	90	Period 1 - 002 - Stevens	5
Electives	AP ENG LIT COMPO	0	72	Period 2 - 004 - Fridda Lizette Roxy	5
English	ENG 1	0	12!	Period 3 - 005 - inquez	4 2
Exceptional Student	ENG 1 THROUGH ESOL	0	25	Period 5 - 001 - Fridda Lizette Roxy	5
Math	ENG 2	0	10!	Period 7 - 003 - Fridda Lizette Roxy	5
No Credit	ENG 2 THROUGH ESOL	0	25		
Performing Fine Arts	ENG 3	0	10		
Physical Education	ENG 3 THROUGH ESOL	0	25		
Practical Arts	ENG 4	0	10(		
Science	ENG 4 THROUGH ESOL	0	25		
Social Studies	ENG HON 1	0	75		
Temp	ENG HON 2	0	12!		
Vocational	PRE-AP ENGLISH 1	0	0		

24 Students

Student	Grade	Birthda
Abe, Charlie 🟢	10	Wed, Jar
Abregan, Kenna 👁🟨	10	
Acevedo, Diem	09	Sat, Feb
Acevedo, Emarald	12	Wed, Sej
Acosta, Dexter	10	Thu, Aug
Acosta, Harry 👁	10	Wed, Apr
Adams, Peter	10	Fri, Aug !
Adams, Ponyboy 🔴	09	Tue, Mar
Agregor, Abe 504	12	Mon, Jul
Aguilar, Emily	12	Fri, Dec
Aguilar, Sherwood 👁	10	Mon, Mai
Ahrens, Edgar 504	12	Mon, Nov

ℹ️ The logo displays with the site version when using a non-production site, such as a demonstration site or a training site.

12.0.19
F🦉CUS Writers02
Select Student/Staff ▼ Portal

Portal - System Administrator ▼ Welcome, Lizette Garcia

Alerts | **District**

1 teacher(s) have not finished reauthorizing their students.

⏰ 25 openings on the waitlist for INFO TECH ASST.

⚠️ An update for your version of Focus is available!

⚠️ An update for your version of State Reporting is available!

⚠️ 2 change requests awaiting approval.

The Focus navigation menu is along the left side of the screen. If you hover over any of the menu icons, the menu opens and the menu titles appear.
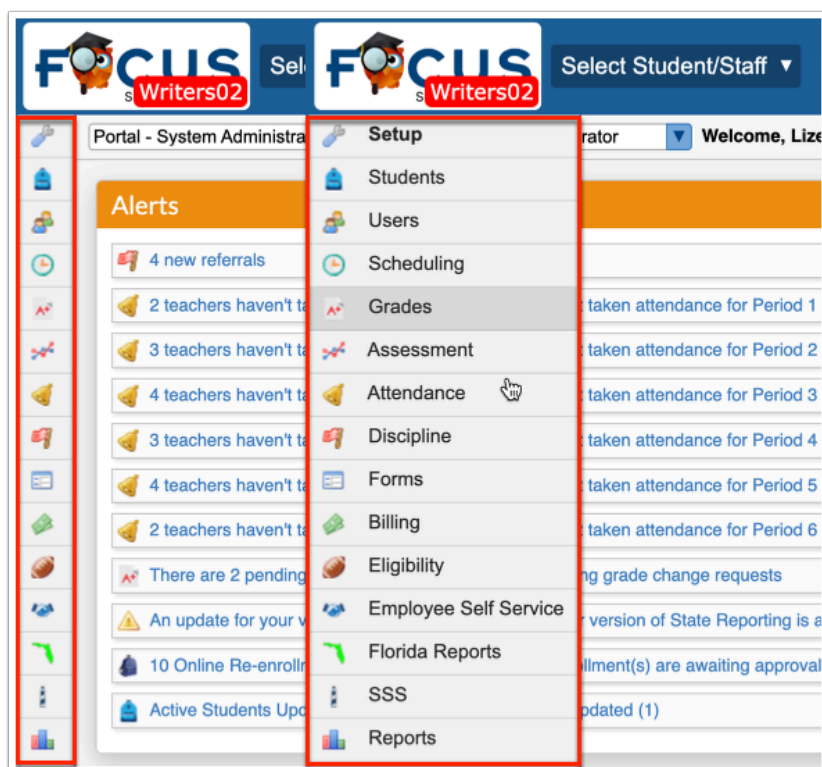

Because you may have different Preferences set up, your menu may be located along the top of the screen. To change your preferences, in the **Users** menu, click **My Preferences**. From this screen, you have the ability to customize the look of your Portal page and more. To change the menu, select or clear the selection for **Use Sidebar Menu**. Once finished, click **Save**. See My Preferences for information on how to customize the look of the software.
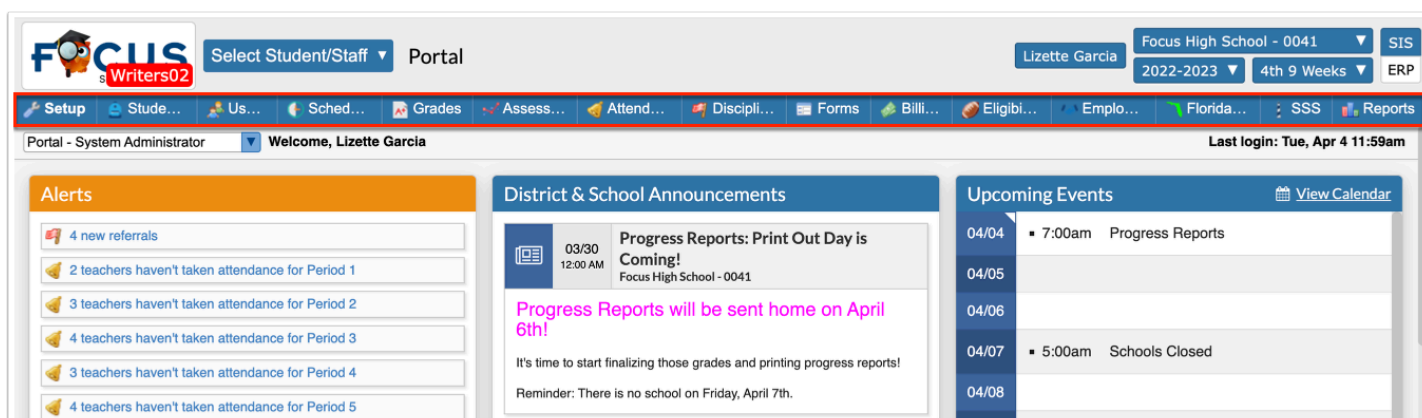
From here, you can click on any of the menu items for additional options (screens).
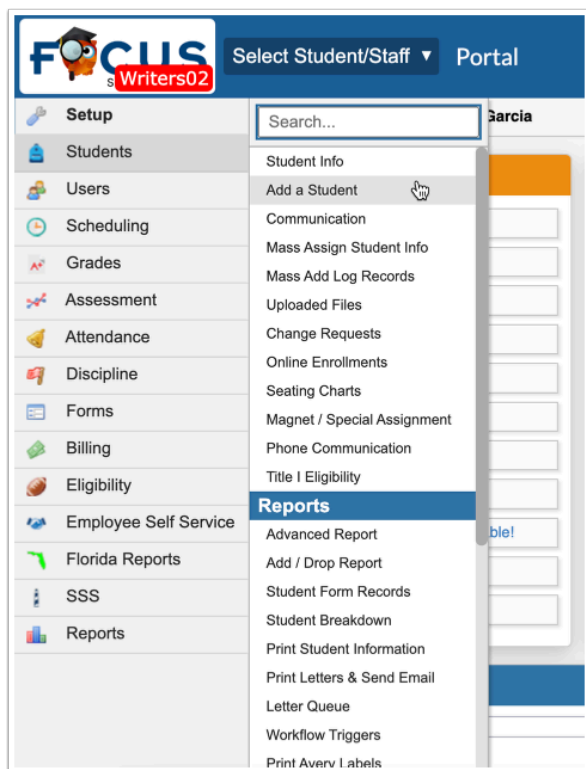
To quickly find a screen within a menu, click the menu and type the full or partial name of the screen in the **Search** text box. The menu filters based on the entered criteria. Click the desired screen.
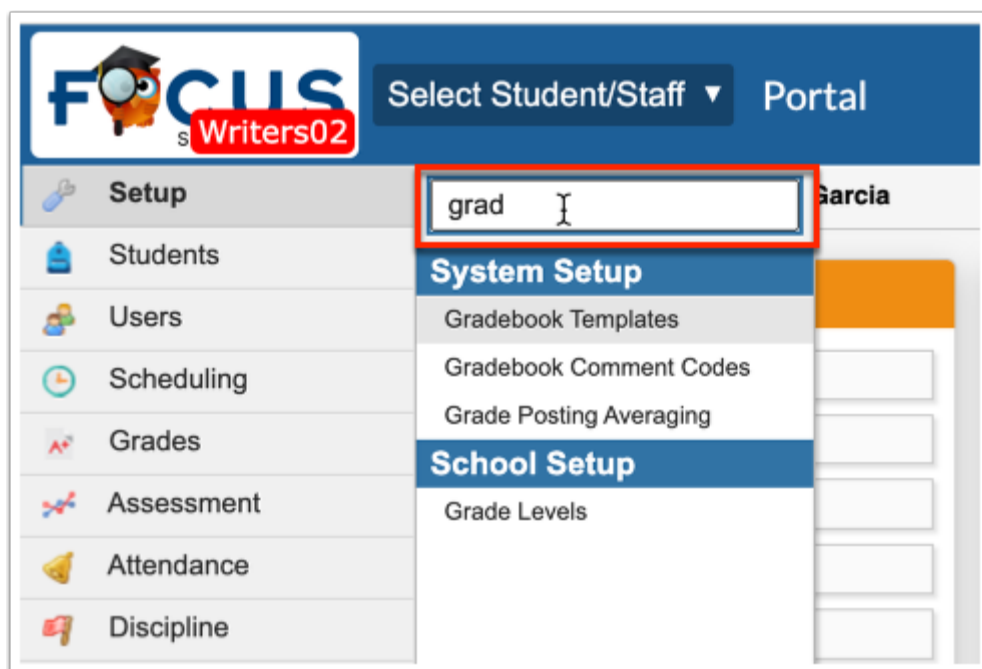
At the bottom of the menu is a magnifying glass (in the left corner of the screen). To search for any screens within SIS, click on the magnifying glass and start typing the name of the screen in the text box; this will pull any screens that match. Once you see what you are looking for, click the name and the screen opens.
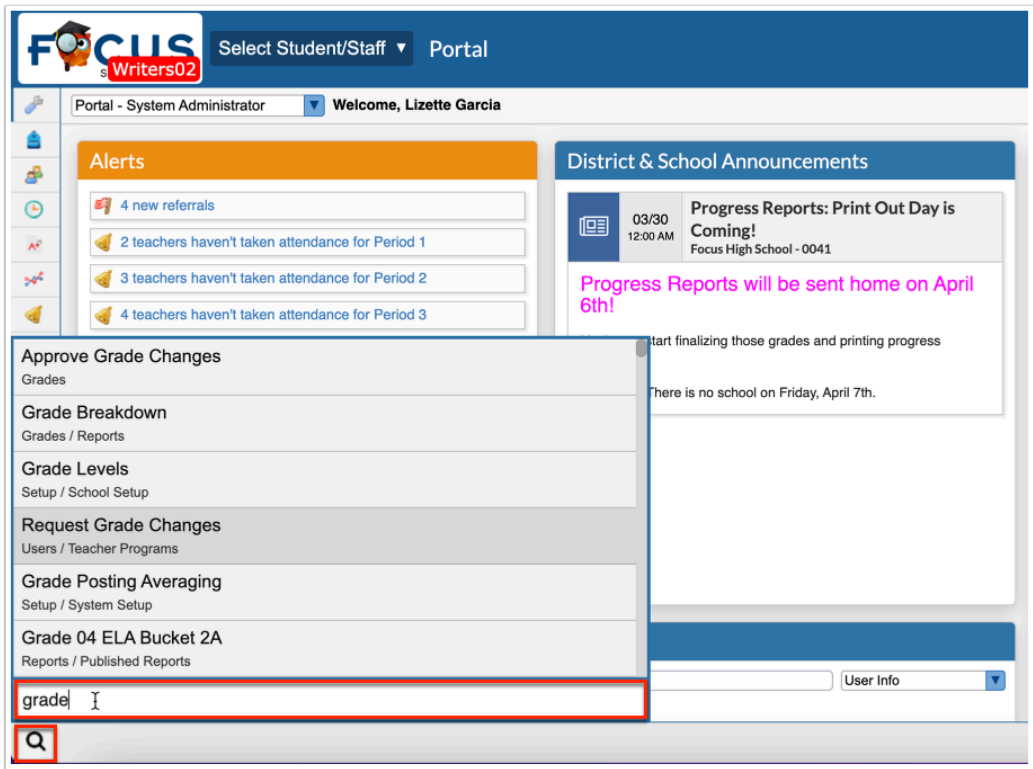
If you have more than one type of profile assigned to you, such as, teacher, parent, admin, etc., you see a profile pull-down under your username. Click the pull-down to change your profile selection.
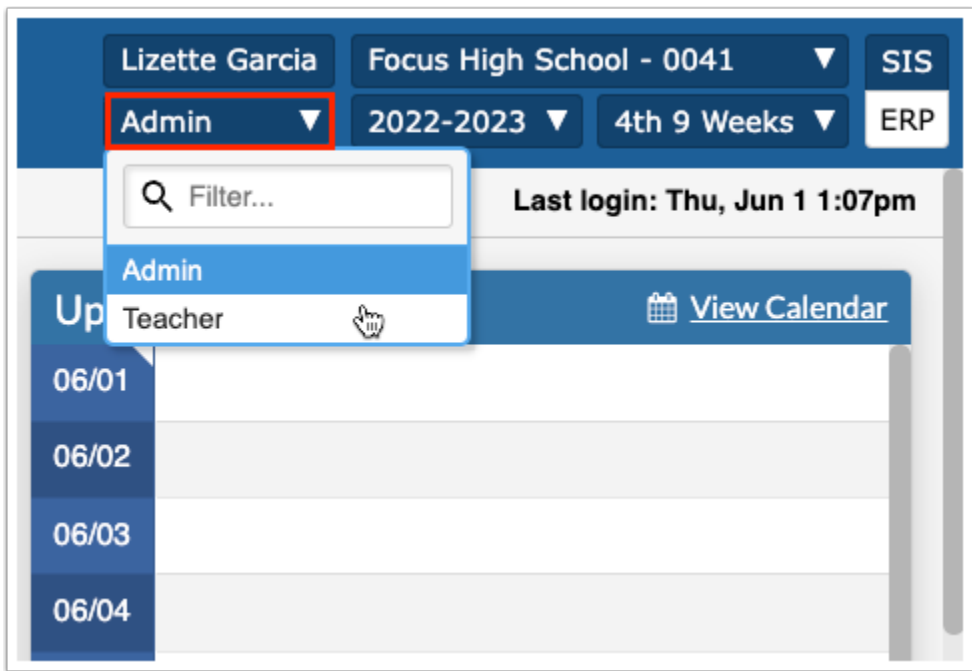
Upon signing out of Focus, the system remembers the last profile used and logs back into the system with the last used profile. For example, if you logout as a Teacher, when you log back into Focus, your profile is still set to Teacher.

Across the top of the Portal page you also see the name of your School(s). If you have access to more than one school, this will be displayed as a pull-down. Click the pull-down to change the school selection.
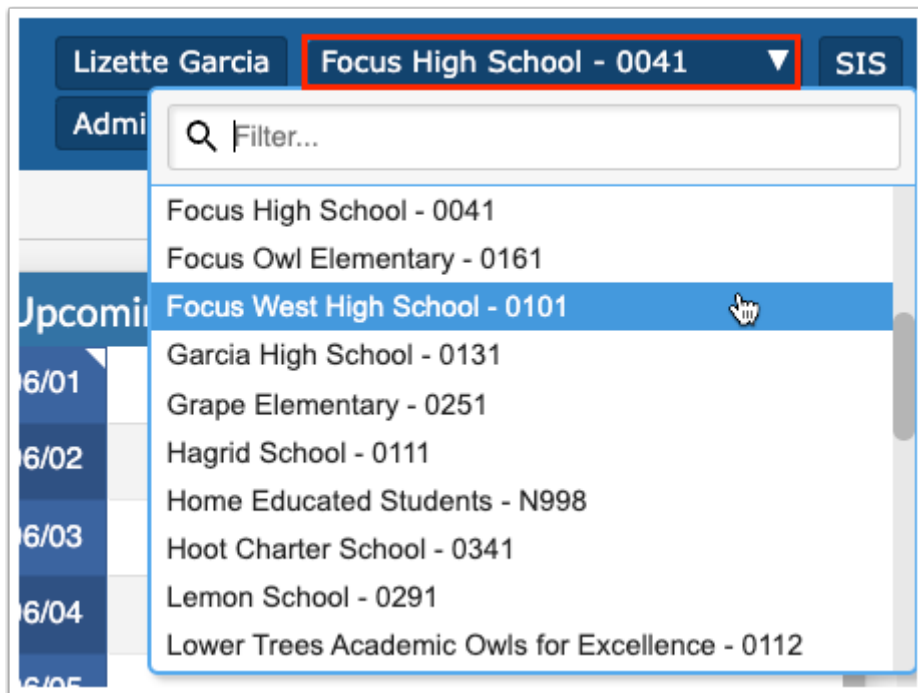
Begin typing the name or number of the school in the **Filter** text box for a quick search.
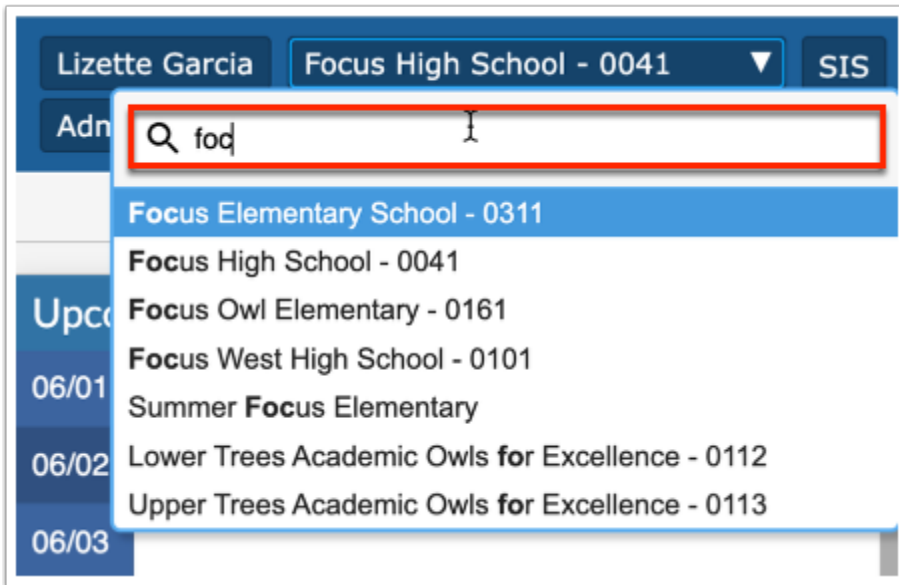
Under your school(s) is the school year pull-down, which defaults to the current school year. This pull-down is accessible at all times and can be changed as needed. Click the school year pull-down to change the school year for which you are working.
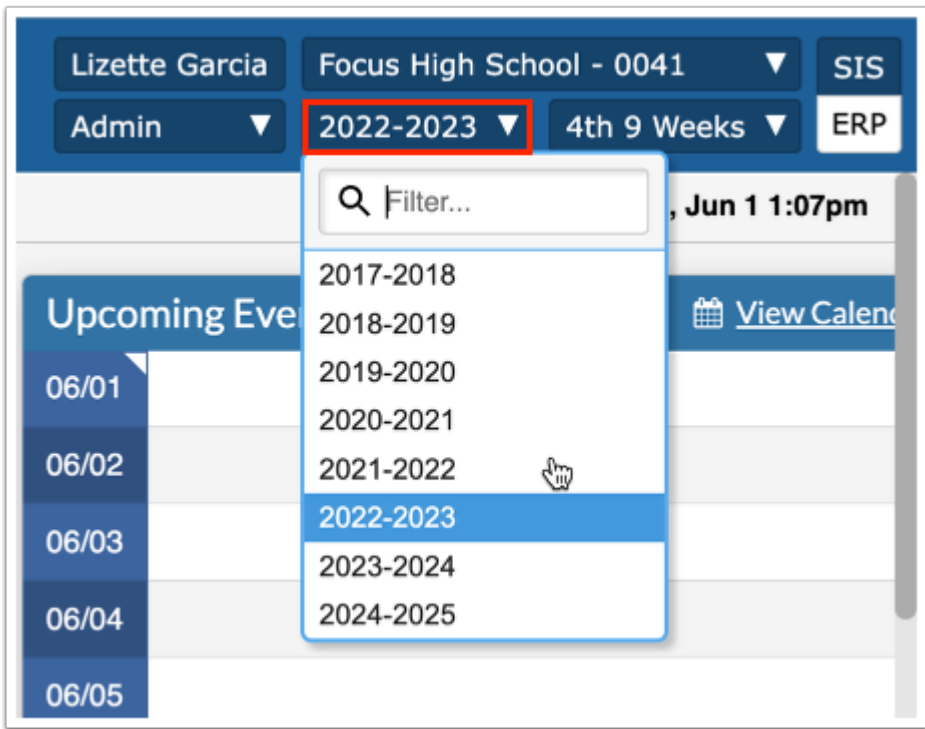
ℹ️   When a previous or future year is selected, the header and accent color of the screen turns red as an alert that you are working in a different school year.
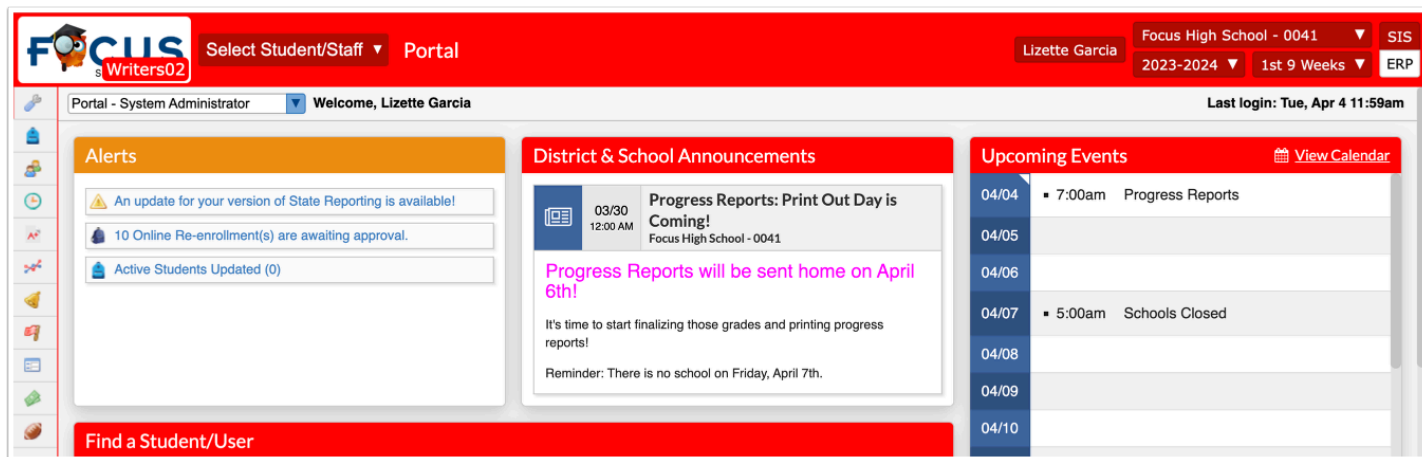
Click the marking period pull-down to choose a different marking period for which you are working. The marking period, like the school year, also defaults to the current marking period. Note: What you see in your pull-down may vary depending on district set up and your type of school.
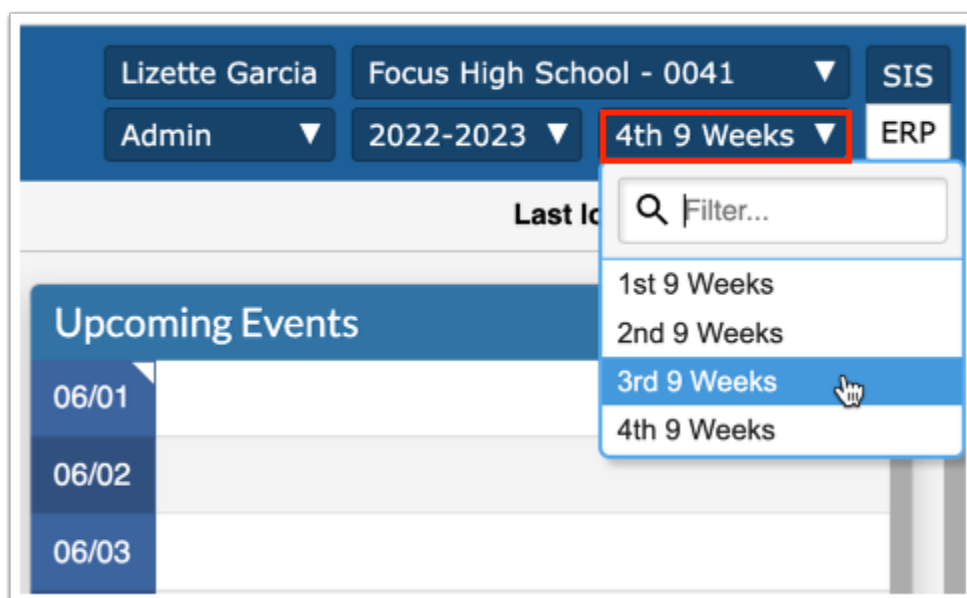
You will also notice your **Last login** listed with the day and time, as shown in the image.
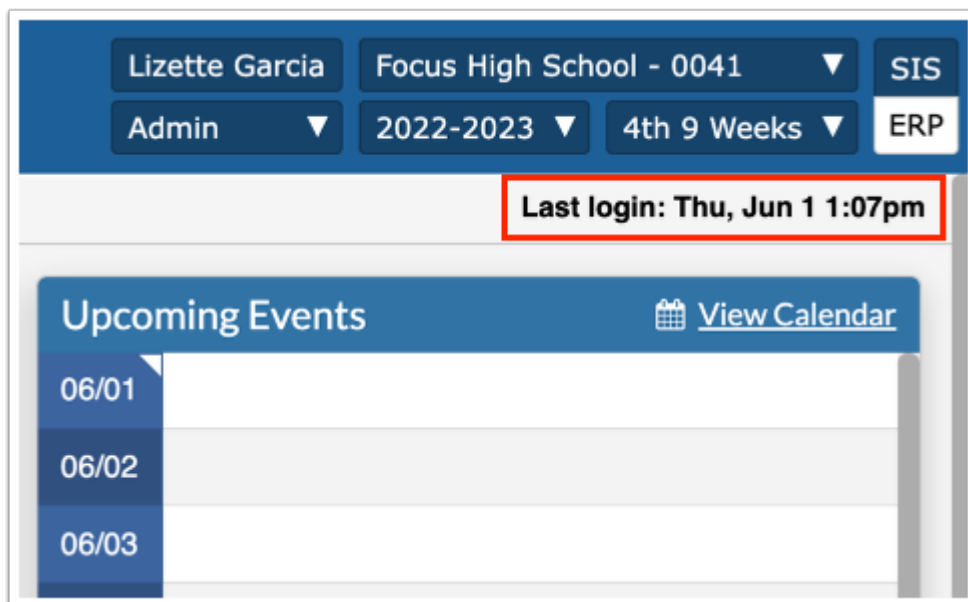
A Focus greeting welcomes whomever is signed into the system. You see your username here.
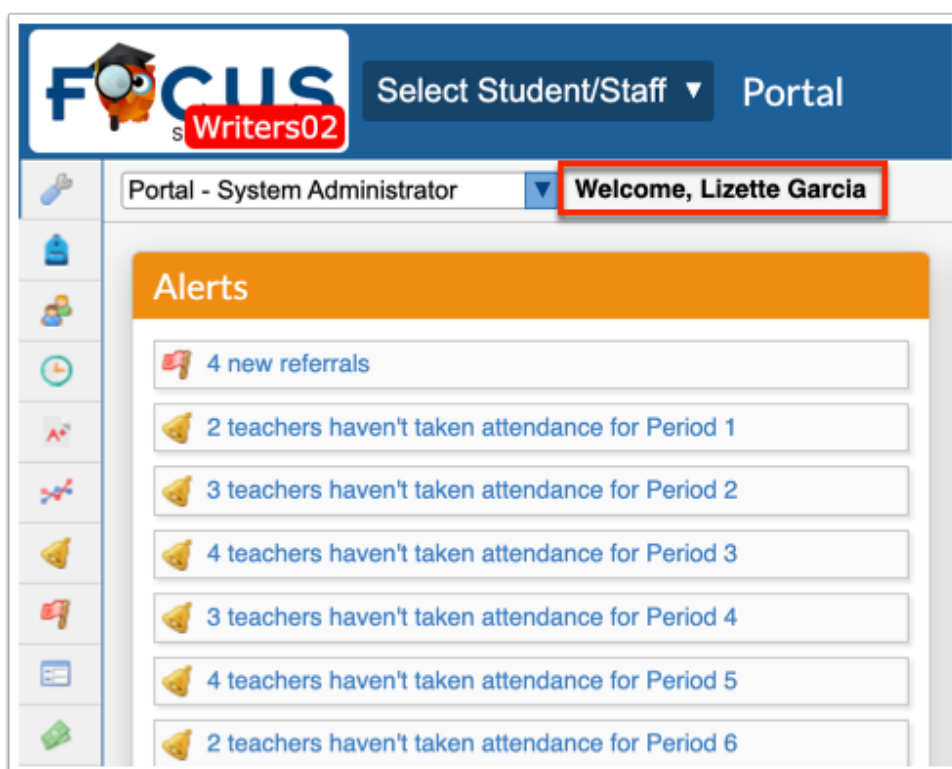
The Portal page may also come equipped with additional dashboards; dashboards can be set up via Setup > Portal Editor and are available for selection from the dashboard pull-down. These additional dashboards usually display important student data resulting from advanced reports or queries entered in the Portal Editor.
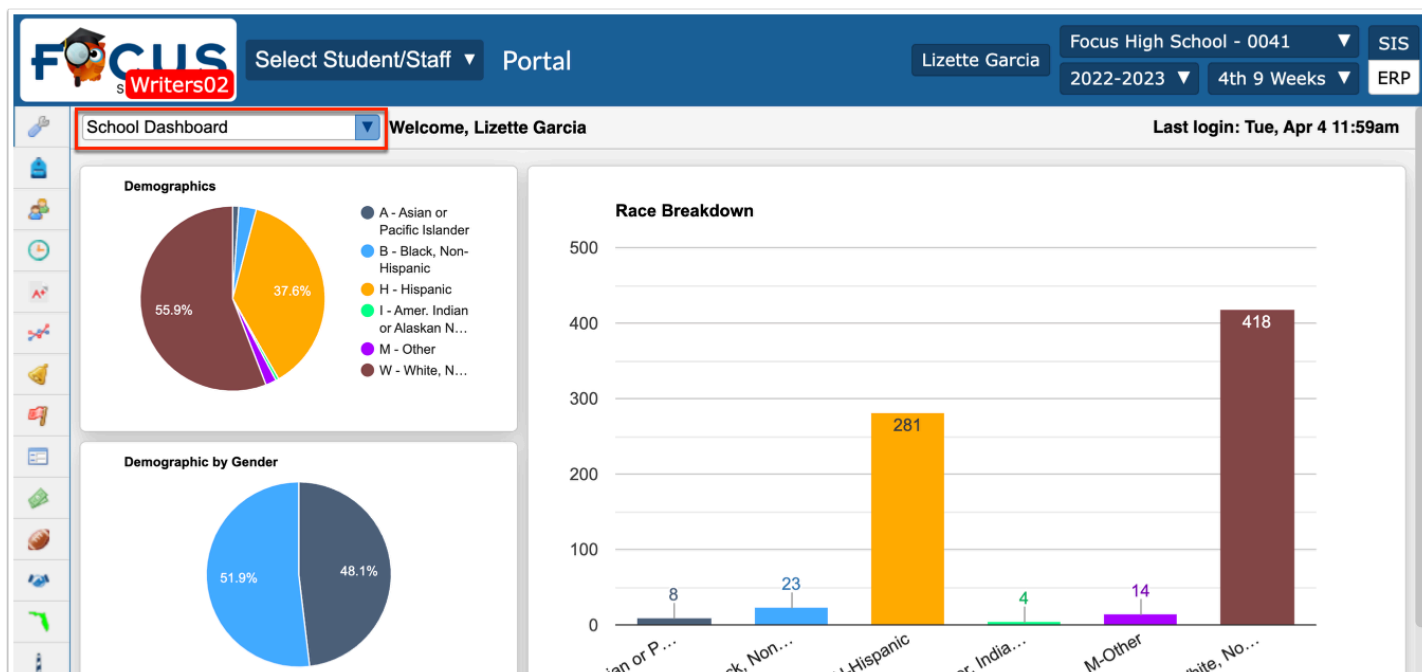
> ℹ️ The dashboard pull-down only displays dashboards assigned to your profile via Setup > [Portal Editor](#). If you only have one dashboard assigned, you will not see a pull-down.

In addition to school/student data being displayed as part of additional dashboards, if you have more than one profile, you see additional Portal pages. In the example shown, there is a System Administrator portal, a System Admin Support portal, and Assessment & Accountability Admin portal.
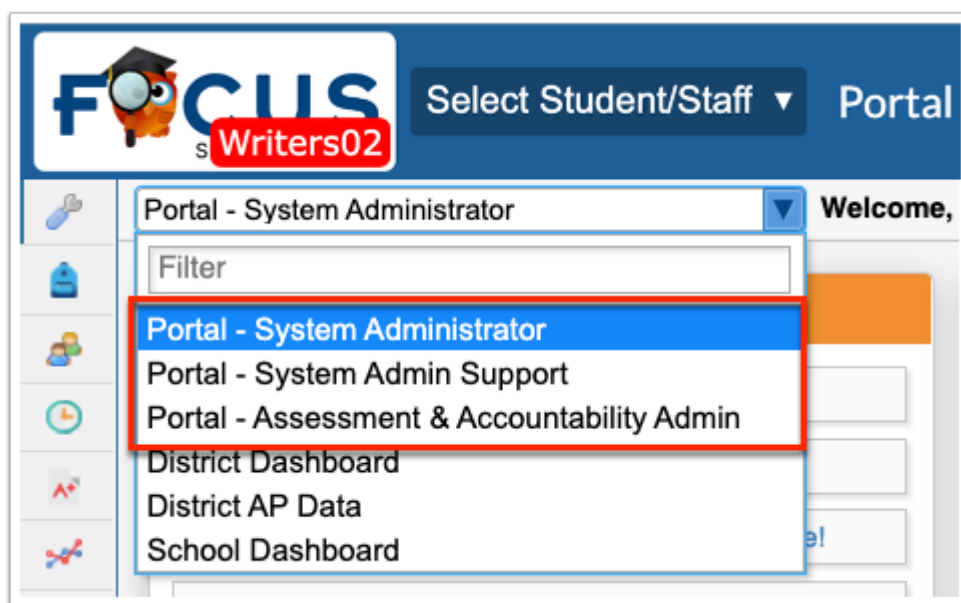
The last two tools on the Portal page are the Help and Logout buttons found in the bottom right corner of the screen.
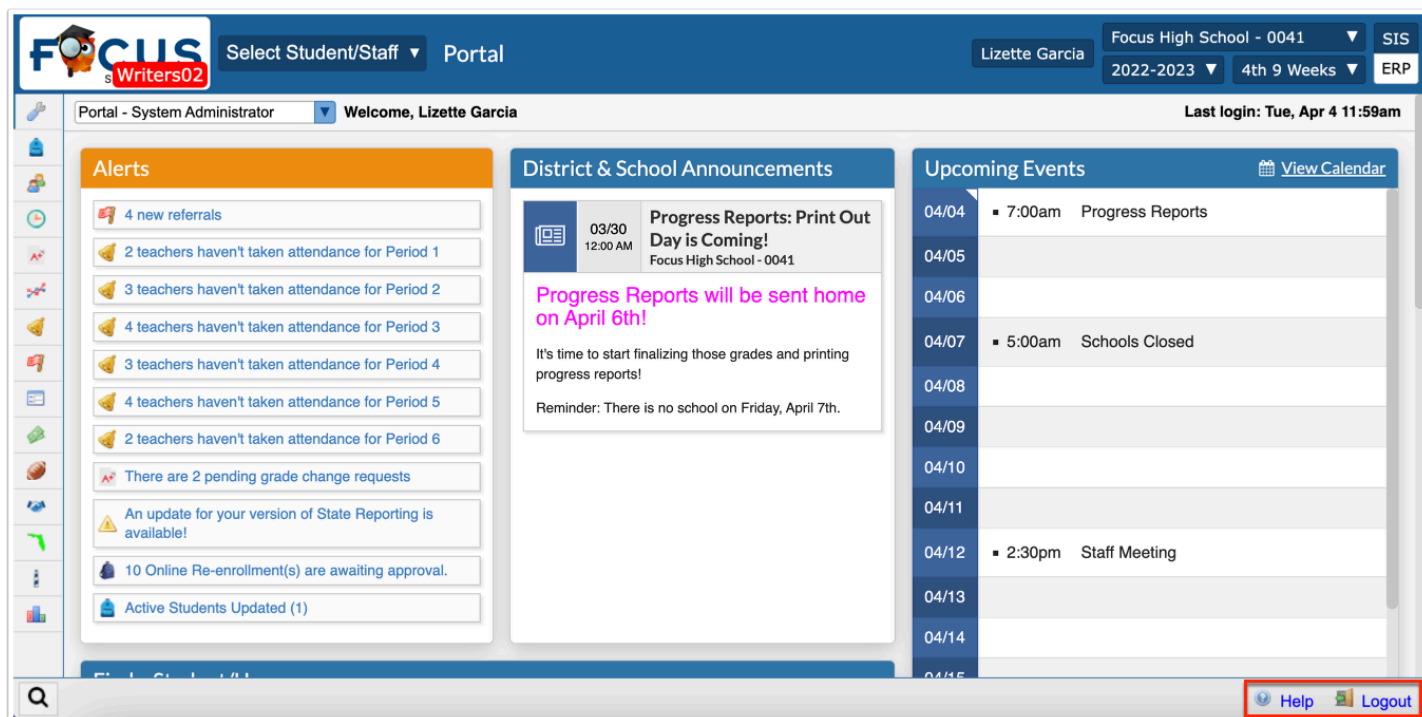
Click the **Help** button to view help documentation in ScreenSteps pertaining to the screen you are using. The Help button is available on every Focus screen.
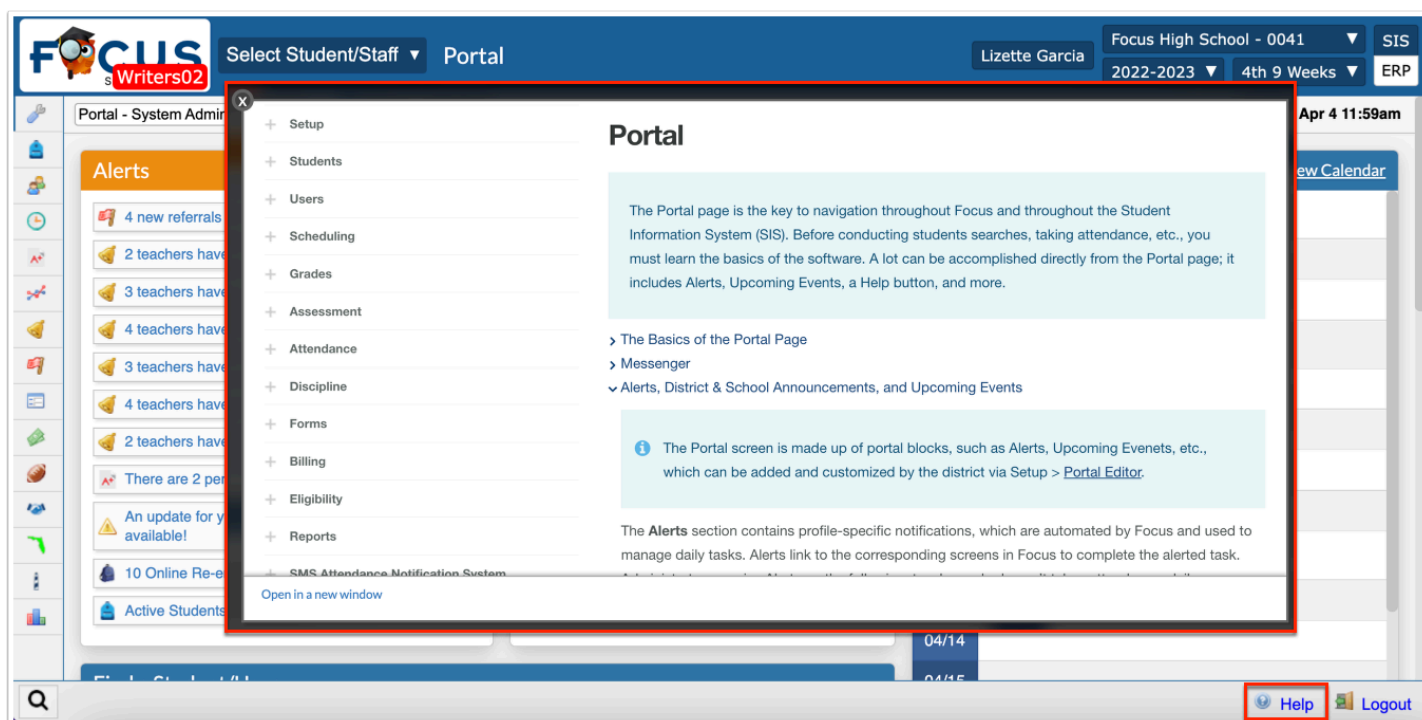
Clicking the Help button opens a pop-up window to the help documentation. From the pop-up window, you have the option to open the article in a new window and browse other articles housed within ScreenSteps.
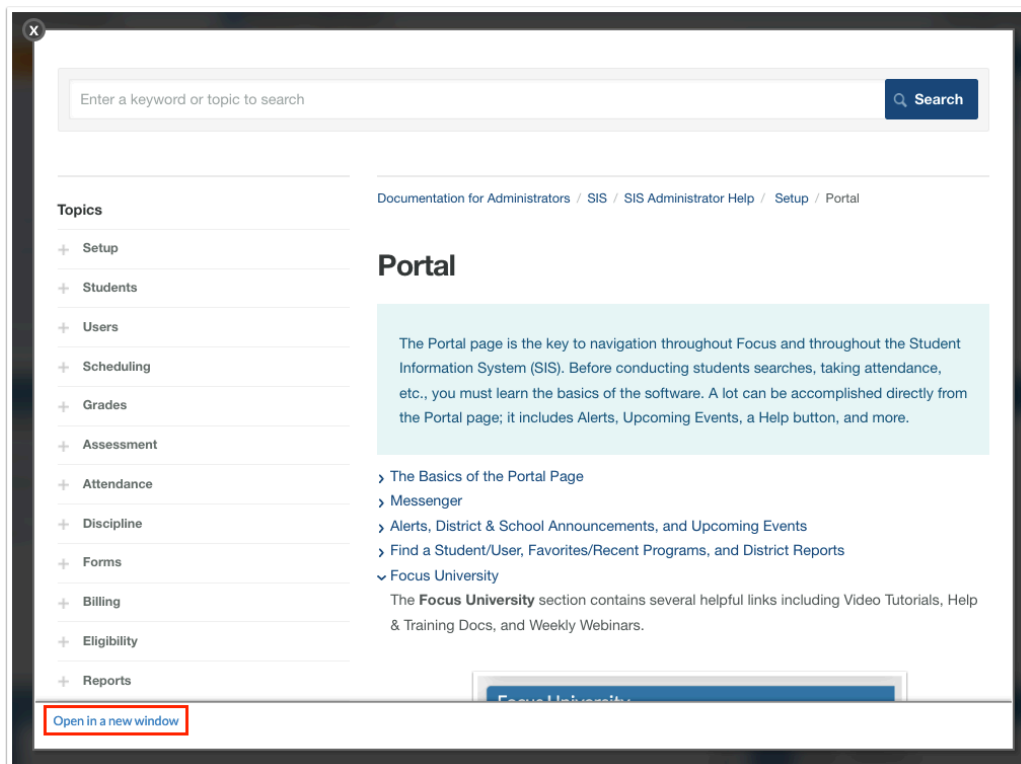
Click the **Logout** button to sign-out of your Focus session. Logging out will take you back to the main login screen. Note: Closing out of the window will not sign you out. Closing the browser all together may or may not sign you out depending on your browser settings.

Student/User Quick Search

You can quickly select a student or user and view their record without conducting a search using the Select Student/Staff pull-down available at the top-left corner of every screen, including the Portal page.

ℹ️ The pull-down displays as Select Student/Staff and can be used to search for Students if you have permission to View and Edit **Student Info** via Users > [Profiles](#) > Students tab. If you also have permission to View and Edit **User Info** via Users > [Profiles](#) > Users tab, you can search for and view staff records, as well.

1. Click the **Select Student/Staff** pull-down.
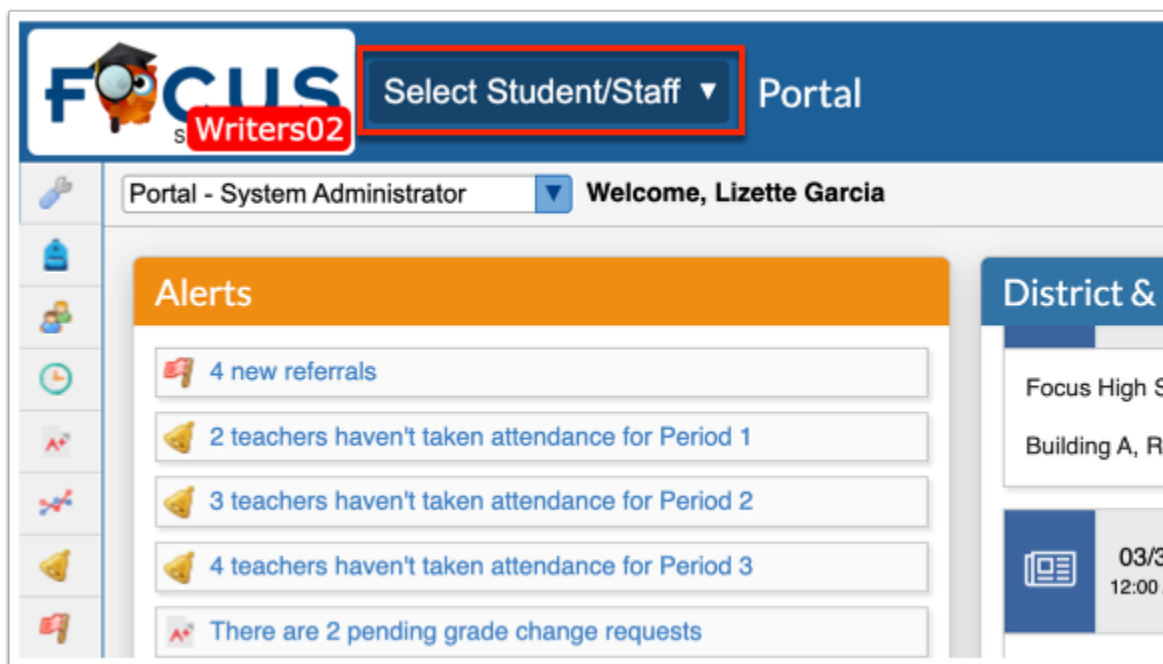
The **Search Results** tab is selected by default. To use the filters and results of your last student and user search, leave the tab selected. For example, if you conduct a Student Info search where you searched for students in the 11th grade, the results of that specific search will display in the Select Student/Staff pull-down when Search Results is selected.

Here is the last student search conducted; as you can see, the results of the Student Info student search displays in the Select Student/Staff pull-down displayed above when Search Results is selected.

> **ℹ** If a student or user search has not recently been conducted, the Search Results tab does not display.

2. Click the **Search Results** tab to remove the Search Results from your latest student/user search. Once, disabled, the tab turns gray.

3a. To search for students only, click the **Students** tab.
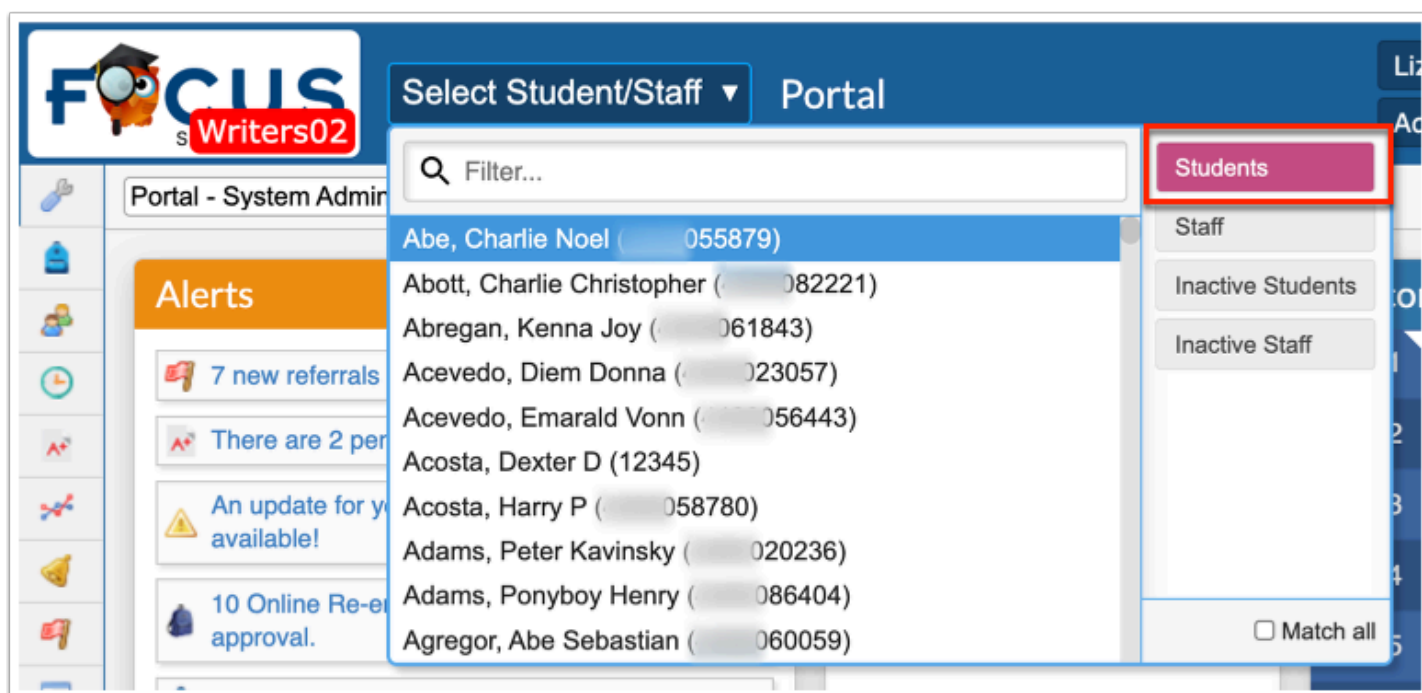
If **Search Results** and **Students** are both selected, the displayed students will pull from all the students assigned to the selected school (School pull-down in the header) **OR** from the Search Results of your latest student search.
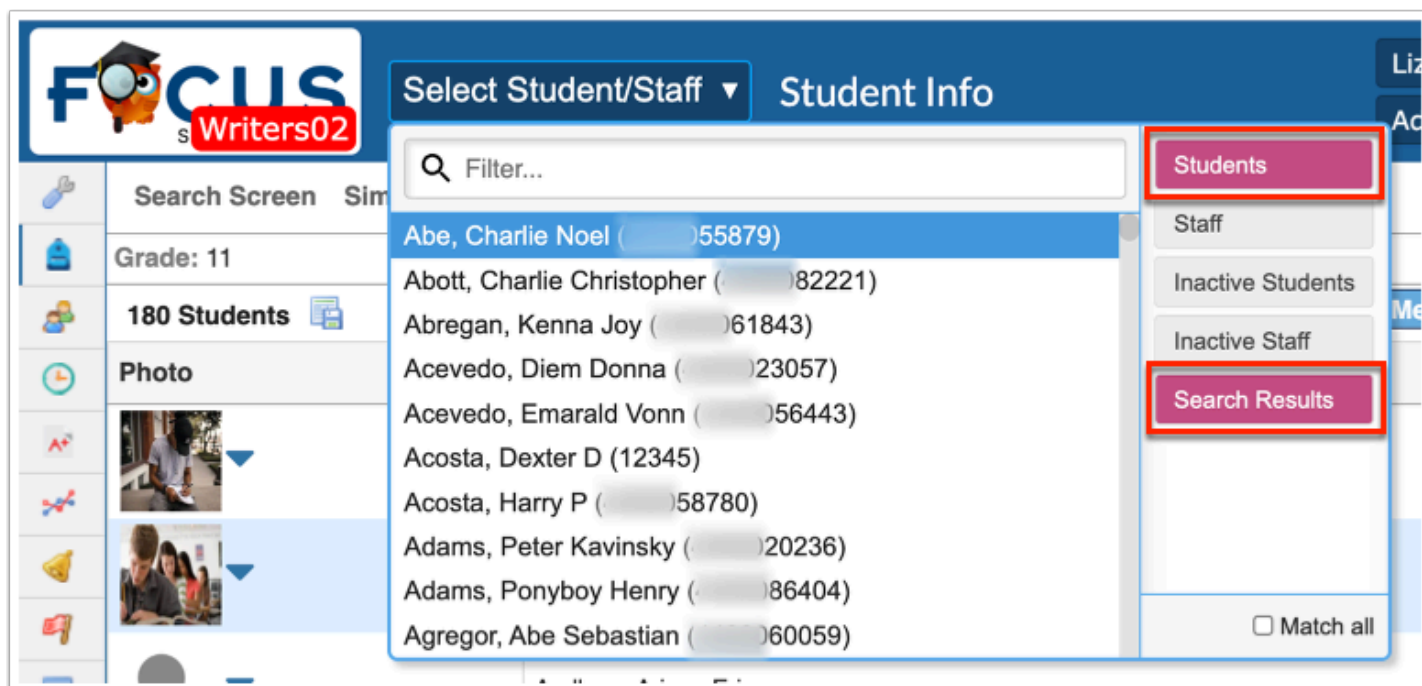
a. Click **Inactive Students** to display inactive students from which to choose, as well as active students.
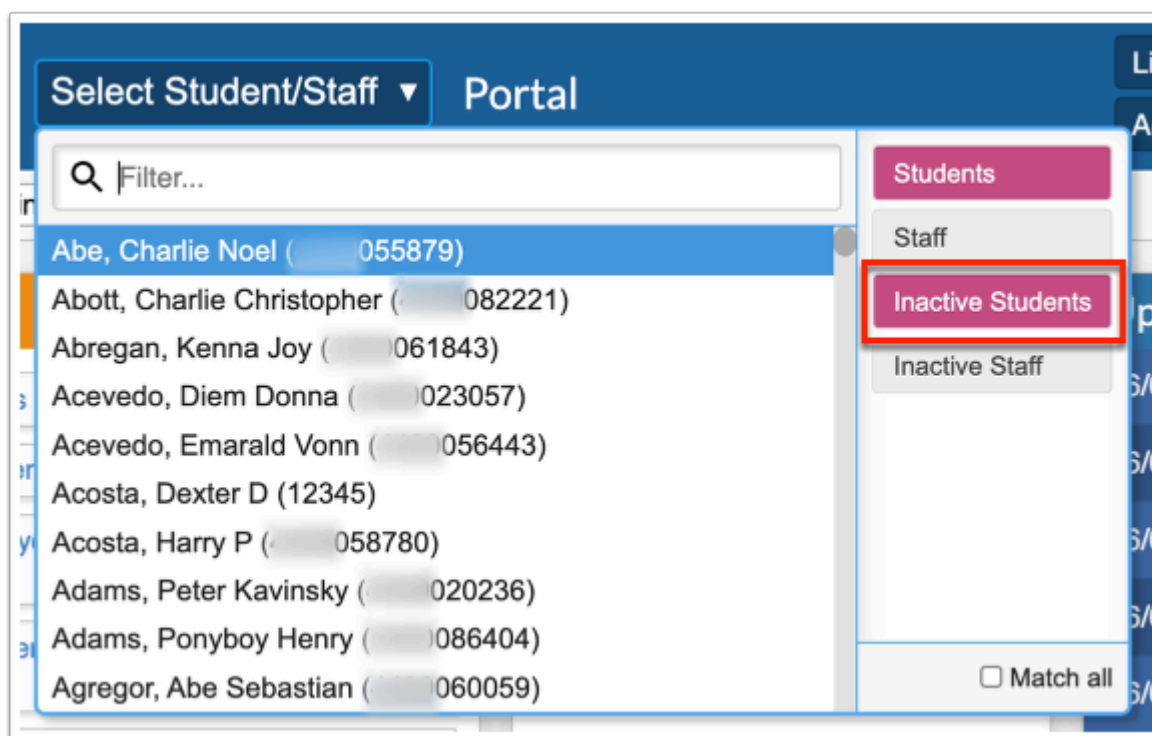
3b. To search for users/staff only, click the **Staff** tab.
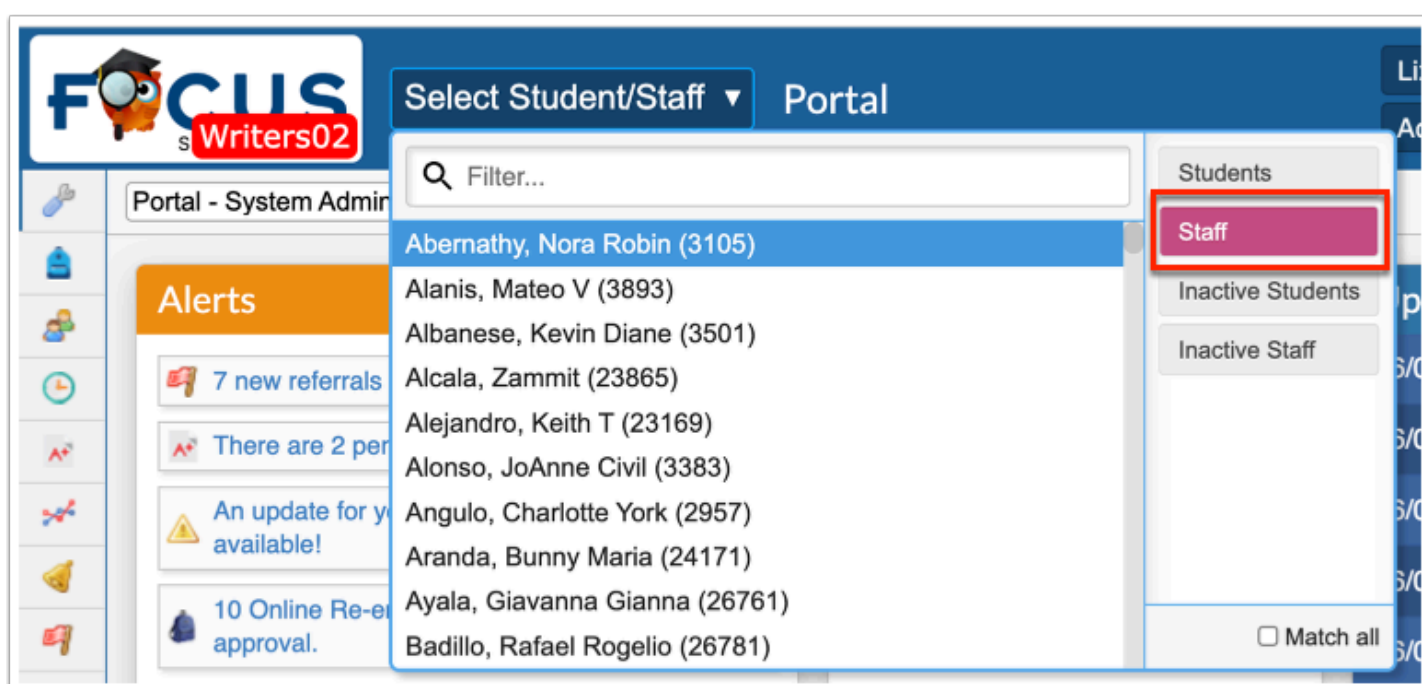
If **Search Results** and **Staff** are both selected, the displayed users will pull from all the users assigned to the selected school (School pull-down in the header) **OR** from the Search Results of your latest user search.
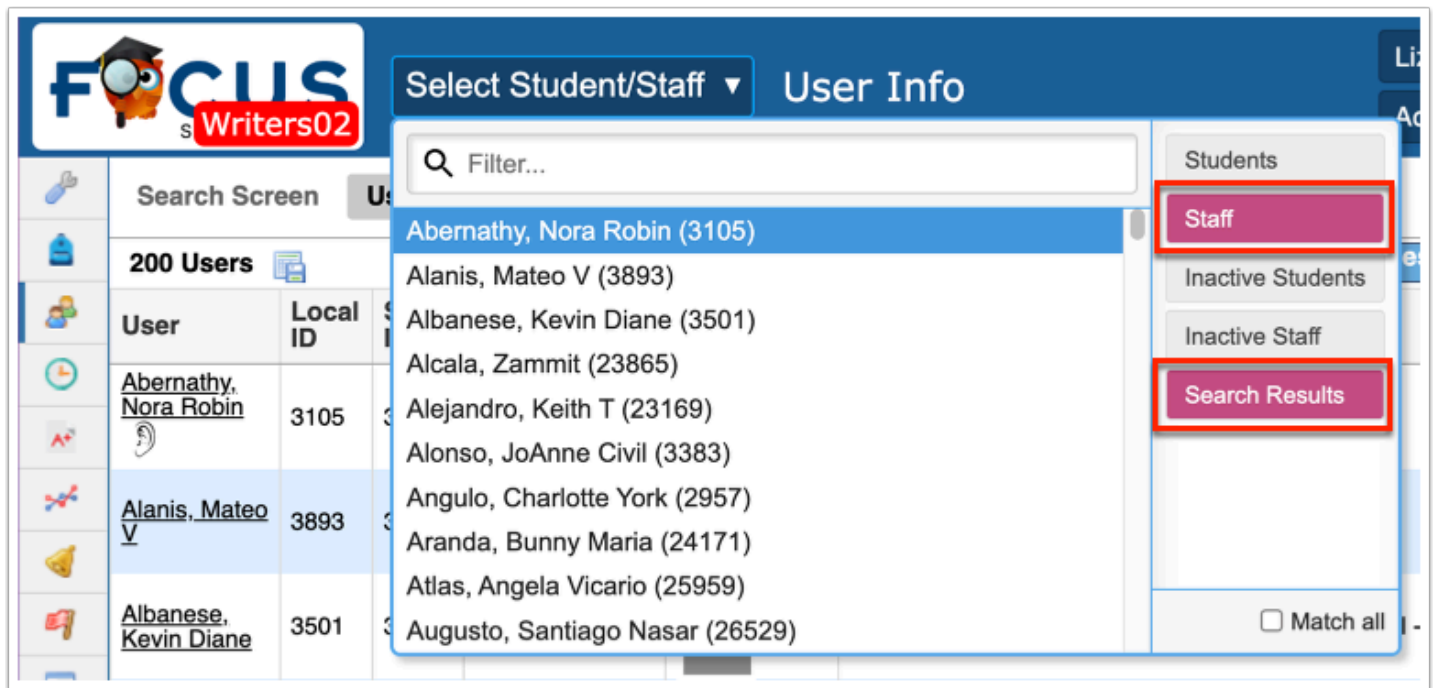
a. Click **Inactive Staff** to display inactive users from which to choose, as well as active users.
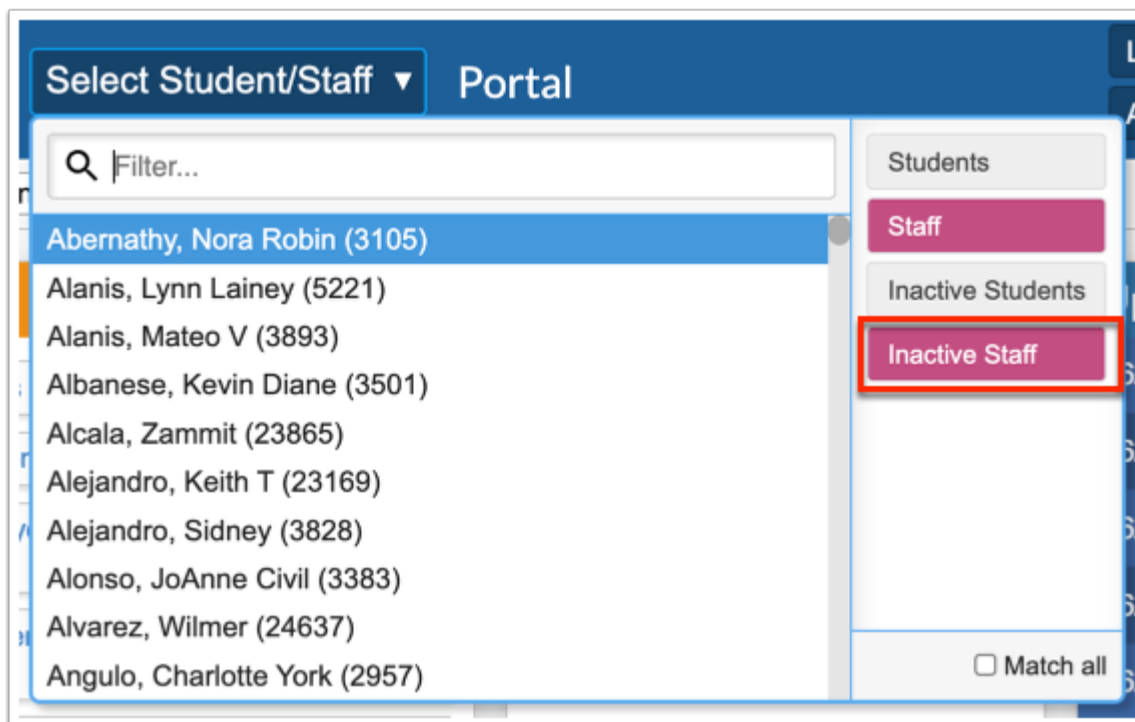
Select the **Match all** check box to display students/users that are listed in the Search Results of your latest student/user search **AND** assigned to the selected school.

Selecting **Students** and **Staff** will show all students at the selected school and all staff. Selecting the Match All check box will show zero results because there are no students who are also staff members.

Selecting **Search Results**, **Staff**, and **Students** displays the results of your latest User search and Student search OR all users and students assigned to the selected school.
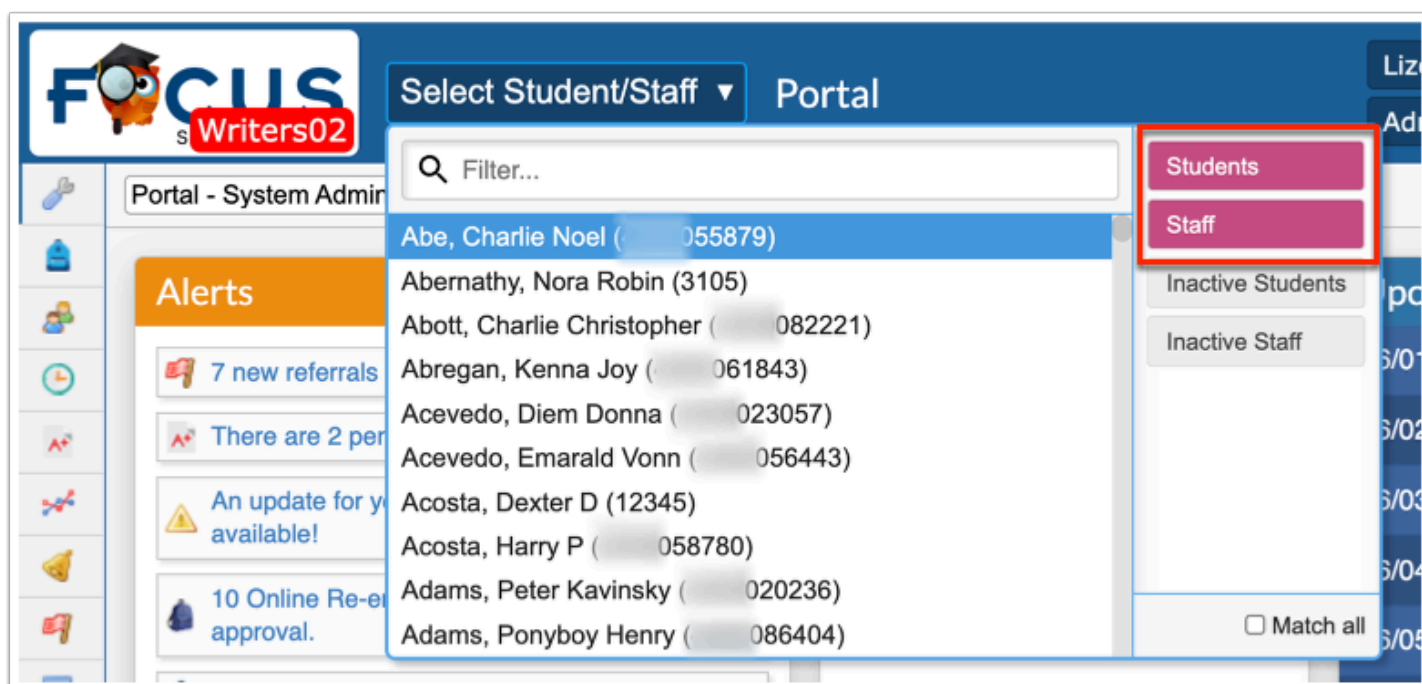
4a. Scroll through the listed students/users for the student/user you want, then click the student/user name to open the record in Student Info or User Info.

4b. Start typing the first name, last name, student ID, or EIN in the **Filter...** text box, then click the student/user name to open the record in Student Info or User Info.
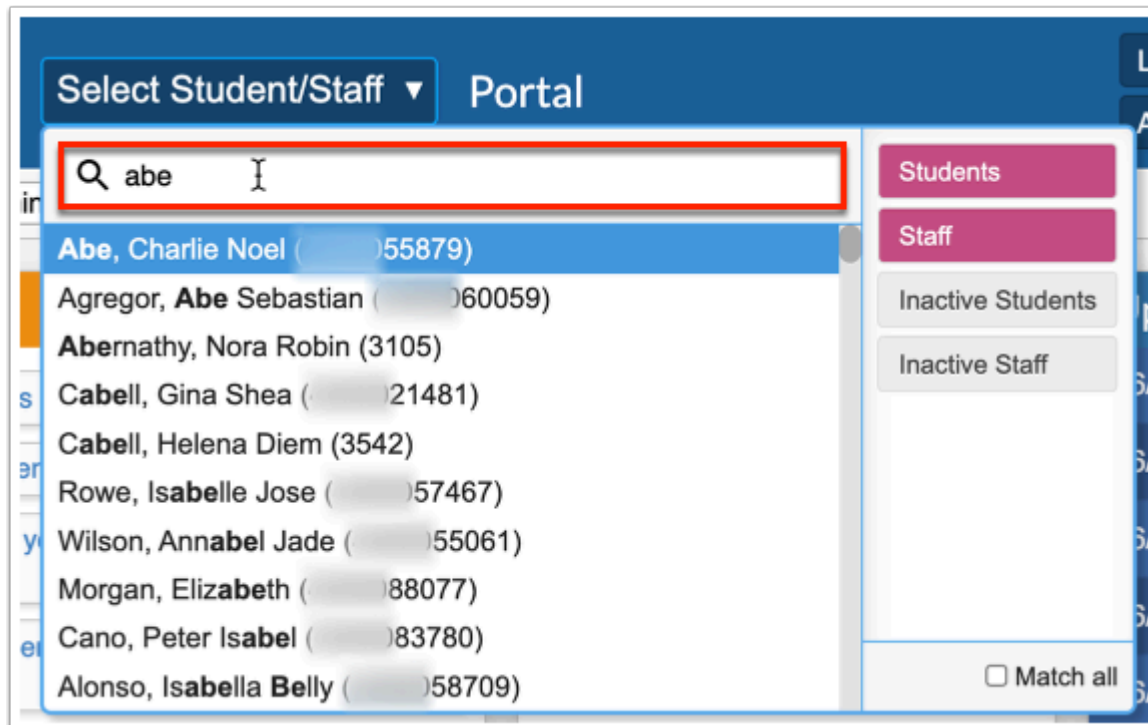
Once the student/user record is in open in Student Info or User Info, the pull-down reflects the selected student/user information along with additional features.

a. Click the **arrow** to open the pull-down and startover.

b. Hover over the icons for additional information/alerts about the student/user.
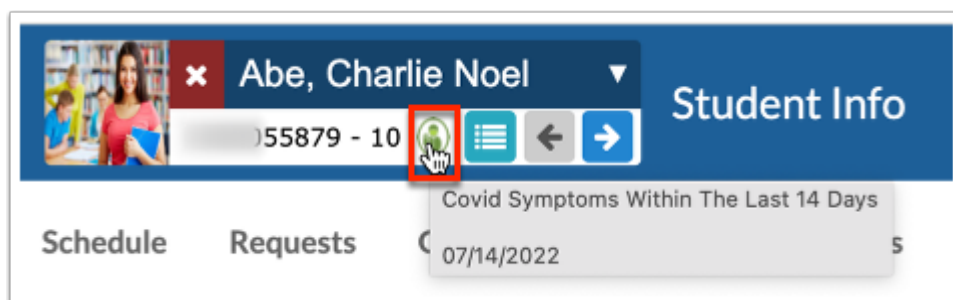
i. Click alert icons to open the screen, tab, and field for which the information is housed.

c. Hover over the student or user photo for additional information.

ℹ️ The information displayed here is determined by the selection made via Users > My Preferences > Columns in Student Lists and/or Columns in User Lists.

d. Click **Back to Search Results** to return the latest search results screen.
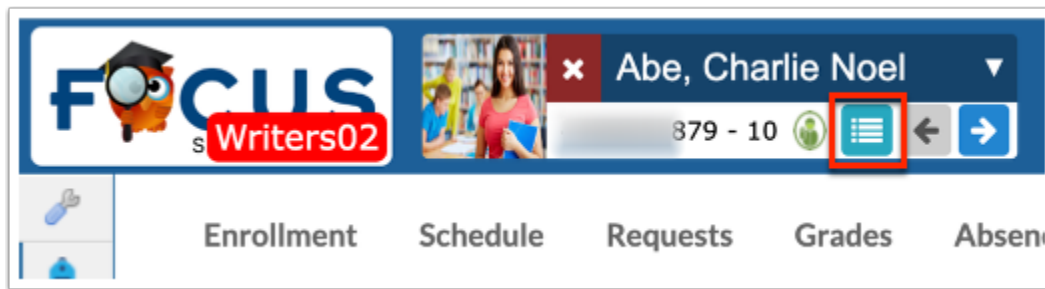
e. Click the left and right arrow to navigate to the previous (left) and next (right) student/user in the list (as displayed in the Select Student/Staff pull-down.
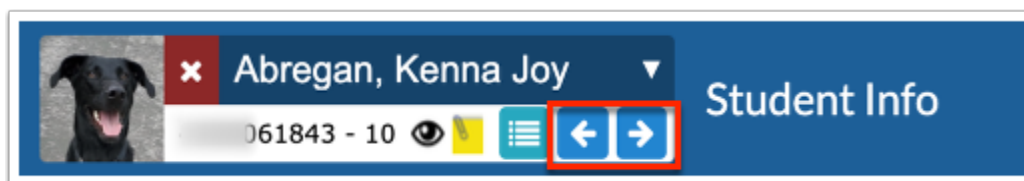
The left arrow for previous student is inactive because Charlie Abe is the first person in the list. Upon clicking the right arrow to navigate to the next student, you can now click the left or right arrow to navigate back to Charlie Abe or go to the next student in the list.
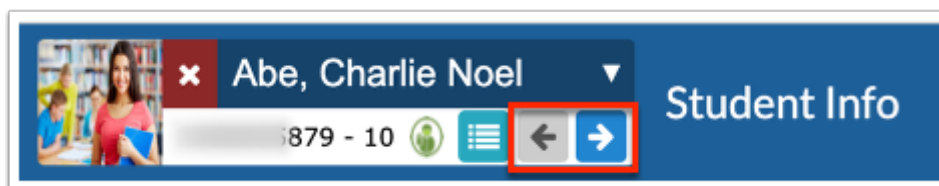
f. Click the red and white **X** to close the student/user and navigate to the main Student Info or User Info screen where you can conduct a search or pick a new student/user from the Simple List.
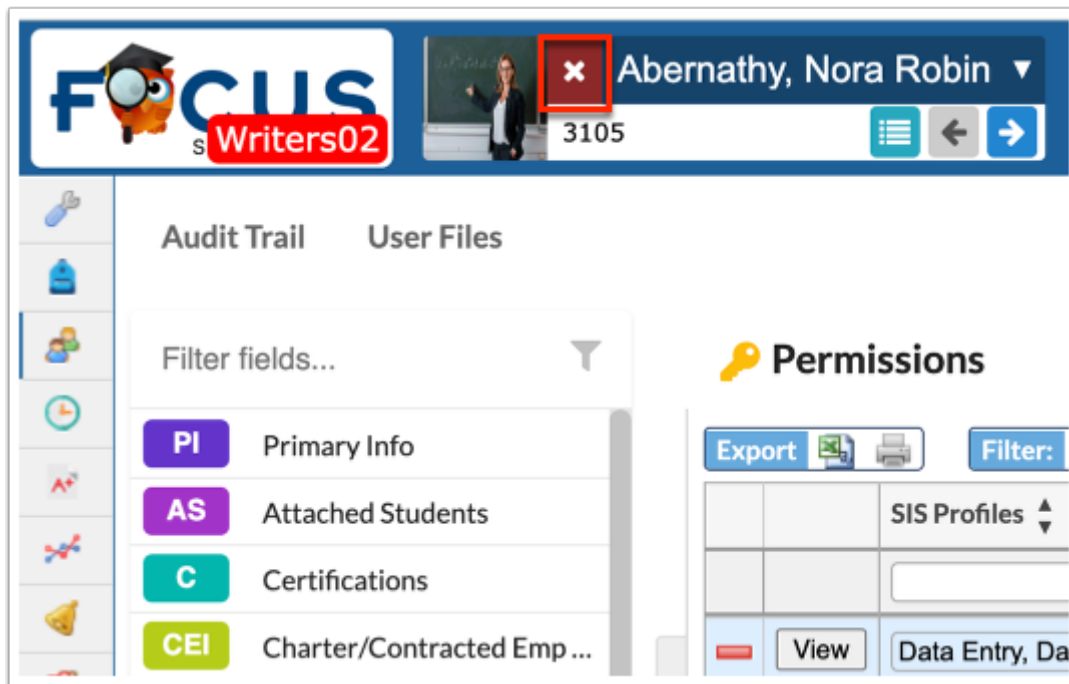
Alerts, District & School Announcements, and Upcoming Events

> ⓘ The Portal screen is made up of portal blocks, such as Alerts, Upcoming Evenets, etc., which can be added and customized by the district via Setup > Portal Editor.

The **Alerts** section contains profile-specific notifications, which are automated by Focus and used to manage daily tasks. Alerts link to the corresponding screens in Focus to complete the alerted task. Administrators receive Alerts on the following: teachers who haven't taken attendance, daily absences, new and merged referrals, pending change requests, transfer requests, Custom Reports, records with activated Alerts settings, and new versions/updates to your version of the software.

As mentioned above, click on any of the alerts to open the corresponding screens. For example, clicking 1 teachers haven't taken attendance for Period 1 navigates to the Teacher Completion screen. Once addressed, the Alert disappears.

The **District & School Announcements** section contains profile-specific notifications or reminders from both Focus and the school/district. Messages display on the Portal based on entered start and end dates; if no end date is specified, the message remains on the Portal page. Typical messages include reminders for deadlines, meetings, etc.

Administrators have the ability to create their own school level profile-specific messages via Students > Communication > Announcements. However, this option is dependent upon profile permissions set via Users > Profiles > Students tab.

> ℹ️ District & School Announcements and Upcoming Events created via Students > Communication > Announcements and Users > Calendar display depending on your permissions to selected schools via Users > User Info > Permissions tab. If you have access to all schools, the messages that display depend on the school selected from the school pull-down located in the header. If you have three enrollment records with schools A, B, and "All Schools," the portal will show all of the following: Messages/

The **Upcoming Events** section contains reminders of the next seven events on your Calendar. Upcoming Events display until the event occurs, and the date appears in the title. Hover over the event with the mouse to display a tooltip, which contains the event's description, if one was added upon creating the event via Users > Calendar.

Click **View Calendar** to open Calendars. Administrators can create events via Users > Calendar.

If you or another user has utilized the "Type" pull-down to add an SSS service to a student or create a log record for a student from a calendar event via Users > Calendar, a green plus sign displays for said event in Upcoming Events.

a. Click the **green plus sign** to display the log record in a pop-up window. Any default values entered on the event are populated. The current date and time are also populated into the logging field.

b. Complete the log record, and click **Create** to add it to the student's record.
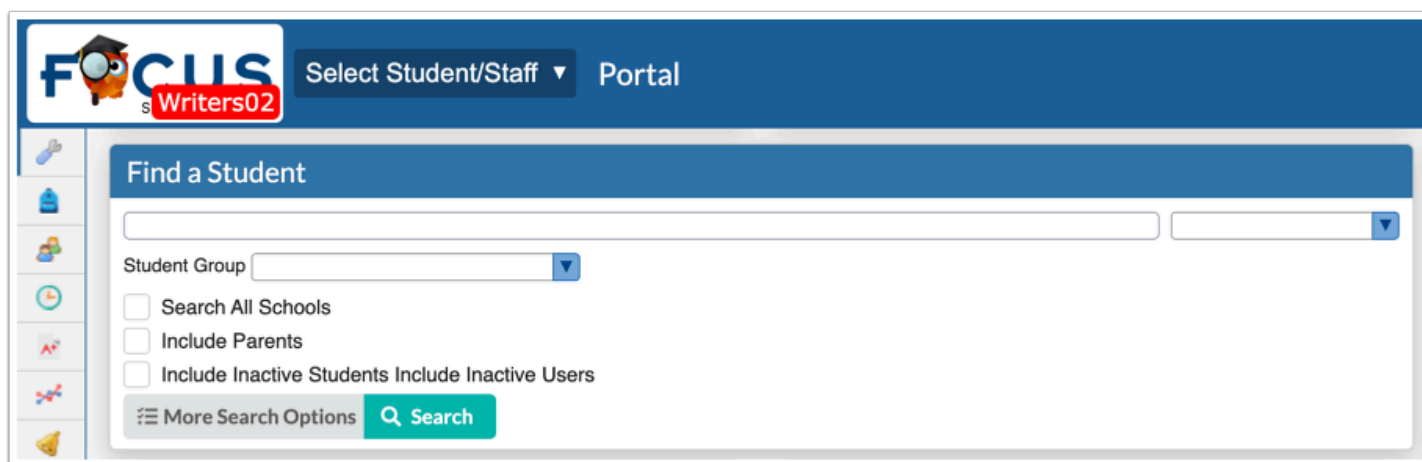
ℹ️ See Creating a Log Record for a Student for more information.

Find a Student/User, Birthday List, and Favorites/Recent Programs

> ℹ️ The Portal screen is made up of portal blocks, such as District Reports, Find a Student/User, etc., which can be added and customized by the district via Setup > Portal Editor.

The **Find A Student** section provides a search text box to pull up student records directly from the Portal page.

a. To conduct a search from the Portal, enter search criteria in the provided text box, such as name of student ID, then select a category from the category menu pull-down in order to select the information you need based on the selected screen/information.

Select a **Student Group** from the pull-down, if applicable.

Select the **Search All Schools** and/or **Include Inactive Students** check boxes, set **More Search Options**, then click **Search**.

b. Pull-down options include: Absences, Activities, Add Referral, Billing, Demographics, Enrollment, Grades or Course History, Grad Reqs, Referrals, Requests, Schedule, SSS, Standard Grades, and Test History.

⚠ Once a search is conducted with a category selected from the pull-down, the selection will remain as a default until changed to conduct a new search.

ⓘ For more details on how to find a student and apply More Search Options, see Searching for Students.

c. If you have permission to view/edit User Info via Users > Profiles > Users tab, the Find a Student section becomes **Find a Student/User** allowing you to search for other users when **User Info** is selected from the menu pull-down.

d. Enter search criteria in the text box and select **User Info** from the category menu pull-down.

Select the **Search All Schools**, **Include Parents**, and/or **Include Inactive Users** check boxes, if applicable.

Set all **More Search Options**, then click **Search**.

The **Birthday List** section displays upcoming Student Birthdays as well as upcoming User Birthdays.

Click the student name links to open Students > Student Info. Click the user name links to open Users > User Info.

> ℹ️ User Birthdays displays based on the **Show User Birthday List on Portal** setting, which can be enabled via Setup > System Preferences > School Preferences/Default School Preferences > General tab.

The **Favorites/Recent Programs** section displays links to screens marked as Favorites as well as the most recently visited screens.

a. To navigate to a favorite program, click the screen name in the **Favorites** list in the Favorites/Recent Programs section.

b. To add a program to the Favorites list, navigate to the screen in Focus. Click the screen title and click **+ Add (Program Name) to Favorites.**

c. You can also navigate to Favorites by clicking the title of the screen, then clicking the program name in the list.

d. A program can be removed from the Favorites list in the Favorites/Recent Programs block by clicking the delete button (red minus sign) next to the program name.

Alternatively, click the screen title and click the delete button (red minus sign) next to the program name.
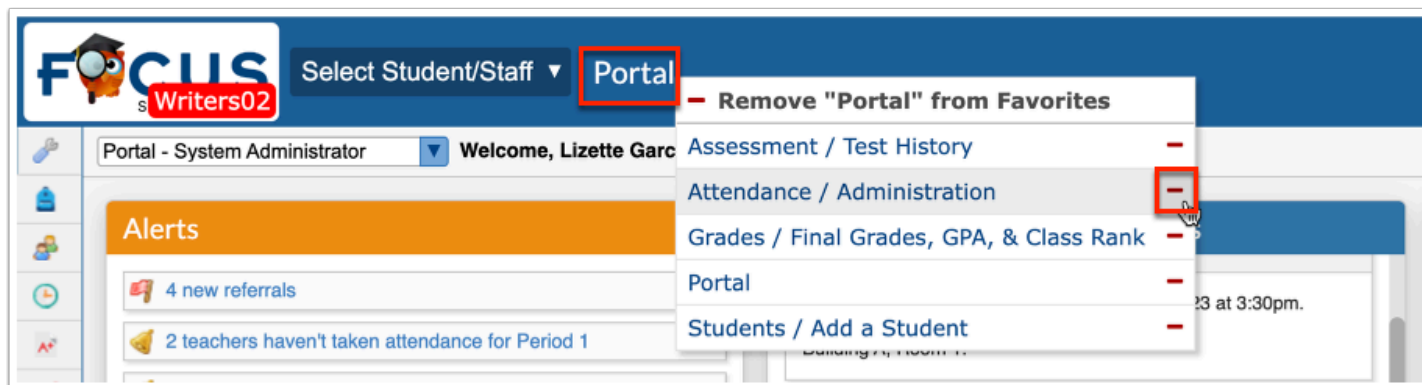
If you are on the screen that you want to remove/delete from Favorites, click the screen title, then click **Remove (Program Name) from Favorites**.

Recent Programs contains profile-specific links to the most recent screens opened, which enables direct navigation from the Portal page. Click on any one of the program links to navigate to the corresponding screen.

School Folder and District Reports

The **School Folder** section displays [FTE Summary Reports](#) that were pushed to the school folders. As shown in the School Folder example, there have been several summaries published and viewed. Initial files generated via Florida Reports > [Generate DOE Extracts](#) also displays here.

a. Click the report link to download a PDF or HTML file or follow the link to open the corresponding Florida report, such as DOE Data Verification Reports.

b. Once you view the PDF, you have the option to **Dismiss** the summary by selecting the check box. However, you can always select the **View Dismissed** check box to see everything.

The report will only be dismissed from your School Folder and will remain on all other users' School Folders assigned the applicable profile.

The School Folder is linked to Florida Reports > FTE Summary Reports (Breakdown). Upon running any of the FTE Summary Reports, you have the option to **Push PDF to School Folder(s)** in order to make them viewable for other users.

The folders that display here are also dependent on the **Florida DOE Extracts and Verification Reports** scheduled job enabled via Setup > Scheduled Jobs.

The District Reports section displays reports published with the Portal Alert enabled via Reports > District Reports.

Click the report link to open and run the report in [District Reports](#).

Focus University

The **Focus University** section contains several helpful links including Video Tutorials, Help & Training Docs, and Weekly Webinars.

1. Click the **Video Tutorials** link to open Focus University Training Videos in ScreenSteps.
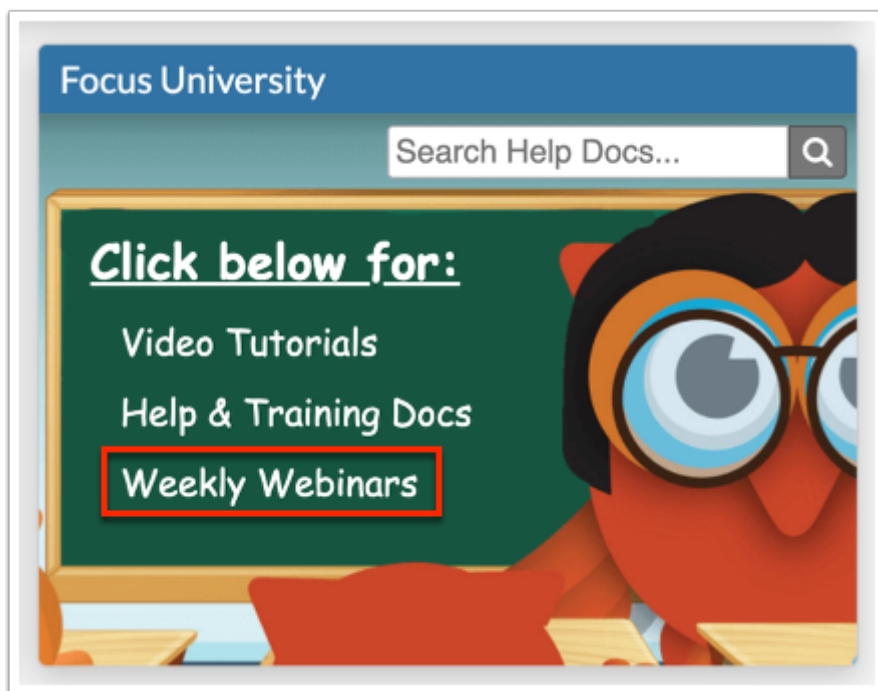
2. Click the **Help & Training Docs** link to open all help manuals and search for specific documentation.
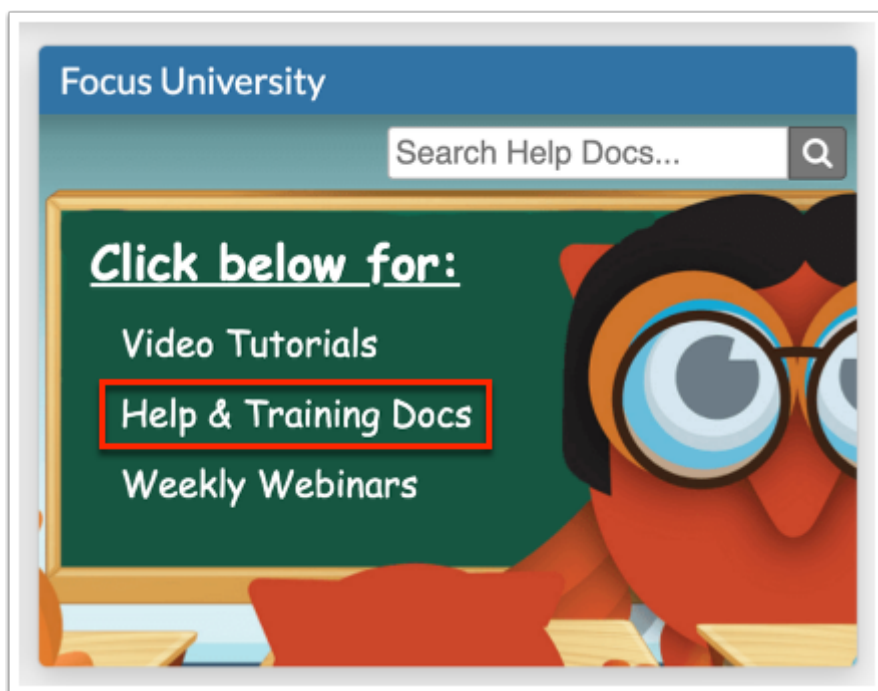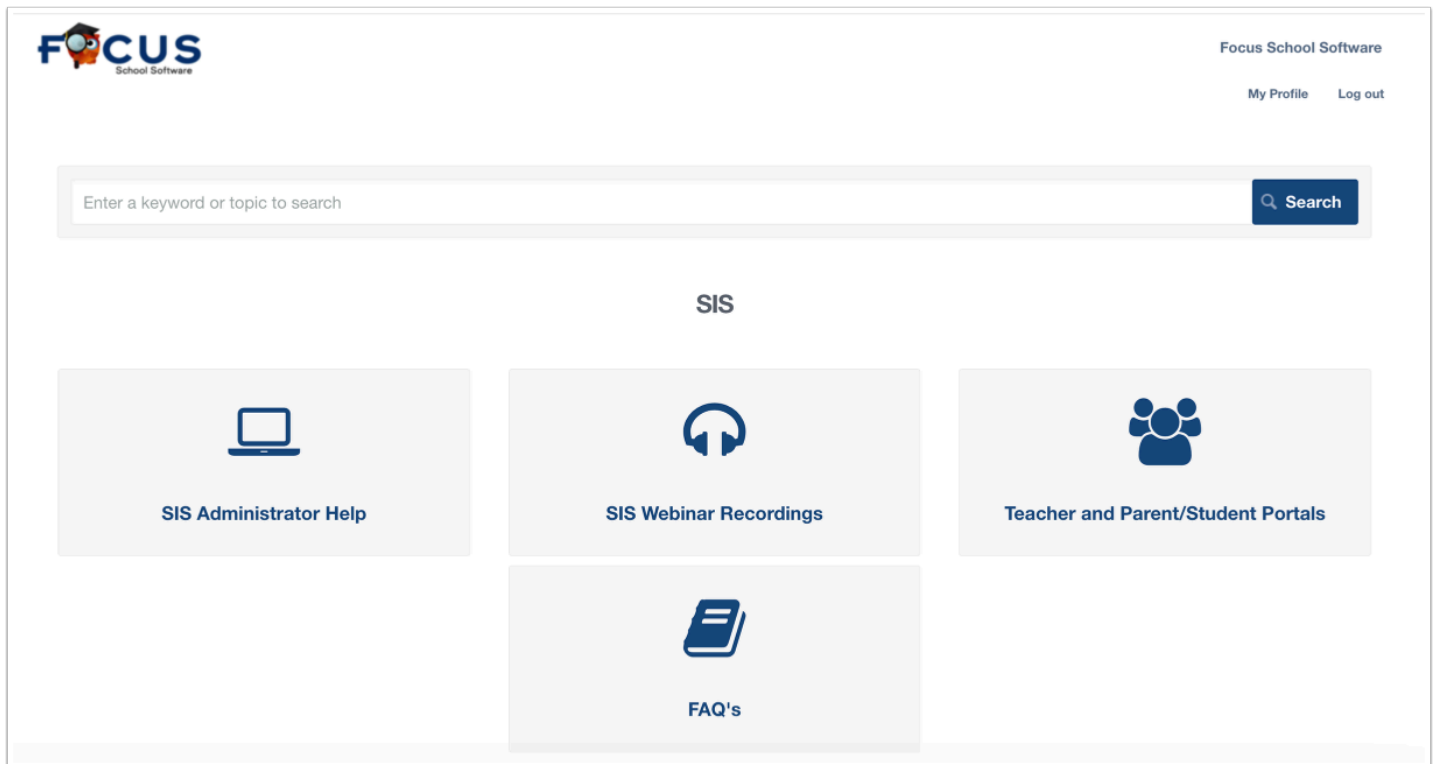
3. Click the **Weekly Webinars** link to open featured videos and webinars sorted by the week released.

4. To search all help documentation and videos, enter key words in the provided search engine text box and click the magnifying glass.

Search Results display in ScreenSteps.

Punch In/Out

> ℹ️ The Portal screen is made up of portal blocks, such as the Punch In/Out block., which can be added and customized by the district via Setup > Portal Editor.

If your district is utilizing the Time & Attendance screens via ERP, employees have the ability to clock in and out via the **Punch In/Out** section of the Portal page.

The current time displays along with the date.
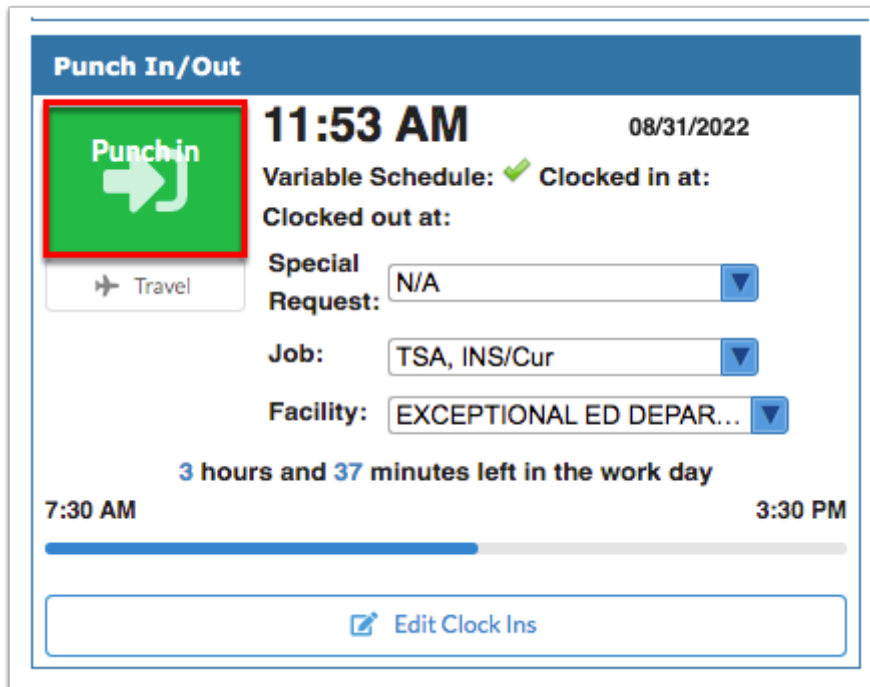

If your schedule has been flagged as a **Variable Schedule**, the green check marks displays.

The time you **Clocked in at** and the time you **Clocked out at** displays, when applicable.

1. If special requests have been set up by the district, you can select the event or activity for the **Special Request** pull-down in order to submit time worked outside your normal hours or

duties. Examples of special requests are field trips, athletic events, covering another teacher's class, fundraisers, etc.

2. Select your **Job** title from the pull-down.

3. Select your **Facility** of work from the pull-down.

4. Once all selections have been made, click **Punch In** to log your start time at work.

Once you've clocked in, the amount of time you have left to work displays. In the example shown, the employee has 3 hours and 37 minutes left in the work day. The employee's work hours are also displayed: 7:30 AM to 3:30 PM.

5. At the end of the work day and when you are required to clock out for breaks, click **Punch out**. Note: Some districts build breaks directly into the work schedule; therefore, employees are not required to clock out for lunch.

6. Click **Travel** to submit travel time as opposed to punching in.

7. In the Travel pop-up window, select your **Job**.

8. Select the facility from which you traveling from the **From** pull-down.

9. Select the facility to which you traveled from the **To** pull-down.

10. Enter any notes and additional information, such as the reason for your travel time and why it should be included in your daily work hours in the **Notes/Reason** text box.

11. Click **Submit**.

12. When you arrive at your destination, click **Arrived**.

13. If you have permission, click **Edit Clock Ins** to view and/or edit the hours you clocked in and out of the system.

ℹ️ Profile permission must be given via Users > Profiles > Employee Self Service tab > **View/Edit Timecards** or ERP > Setup > Profiles > Employee Self Service tab > **View/ Edit Timecards**.

Clicking Edit Clock Ins opens Employee Self Service > View/Edit Timecards. From this screen, click **View** to review all punch in and punch out times, as well as request changes.

ERP

The Portal page is the key to navigation throughout Focus and throughout the ERP system. Before conducting purchase orders, taking inventory, etc., you must learn the basics of the software. A lot can be accomplished directly from the Portal page, which includes an Alerts module, Upcoming Events, a Find an Employee module and quick search pull-down, a Birthday List, and more.

ℹ️ All portal blocks can be added via SIS > Setup > Portal Editor.

The Basics of the Portal Page

When you first sign into Focus, you will be taken to the Portal page.
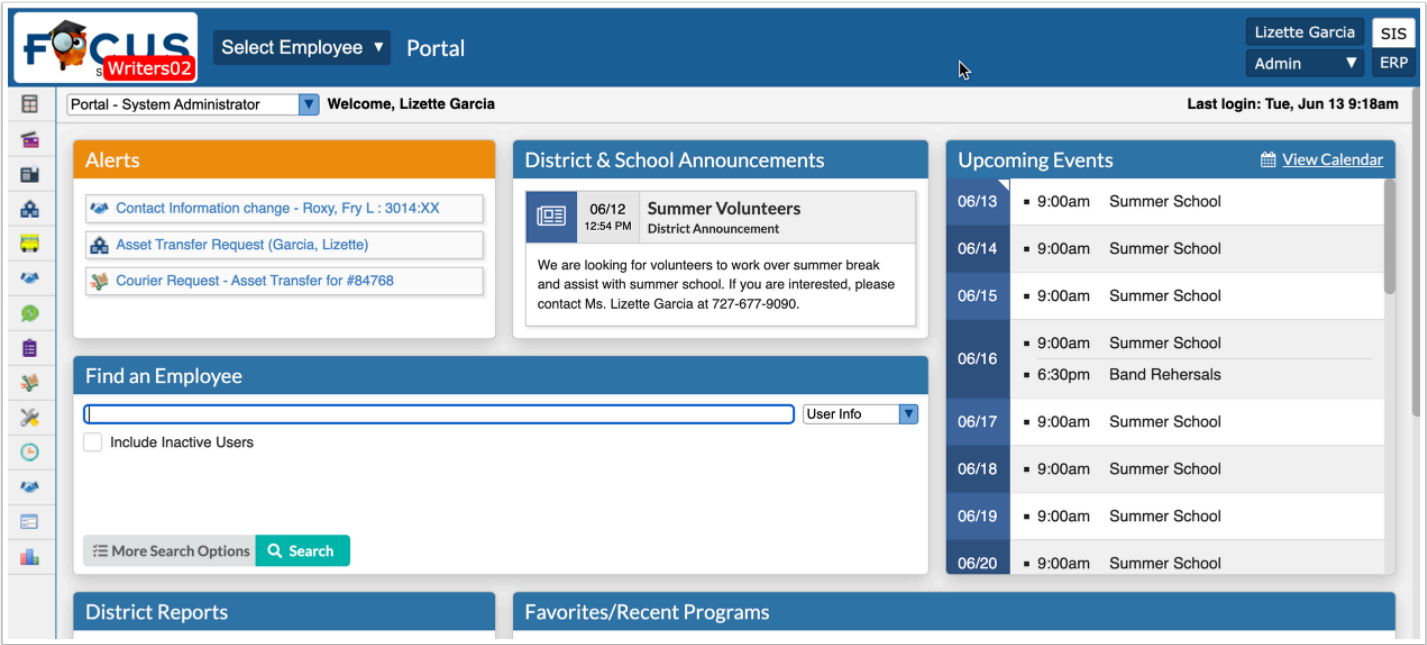
To navigate through the Enterprise Resource Planning system, be sure **ERP** is selected via the SIS/ERP toggle.

> ℹ️ Depending on your role at the district and your profile permissions, you may have access to SIS as well. For more information on the SIS Portal page and basic navigation, see Portal.

Your **username** displays in the far right corner of the screen. If you have access to multiple profiles, your username may display as a pull-down.

If you have more than one type of profile assigned to you, such as, teacher, parent, admin, etc., you see a profile pull-down under your username. Click the pull-down to change your profile selection.

Click the logo / **Portal** button at any time from any screen to navigate back to the main Portal page.
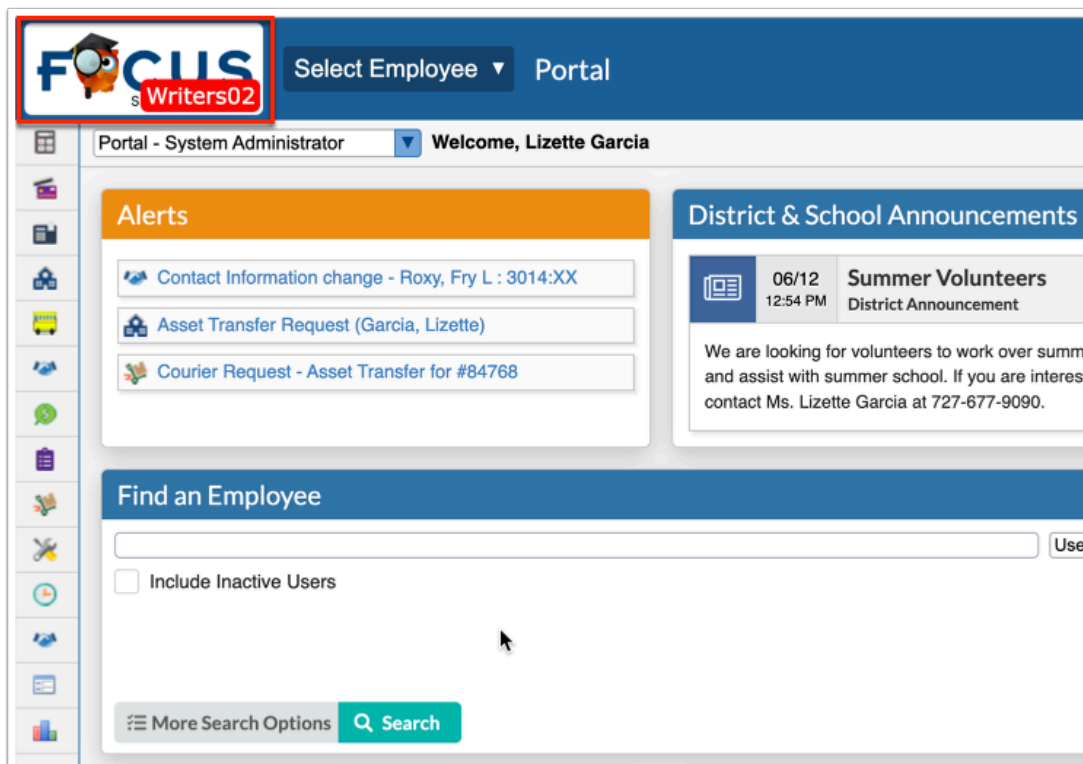
Most districts elect to have their own logo here, as opposed to the built in Focus logo.

> ℹ️ Logos and other district information can be customized via SIS > Setup > District Info.

> ℹ️ The logo displays with the site version when using a non-production site, such as a demonstration site or a training site.
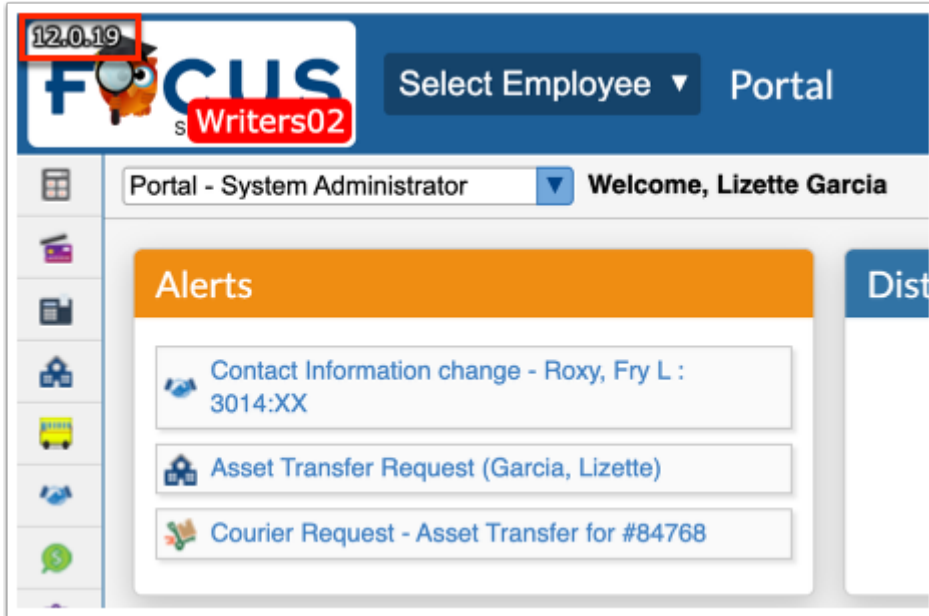
The Focus navigation menu displays along the left side of the screen. If you hover over any of the menu icons, the menu will open and the menu titles will appear.
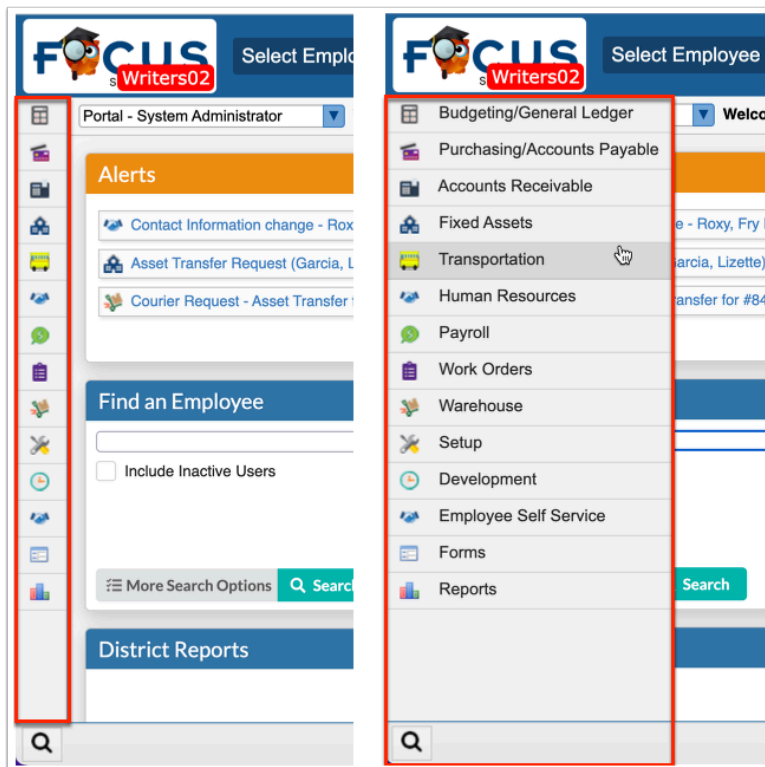
Because you may have different preferences set up, your menu may be located along the top of the screen. To change your preferences, select **SIS** from the SIS/ERP toggle, from the **Users** menu, click **My Preferences**. From this screen, you will have the ability to customize the look of your Portal page and more. To change the menu, select or clear the selection for **Use Sidebar Menu**. Once finished, click **Save**. See the article on My Preferences for information on how to customize the look of the software.

From here, you can click on any of the menu items in order to access the screens within the menu.

To quickly find a screen within a menu, click the menu and type the full or partial name of the screen in the **Search** text box. The menu will filter based upon the entered criteria. Click the desired screen.
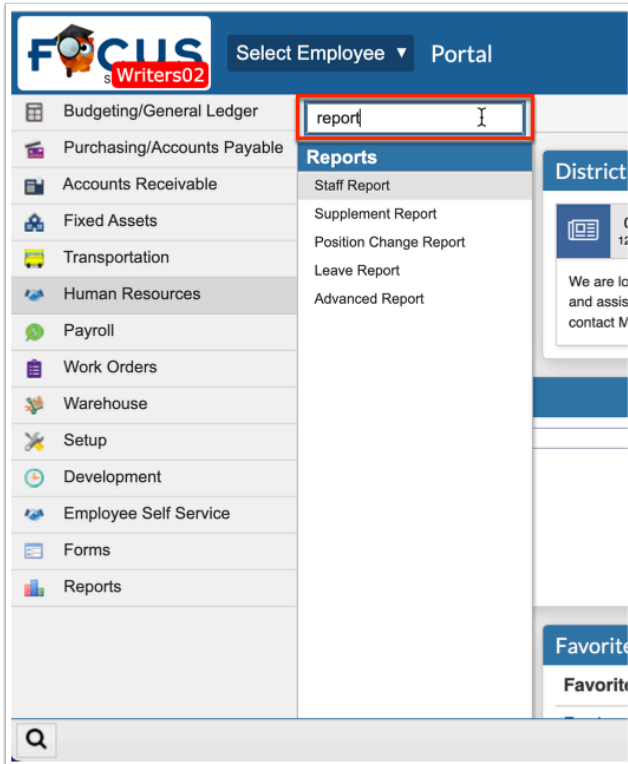
At the bottom of the menu is a magnifying glass (in the left corner of the screen). To search for any screens within ERP, click on the **magnifying glass** and start typing in the provided text box--this will pull any screens that match. Once you see what you are looking for, click the name and the screen will open.
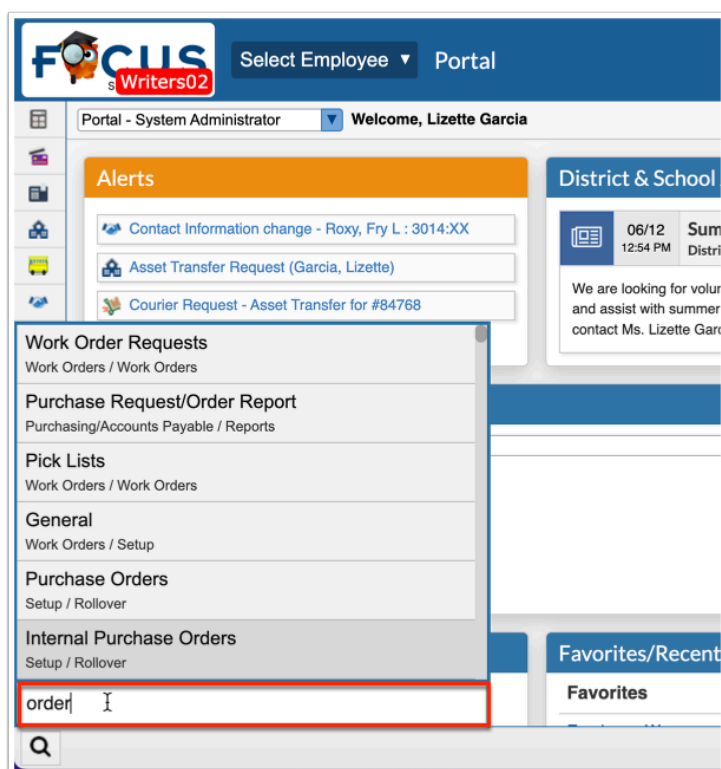
Your **Last login** displays and includes the day and time of your last login to the system.
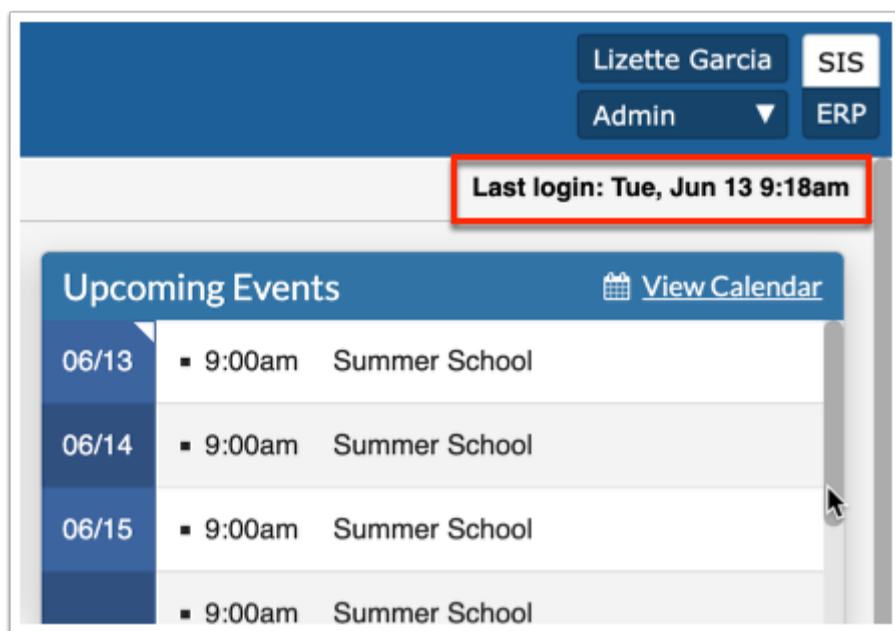
The Portal page may also come equipped with additional dashboards; dashboards can be set up (normally by the district) via SIS > Setup > Portal Editor, and are available for selection from the dashboard pull-down. These additional dashboards usually display important student/ employee data resulting from advanced reports, etc.
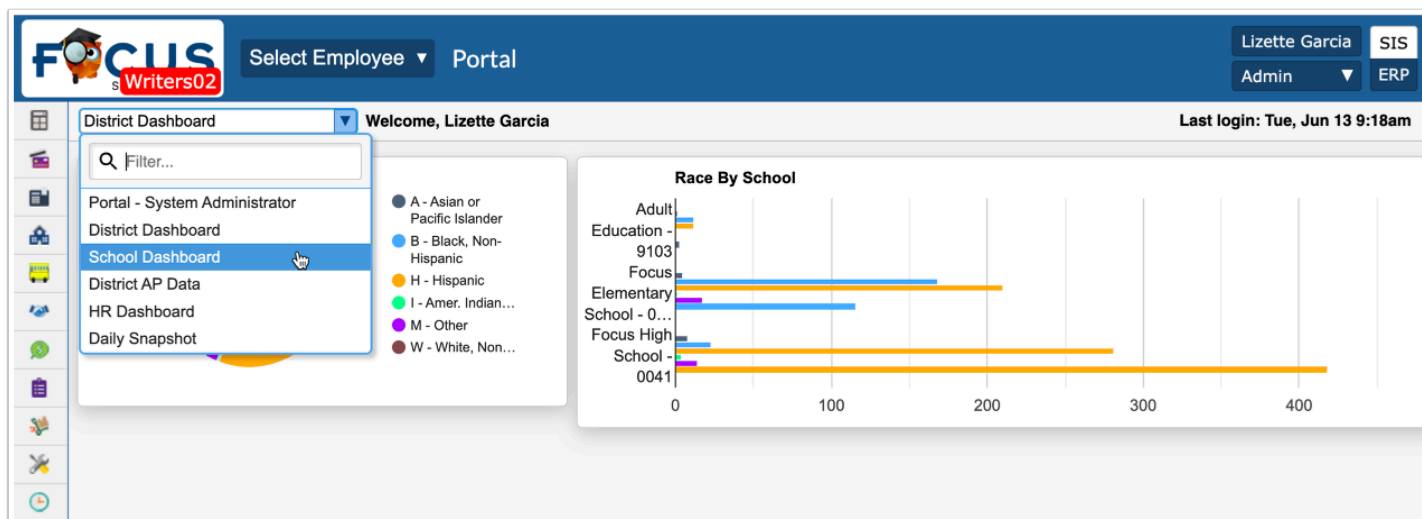
> ℹ️ The dashboard pull-down only displays dashboards assigned to your profile via Setup > Portal Editor. If you only have one dashboard assigned, you will not see a pull-down.

In addition to school/student data being displayed as part of additional dashboards, if you have more than one profile, you will see additional Portal pages. In the example shown, there is a System Administrator portal and an ERP Internal Account Bookkeeper portal.
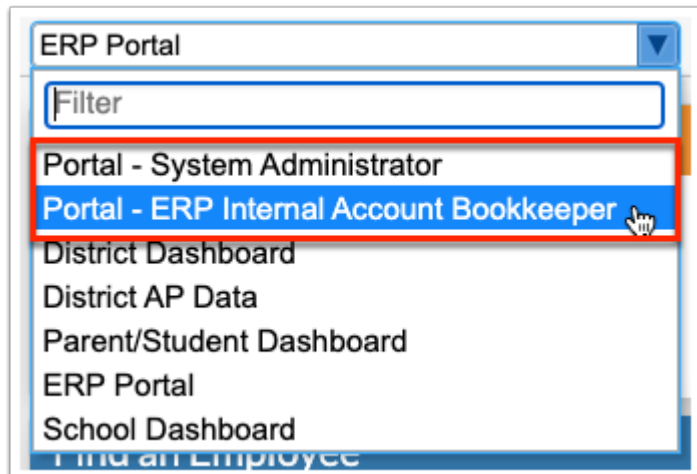
A Focus greeting will welcome whomever is signed into the system. You will see your username here.
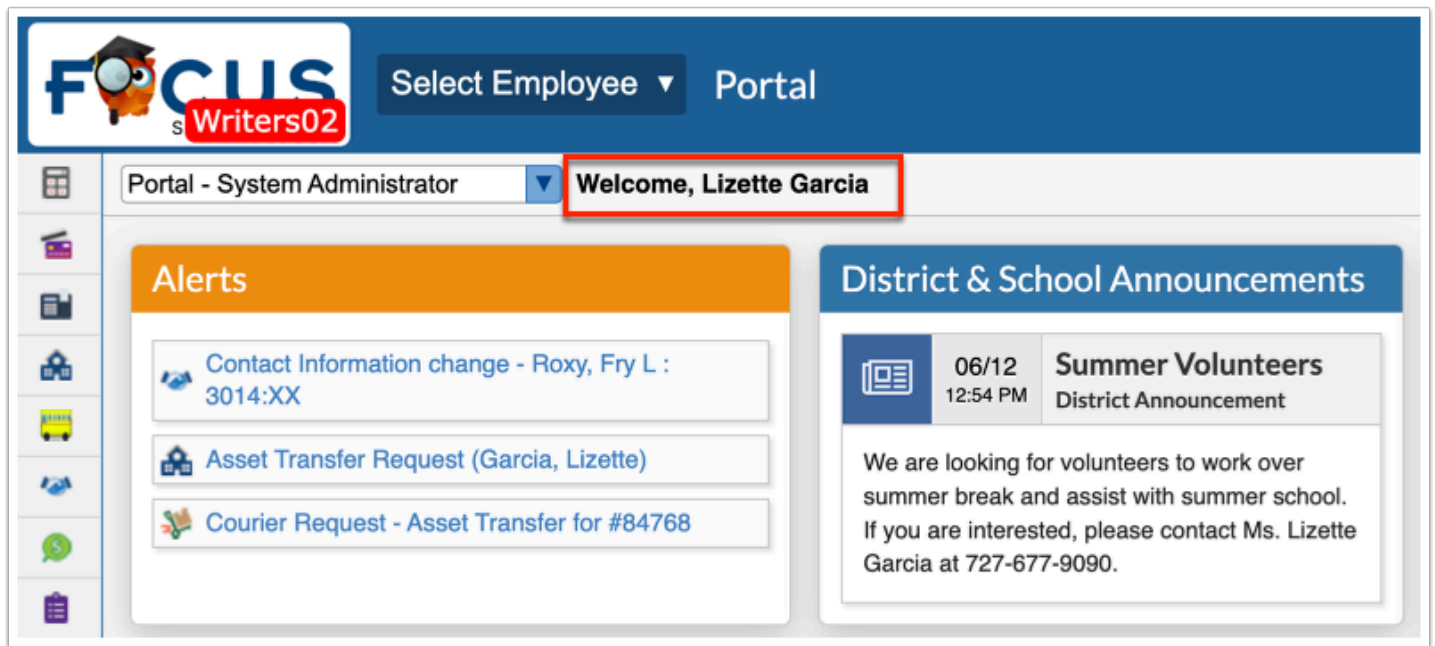
Click the **Help** button to open a help documentation article pertaining to the screen you are using. The Help button is available on every Focus screen.
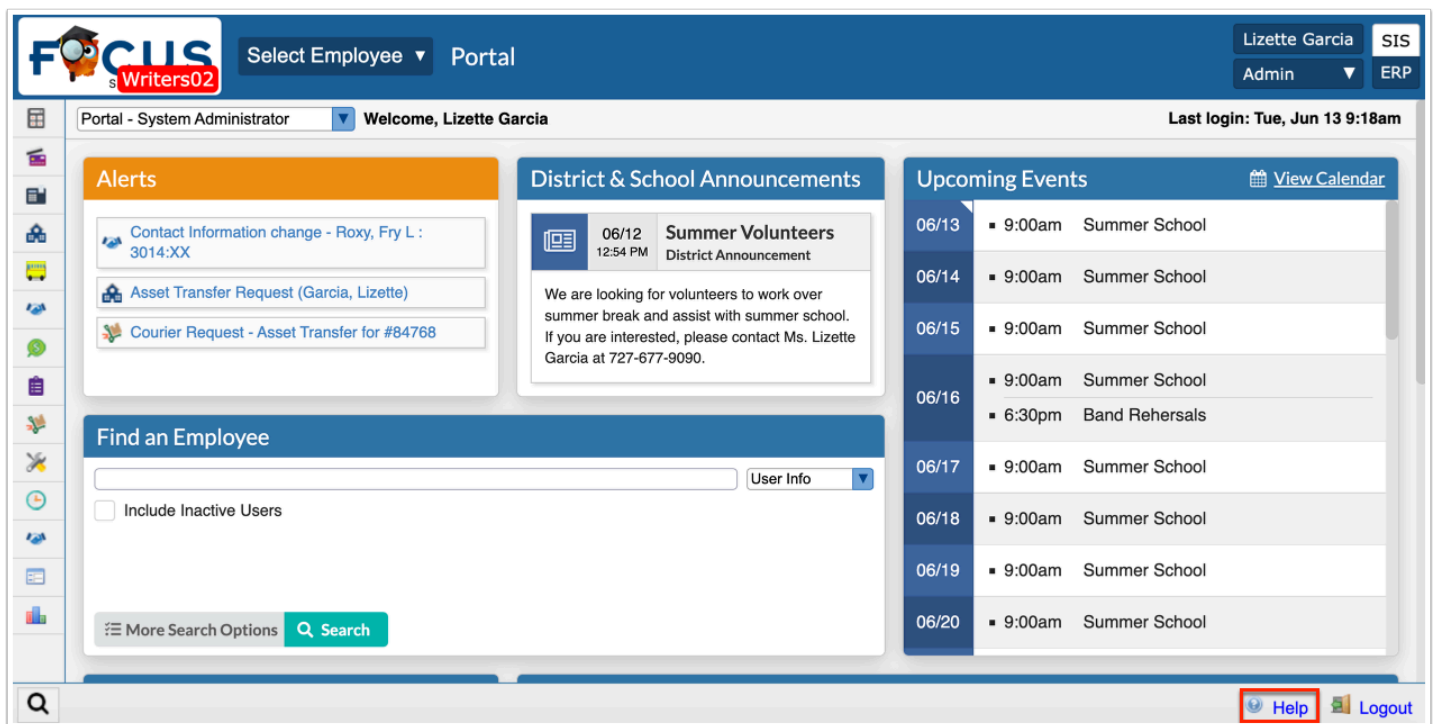
Here you have the option to open the article in a new window and browse other articles housed within ScreenSteps.
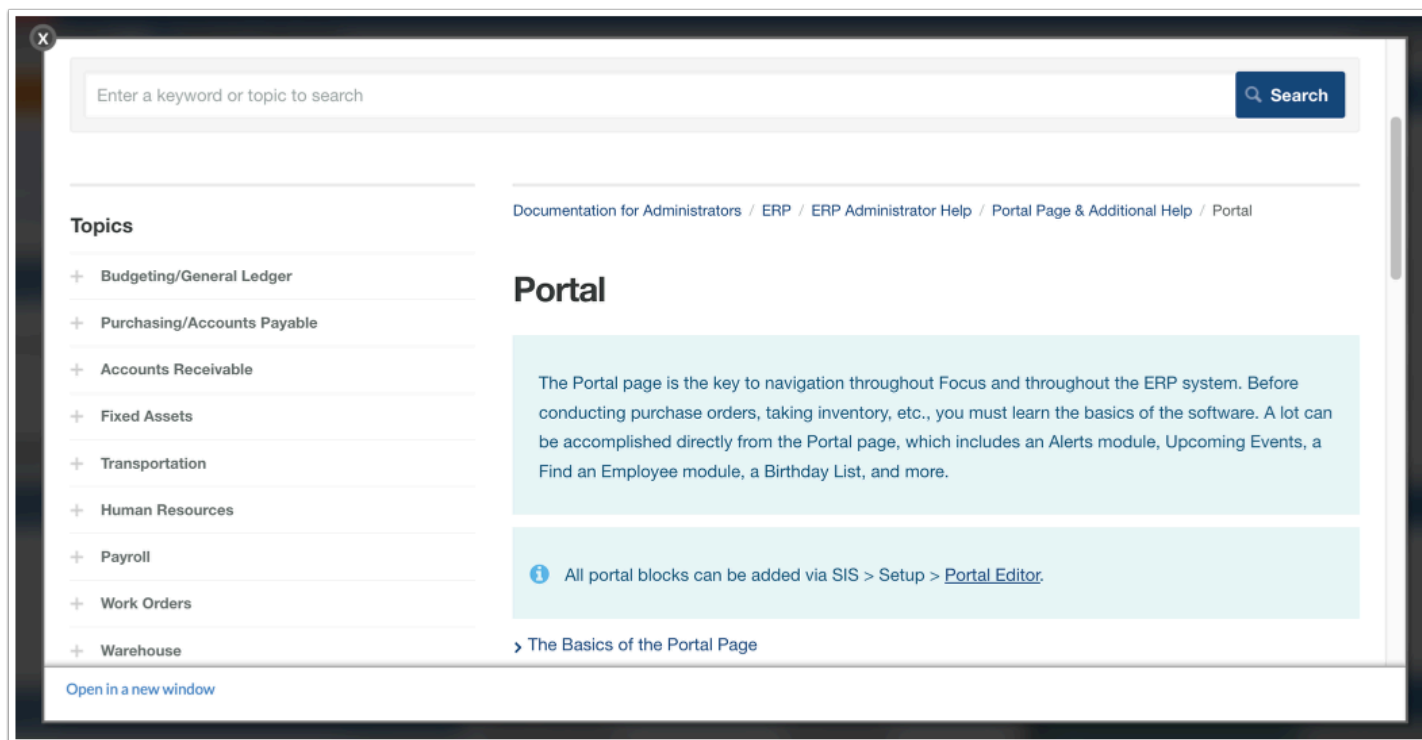
Click the **Logout** button to sign-out of your Focus session. Logging out will take you back to the main login screen. Note: Closing out of the window will not sign you out. Closing the browser all together may or may not sign you out depending on your browser settings.
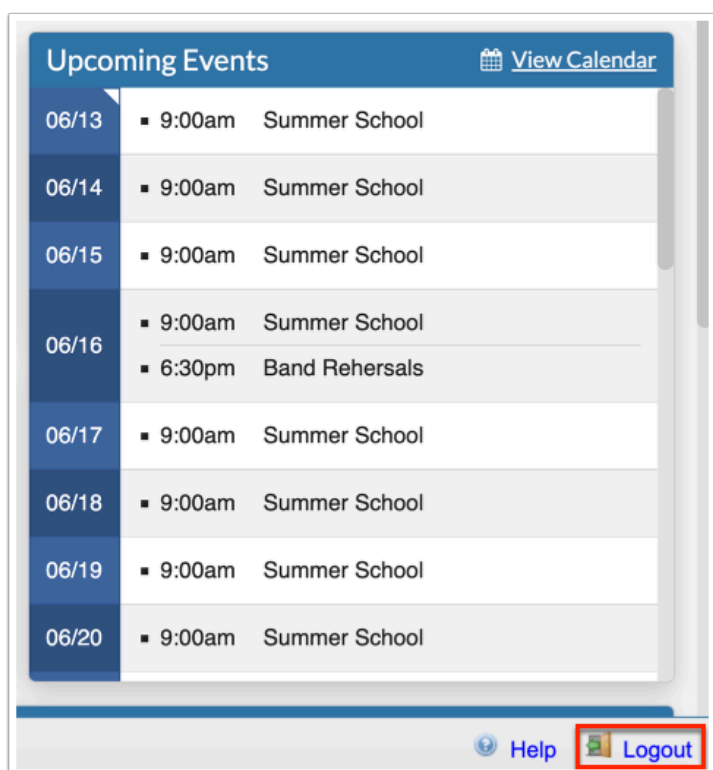
> ℹ️ If your district is using Active Directory for single sign-on, you will see a message informing you that you have been temporarily logged out of Focus.

Employee Quick Search

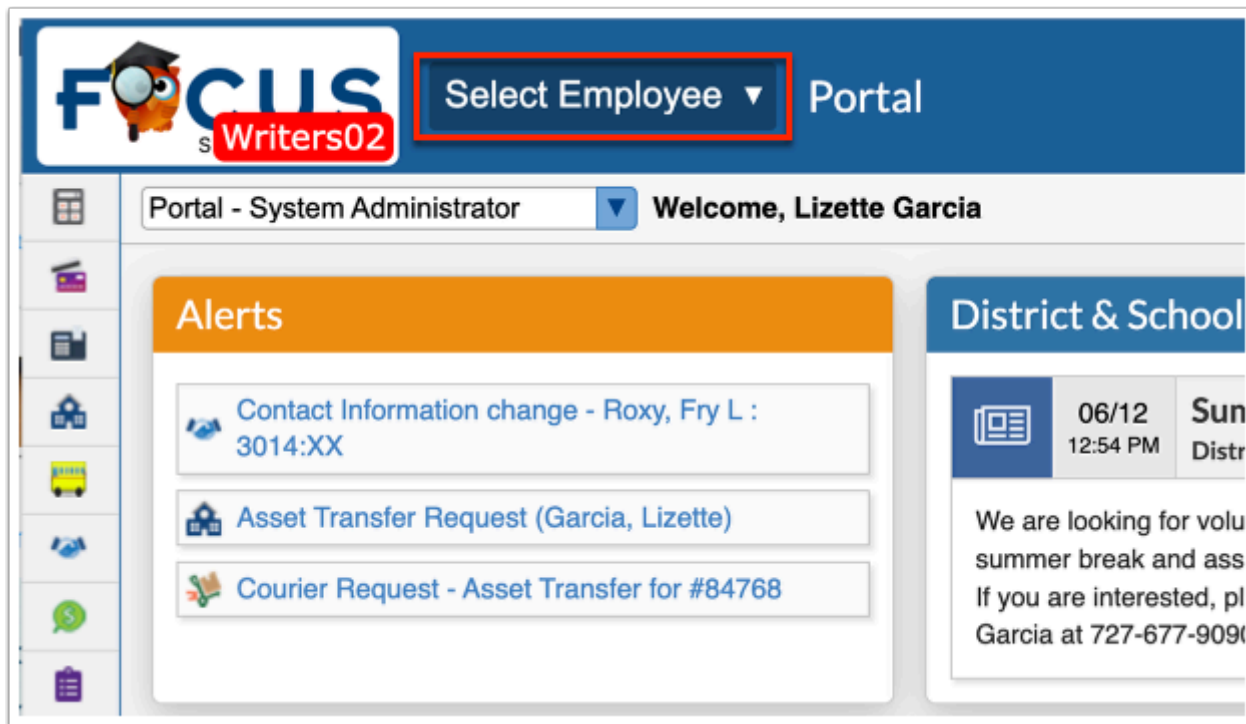> You can quickly select an employee and view their record without conducting a search using the Select Employee pull-down available at the top-left corner of every screen, including the Portal page.

1. Click the **Select Employee** pull-down.

The Select Employee pull-down displays employee names, employee identification numbers, and social security numbers.

> ℹ️ The display of the social security number depends on the **Display SSN in Employee Dropdown** setting enabled via Setup > Settings > Payroll tab.

The **Search Results** tab is selected by default when a search has been conducted. To use the filters and results of your last employee search, leave the tab selected. For example, if you conduct a Employee search where you searched for "ro," the results of that specific search will display in the Select Employee pull-down when Search Results is selected.
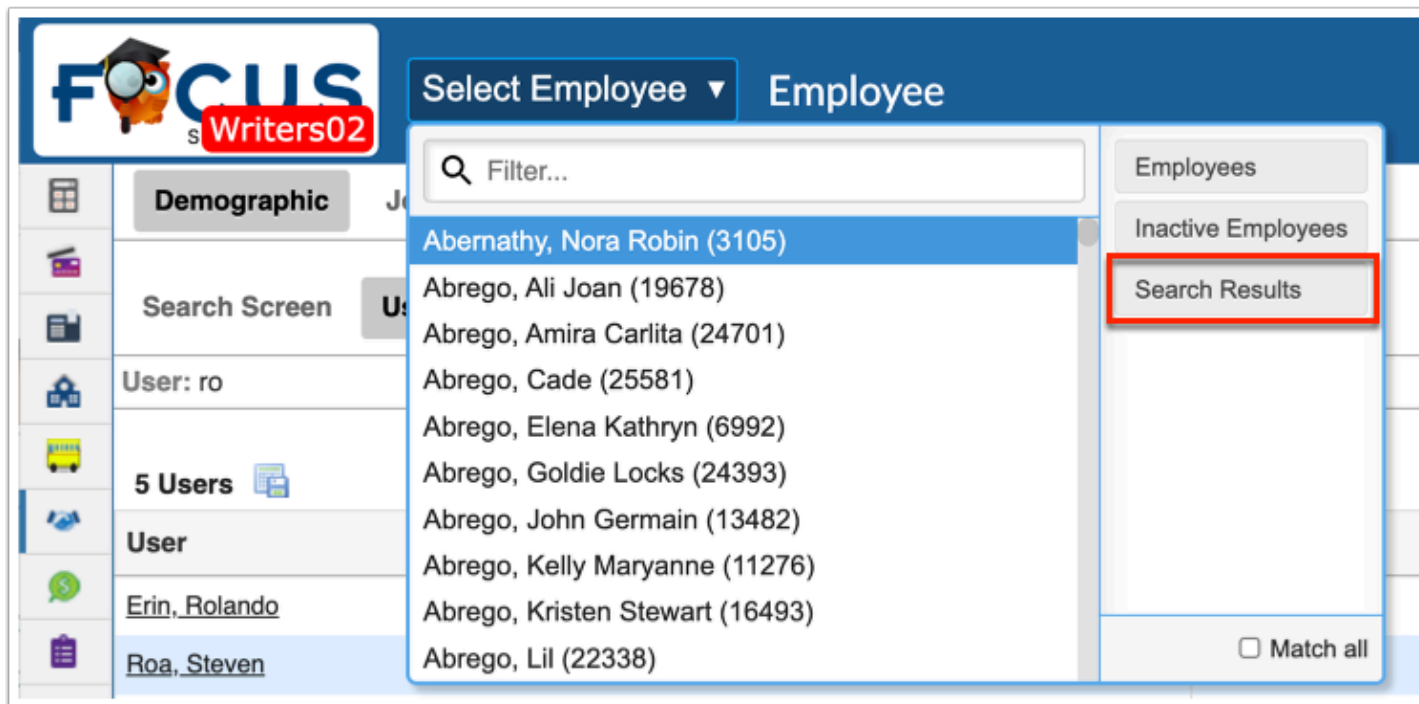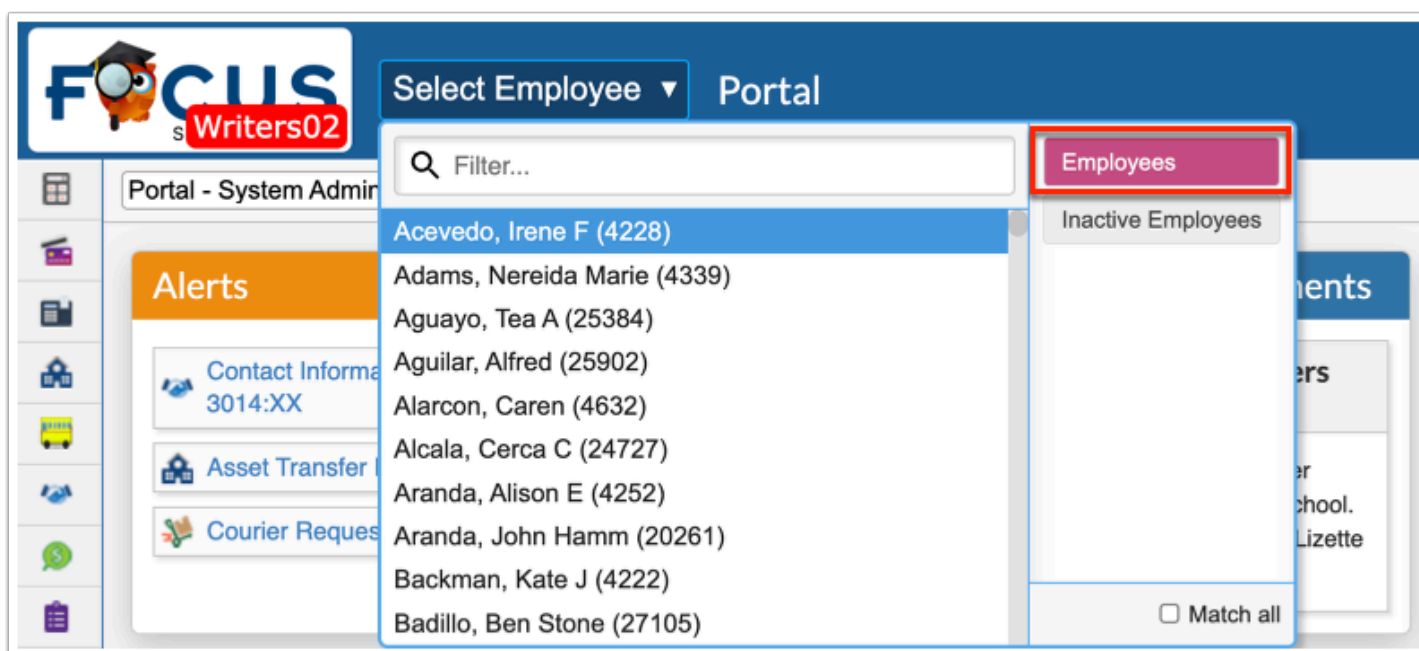
ℹ️ If an employee search has not recently been conducted, the Search Results tab does not display.
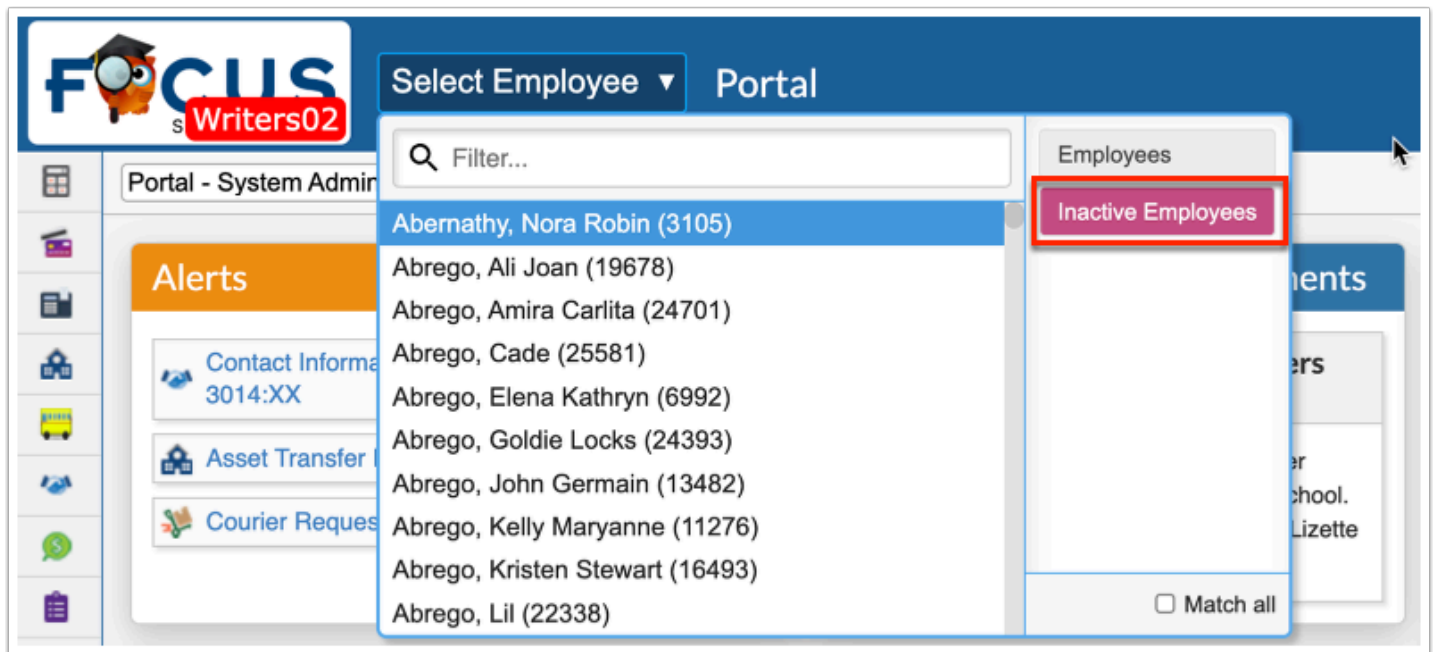
2. Click the **Search Results** tab to remove the Search Results from your latest search. Once, disabled, the tab turns gray.
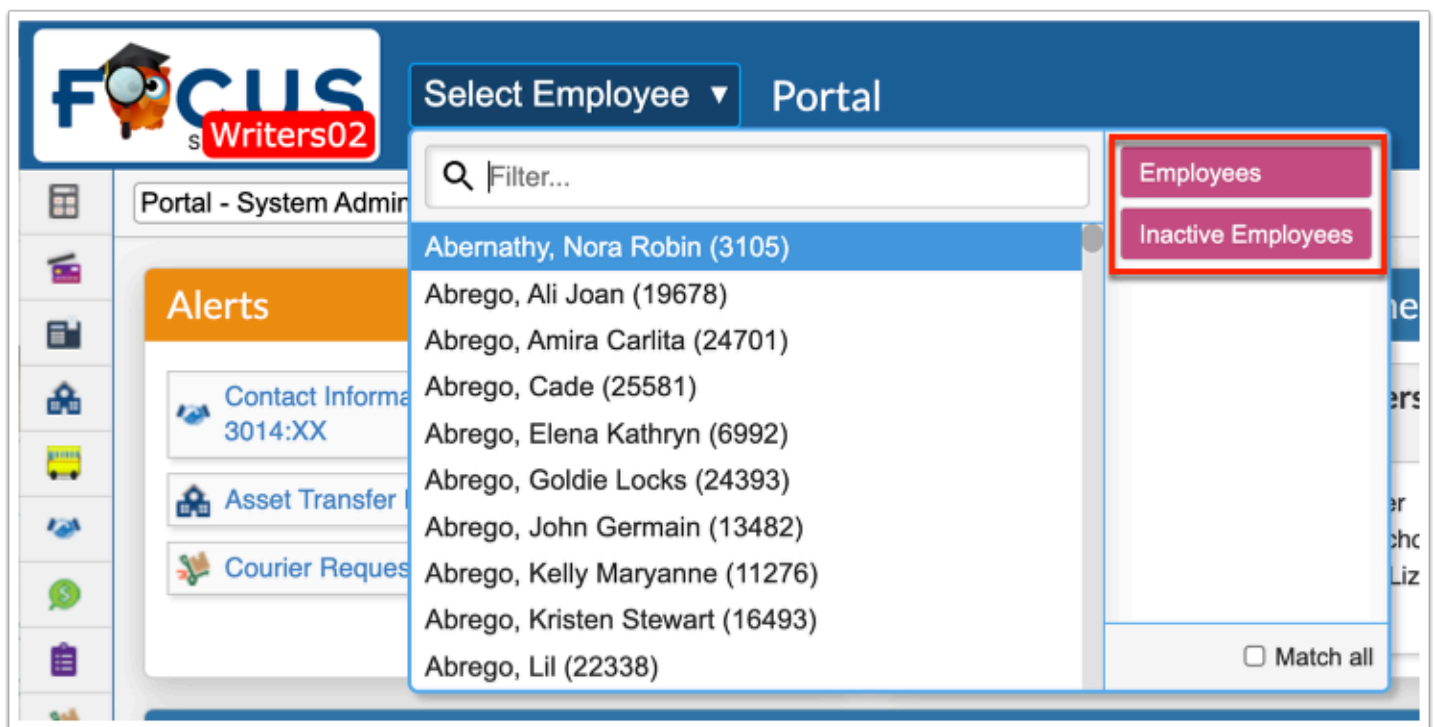
3. To search for active employees only, click the **Employees** tab.

4. Click **Inactive Employees** to display inactive employees from which to choose.

a. To search for active and inactive employees, click both the **Employees** and **Inactive Employees** tabs.

If **Search Results** and **Employees** are both selected, the displayed employees will include all active employees OR employees from the Search Results of your latest employee search.

Select the **Match all** check box to display employees that are listed in the Search Results of your latest employee search **AND** are currently active employees.

If **Search Results** and **Inactive Employees** are both selected, the displayed employees will include all inactive employees OR employees from the Search Results of your latest employee search.

Select the **Match all** check box to display employees that are listed in the Search Results of your latest employee search **AND** are currently inactive employees.

5a. Scroll through the listed employees for the employee you want, then click the employee name to open the record in Human Resources > Employee.

5b. Start typing the first name, last name, or EIN in the **Filter...** text box, then click the employee name to open the record in Human Resources > Employee.
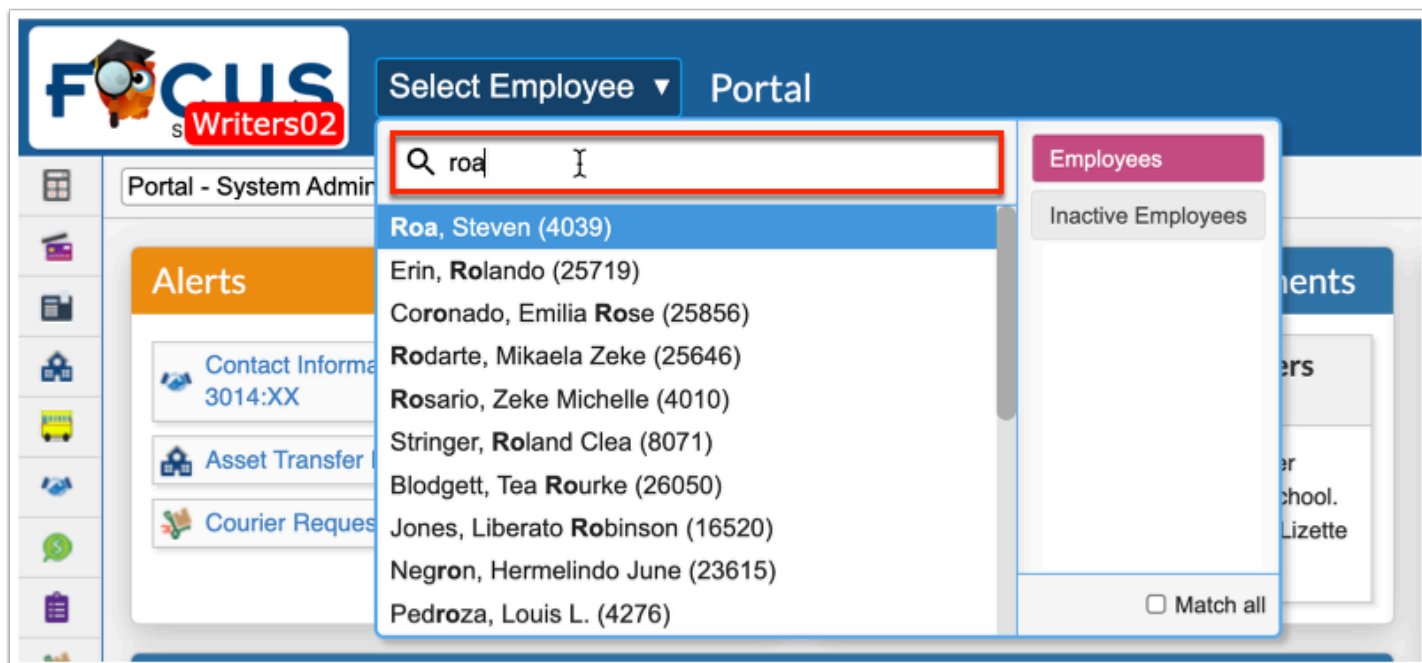
Once the employee record is in open in Employee, the pull-down reflects the selected employee information along with additional features.
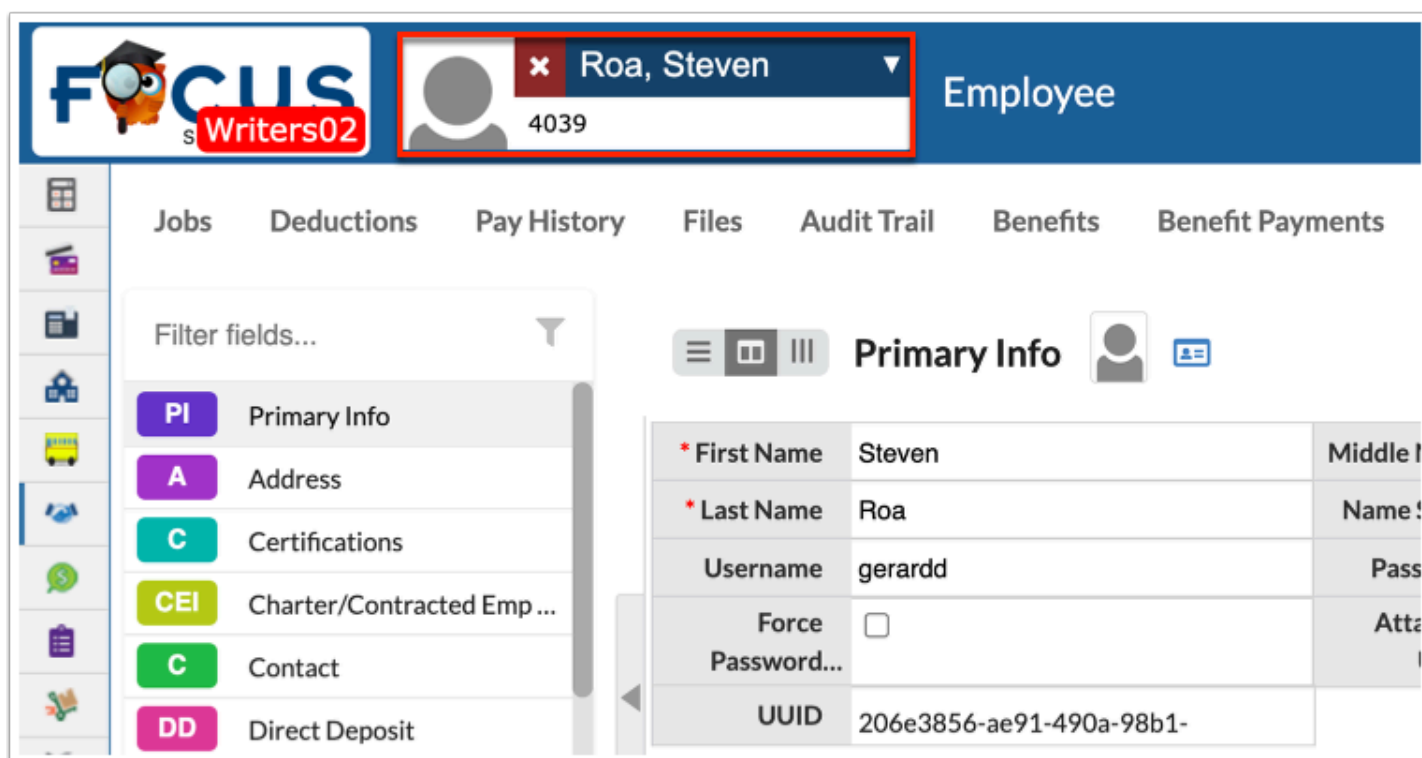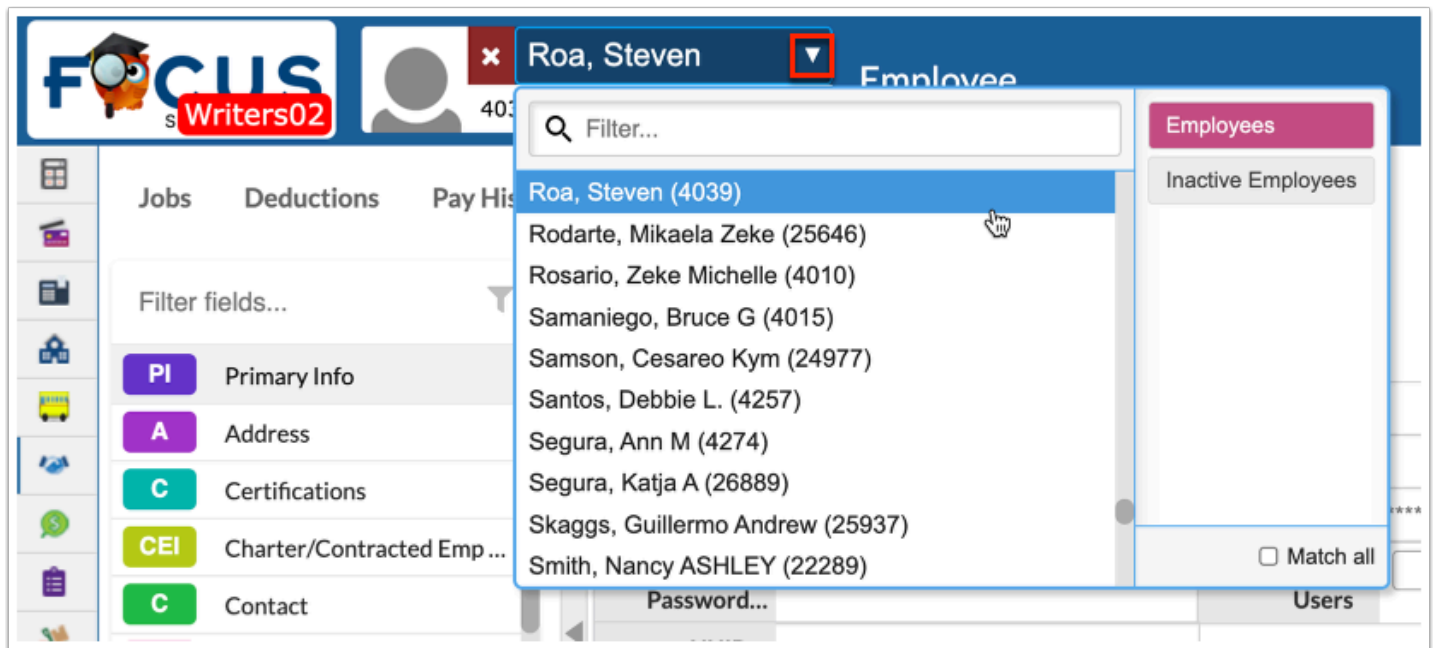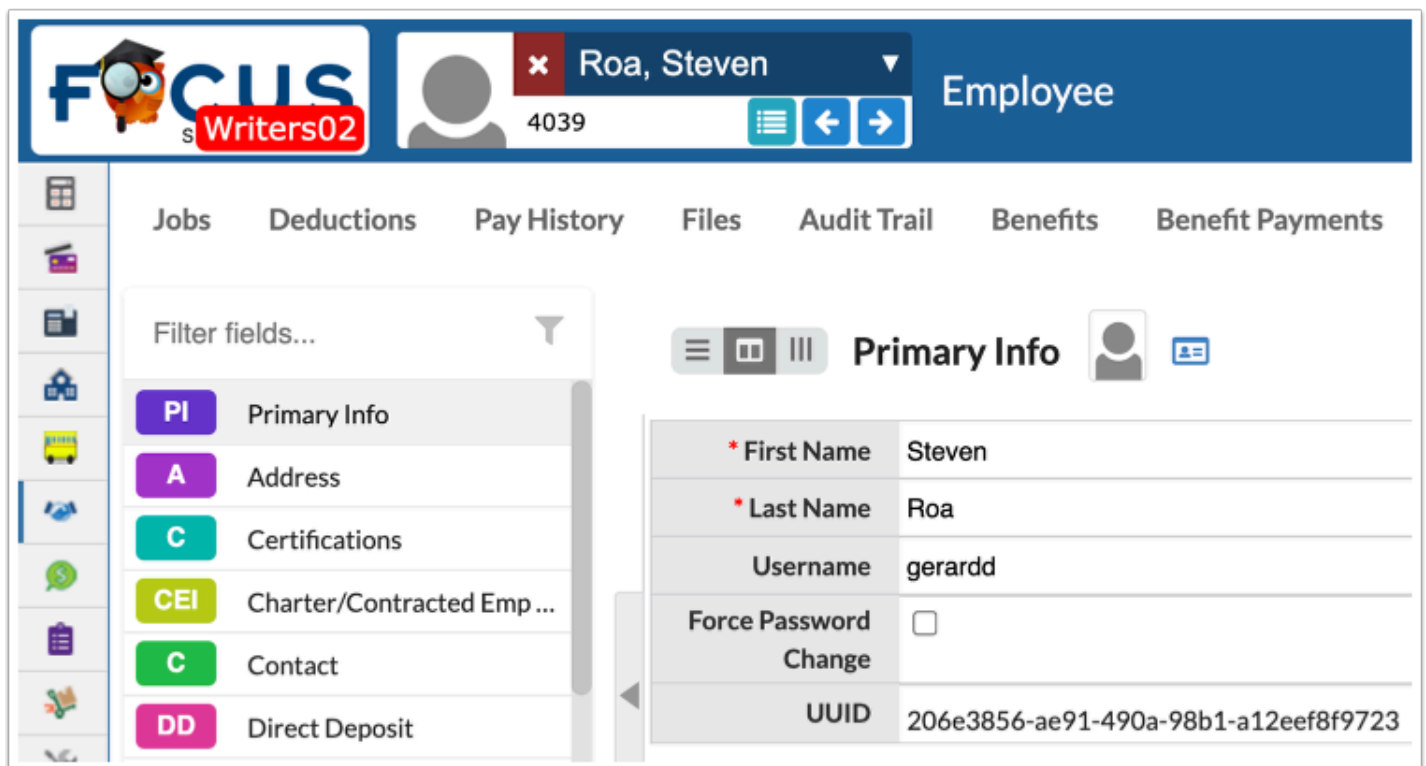

a. Click the **arrow** to open the pull-down and startover.

The Select Employee pull-down is replaced by the employee's name and EIN.

a. Hover over the employee photo for additional information.

> ℹ️ The information displayed here is determined by the selection made via SIS > Users > My Preferences > Columns in User Lists.

b. Click **Back to Search Results** to return the latest search results screen.

c. Click the left and right arrow to navigate to the previous (left) and next (right) employee in the list (as displayed in the Select Employee pull-down.

The left arrow for previous employee is inactive because Rolando Erin is the first person in the list. Upon clicking the right arrow to navigate to the next student, you can now click the left or right arrow to navigate back to Rolando Erin or go to the next employee in the list.
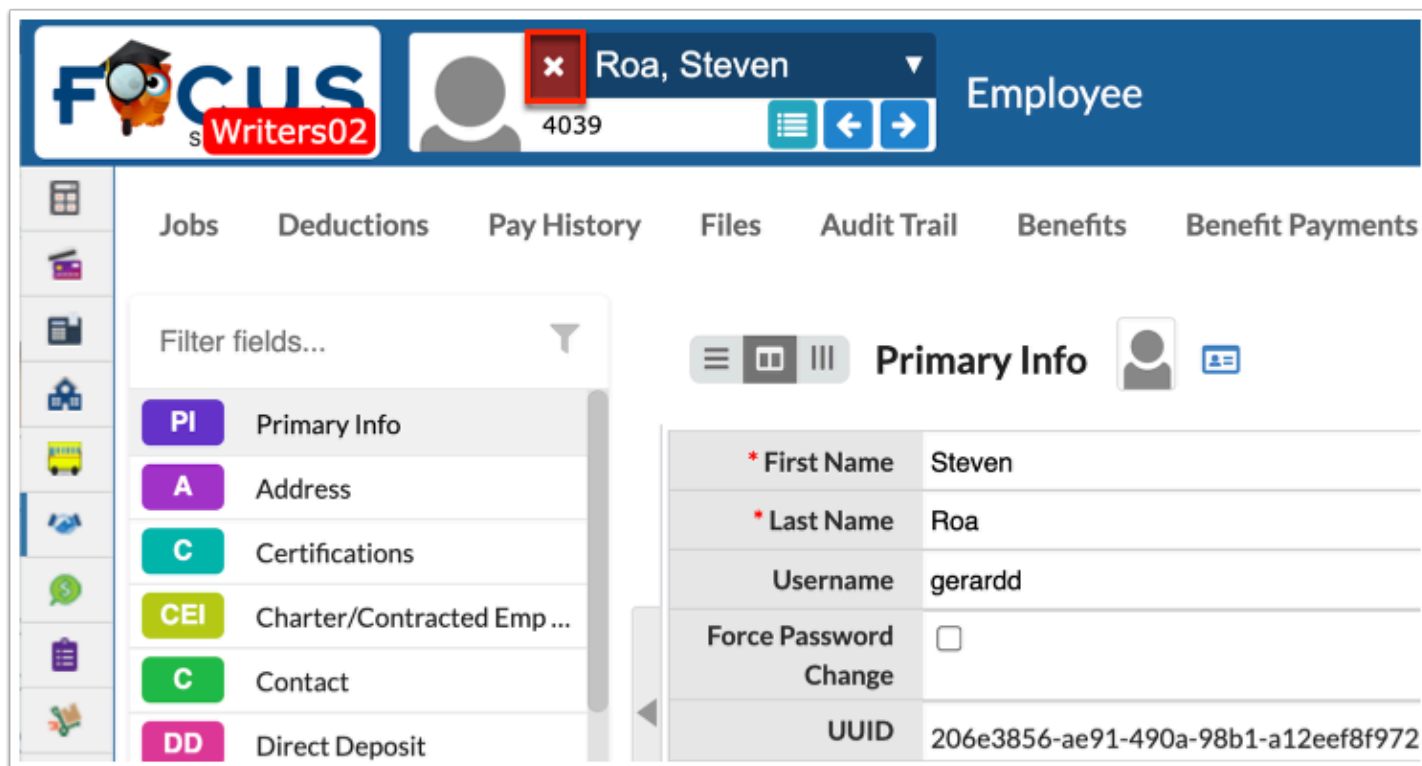
d. Click the red and white **X** to close the employee and navigate to the main Employee screen where you can conduct a search and select a new employee.
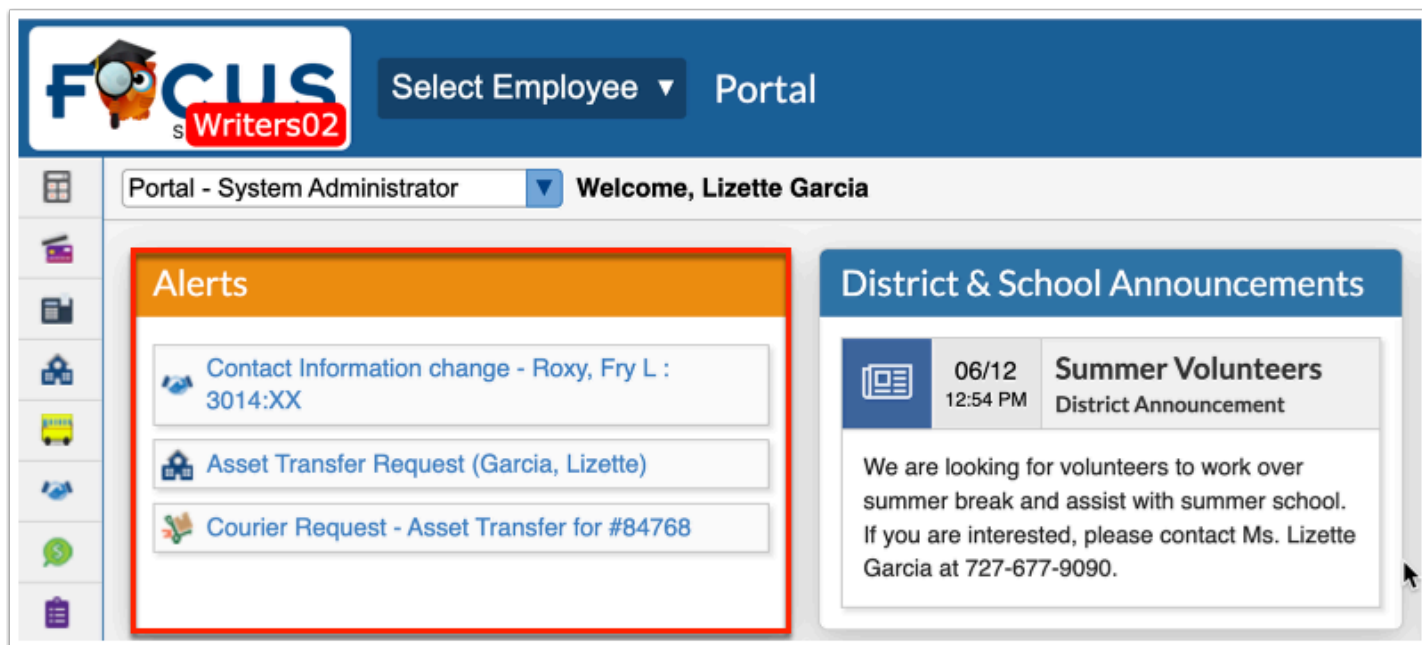
Alerts, District & School Announcements, and Upcoming Events

The **Alerts** section contains profile-specific notifications, which are automated by Focus and used to manage daily tasks. Alerts link to the corresponding screens in Focus to complete the alerted task. This section lists any activity that requires approval or your attention, whether it be a purchase order, an asset transfer, etc. Click the link or the screen icon to navigate directly to the appropriate screen.

> ℹ️ District Reports only display in the District Reports block; however, if the District Reports block is removed via SIS > Setup > Portal Editor, reports will display in the Alerts block.

Clicking the Asset Transfer Request alert opens the Transfer Requests screen.

The **District & School Announcements** section contains profile-specific notifications or reminders from both Focus and the school/district. Messages will display on the Portal based on entered start and end dates; if no end date is specified, the message will remain on the Portal page. Typical messages include reminders for deadlines, meetings, etc.

Administrators have the ability to create their own school level profile-specific messages via SIS > Students > Communication > Announcements. However, this option is dependent upon profile permissions.

> ℹ️ District & School Announcements and Upcoming Events created via SIS > Setup > Portal Messages and SIS > Users > Calendar display depending on your permissions to selected schools via SIS > Users > User Info > Permissions tab.

The **Upcoming Events** section contains reminders of the events on your Calendar, as well as events created by administrative users. Upcoming Events display until the event occurs, and the date appears in the title. Hover over the event with the mouse to display a tooltip, which contains the event's description, if one was added upon creating the event via SIS > Users > Calendar.

Click **View Calendar** to open your calendar, which can also be accessed via SIS > Users > [Calendar](#).

Find an Employee

The Find an Employee module allows you to quickly conduct an employee search directly from the Portal screen.

1. To conduct an employee search, enter the employee's name or a partial name; you can also enter employee's EIN to conduct a search.

The search bar is not case sensitive, and full or partial entries can be in either a first last or last, first format. The comma is necessary in the last, first format. A full employee name or ID number can also be entered into the search bar. Searching for "ab" will pull every employee whose first or last name begins with "ab" into the search results. To pull last names that start with "ab" add a comma: enter "ab," in the search box.

2. Select the **Include Inactive Users** check box to include inactive employees in your search.

3. More Search Options enables you to search for groups of employees with similar information in any number of user fields and/or user data. Click **More Search Options** to open Human Resources > [Employee](#) and set additional search parameters.

    a. From the Employee screen, click **More Search Options**.

4. When all parameters have been set, click **Search**. You can also click the Search button without entering any criteria to generate a search of all employees.

ℹ️ For more information on conducting an employee search and the steps after conducting your search, see [Employee](#).

Favorites/Recent Programs, Birthday List, and Focus University Courses

The **Favorites/Recent Programs** section displays links to screens marked as Favorites as well as the most recently visited screens.

To navigate to a favorite program, click the program name in the **Favorites** list in the Favorites/Recent Programs section.

To add a program to the Favorites list, navigate to the screen in Focus. Click the menu name and click **+ Add (name of program) to Favorites.**

You can also navigate to Favorites by clicking the screen name of the current screen and click the program name in the list.

A program can be removed from the Favorites list in the Favorites/Recent Programs block by clicking the **delete** button (red minus sign) next to the program name.

Alternatively, click the screen name and click the delete button (red minus sign) next to the program name.

Recent Programs contains profile-specific links to the most recent screens opened, which enables direct navigation from the Portal page. Click on any one of the program links to navigate to the corresponding screen.

The **Birthday List** section displays upcoming Student Birthdays as well as upcoming User Birthdays.

Click the student name links to open Students > Student Info. Click the user name links to open Users > User Info.

The **Focus University** section contains a helpful link for Help & Training Docs.
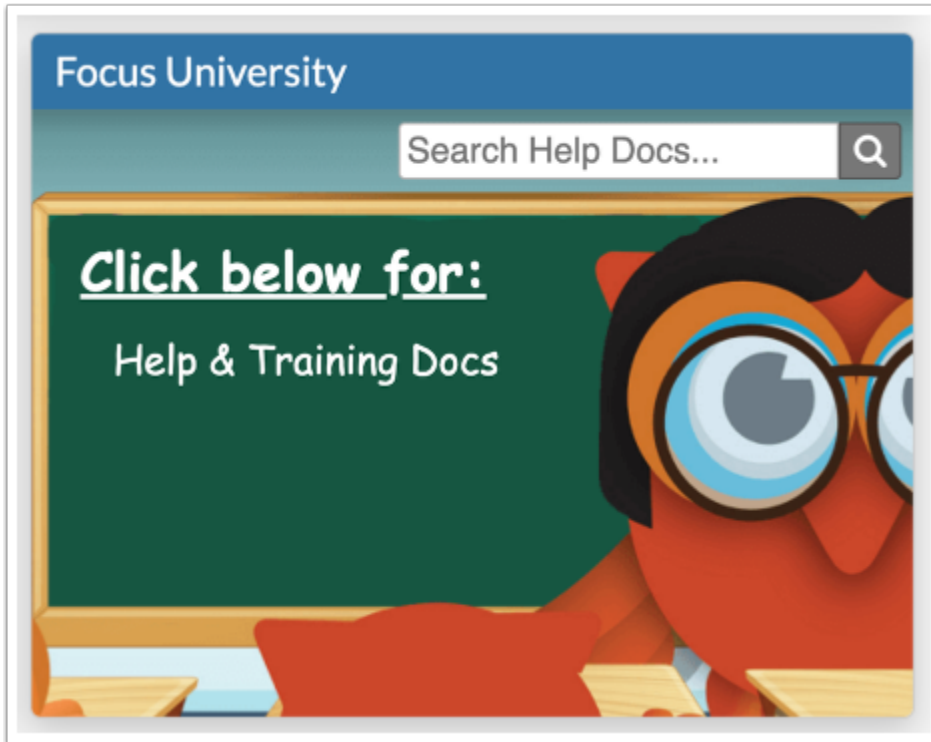
Click the **Help & Training Docs** link to open all help manuals and search for specific documentation.

To search all help documentation and videos, enter key words in the provided search engine text box and click the magnifying glass.

Search Results display in ScreenSteps.

District Reports and School Folder

The **District Reports** module displays reports published with the Portal Alert enabled via SIS > Reports > [District Reports](#).

> ℹ️ District Reports only display in the District Reports block; however, if the District Reports block is removed via SIS > Setup > [Portal Editor](#), reports will display in the Alerts block.

Click the District Reports link to run the report for the listed number of results.

The **School Folder** section displays [FTE Summary Reports](#) that were pushed to the school folders. As shown in the School Folder example, there have been several summaries published and viewed.

Date Published	Download Report	Dismiss
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	☐
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	☐

Once you view the PDF, you have the option to **Dismiss** the summary by selecting the check box. However, you can always select the **View Dismissed** check box to see everything.
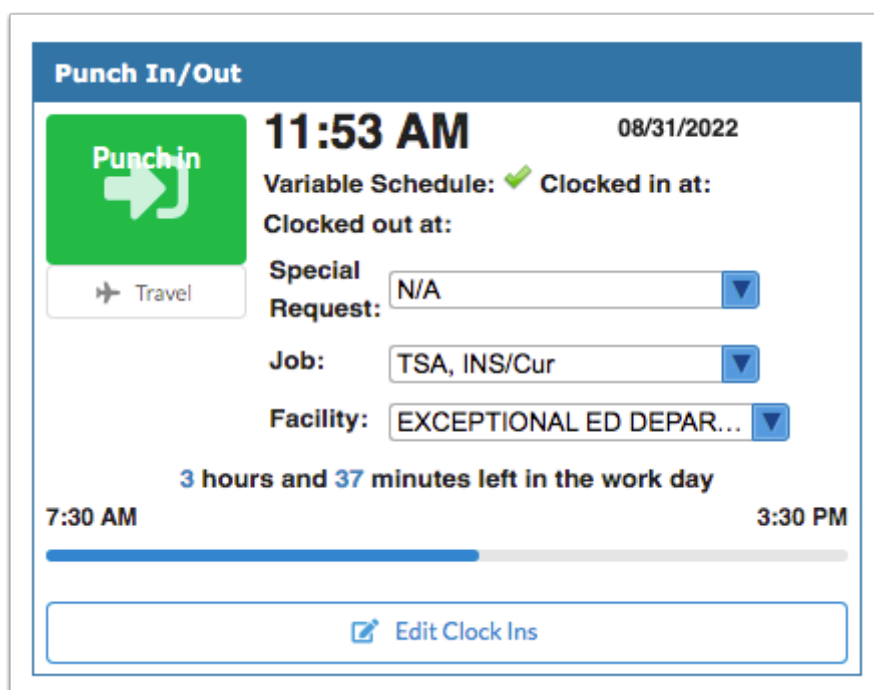
Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	☑
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	☐
09/08/20 01:18pm	Survey 2 Verification Reports (440041)	☑
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	☐

> ℹ️ The report will only be dismissed from your School Folder and will remain on all other users' School Folders assigned the applicable profile.

The School Folder is linked to SIS > Florida Reports > [FTE Summary Reports (Breakdown)](). Upon running any of the FTE Summary Reports, you have the option to **Push PDF to School Folder(s)** in order to make them viewable for other users.

Punch In/Out

1. If your district is utilizing the Time & Attendance screens, employees have the ability to clock in and out via the **Punch In/Out** section of the Portal page.

The Punch In/Out section must first be set up via Human Resources > [Time & Attendance Setup]() and [Time & Attendance Approval](); both screens require profiles permission via Setup > [Profiles]() > **Time & Attendance Approval** and **Time & Attendance Setup** in the Human Resources section.

Schedules table:

Select Employee ▼ Time & Attendance Setup

⚙ Settings | □ Schedules | ✏ Special Request(s)

□ Schedules

ℹ **Automatic Breaks:** If this option is enabled, it will automatically subtract the break length from the employee's timecard

Filter: OFF

Title ↕	Code ↕	Start Time ↕	End Time ↕	Break Length (minutes) ↕	Automatic Breaks ↕	Variable Schedule ↕
					Automatic Break ☐	Variable Schedule ☐
Early start	ES	07:00 am	07:00 pm	60	Automatic Break ☐	Variable Schedule ☐
Normal	NS	08:00 am	05:00 pm	60	Automatic Break ✔	Variable Schedule ☐
Late Start	LS	09:00 am	06:00 pm	60	Automatic Break ☐	Variable Schedule ☐
Float	FL				Automatic Break ☐	Variable Schedule ✔
7-4	Y	07:00 am	04:00 pm	30	Automatic Break ✔	Variable Schedule ☐

2. The current time displays along with the date.

3. If your schedule has been flagged as a **Variable Schedule**, the green check marks displays.

4. The time you **Clocked in at** and the time you **Clocked out at** displays, when applicable.

5. If special requests have been set up by the district, you can select the event or activity for the **Special Request** pull-down in order to submit time worked outside your normal hours or duties. Examples of special requests are field trips, athletic events, covering another teacher's class, fundraisers, etc.

> 💡 If you have been assigned Special Requests but do not have a Job Schedule that requires you to clock in and out, you can still submit special requests from the Punch In/Out section.

6. Select your **Job** title from the pull-down.

7. Select your **Facility** of work from the pull-down.

8. Once all selections have been made, click **Punch In** to log your start time at work.

Once you've clocked in, the amount of time you have left to work displays. In the example shown, the employee has 3 hours and 37 minutes left in the work day. The employee's work hours are also displayed: 7:30 AM to 3:30 PM.

9. At the end of the work day and when you are required to clock out for breaks, click **Punch out**. Note: Some districts build breaks directly into the work schedule; therefore, employees are not required to clock out for lunch.

10. Click **Travel** to submit travel time as opposed to punching in.

In the Travel pop-up window, select your **Job**. Select the facility from which you traveling from the **From** pull-down. Select the facility to which you traveled from the **To** pull-down. Enter any notes and additional information, such as the reason for your travel time and why it should be included in your daily work hours in the **Notes/Reason** text box.

Click **Submit**.

When you arrive at your destination, click **Arrived**.

11. If you have permission, click **Edit Clock Ins** to view and/or edit the hours you clocked in and out of the system.

ℹ️ Profile permission must be given via Setup > [Profiles](#) > Employee Self Service tab > **View/Edit Timecards**.

Clicking Edit Clock Ins opens [Employee Self Service](#) > **View/Edit Timecards**. From this screen, click **View All Timecards** to review all punch in and punch out times, as well as request changes.

Requests

Timecards

Export Filter: OFF Toggle Columns Page Size: 15

Status	Details	Fiscal Year	Week index	Week range	Pay Type	Position	Exempt From Overtim
Active	View	2021	52	Current Week: 08/28/2022 - 08/31/2022	**ESP SOTA 10 MO:** EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No
Pending	View	2021	50	Completed Week: 08/14/2022 - 08/20/2022	**ESP SOTA 10 MO:** EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No
Finalized/Posted	View	2021	50	Completed Week: 08/14/2022 - 08/20/2022	**ESP SOTA 10 MO:** EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No
Finalized/Posted	View	2021	49	Completed Week: 08/07/2022 - 08/13/2022	**ESP SOTA 10 MO:** EDUC SUPP PROF SOTA 10 MONTH	Ed Sup Prof SpEd 1:1	No