


Portal

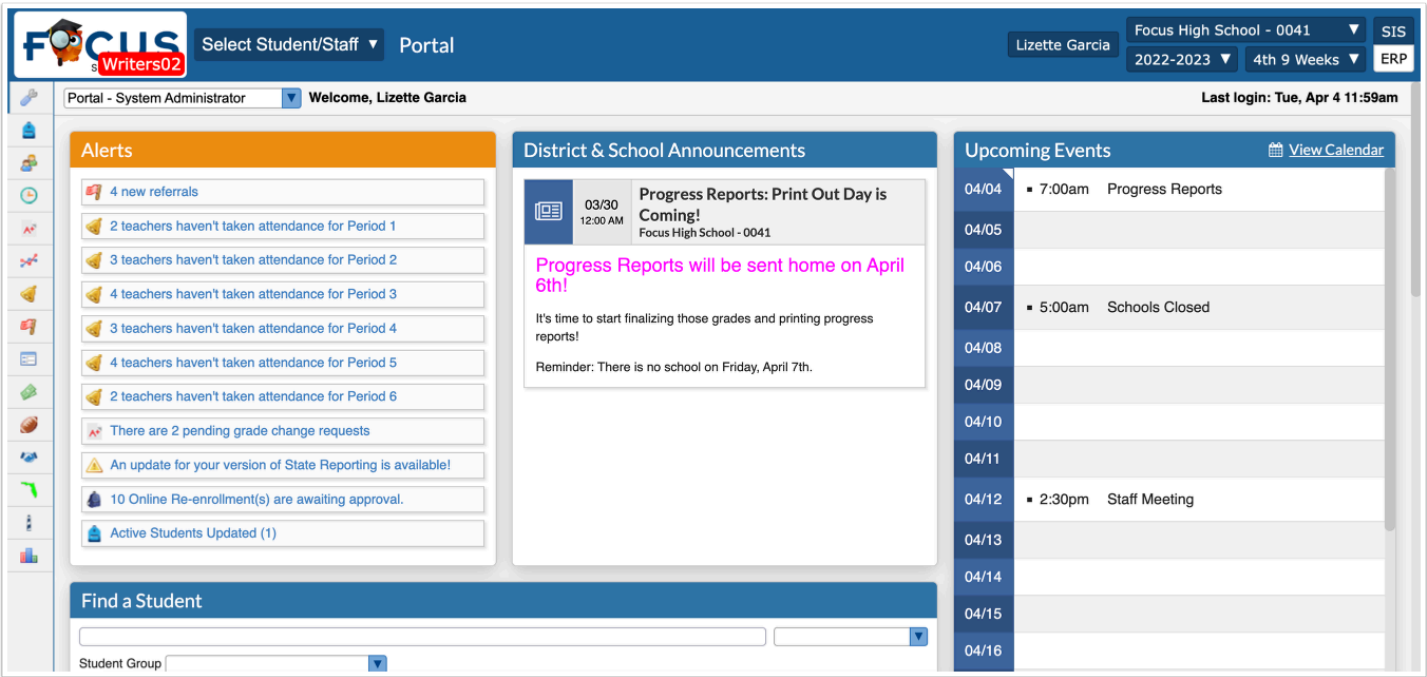
SIS

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.

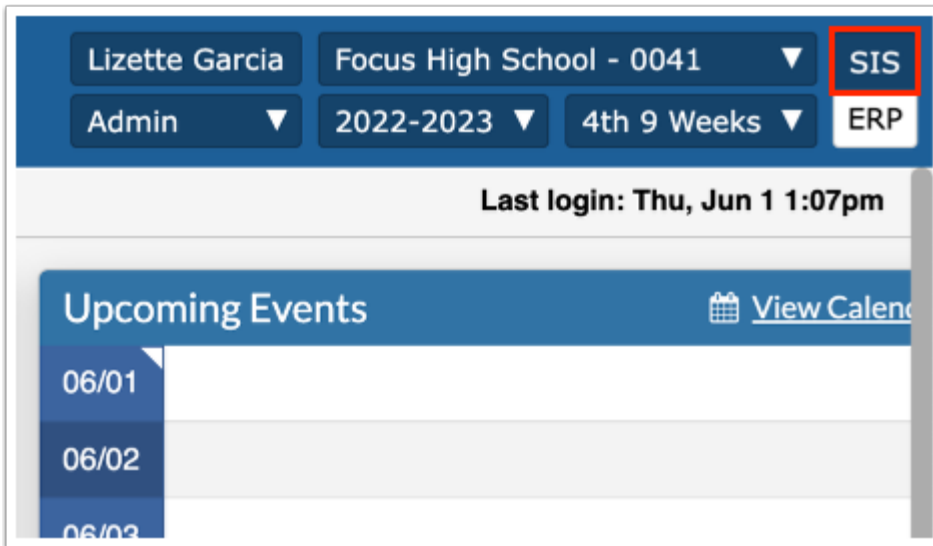
 For information on the Portal page previous to v.12, see [Portal v.11](#).

The Basics of the Portal Page

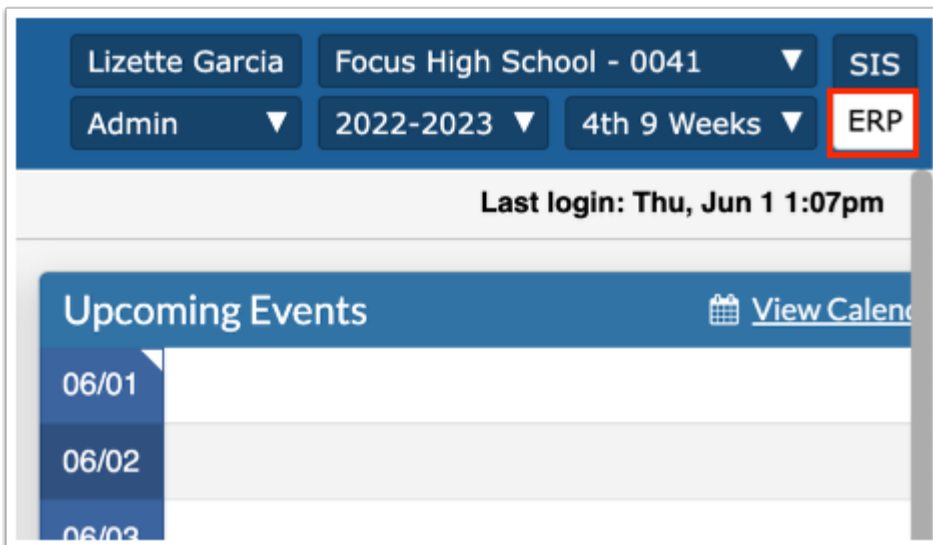
When you first sign into Focus, you are taken to the Portal page.



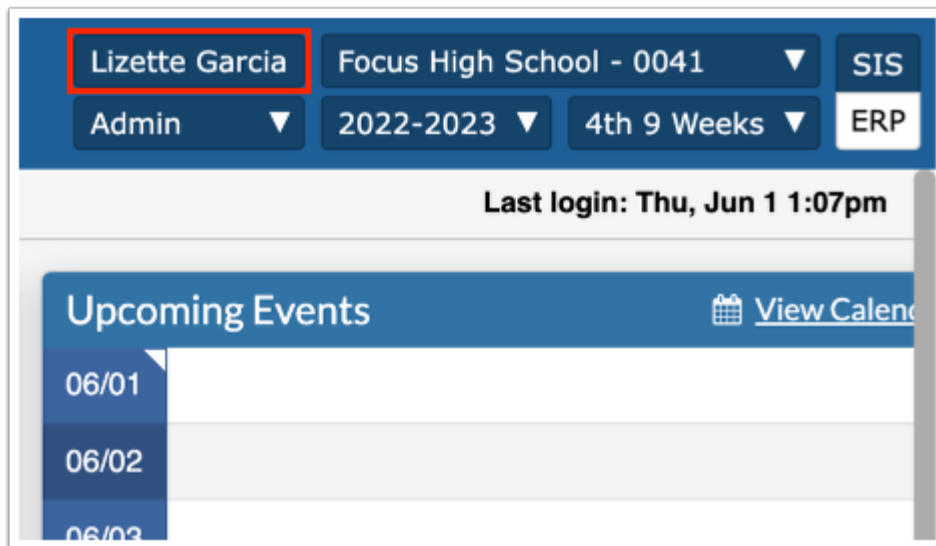
Click **SIS** to navigate through the Student Information System.



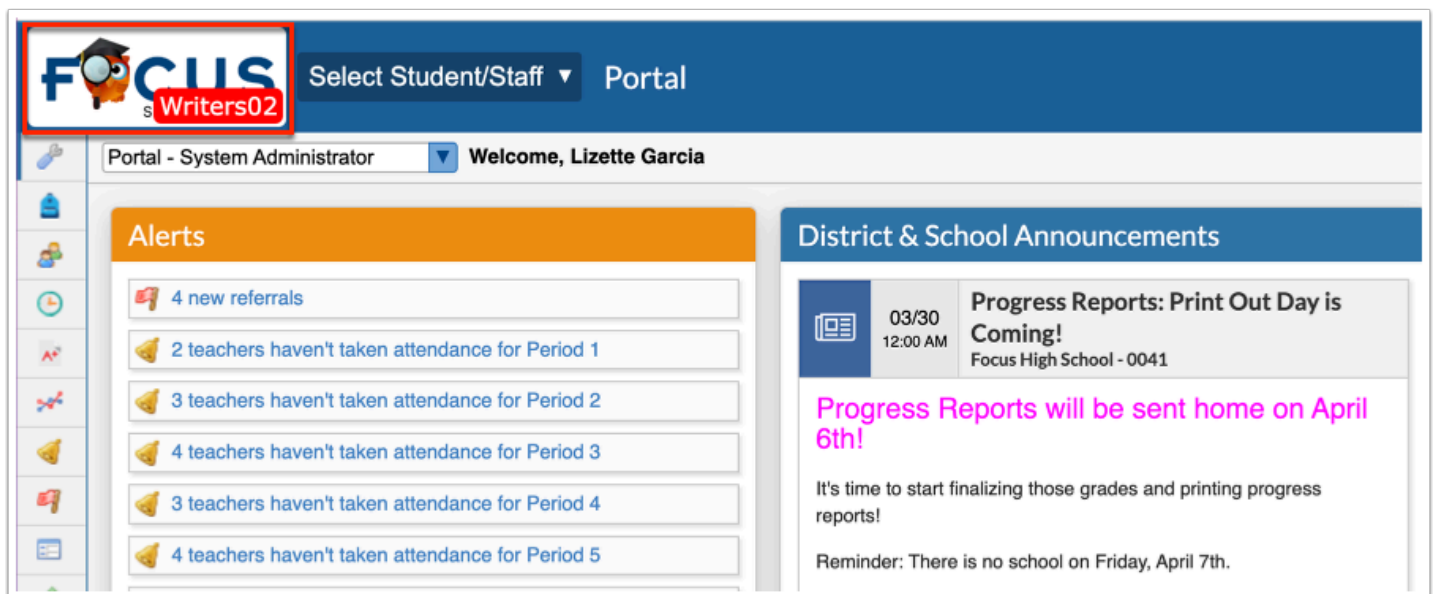
i Depending on your role at the district and your profile permissions, you may have access to the ERP system as well. For more information on the ERP Portal page and basic navigation, see [Basic Navigation](#). Note: If you only have an SIS profile, you will not see the SIS / ERP toggle.




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.

 Logos and other district information can be customized via Setup > [District Info](#).

 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		13 Courses		5 Sections		24 Students			
Subject	Course	Requests	Of	Period - Teacher	Rc	Student	Grade	Birthdat	
Dual Enrollment	AP ENG COMPO	0	90	Period 1 - 002 - Stevens	5	Abe, Charlie	10	Wed, Jan	
Electives	AP ENG LIT COMPO	0	72	Period 2 - 004 - Frida Lizette Roxy	5	Abregan, Kenna	10		
English	ENG 1	0	12	Period 3 - 005 - inquez	4	Acevedo, Diem	09	Sat, Feb	
Exceptional Student	ENG 1 THROUGH ESOL	0	25	Period 5 - 001 - Frida Lizette Roxy	5	Acevedo, Emerald	12	Wed, Sep	
Math	ENG 2	0	10	Period 7 - 003 - Frida Lizette Roxy	5	Acosta, Dexter	10	Thu, Aug	
No Credit	ENG 2 THROUGH ESOL	0	25			Acosta, Harry	10	Wed, Apr	
Performing Fine Arts	ENG 3	0	10			Adams, Peter	10	Fri, Aug	
Physical Education	ENG 3 THROUGH ESOL	0	25			Adams, Ponyboy	09	Tue, Mar	
Practical Arts	ENG 4	0	10			Agregor, Abe	12	Mon, Jul	
Science	ENG 4 THROUGH ESOL	0	25			Aguilar, Emily	12	Fri, Dec	
Social Studies	ENG HON 1	0	75			Aguilar, Sherwood	10	Mon, Mar	
Temp	ENG HON 2	0	12			Ahrens, Edgar	12	Mon, Nov	
Vocational	PRE-AP ENGLISH 1	0	0						



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

Select Student/Staff
Portal

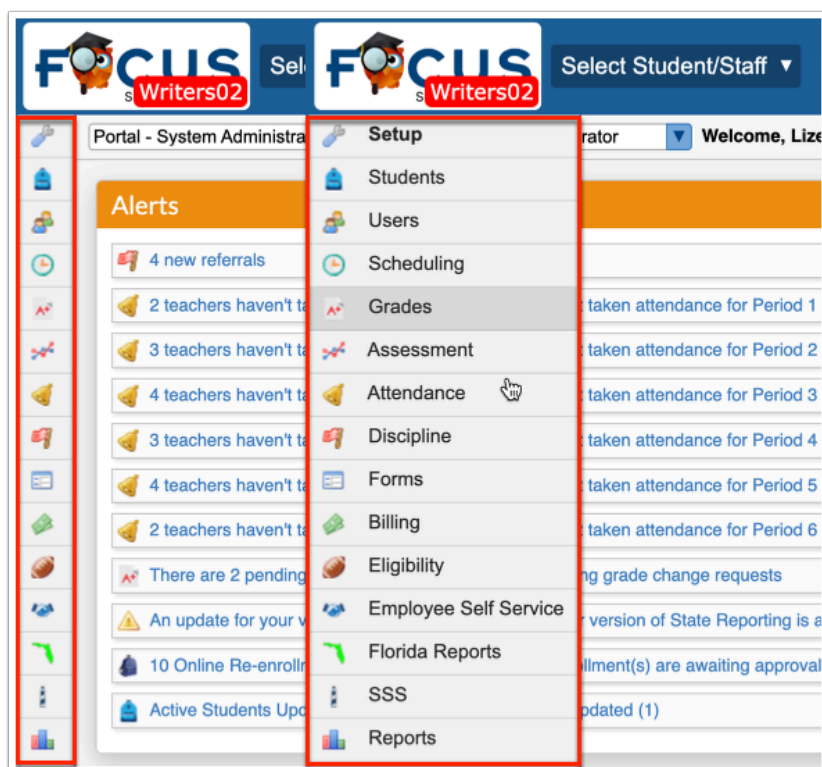
Portal - System Administrator
Welcome, Lizette Garcia

Alerts

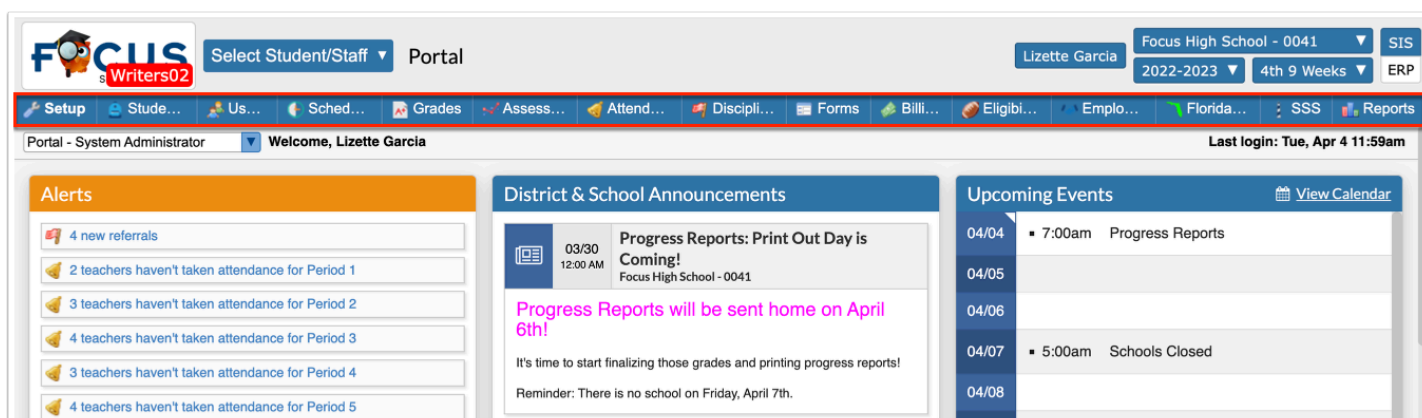
1 teacher(s) have not finished reauthorizing their students.
25 openings on the waitlist for INFO TECH ASST.
An update for your version of Focus is available!
An update for your version of State Reporting is available!
2 change requests awaiting approval.

District

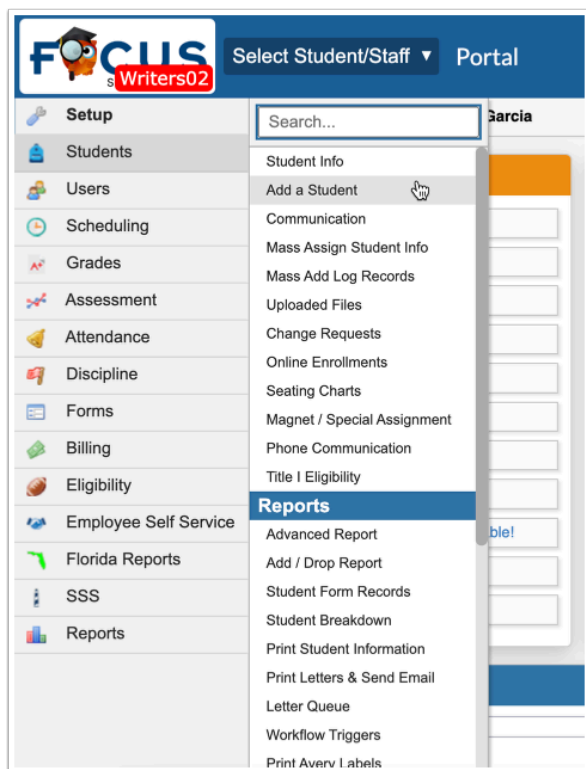
The Focus navigation menu is along the left side of the screen. If you hover over any of the menu icons, the menu opens and the menu titles appear.



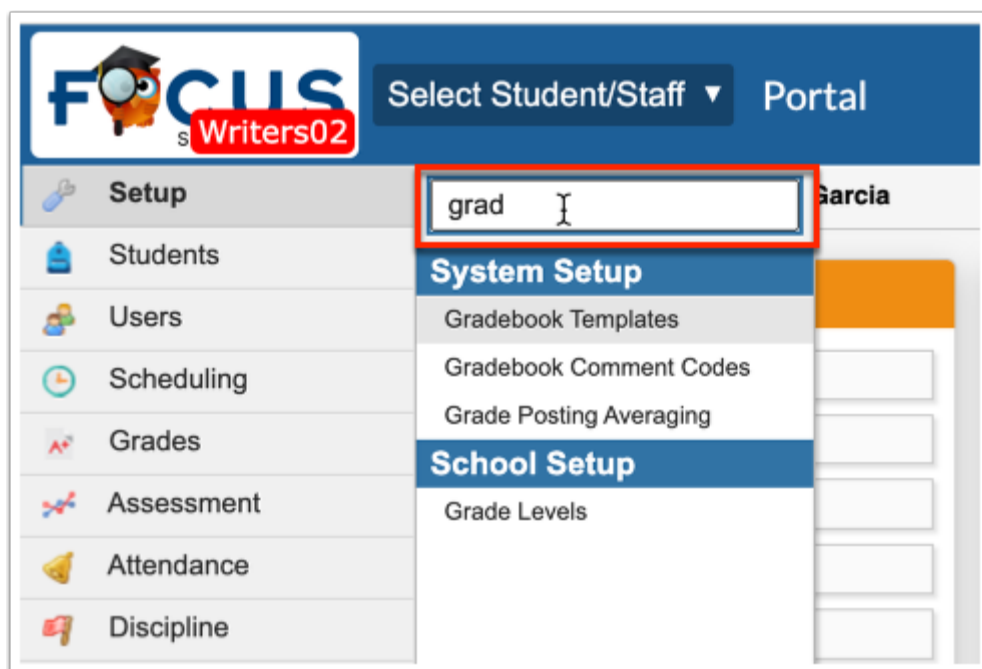
i Because you may have different Preferences set up, your menu may be located along the top of the screen. To change your preferences, in the **Users** menu, click **My Preferences**. From this screen, you have the ability to customize the look of your Portal page and more. To change the menu, select 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.



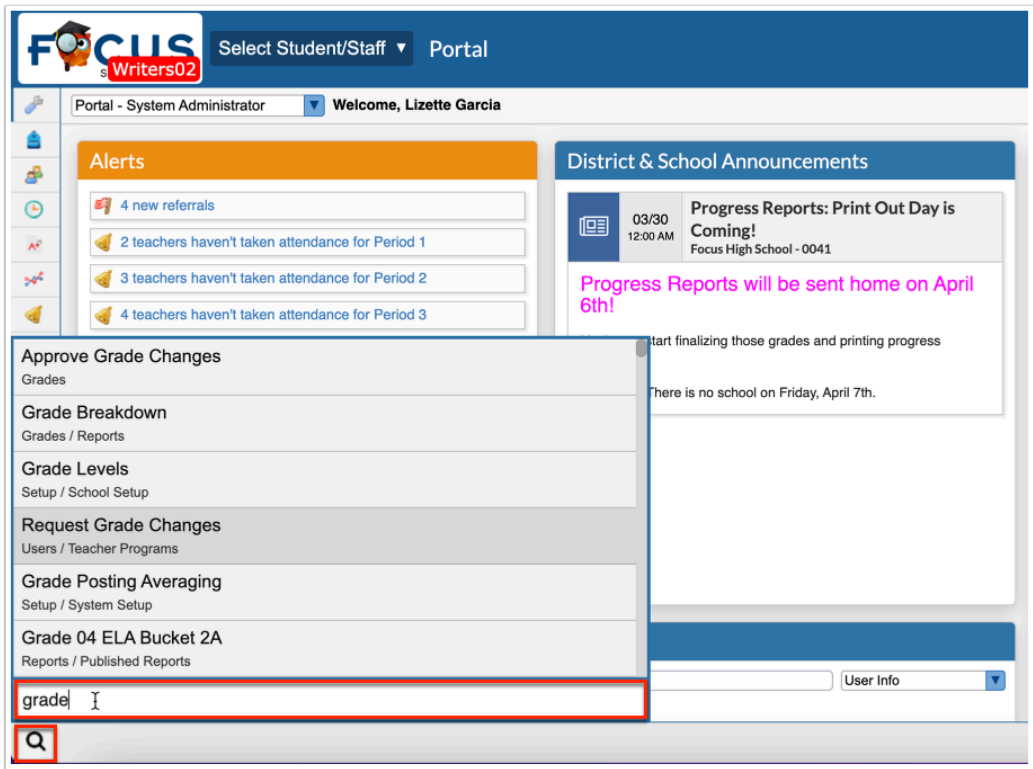
From here, you can click on any of the menu items for additional options (screens).



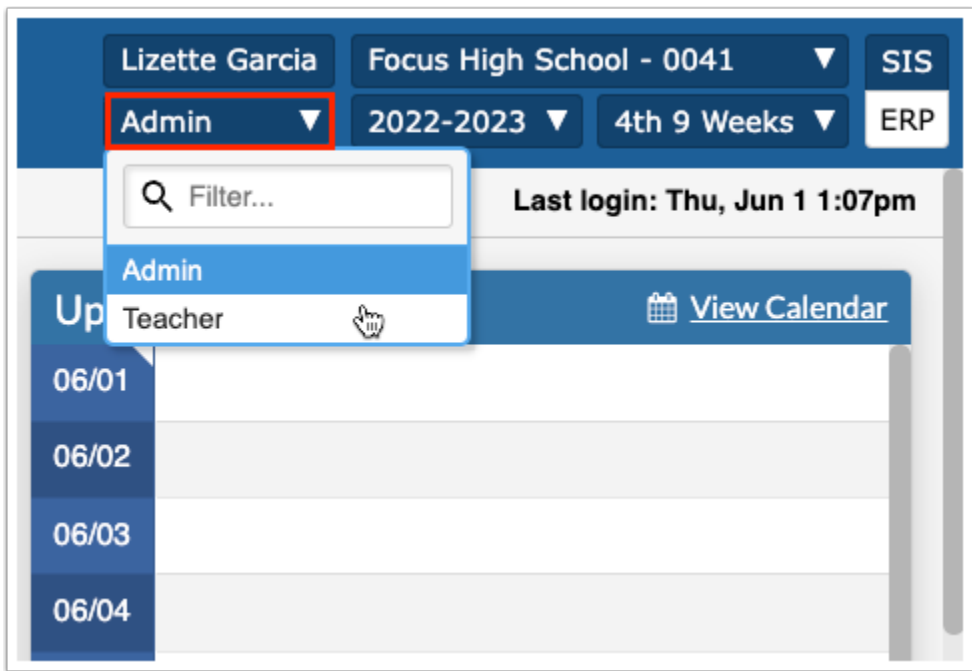
💡 To quickly find a screen within a menu, click the menu and type the full or partial name of the screen in the **Search** text box. The menu filters based on the entered criteria. Click the desired screen.



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.

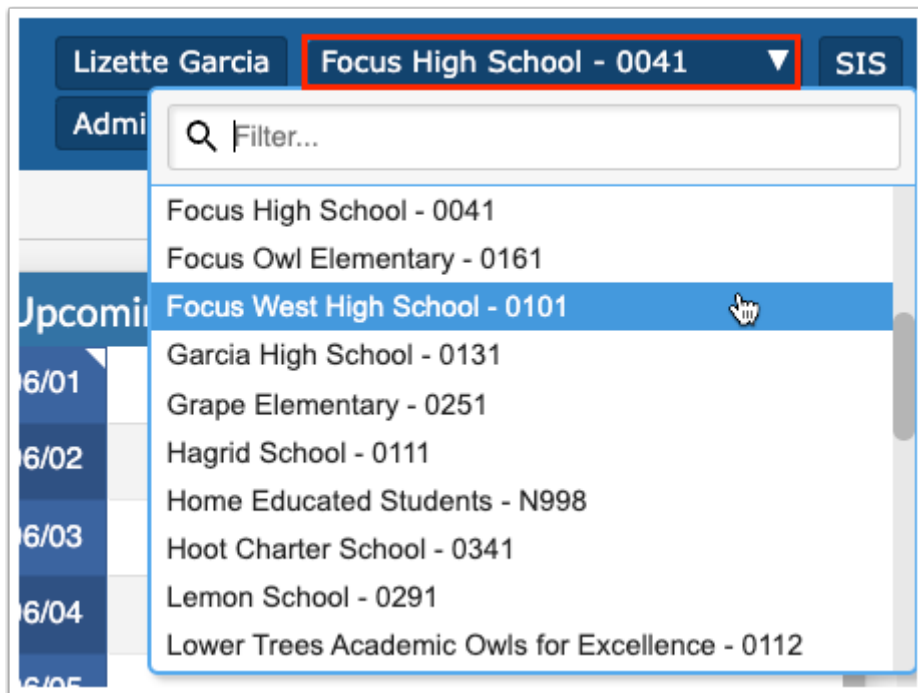


If you have more than one type of profile assigned to you, such as, teacher, parent, admin, etc., you see a profile pull-down under your username. Click the pull-down to change your profile selection.

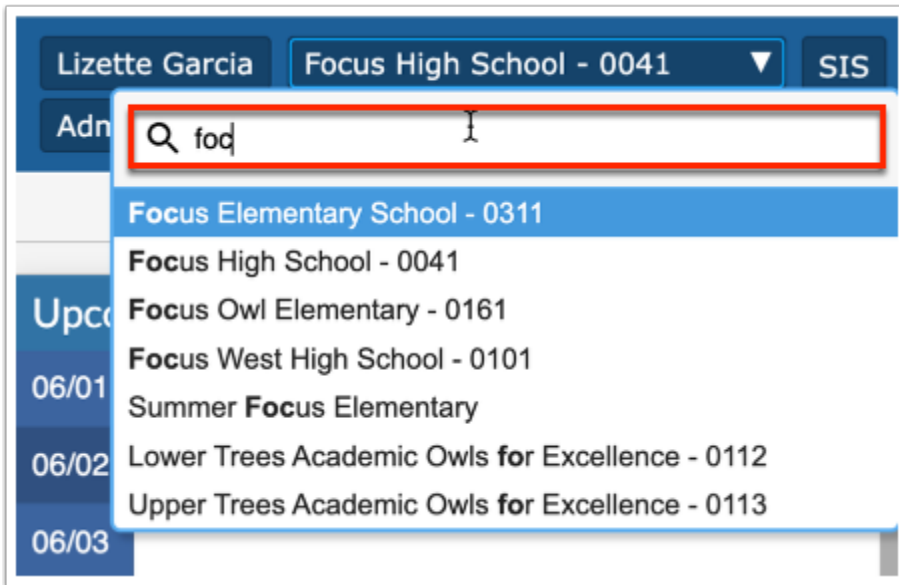


- Upon signing out of Focus, the system remembers the last profile used and logs back into the system with the last used profile. For example, if you logout as a Teacher, when you log back into Focus, your profile is still set to Teacher.

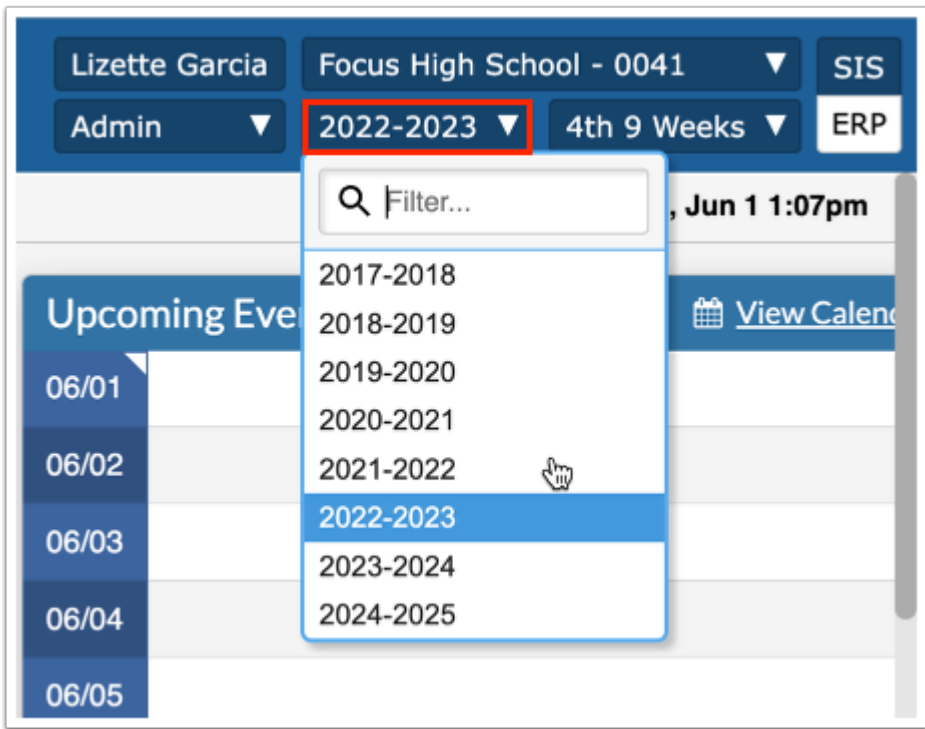
Across the top of the Portal page you also see the name of your School(s). If you have access to more than one school, this will be displayed as a pull-down. Click the pull-down to change the school selection.



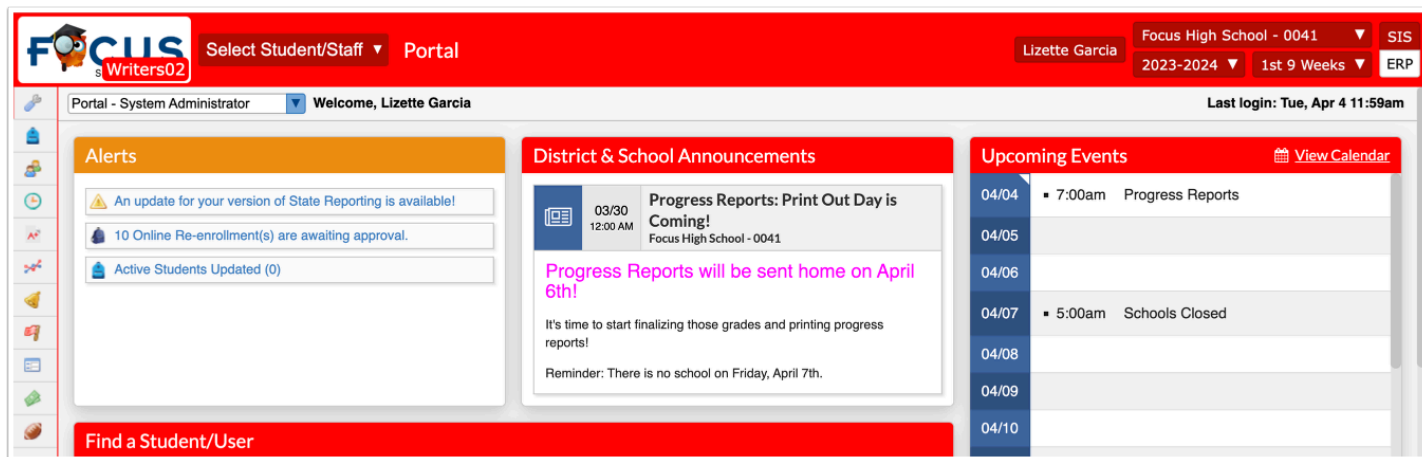
- Begin typing the name or number of the school in the **Filter** text box for a quick search.



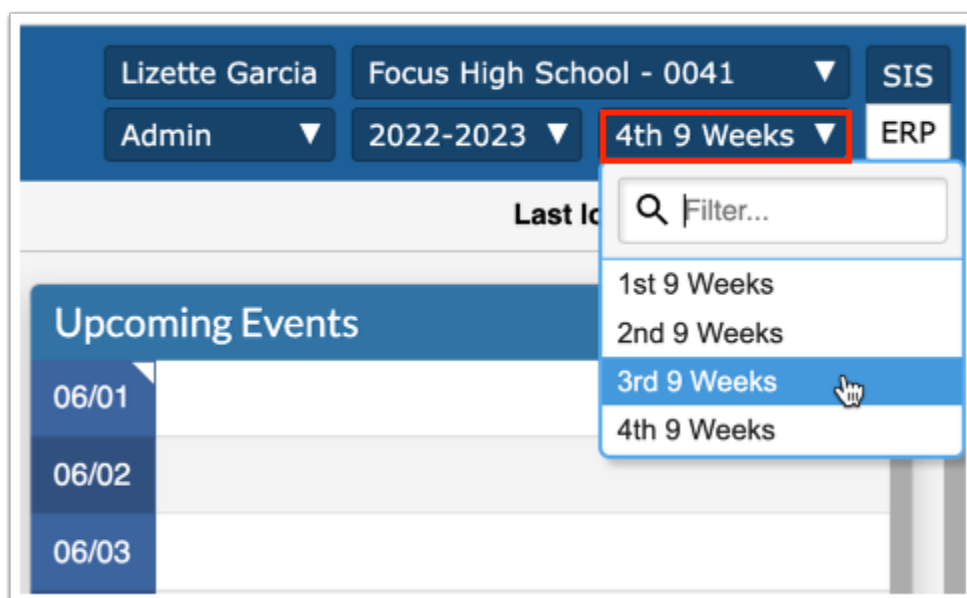
Under your school(s) is the school year pull-down, which defaults to the current school year. This pull-down is accessible at all times and can be changed as needed. Click the school year pull-down to change the school year for which you are working.



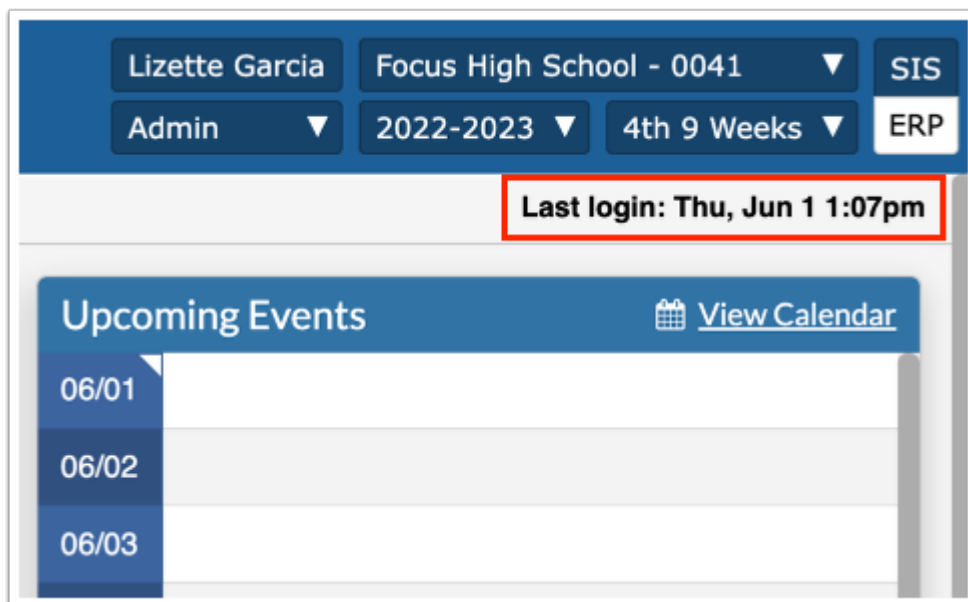
i When a previous or future year is selected, the header and accent color of the screen turns red as an alert that you are working in a different school year.



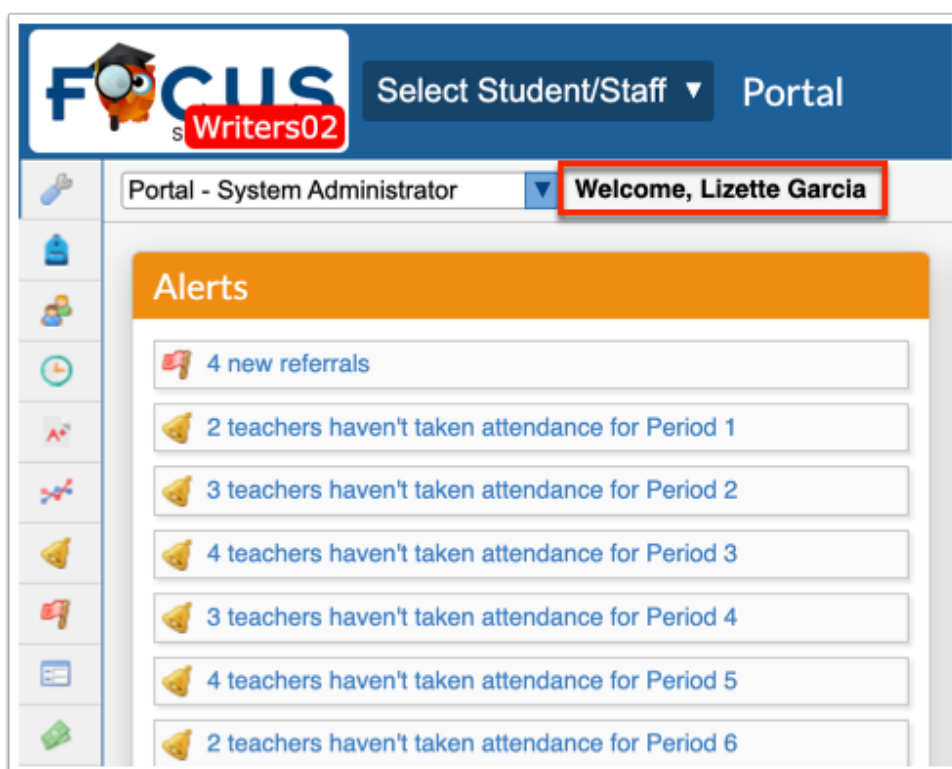
Click the marking period pull-down to choose a different marking period for which you are working. The marking period, like the school year, also defaults to the current marking period. Note: What you see in your pull-down may vary depending on district set up and your type of school.



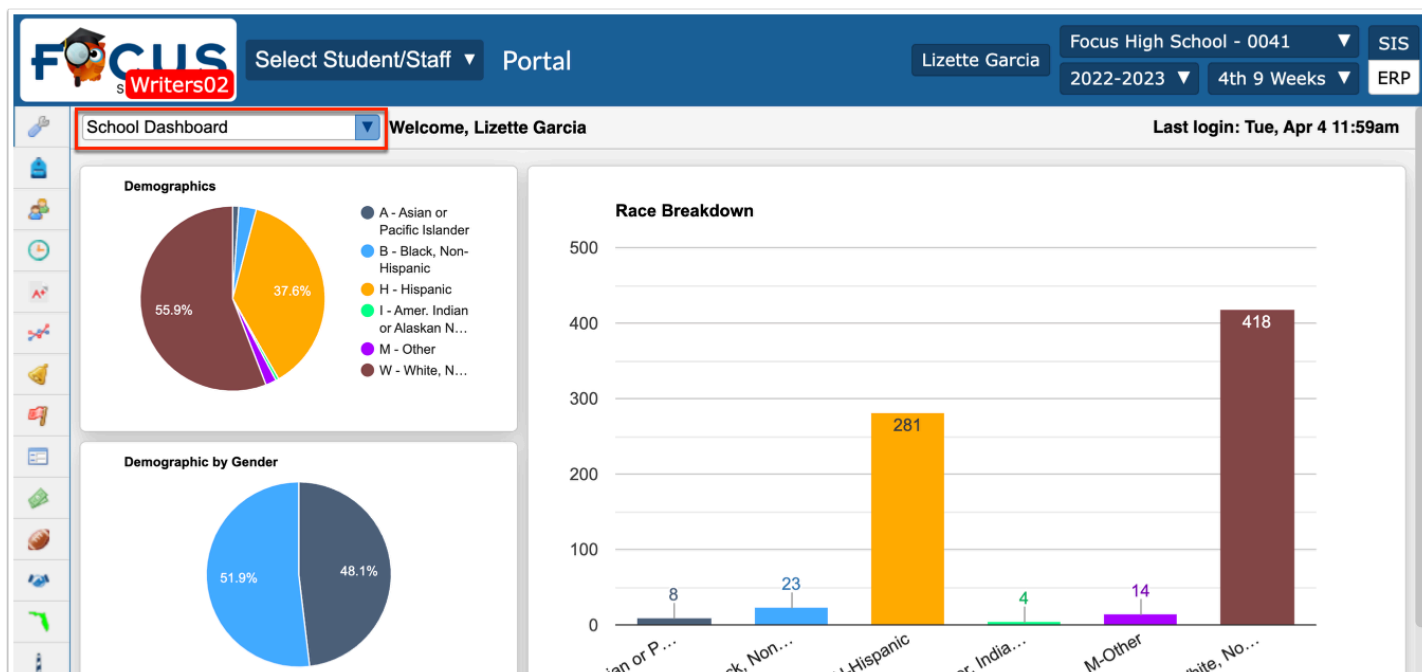
You will also notice your **Last login** listed with the day and time, as shown in the image.



A Focus greeting welcomes whomever is signed into the system. You see your username here.

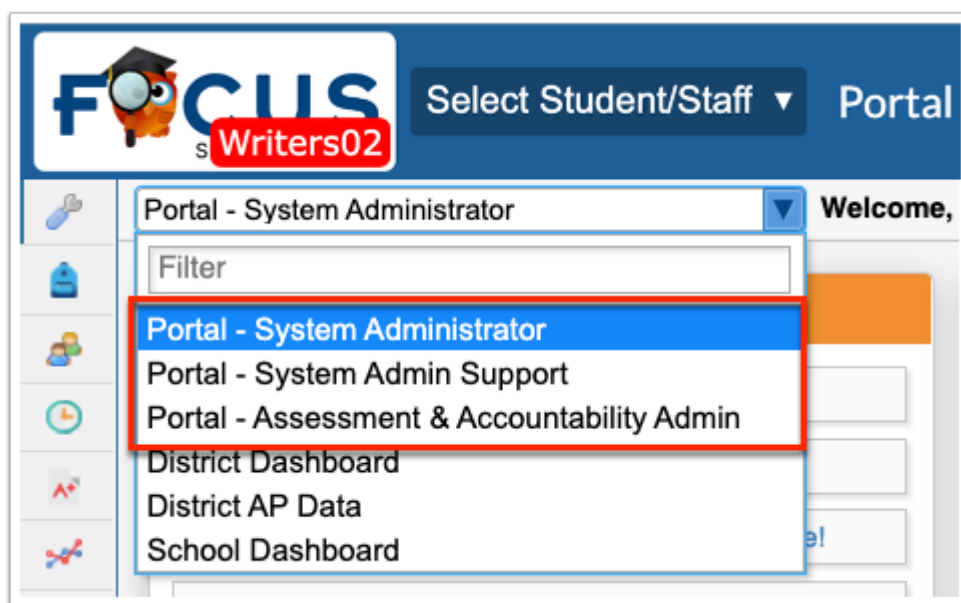


The Portal page may also come equipped with additional dashboards; dashboards can be set up via Setup > [Portal Editor](#) and are available for selection from the dashboard pull-down. These additional dashboards usually display important student data resulting from advanced reports or queries entered in the Portal Editor.

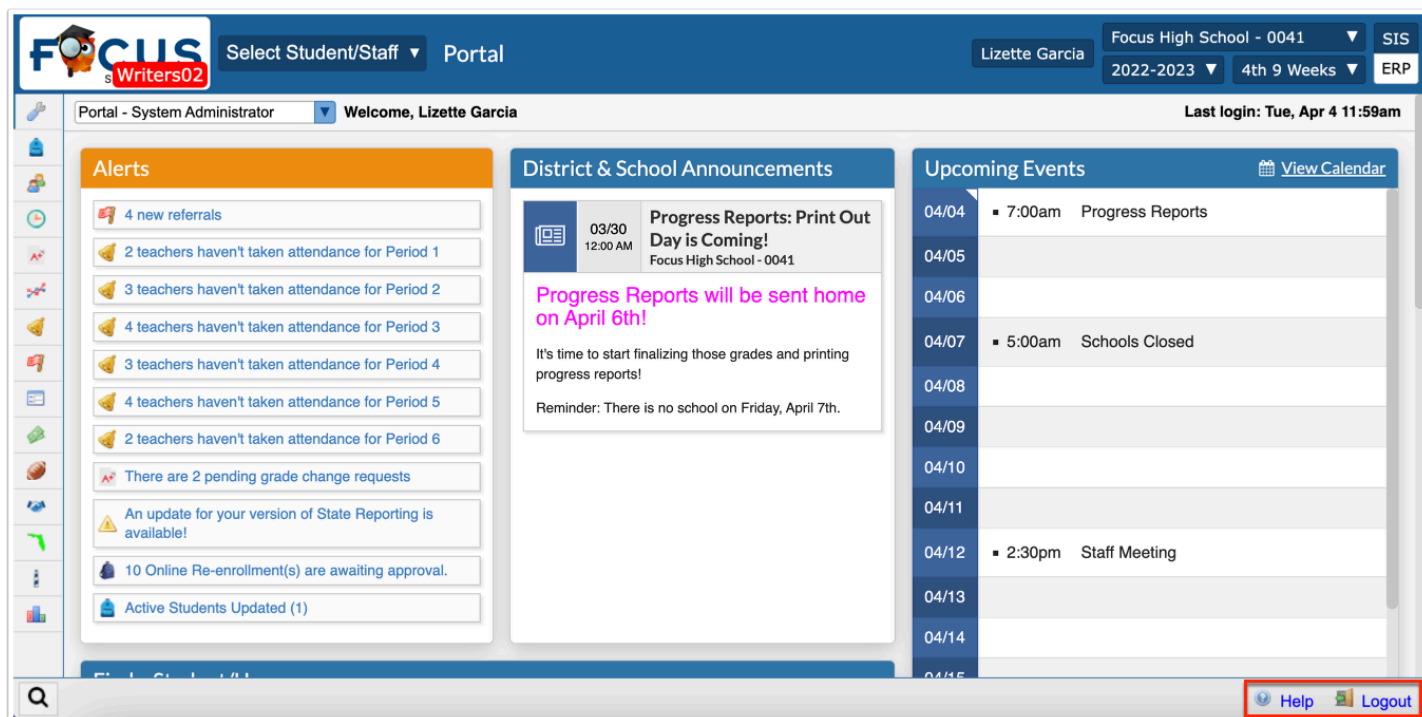


i The dashboard pull-down only displays dashboards assigned to your profile via Setup > [Portal Editor](#). If you only have one dashboard assigned, you will not see a pull-down.

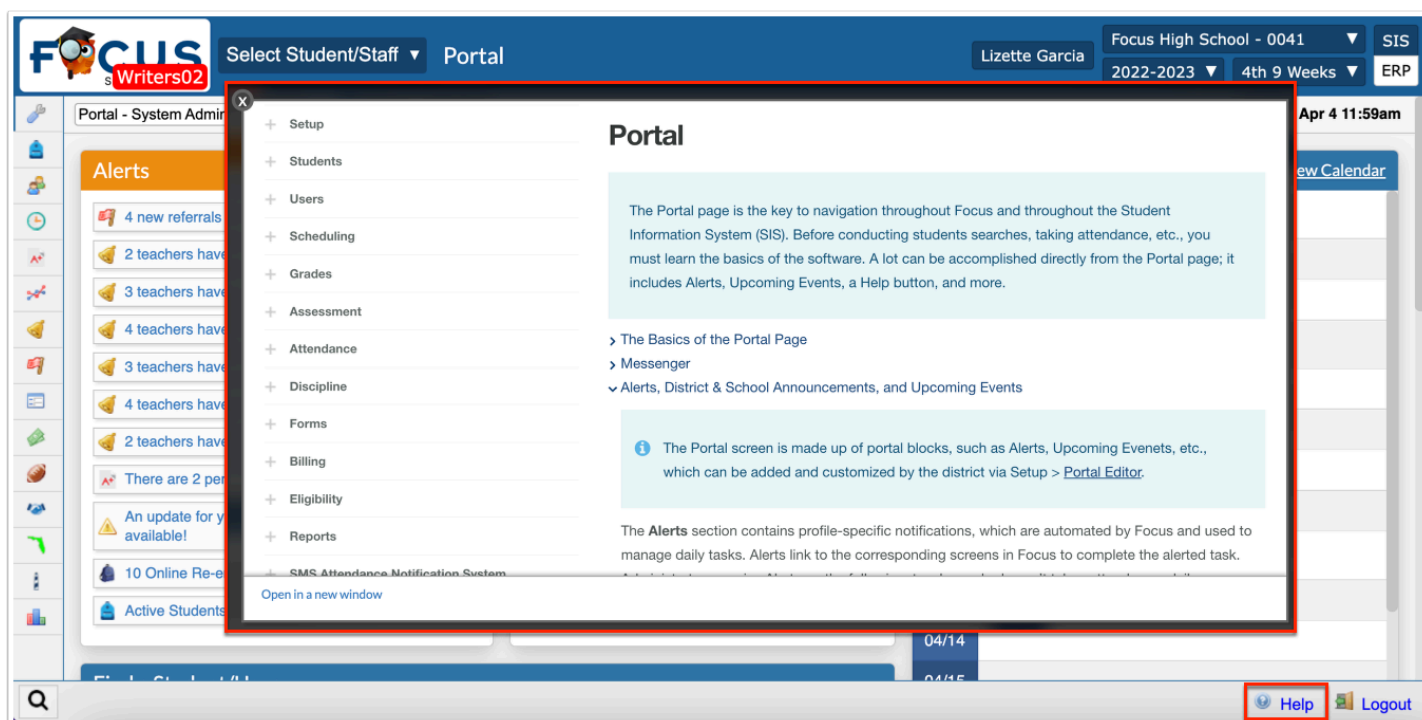
In addition to school/student data being displayed as part of additional dashboards, if you have more than one profile, you see additional Portal pages. In the example shown, there is a System Administrator portal, a System Admin Support portal, and Assessment & Accountability Admin portal.



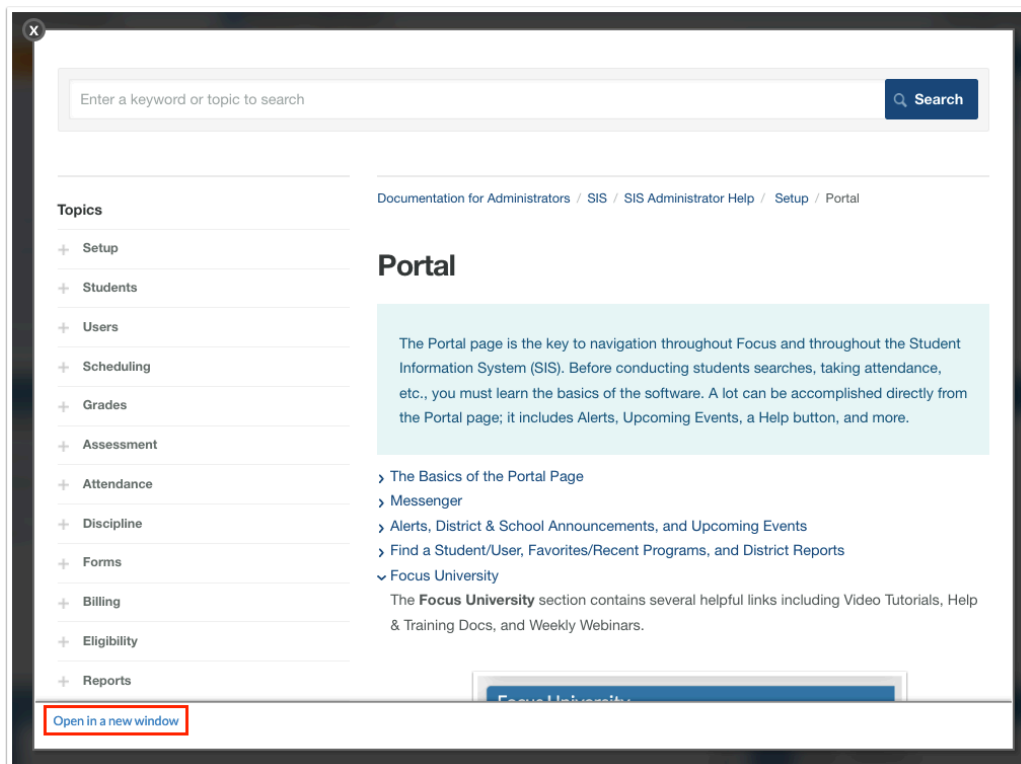
The last two tools on the Portal page are the Help and Logout buttons found in the bottom right corner of the screen.



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.

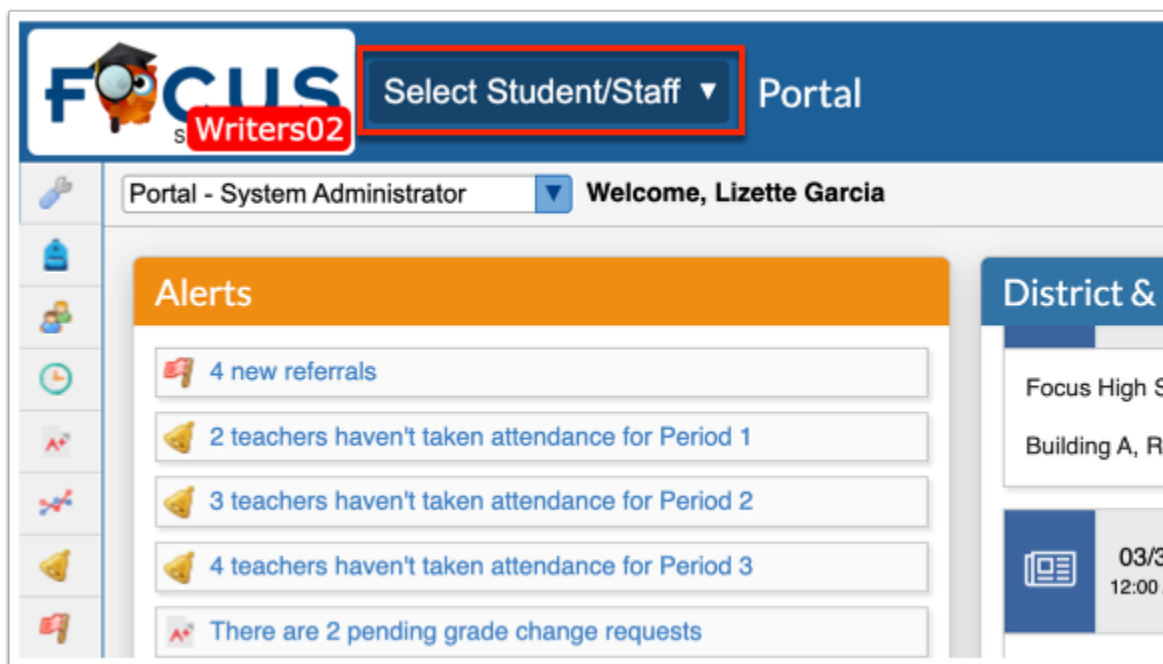


Student/User Quick Search

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.

- i** 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.

Select Student/Staff

Student Info

Lizette Garcia

Admin

748 Students

Photo

Filter...

Abe, Charlie Noel (55879)

Abott, Charlie Christopher (82221)

Abregan, Kenna Joy (61843)

Acevedo, Diem Donna (23057)

Acevedo, Emerald Vonn (56443)

Acosta, Dexter D (12345)

Acosta, Harry P (58780)

Adams, Peter Kavinsky (20236)

Adams, Ponyboy Henry (86404)

Agregor, Abe Sebastian (60059)

Students

Staff

Inactive Students

Inactive Staff

Search Results

Match all

Acevedo, Diem Donna

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.

		<div>Select Student/Staff</div> <div>Student Info</div>		<div>Lizette Garcia</div> <div>Focus High School - 0041</div> <div>SIS</div>	
		<div>Admin</div>		<div>2022-2023</div> <div>4th 9 Weeks</div> <div>ERP</div>	
<div>Search Screen Simple List Customized List</div>					
<div>748 Students</div> <div>Message</div> <div>Filters: OFF</div> <div>Search</div>					
Photo	Student	Student ID	Grade		
	Abe, Charlie Noel	55879	10		
	Abott, Charlie Christopher	82221	09		
	Abregan, Kenna Joy	61843	10		
	Acevedo, Diem Donna	23057	09		
	Acevedo, Emerald Vonn	56443	12		
	Acosta, Dexter D	86685	10		
	Acosta, Harry P	58780	10		

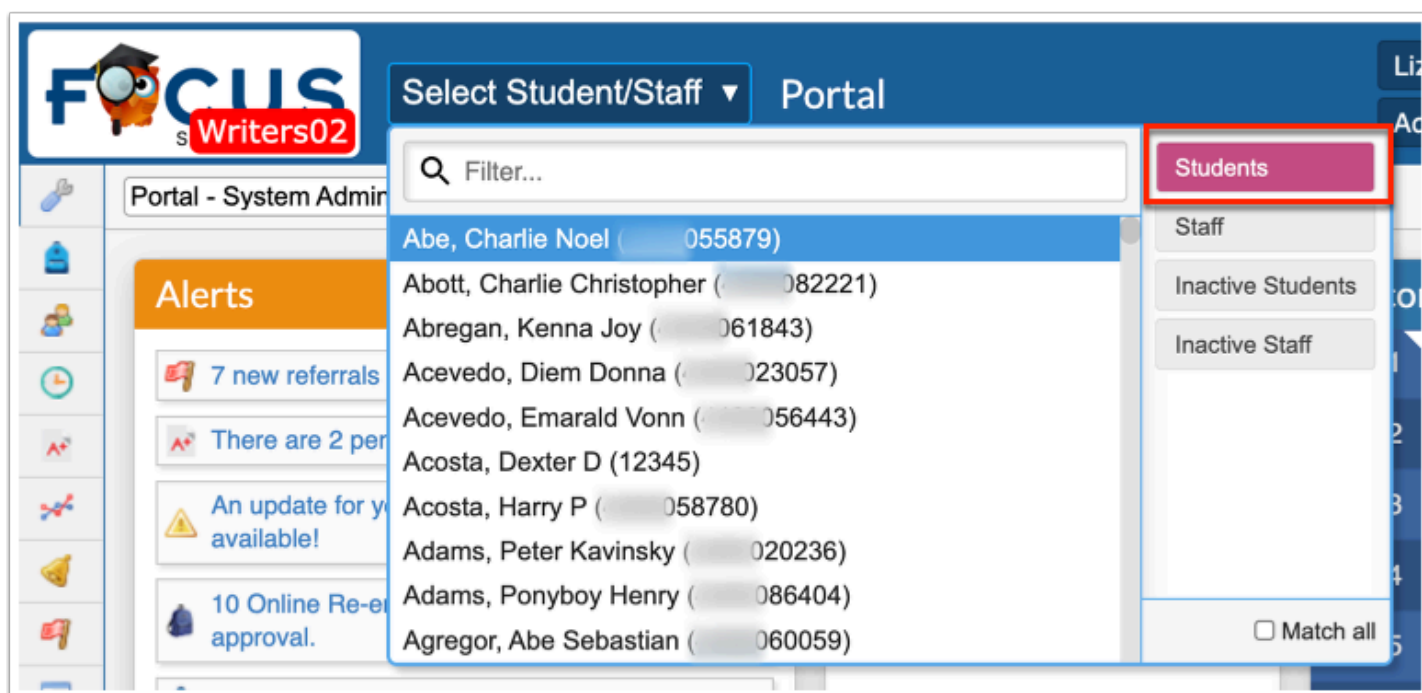
i If a student or user search has not recently been conducted, the Search Results tab does not display.

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

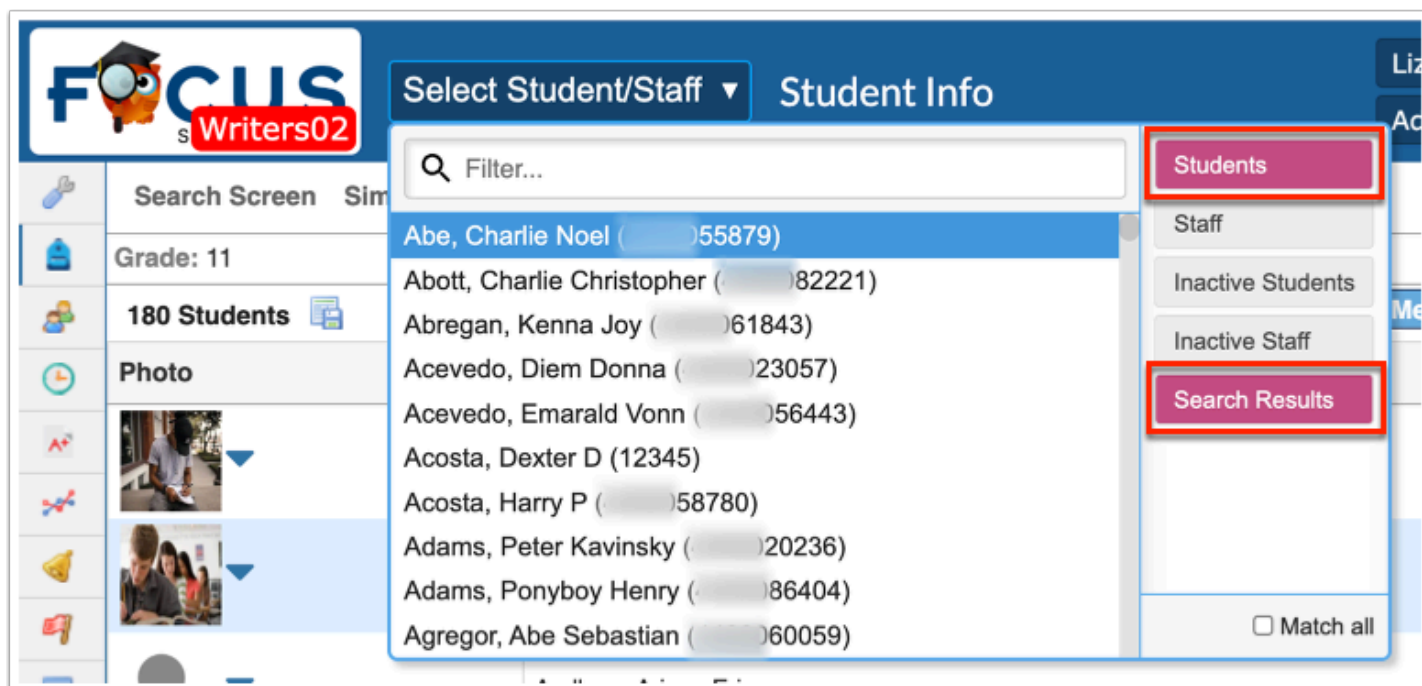
The screenshot shows a web interface for searching students. At the top, there is a blue header with a dropdown menu labeled "Select Student/Staff" and a tab labeled "Student Info". Below the header is a search bar with a magnifying glass icon and the text "Filter...". To the right of the search bar is a sidebar with five tabs: "Students", "Staff", "Inactive Students", "Inactive Staff", and "Search Results". The "Students" tab is currently selected. Below the search bar, a list of student names and IDs is displayed. The first student, "Abe, Charlie Noel (055879)", is highlighted in blue. The list includes the following students: Abe, Charlie Noel (055879), Abernathy, Nora Robin (3105), Abbott, Charlie Christopher (082221), Abregan, Kenna Joy (061843), Acevedo, Diem Donna (023057), Acevedo, Emerald Vonn (056443), Acosta, Dexter D (12345), Acosta, Harry P (058780), Adams, Peter Kavinsky (020236), and Adams, Ponyboy Henry (086404). At the bottom of the sidebar, there is a checkbox labeled "Match all".

Student Name (ID)
Abe, Charlie Noel (055879)
Abernathy, Nora Robin (3105)
Abbott, Charlie Christopher (082221)
Abregan, Kenna Joy (061843)
Acevedo, Diem Donna (023057)
Acevedo, Emerald Vonn (056443)
Acosta, Dexter D (12345)
Acosta, Harry P (058780)
Adams, Peter Kavinsky (020236)
Adams, Ponyboy Henry (086404)

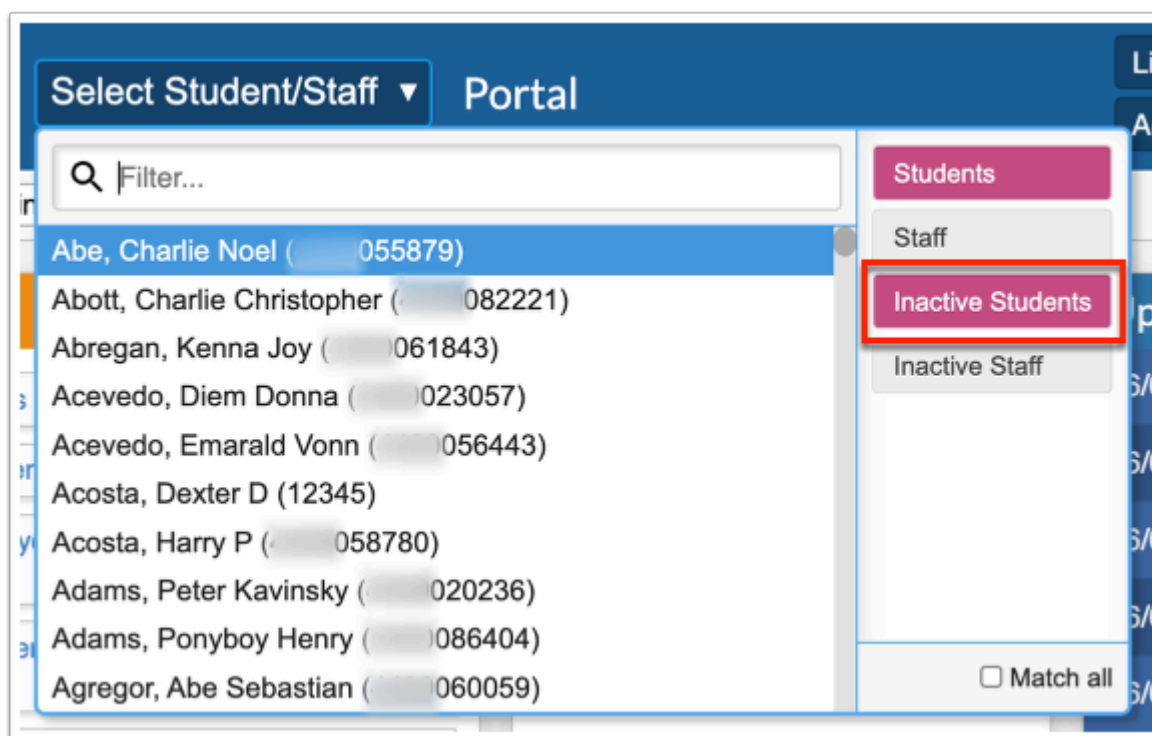
3a. To search for students only, click the **Students** tab.



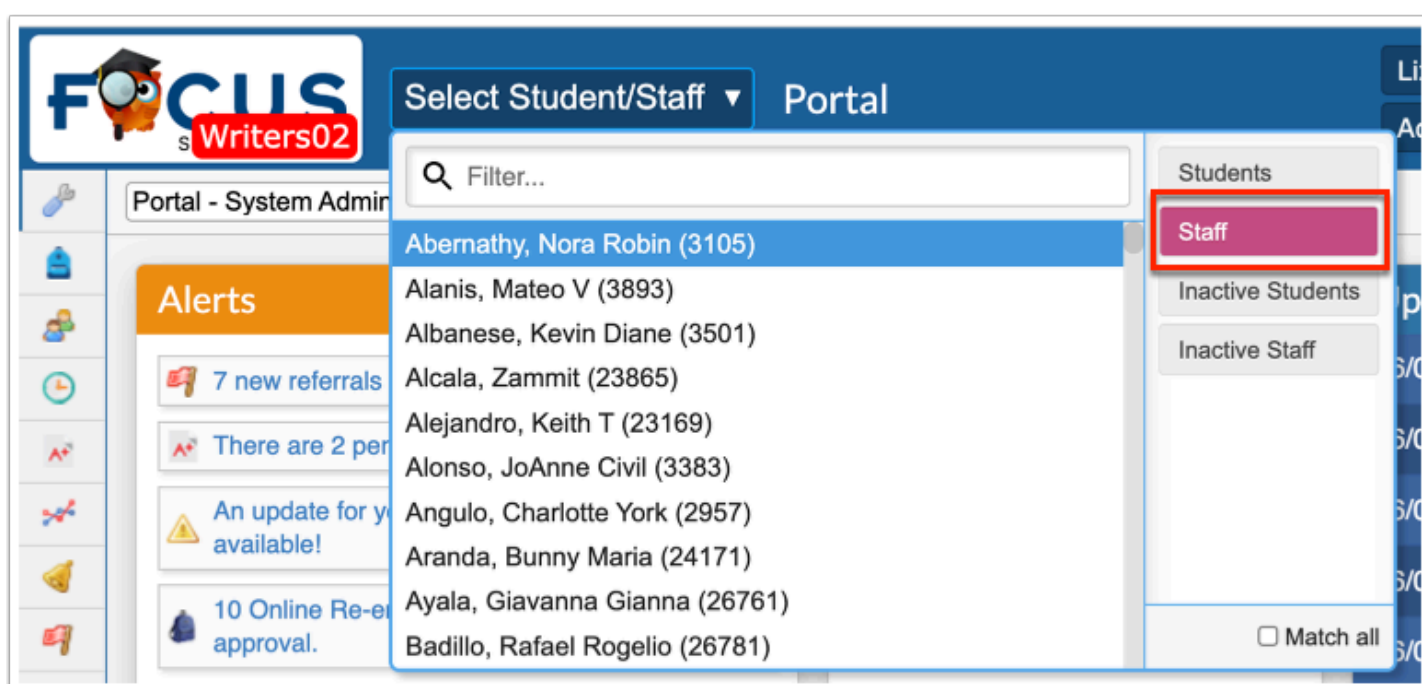
If **Search Results** and **Students** are both selected, the displayed students will pull from all the students assigned to the selected school (School pull-down in the header) **OR** from the Search Results of your latest student search.



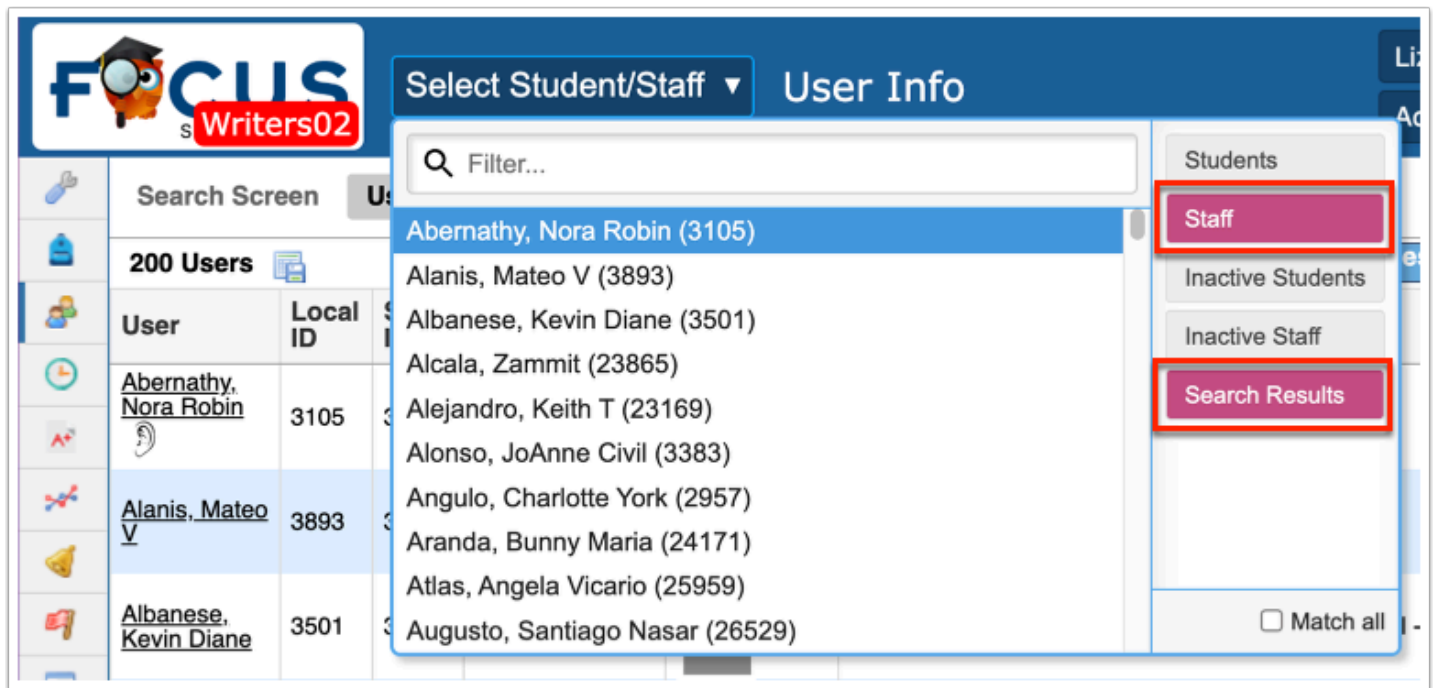
a. Click **Inactive Students** to display inactive students from which to choose, as well as active students.



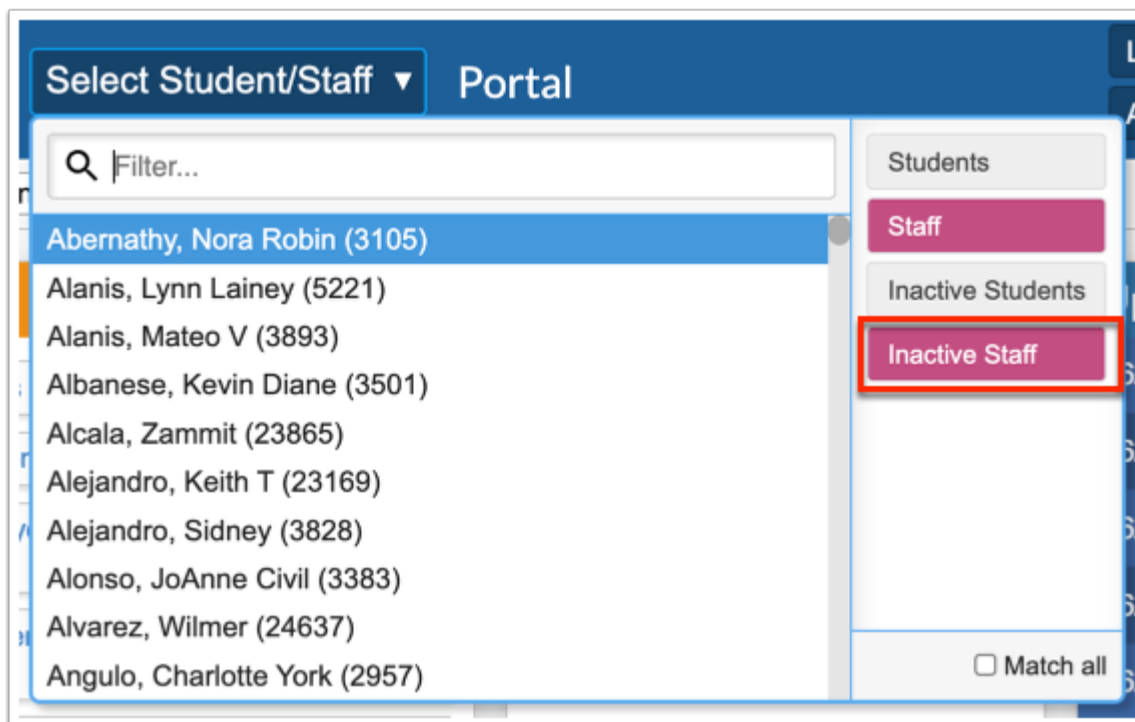
3b. To search for users/staff only, click the **Staff** tab.



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.

The screenshot shows a web interface titled "User Info". At the top left, there is a dropdown menu labeled "Select Student/Staff". Below it is a search bar with a magnifying glass icon and the text "Filter...". To the right of the search bar is a list of user names and IDs, with "Abernathy, Nora Robin (3105)" selected. To the right of the list is a sidebar with several buttons: "Students", "Staff", "Inactive Students", "Inactive Staff", "Search Results", and a "Match all" checkbox which is checked and highlighted with a red box.

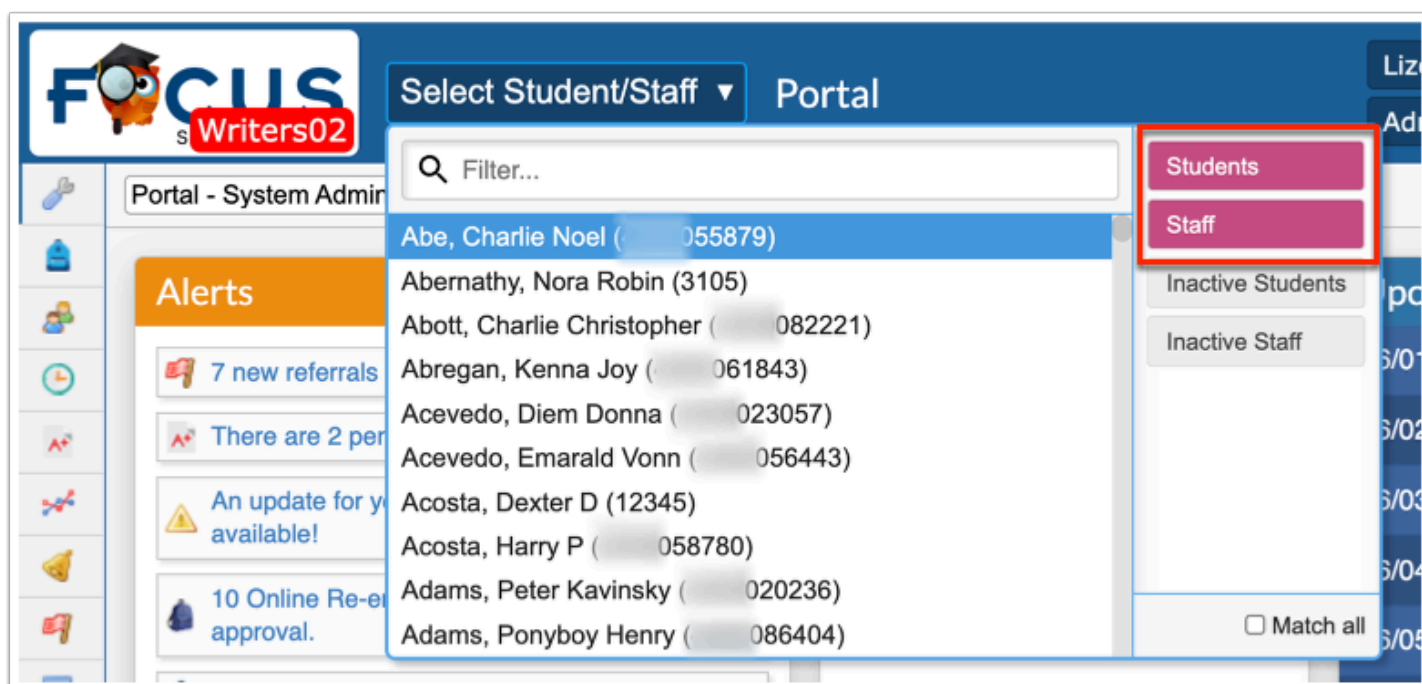
Search Filter	Selected
Students	No
Staff	No
Inactive Students	No
Inactive Staff	No
Search Results	No
Match all	Yes

User List:

- Abernathy, Nora Robin (3105)
- Alanis, Mateo V (3893)
- Albanese, Kevin Diane (3501)
- Alcala, Zammit (23865)
- Alejandro, Keith T (23169)
- Alonso, JoAnne Civil (3383)
- Angulo, Charlotte York (2957)
- Aranda, Bunny Maria (24171)
- Ayala, Giavanna Gianna (26761)
- Badillo, Rafael Rogelio (26781)

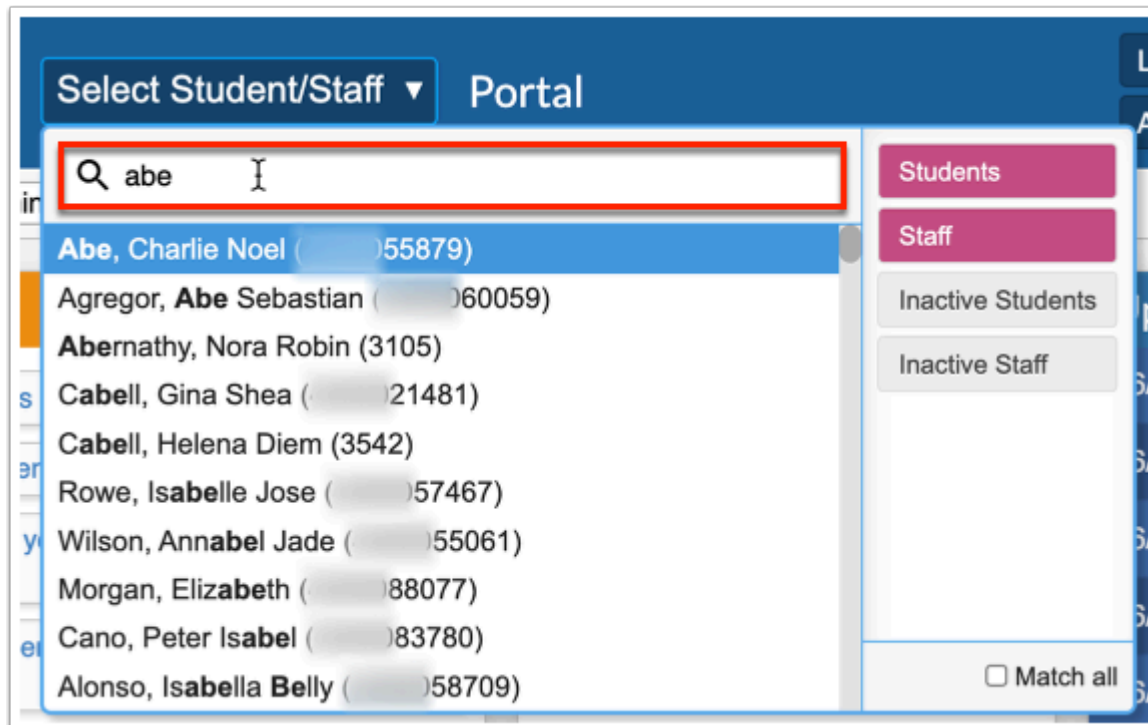
i Selecting **Students** and **Staff** will show all students at the selected school and all staff. Selecting the Match All check box will show zero results because there are no students who are also staff members.

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.

FOCUS Writers02 **Abe, Charlie Noel** **Student Info** Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Save Print Share

ISP Page Files SSS Choice Billing

Filter fields...

- E Enrollment
- F FASTER
- FS Fed State
- FC Federal/State Compensatory
- FS Food Service
- F Forms
- GD General Demographics**
- G Gifted
- G Graduation
- Health Daily Health Screener

General Demographics

Laptop Issue Date

Laptop Serial Number

Acknowledgement of Admissions Statement ☒

Application Complete ☒

Parent Requirements Understood? ☐ N/A ☐ No ☒ Yes

Parent Notes to Admissions

I understand that I am responsible for paying an activity fee for Focus School. ☐

Social Security

Is your child currently being Homeschooled? ☐ N/A ☐ Yes

FOCUS Writers02 **Abernathy, Nora Robin** **User Info** Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

Audit Trail User Files Save Delete Print Share

Filter fields...

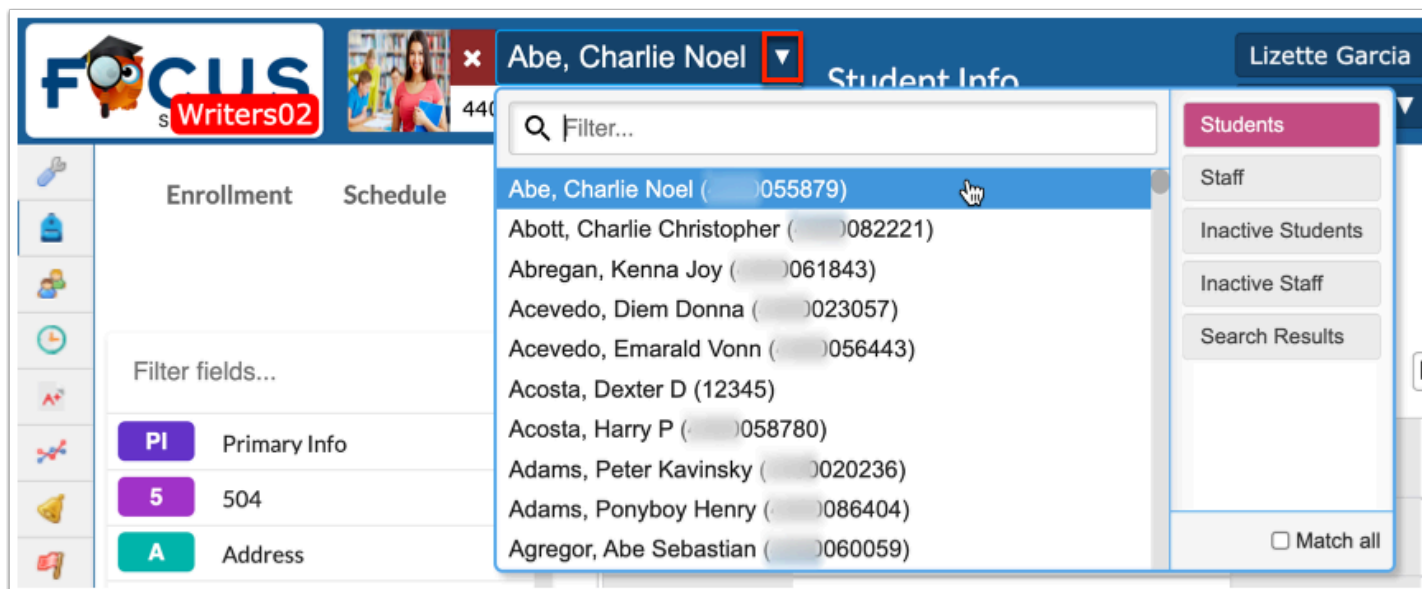
- PI Primary Info
- AS Attached Students
- C Certifications
- CEI Charter/Contracted Emp ...
- E ELL
- ED Employee Demographic
- ES Employee Summary
- E Employee

Permissions

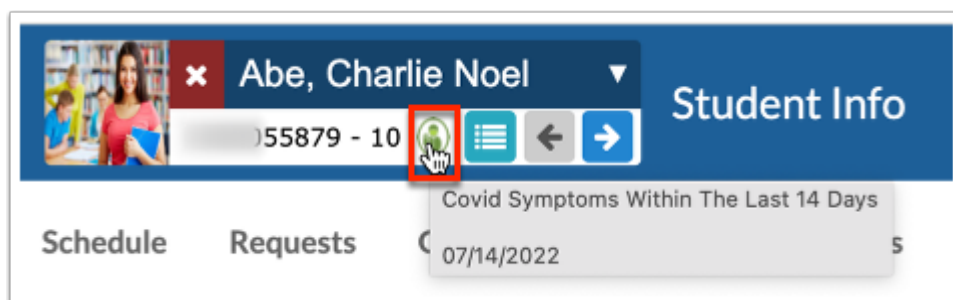
Export Filter: OFF Page Size: 20 Mass Update

	SIS Profiles	ERP Profiles	Schools	Start Date	End Date	Comment
			Fo...	04/26/2023		
View	Data Entry, Data Support		Fo...	05/03/2022	05/31/2022	Focus HS n
View	ERP-MCSD Employee		111...	12/26/2017		
View	Teacher		Fo...	07/01/2015		

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.

FOCUS Writers02 Student Info

Abe, Charlie Noel 55879 - 10

Lizette Garcia Focus High School - 0041 SIS
Admin 2022-2023 4th 9 Weeks ERP

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail

Grad Files SSS Choice Billing

Filter fields... **GD** General Demographics

General Demographics Print a Form/Letter

Covid 07/14/2022
Symptoms...

Threat Classification

Export Filter: OFF

School Where The Threat Event Was Initiated School Where The Threat Event Occurred Date

1098-T Less Than Half Time Protected Student

TIDE Access Code

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

FOCUS Writers02 Student Info

Abe, Charlie Noel 55879 - 10

Grades Absences Activities

Files SSS Choice Bill

General Demographics

Covid 07/14/2022

Full Name Abe, Charlie Noel

TERMS ID 55879

Personal Student Email charlieabe@gmail.com

Gender F - Female

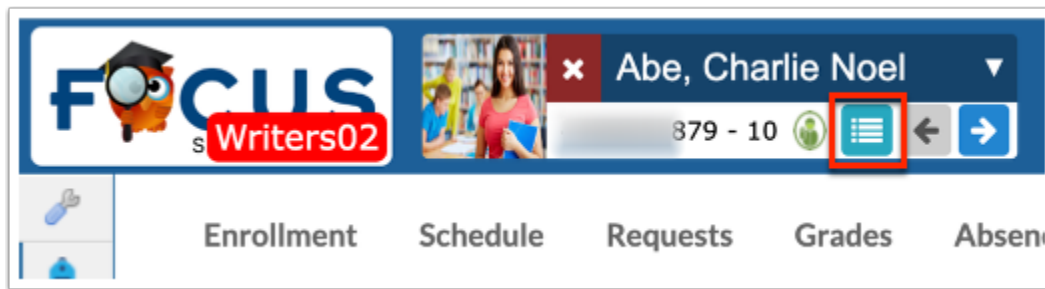
Birthdate 04/06/2007

Student Phone Number (727) 555-1234

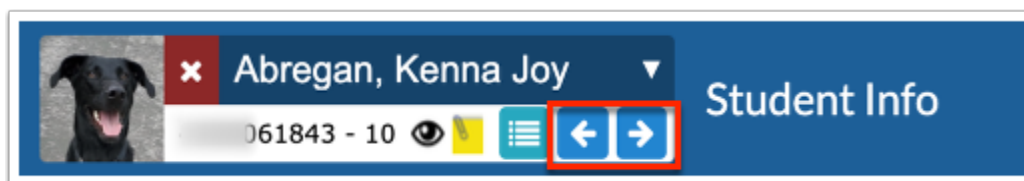
Custody Alert

i The information displayed here is determined by the selection made via Users > [My Preferences](#) > [Columns in Student Lists](#) and/or [Columns in User Lists](#).

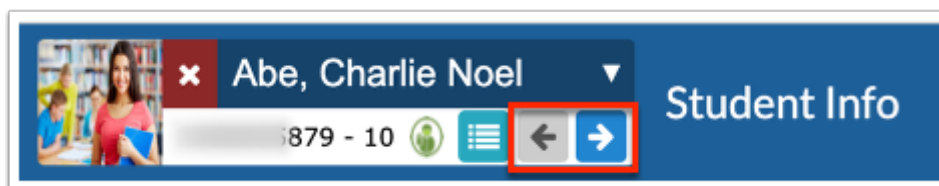
d. Click **Back to Search Results** to return the latest search results screen.



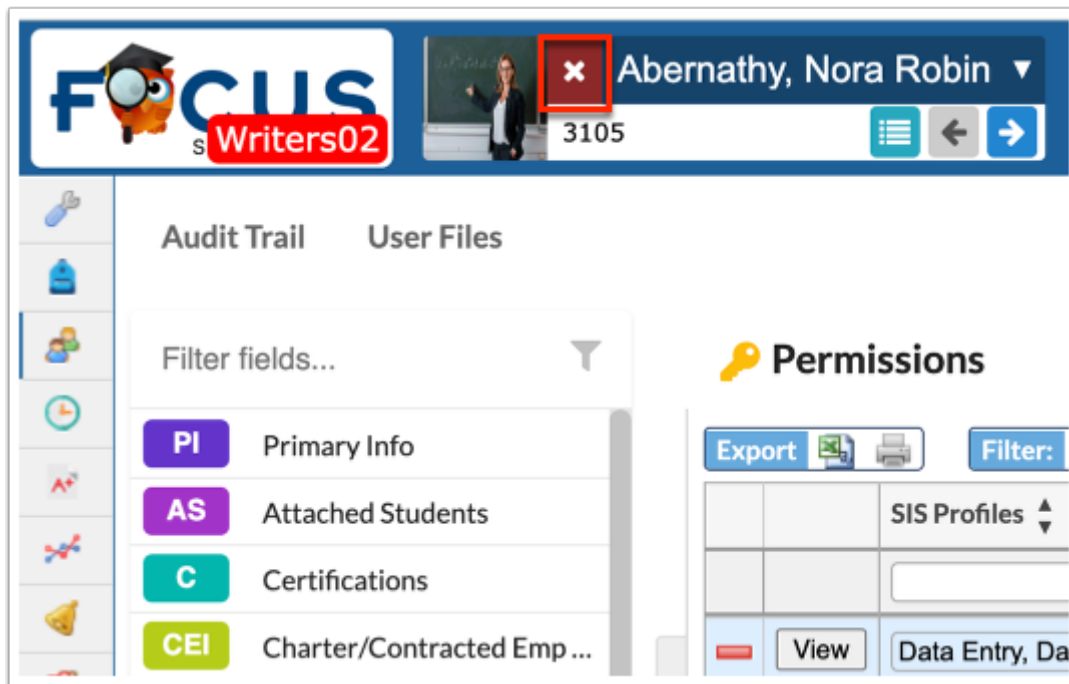
e. Click the left and right arrow to navigate to the previous (left) and next (right) student/user in the list (as displayed in the Select Student/Staff pull-down).



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

i 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.

The screenshot shows the FOCUS Writers02 Portal interface. At the top, there is a blue header with the FOCUS logo, a dropdown menu for "Select Student/Staff", and the word "Portal". Below the header, a sidebar on the left contains various icons. The main content area displays a "Welcome, Lizette Garcia" message and a section titled "Alerts". The alerts list includes: "4 new referrals", "2 teachers haven't taken attendance for Period 1", "There are 2 pending grade change requests", "An update for your version of State Reporting is available!", "10 Online Re-enrollment(s) are awaiting approval.", and "Active Students Updated (1)".

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.

This screenshot is identical to the one above, but with a red rectangular box highlighting the alert "2 teachers haven't taken attendance for Period 1".

Focus Writers02 Select Student/Staff Teacher Completion Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

Report Date: 04/05/2023 Period 1 ☐ Summary over a timeframe ☐ Show teachers who took attendance late ☐ Show teachers who took attendance more than 10 minutes early ☒ Course/Section Numbers

Advanced 2 Teachers who haven't taken attendance Message Search

Teacher	Staff ID	Period 1
Casanova, Adelle Gaga	26815	CHEM 1 HON 2003350-004
Snow, Benton K	4782	AP DRAWING 0104300-001

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.

Focus Writers02 Select Student/Staff Portal Portal - System Administrator Welcome, Lizette Garcia

Alerts

- 4 new referrals
- 2 teachers haven't taken attendance for Period 1
- 3 teachers haven't taken attendance for Period 2
- There are 2 pending grade change requests
- An update for your version of State Reporting is available!
- 10 Online Re-enrollment(s) are awaiting approval.
- Active Students Updated (1)

District & School Announcements

04/05 12:00 AM Faculty Meeting
Focus High School - 0041

Focus High School Staff meeting on April 6, 2023 at 3:30pm.
Building A, Room 1.

03/30 12:00 AM Progress Reports: Print Out Day is Coming!
Focus High School - 0041

Progress Reports will be sent home on April 6th!

It's time to start finalizing those grades and printing progress reports!

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.

i 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/

events from School A, messages/events from School B, and messages/events from the school selected from the school pull-down.

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](#).

The screenshot shows the user interface for Lizette Garcia at Focus High School - 0041. The top navigation bar includes the user name, school name, school year (2022-2023), and weeks (4th 9 Weeks). The main content area is divided into two sections: District & School Announcements and Upcoming Events. The Upcoming Events section is highlighted with a red border and contains a list of events from 04/05 to 04/12.

Date	Event
04/05	
04/06	
04/07	5:00am Schools Closed
04/08	
04/09	
04/10	
04/11	
04/12	2:30pm Staff Meeting

Click **View Calendar** to open Calendars. Administrators can create events via Users > [Calendar](#).

Upcoming Events

View Calendar

04/05	
04/06	
04/07	■ 5:00am Schools Closed
04/08	
04/09	
04/10	
04/11	
04/12	■ 2:30pm Staff Meeting

Select Student/Staff ▾ Calendar

Lizette Garcia
Focus High School - 0041 ▾ SIS
2022-2023 ▾ 4th 9 Weeks ▾ ERP

April, 2023

* National Holiday, * Schoo...

Month Week
 Setup

Search...
04/07 - Schools Closed
04/12 - Staff Meeting

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar. 26	Mar. 27	Mar. 28	Mar. 29	Mar. 30	Mar. 31	1 April Fool's Day
2	3	4 Progress Reports	5	6	7 Schools Closed	8
9	10	11	12 Staff Meeting	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	May 1	May 2	May 3	May 4	May 5	May 6

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.

Upcoming Events

View Calendar

04/05	
04/06	
04/07	
04/08	
04/09	
04/10	<div>9:00am Charlie Abe - Vision Screening</div> <div></div>
04/11	
04/12	<div>2:30pm Staff Meeting</div> <div></div>
04/13	
04/14	
04/15	
04/16	
04/17	
04/18	

b. Complete the log record, and click **Create** to add it to the student's record.

Date seen in Clinic

04/05/2023

Codes_Descriptions

Vision Screening (0510)

First Aid (5031)

☐

Assess by

Assess Total

Additional Notes

Sent Home

☐

Time in

10:06 am

FTTY

☐

First Aid Description

UAP Name

Health Consult [5051]

Time out

10:06 am

Followup Date

04/05/2023

Abe, Charlie Noel

Close

Create

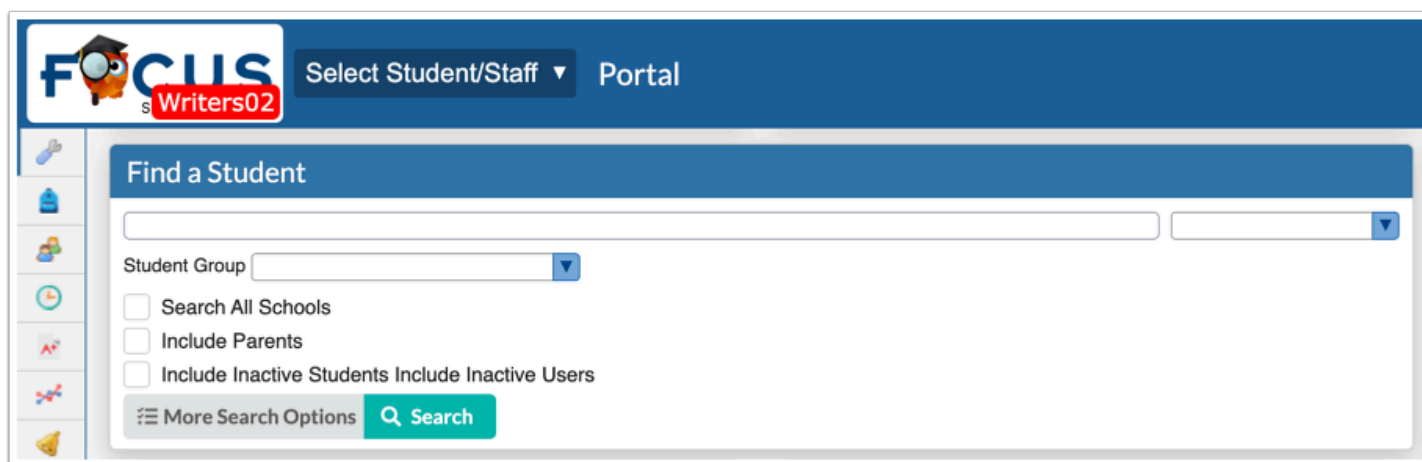


See [Creating a Log Record for a Student](#) for more information.

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

i 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.

The screenshot shows the FOCUS Writers02 Portal interface. At the top, there's a blue header with the FOCUS logo and a 'Writers02' badge. To the right of the logo is a 'Select Student/Staff' dropdown menu and the word 'Portal'. Below the header, on the left, is a vertical sidebar with various icons. The main content area is titled 'Find a Student' and contains a search form. The form has a large text input field at the top. Below it is a 'Student Group' dropdown menu. Further down are three checkboxes: 'Search All Schools', 'Include Parents', and 'Include Inactive Students Include Inactive Users'. At the bottom of the form are two buttons: 'More Search Options' and a green 'Search' button with a magnifying glass icon.

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.

i 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.

Focus Writers02 Portal

Select Student/Staff ▼ Portal

Attendance / Administration -

Grades / Final Grades, GPA, & Class Rank -

Portal -

Students / Add a Student -

School Folder

☐ View Dismissed

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

Birthday List

Student Birthdays

Birthdays today:

Carter, Maria Teresa

User Birthdays

Birthdays this week:

Perea, Amanda Elanie

Click the student name links to open Students > [Student Info](#). Click the user name links to open Users > [User Info](#).

i 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.

Focus Writers02 Select Student/Staff Portal Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

District Reports
26 Records - 180 School Calendar Count

Favorites/Recent Programs

Favorites	Recent Programs
Assessment / Test History	Users / User Info
Attendance / Administration	Students / Student Info - Student: Maria Carter
Grades / Final Grades, GPA, & Class Rank	Users / Profiles
Grades / Teacher Completion	Users / Calendar
Portal	Students / Communication
Students / Add a Student	Attendance / Teacher Completion
	Setup / Site Administration
	Users / My Preferences
	Setup / Imports

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

Favorites/Recent Programs

Favorites	Recent Programs
Assessment / Test History	Users / User Info
Attendance / Administration	Students / Student Info - Student: Maria Carter
Grades / Final Grades, GPA, & Class Rank	Users / Profiles
Grades / Teacher Completion	Users / Calendar
Portal	Students / Communication
Students / Add a Student	Attendance / Teacher Completion
	Setup / Site Administration
	Users / My Preferences
	Setup / Imports

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**.

Teacher Completion

+ Add "Teacher Completion" to Favorites

- Assessment / Test History
- Attendance / Administration
- Grades / Final Grades, GPA, & Class Rank
- Portal
- Students / Add a Student

Teacher	Staff ID	Period 1	Period 2	Period 3	Period 4	Period 5
Abernathy, Nora	3105			X	X	
Alanis, Henry	3893					X
Carson, Dawkins	2978			X		
Casanova, Adelle	26815	X		X		

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

Teacher Completion

+ Add "Teacher Completion" to Favorites

- Assessment / Test History
- Attendance / Administration
- Grades / Final Grades, GPA, & Class Rank
- Portal
- Students / Add a Student

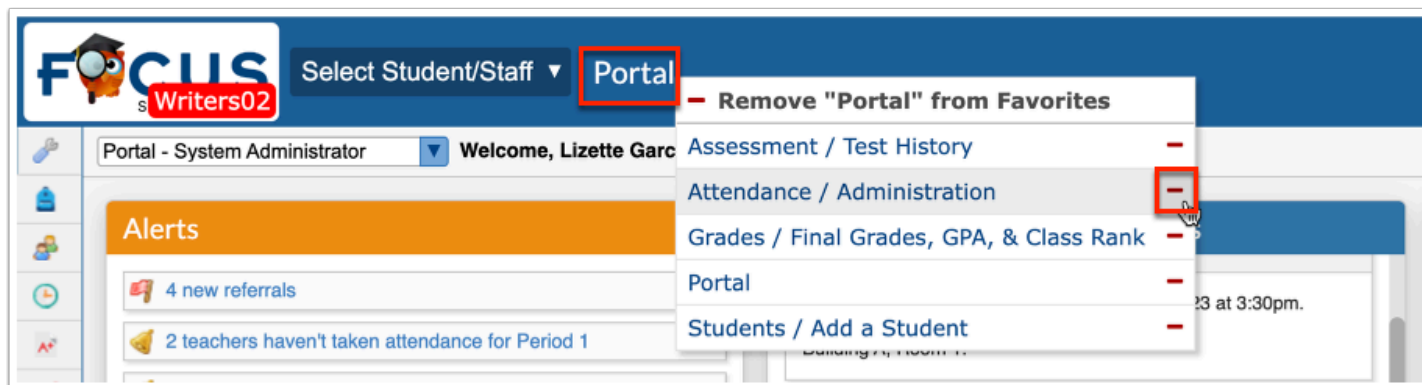
Teacher	Staff ID	Period 1	Period 2	Period 3	Period 4	Period 5
Abernathy, Nora	3105			X	X	
Alanis, Henry	3893					X
Carson, Dawkins	2978			X		
Casanova, Adelle	26815	X		X		

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.

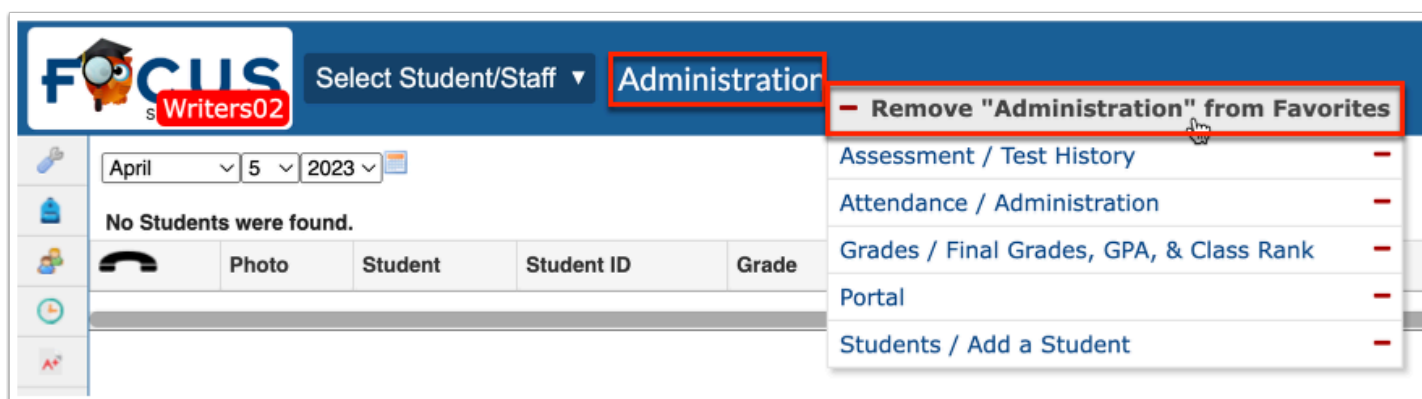
Favorites/Recent Programs

Favorites	Recent Programs
Assessment / Test History	Users / User Info
Attendance / Administration	Students / Student Info - Student: Maria Carter
Grades / Final Grades, GPA, & Class Rank	Users / Profiles
Grades / Teacher Completion	Users / Calendar
Portal	Students / Communication
Students / Add a Student	Attendance / Teacher Completion
	Setup / Site Administration
	Users / My Preferences
	Setup / Imports


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.



Portal 

Favorites/Recent Programs

Favorites		Recent Programs
Assessment / Test History	-	Grades / Teacher Completion
Attendance / Administration	-	Users / Profiles
Grades / Final Grades, GPA, & Class Rank	-	Users / User Info
Grades / Teacher Completion	-	Users / Calendar
Portal	-	Setup / Site Administration
Students / Add a Student	-	Setup / Portal Messages
		Attendance / Teacher Completion
		Students / Advanced Report
		Discipline / Referrals

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.

Focus Writers02 Portal

Select Student/Staff ▼ Portal

Attendance / Administration

Grades / Final Grades, GPA, & Class Rank

Portal

Students / Add a Student

School Folder

☐ View Dismissed

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

Birthday List

Student Birthdays
Birthdays today:
Carter, Maria Teresa

User Birthdays
Birthdays this week:
Perea, Amanda Elanie

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.

School Folder

☐ View Dismissed

Date Published	Download Report	Dismiss
09/09/20 02:51pm	<u>Survey 2 Verification Reports (440041)</u>	<input type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>

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.

School Folder		
		<input checked="" type="checkbox"/> View Dismissed
Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	<input checked="" type="checkbox"/>
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
09/08/20 01:18pm	Survey 2 Verification Reports (440041)	<input checked="" type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>

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

i 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](#).

Select Student/Staff

Portal

District Reports

26 Records - 180 School Calendar Count

Favorites/Recent Programs

Favorites

Assessment / Test History

Attendance / Administration

Grades / Final Grades, GPA, & Class Rank

Portal

Students / Add a Student

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

180 School Calendar Count

1. Results:

Records: 26 Time: 0.00s

Prev

Page: 1 / 2

Next

26 Records

Export

Filter: OFF

school	calendar	count
0041	Standard District Calendar	190
0101	Standard District Calendar	192
0106	Standard District Calendar	180
0111	Standard District Calendar	180
0112	Standard District Calendar	180
0113	Standard District Calendar	180
0131	Standard District Calendar	180
0161	Standard District Calendar	180
0251	Standard District Calendar	180
0291	Standard District Calendar	180
0293	Default	261
0294	06 DJJ	261
0311	Standard District Calendar	180

Show 50000 Records

Edit

Export

Run

Focus University

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

Select Student/Staff
Portal

Lizette Garcia
Focus High School - 0041
SIS
2022-2023
4th 9 Weeks
ERP

Attendance / Administration
Grades / Final Grades, GPA, & Class Rank
Portal
Students / Add a Student

Attendance / Administration
Grades / Teacher Completion
Users / User Info
Students / Student Info - Student: Maria Carter
Users / Profiles
Users / Calendar
Students / Communication
Attendance / Teacher Completion

School Folder
☐ View Dismissed

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

Birthday List

Student Birthdays
Birthdays today:
Carter, Maria Teresa

User Birthdays
Birthdays this week:
Perea, Amanda Elanie

Focus University
Search Help Docs...

Click below for:
Video Tutorials
Help & Training Docs
Weekly Webinars


1. Click the **Video Tutorials** link to open Focus University Training Videos in ScreenSteps.

Focus University
Search Help Docs...

Click below for:

Video Tutorials

Help & Training Docs
Weekly Webinars



Focus School Software

My ProfileLog out

Search

Topics

+ Intro to SIS

+ District Administrators

+ Scheduling

+ SSS

+ Post Secondary

Download Manual PDF

Other Resources

Documentation for Administrators / Focus University / Focus University Training Videos

Focus University Training Videos

Intro to SIS

Addresses and Contacts

Admin Advanced Reports

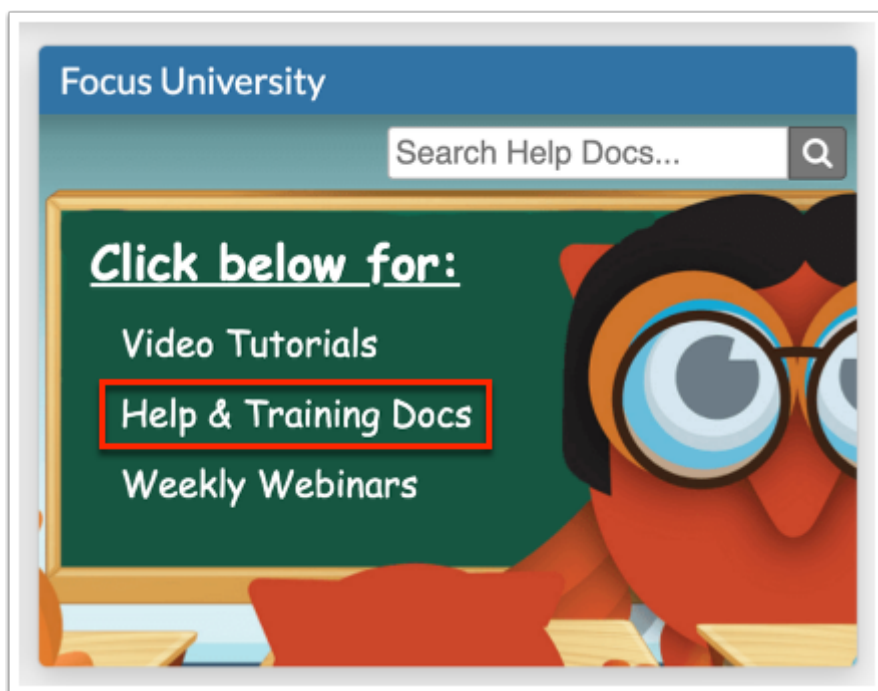
Admin Attendance

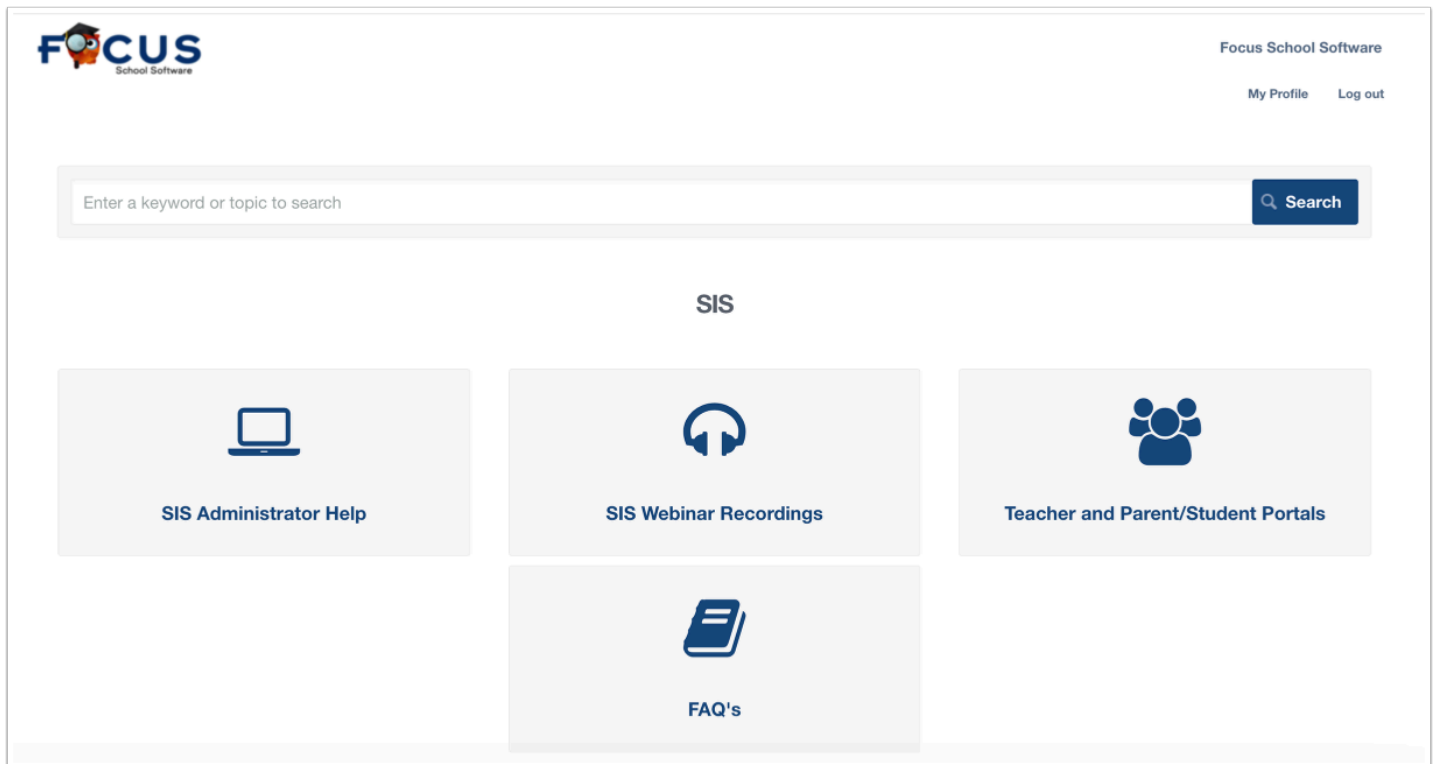
Admin Built In Reports

Admin Calendar and Conferences

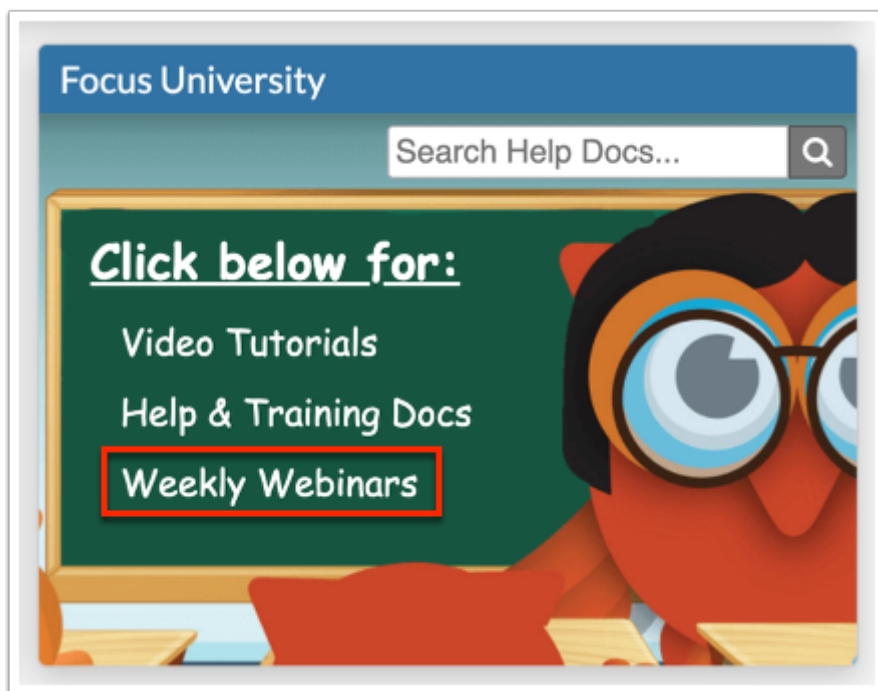
Admin Discipline


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.





Focus School Software

[My Profile](#)
[Log out](#)

Total articles found: 276 [Reset Search](#)

Filter Search Results

Check the options below to only search specific manuals

SIS

☐ SIS Administrator Help
 ☐ SIS Webinar Recordings
 ☐ Teacher and Parent/Student Portals
 ☐ FAQ's

State Reporting

☐ Florida State Reporting
 ☐ Texas State Reporting
 ☐ Pennsylvania State Reporting

ERP

☐ ERP Administrator Help
 ☐ ERP State Reporting

SSS

☐ SSS Administrator Help

Release Notes and State Reporting Updates

☐ Release Notes
 ☐ State Reporting Updates

Documentation for Administrators / Search Results

Search Results

Student Info

Updated on: Mar 30, 2023

[SIS](#) > [SIS Administrator Help](#) > [Students](#) > [Student Info](#)

Tags [Students/Student.php](#)

The **Student Info** screen displays the **student's** record.

Student Info: Immunizations

Updated on: Jul 21, 2022

[SIS](#) > [SIS Administrator Help](#) > [Students](#) > [Student Info: Immunizations](#)

In the **Students** menu, click **Student Info** . 2.

Punch In/Out

 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.

Punch In/Out

Punch in

→

✈ Travel

2:17 PM

08/31/2022

Clocked in at:

Job:

Ed Sup Prof SpEd 1:1

▼

Facility:

K-12 Support

▼

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

The current time displays along with the date.

The screenshot shows the 'Punch In/Out' interface. At the top, there is a blue header with the text 'Punch In/Out'. Below the header, on the left, is a green button with a white right-pointing arrow and the text 'Punch in'. To the right of this button, the current time '11:53 AM' and the date '08/31/2022' are displayed. Below the time and date, the text 'Variable Schedule: ✓ Clocked in at:' is shown. Underneath, 'Clocked out at:' is displayed. There are three dropdown menus: 'Special Request:' with the value 'N/A', 'Job:' with the value 'TSA, INS/Cur', and 'Facility:' with the value 'EXCEPTIONAL ED DEPAR...'. Below these, it says '3 hours and 37 minutes left in the work day'. At the bottom, there is a progress bar starting at '7:30 AM' and ending at '3:30 PM'. A button labeled 'Edit Clock Ins' is at the very bottom.

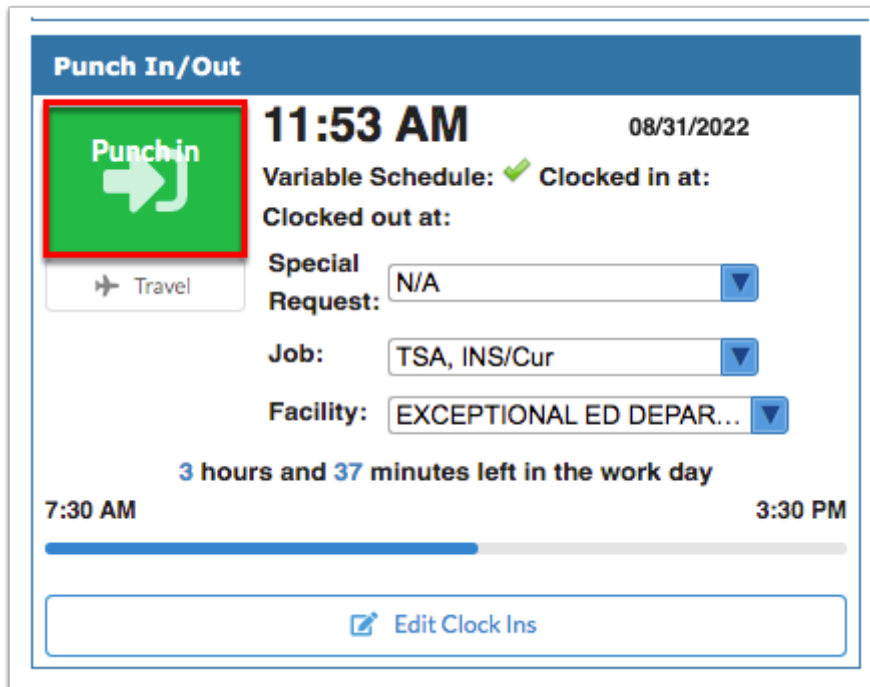
If your schedule has been flagged as a **Variable Schedule**, the green check marks displays. The time you **Clocked in at** and the time you **Clocked out at** displays, when applicable.

This screenshot is similar to the previous one, but the 'Clocked in at' and 'Clocked out at' times are highlighted with a red box. The 'Clocked in at' time is '11:52 AM' and the 'Clocked out at' time is '12:15 PM'. The 'Special Request' dropdown is now empty. The 'Job' and 'Facility' dropdowns are also empty. The text 'hours and minutes left in the work day' is at the bottom.

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.



The screenshot shows a web interface titled "Punch In/Out". On the left, there is a green button with a white right-pointing arrow and the text "Punch in", which is highlighted by a red rectangular box. Below this button is a "Travel" option with an airplane icon. To the right of the button, the time "11:53 AM" and the date "08/31/2022" are displayed. Below the time, it says "Variable Schedule: ✓ Clocked in at:" followed by "Clocked out at:". Further down are three dropdown menus: "Special Request:" with "N/A" selected, "Job:" with "TSA, INS/Cur" selected, and "Facility:" with "EXCEPTIONAL ED DEPAR..." selected. Below these menus, it states "3 hours and 37 minutes left in the work day". At the bottom left, the start time "7:30 AM" is shown, and at the bottom right, the end time "3:30 PM" is shown. A horizontal progress bar is located between the start and end times. At the very bottom, there is a button labeled "Edit Clock Ins" with a pencil icon.

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.

Punch In/Out

Punch out

12:03 PM 08/31/2022

Variable Schedule: ☒ Clocked in at:

Clocked out at:

Special Request:

Job:

Facility:

3 hours and 27 minutes left in the work day

7:30 AM 3:30 PM

[Edit Clock Ins](#)

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

Punch In/Out

Punch in

11:53 AM 08/31/2022

Variable Schedule: ☒ Clocked in at:

Clocked out at:

Special Request:

Job:

Facility:

3 hours and 37 minutes left in the work day

7:30 AM 3:30 PM

[Edit Clock Ins](#)

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.

X

✈️ Travel

Job:

TSA, INS/Cur

From:

EXCEPTIONAL ED DEPARTMENT

To:

ACADEMY

Notes/Reason:

Traveled to meet with a student about schedule for next year.

Submit

11. Click **Submit**.

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

Punch In/Out

Punch in

Arrived

12:11 PM

08/31/2022

Variable Schedule: ✓

Clocked in at:

Clocked out at:

Special Request:

N/A

Job:

TSA, INS/Cur

Facility:

EXCEPTIONAL ED DEPAR...

3 hours and 19 minutes left in the work day

7:30 AM

3:30 PM

Edit Clock Ins

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

Punch In/Out

Punch in

→

Travel

11:53 AM

08/31/2022

Variable Schedule: ✓

Clocked in at:

Clocked out at:

Special Request:

N/A

Job:

TSA, INS/Cur

Facility:

EXCEPTIONAL ED DEPAR...

3 hours and 37 minutes left in the work day

7:30 AM

3:30 PM

Edit Clock Ins


- i** 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.

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

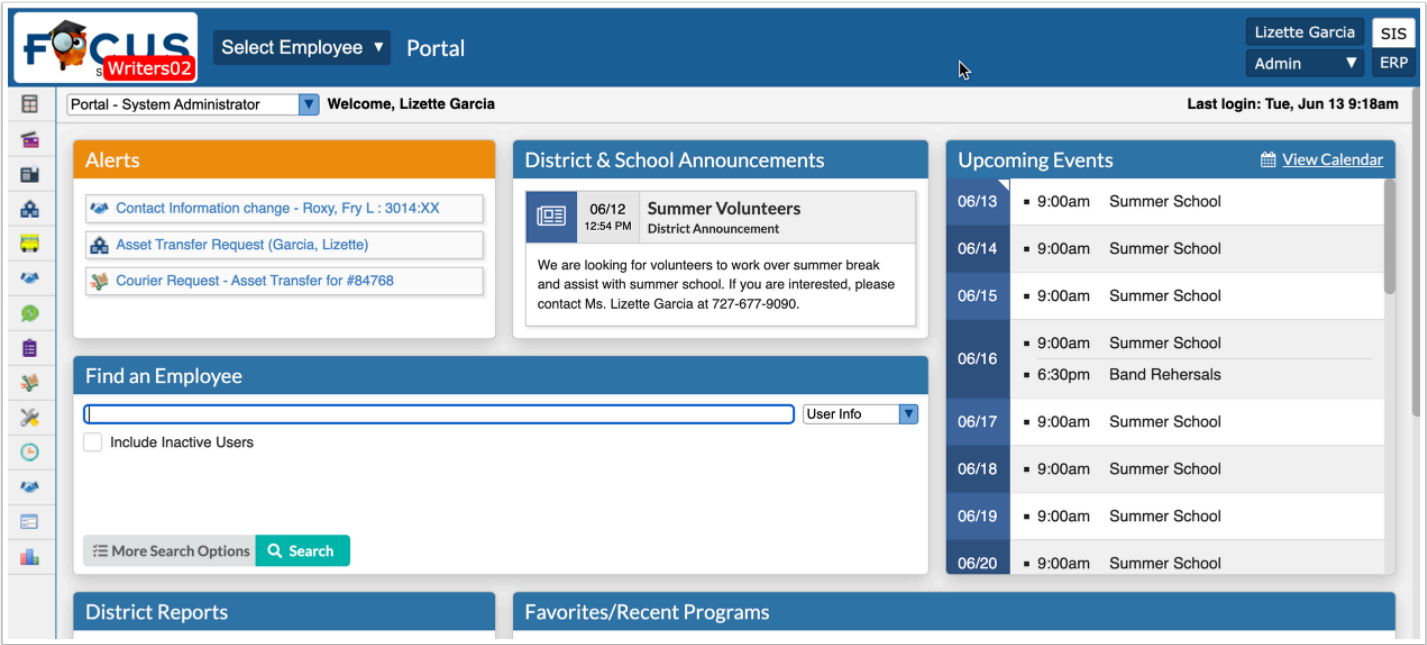
ERP

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.

 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.

Lizette Garcia

SIS

Admin

ERP

Last login: Tue, Jun 13 9:18am

District & School Announcements

06/12 12:54 PM

Summer Volunteers

District Announcement

We are looking for volunteers to work over summer break and assist with summer school. If you are interested, please contact Ms. Lizette Garcia at 727-677-9090.

Upcoming Events

View Calendar

06/13	9:00am	Summer School
06/14	9:00am	Summer School
06/15	9:00am	Summer School
06/16	9:00am	Summer School
	6:30pm	Band Rehearsals

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.

Lizette Garcia

SIS

Admin

ERP

Last login: Tue, Jun 13 9:18am

District & School Announcements

06/12 12:54 PM

Summer Volunteers

District Announcement

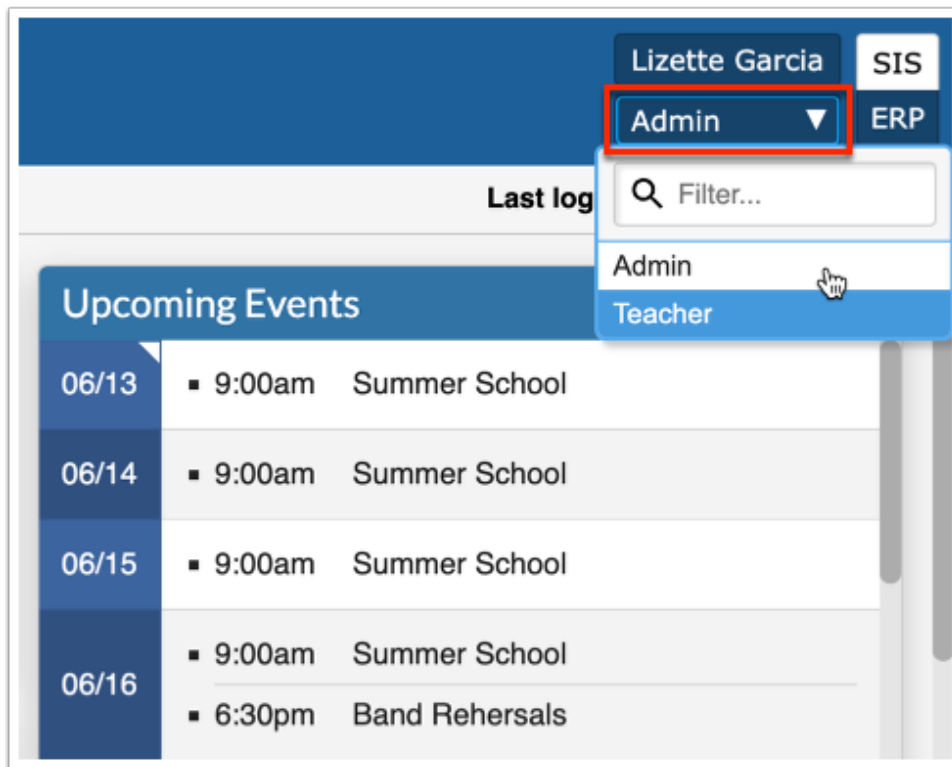
We are looking for volunteers to work over summer break and assist with summer school. If you are interested, please contact Ms. Lizette Garcia at 727-677-9090.

Upcoming Events

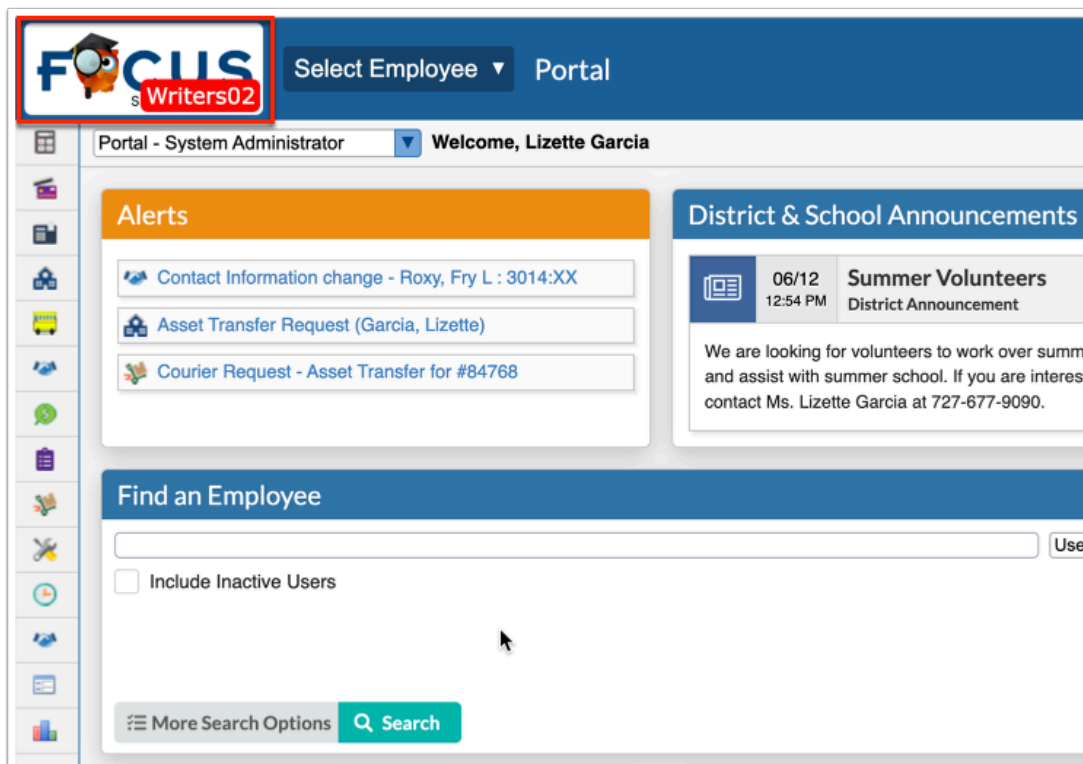
View Calendar

06/13	9:00am	Summer School
06/14	9:00am	Summer School
06/15	9:00am	Summer School
06/16	9:00am	Summer School
	6:30pm	Band Rehearsals


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.




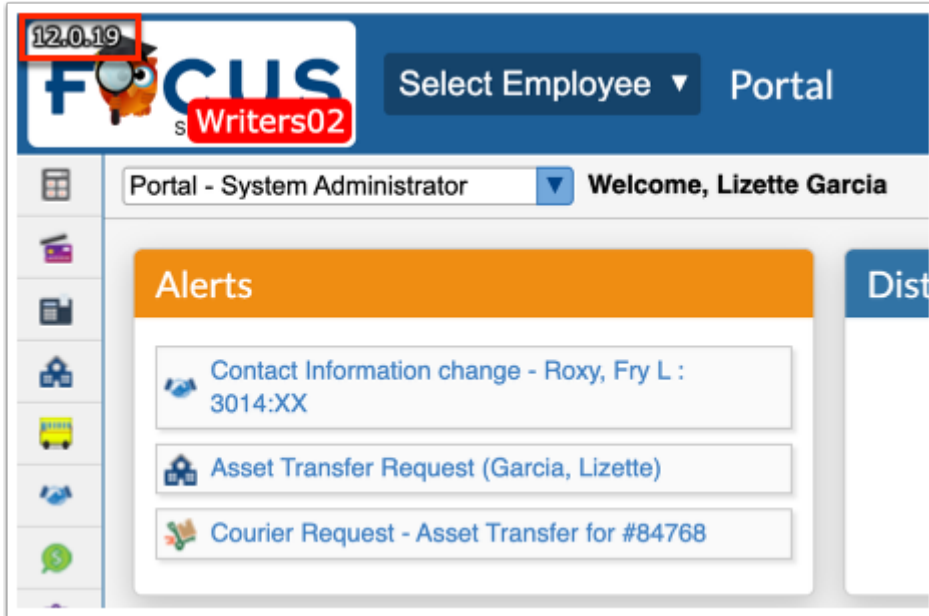
Click the logo / **Portal** button at any time from any screen to navigate back to the main Portal page.



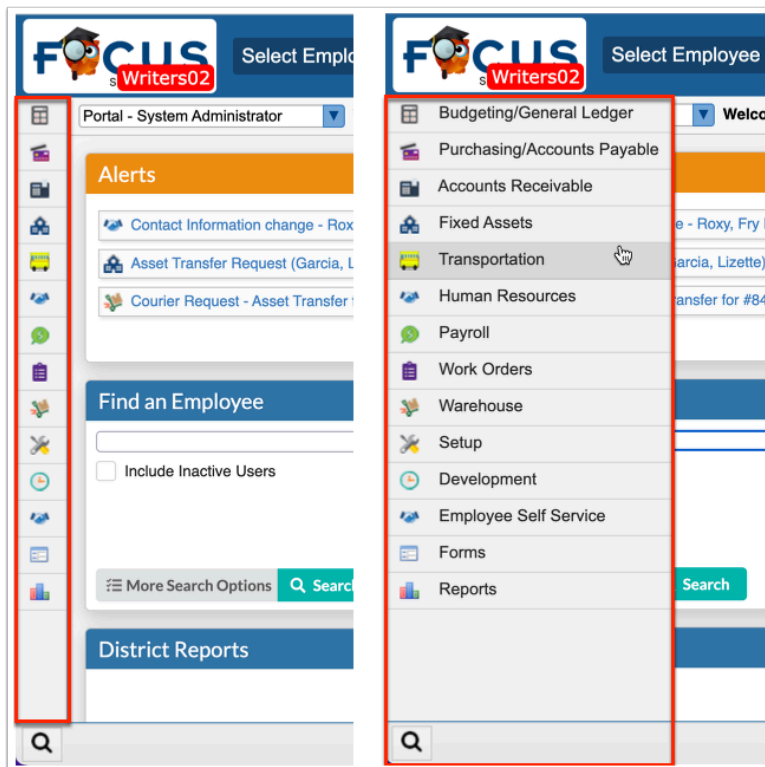
Most districts elect to have their own logo here, as opposed to the built in Focus logo.

 Logos and other district information can be customized via SIS > Setup > [District Info](#).

 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.



i 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.

Select Employee

Portal

Lizette Garcia

SIS

Admin

ERP

Budg...

Purch...

Accou...

Fixed ...

Trans...

Huma...

Payroll

Work ...

Ware...

Set...

Devel...

Empl...

Forms

Reports

Portal - System Administrator

Welcome, Lizette Garcia

Search...

Last login: Tue, Jun 13 9:18am

Alerts

Contact Information change - Roxy, Fry L : 3014:XX

Asset Transfer Request (Garcia, Lizette)

Courier Request - Asset Transfer for #84768

Find an Employee

☐ Include Inactive Users

More Search Options

Search

District Reports

Staff

Employee

Add Employee

Employment Agreement Maintenance

Position Control

Applicant Tracking

Time & Attendance Approval

Mass Add Log Records

Position Control Changes

Professional Development

View ESS

Employee Action Form

Online Applications

Employee Breakdown

Benefits

Benefits

Print 1095

Upcoming Events

View Calendar

06/13	9:00am	Summer School
06/14	9:00am	Summer School
06/15	9:00am	Summer School
06/16	9:00am	Summer School
06/16	6:30pm	Band Rehearsals
06/17	9:00am	Summer School
06/18	9:00am	Summer School
06/19	9:00am	Summer School
06/20	9:00am	Summer School

Favorites/Recent Programs

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

Select Employee

Portal

Budgeting/General Ledger

Purchasing/Accounts Payable

Accounts Receivable

Fixed Assets

Transportation

Human Resources

Payroll

Work Orders

Warehouse

Setup

Development

Employee Self Service

Forms

Reports

Search...

Staff

Employee

Add Employee

Employment Agreement Maintenance

Position Control

Applicant Tracking

Time & Attendance Approval

Mass Add Log Records

Position Control Changes

Professional Development

View ESS

Employee Action Form

Online Applications

Employee Breakdown

Benefits

Benefits

Print 1095

Leave

Leaves

Leave Maintenance

District & School

06/12 12:54 PM Sun Distr

are looking for volu

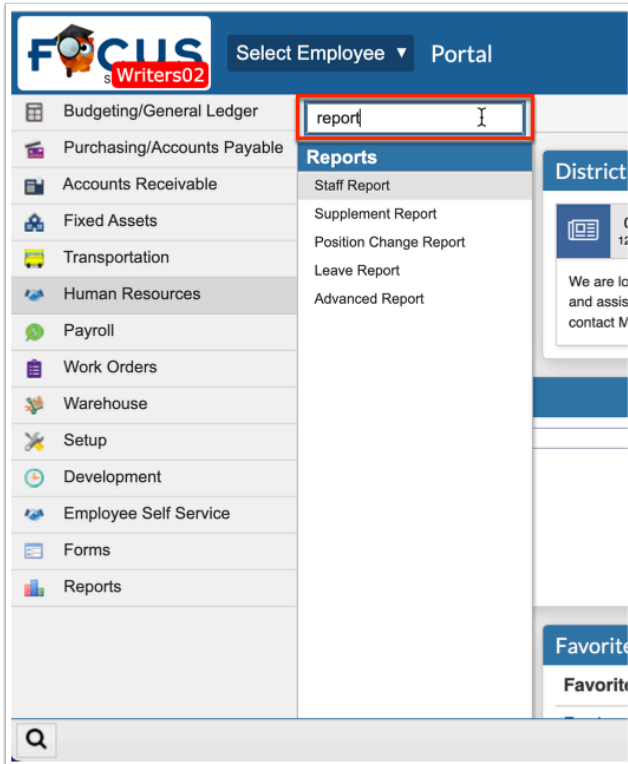
nd assist with summer

contact Ms. Lizette Gar

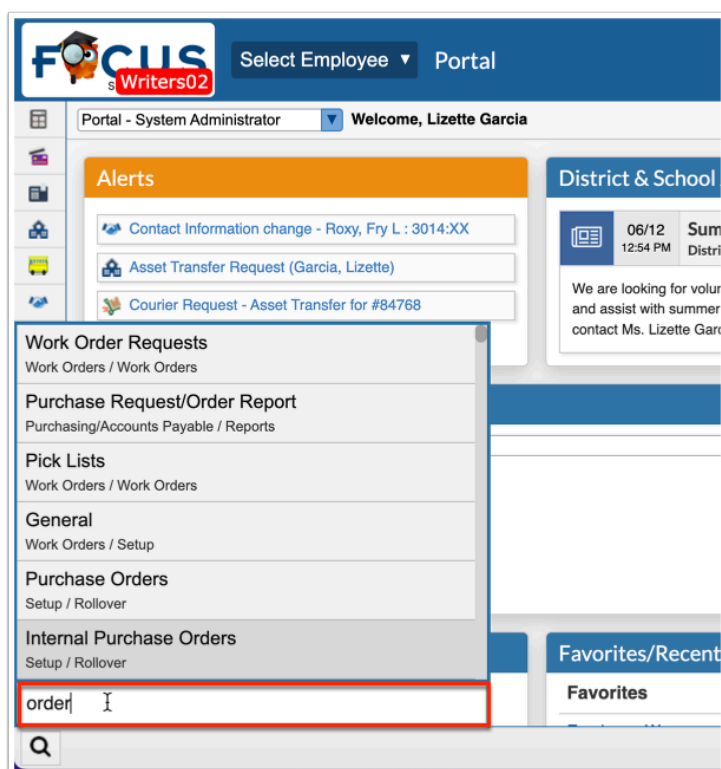
Favorites/Recent

Favorites

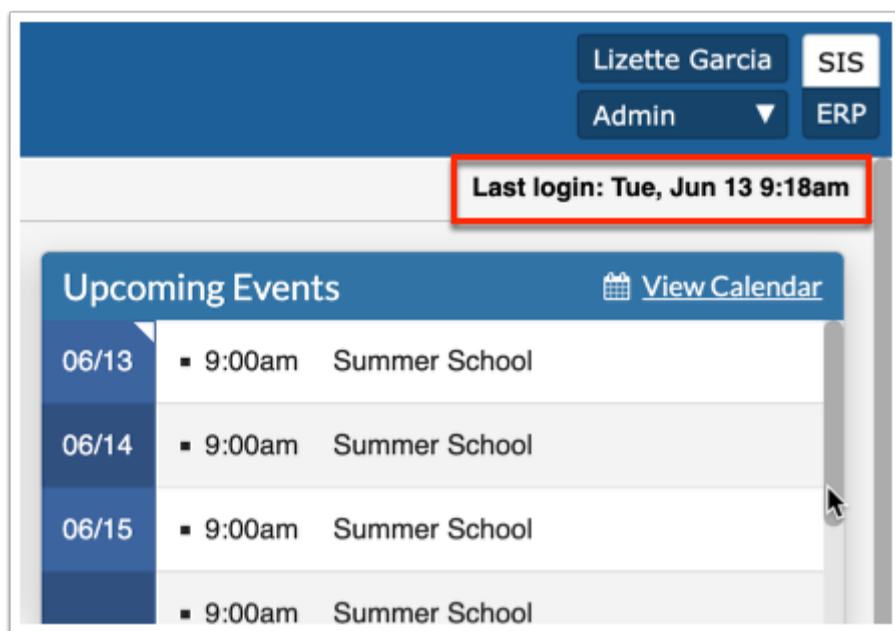
💡 To quickly find a screen within a menu, click the menu and type the full or partial name of the screen in the **Search** text box. The menu will filter based upon the entered criteria. Click the desired screen.



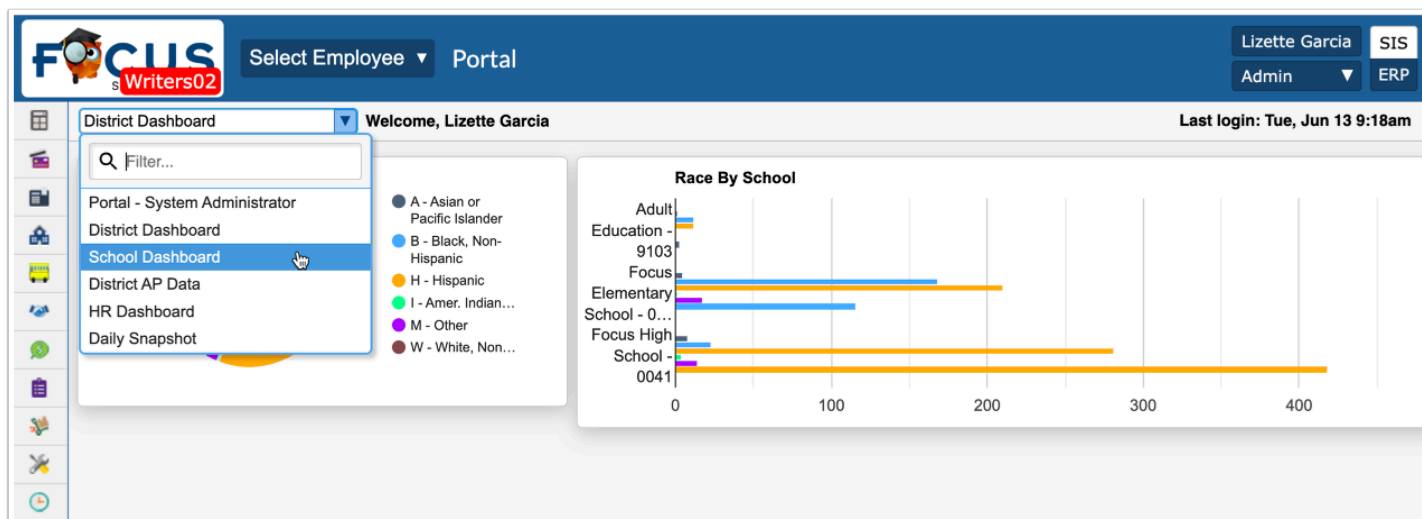
At the bottom of the menu is a magnifying glass (in the left corner of the screen). To search for any screens within ERP, click on the **magnifying glass** and start typing in the provided text box--this will pull any screens that match. Once you see what you are looking for, click the name and the screen will open.



Your **Last login** displays and includes the day and time of your last login to the system.

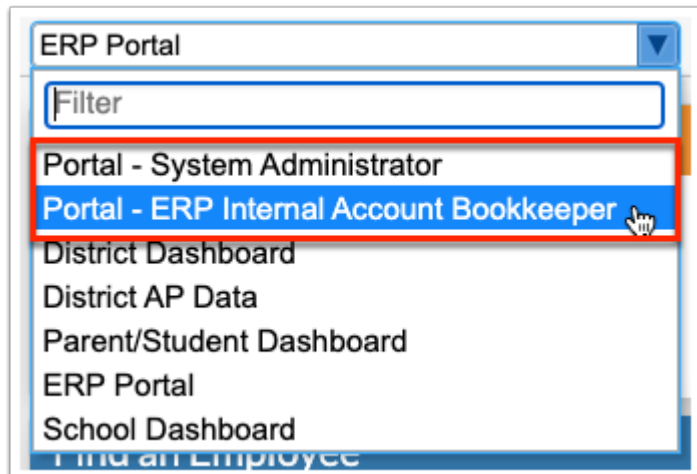


The Portal page may also come equipped with additional dashboards; dashboards can be set up (normally by the district) via SIS > Setup > [Portal Editor](#), and are available for selection from the dashboard pull-down. These additional dashboards usually display important student/employee data resulting from advanced reports, etc.

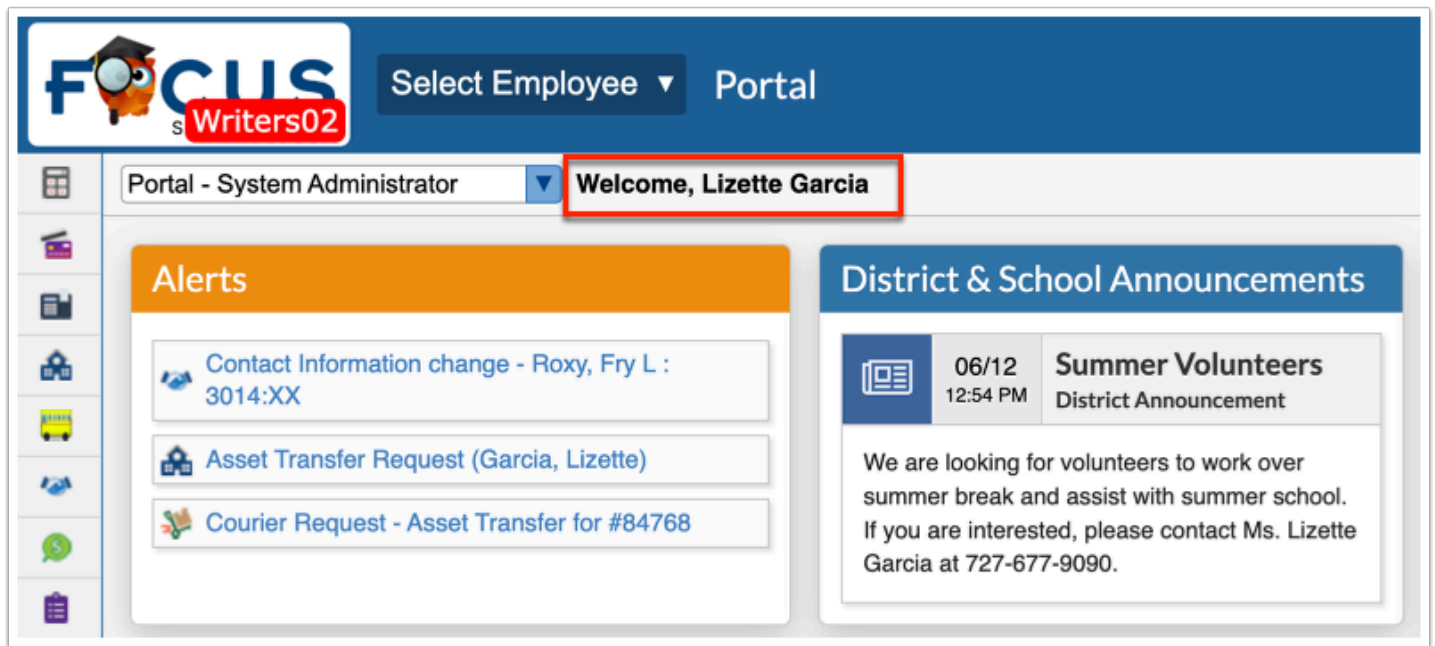


i The dashboard pull-down only displays dashboards assigned to your profile via Setup > [Portal Editor](#). If you only have one dashboard assigned, you will not see a pull-down.

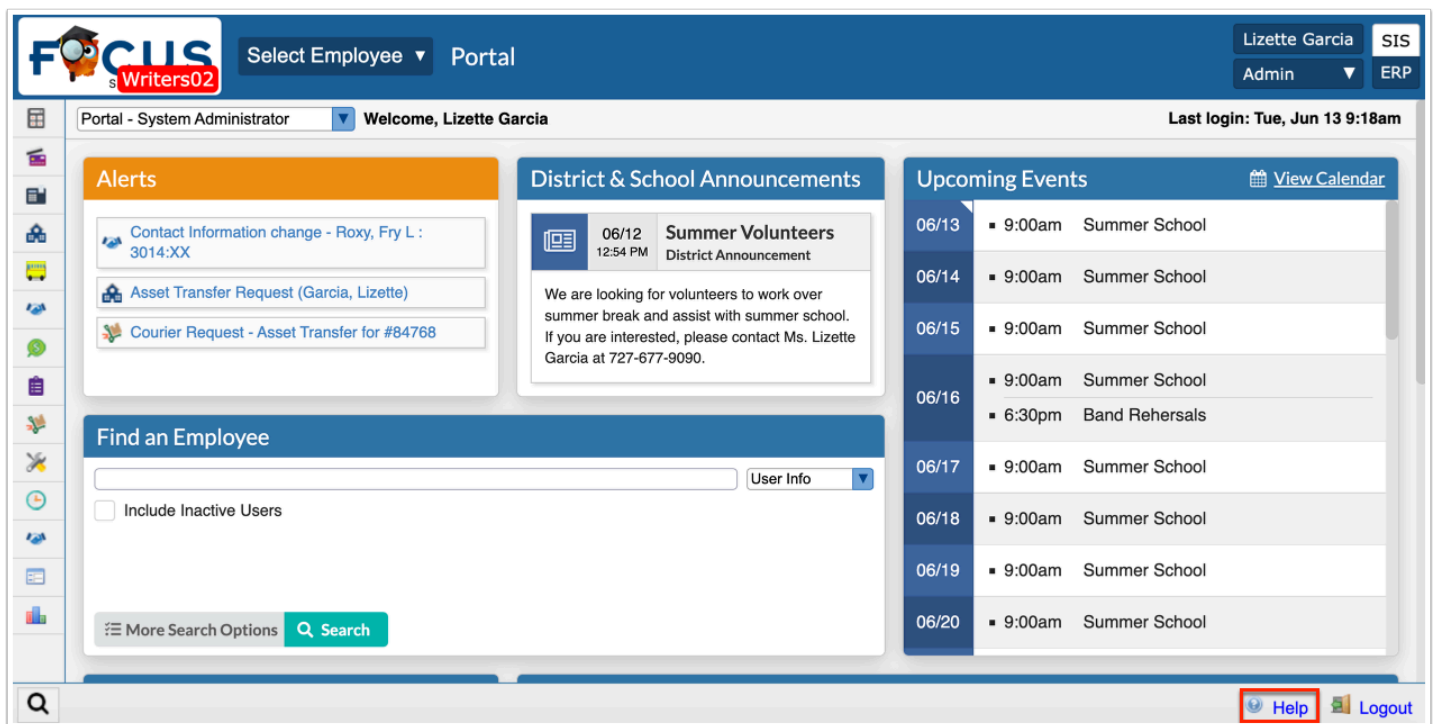
In addition to school/student data being displayed as part of additional dashboards, if you have more than one profile, you will see additional Portal pages. In the example shown, there is a System Administrator portal and an ERP Internal Account Bookkeeper portal.



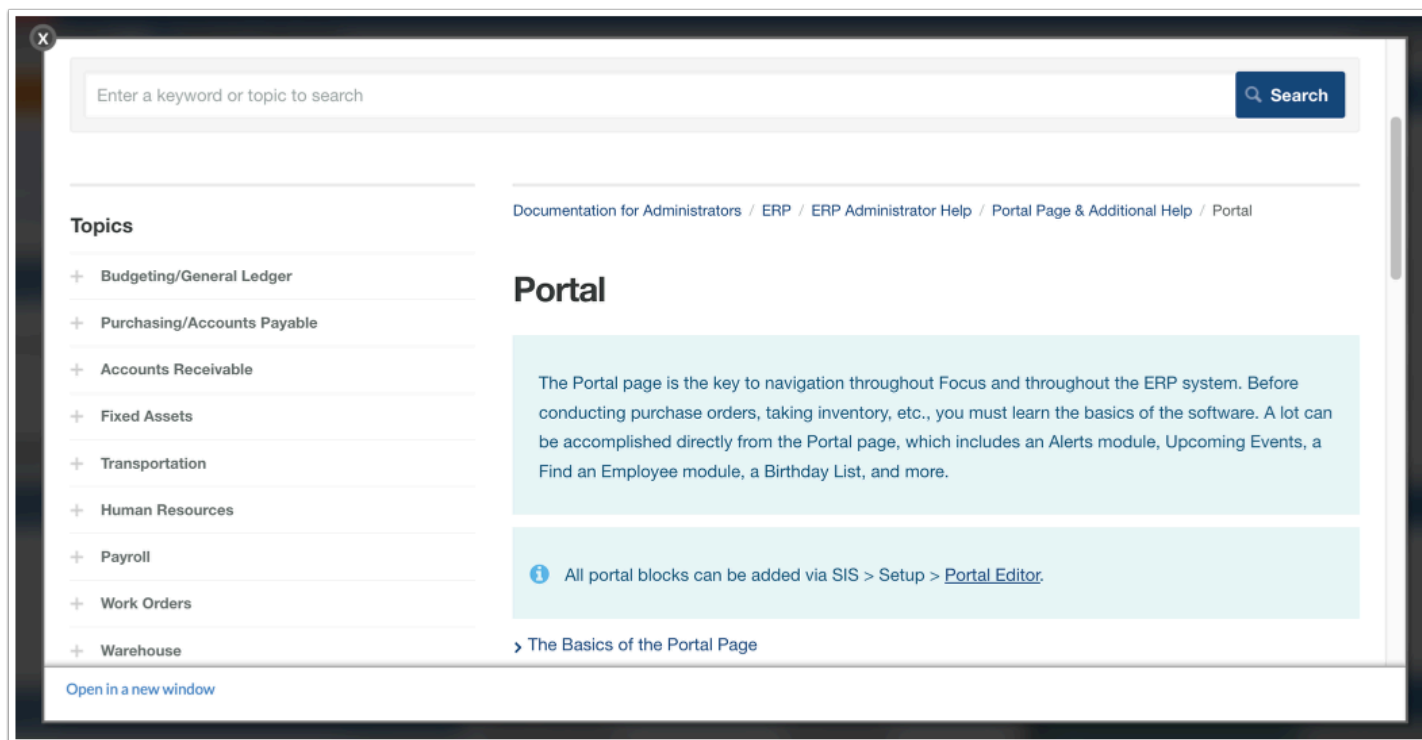
A Focus greeting will welcome whomever is signed into the system. You will see your username here.



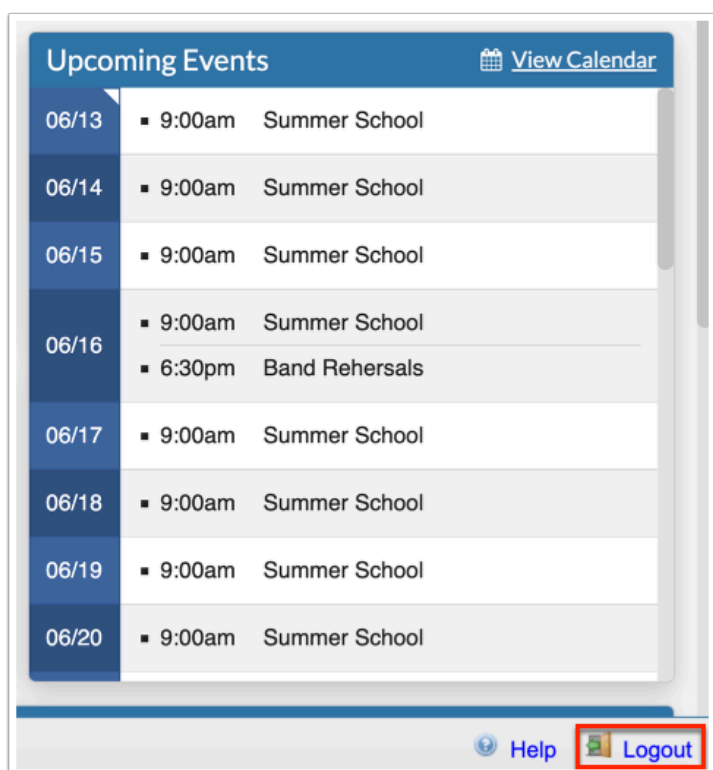
Click the **Help** button to open a help documentation article pertaining to the screen you are using. The Help button is available on every Focus screen.



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.



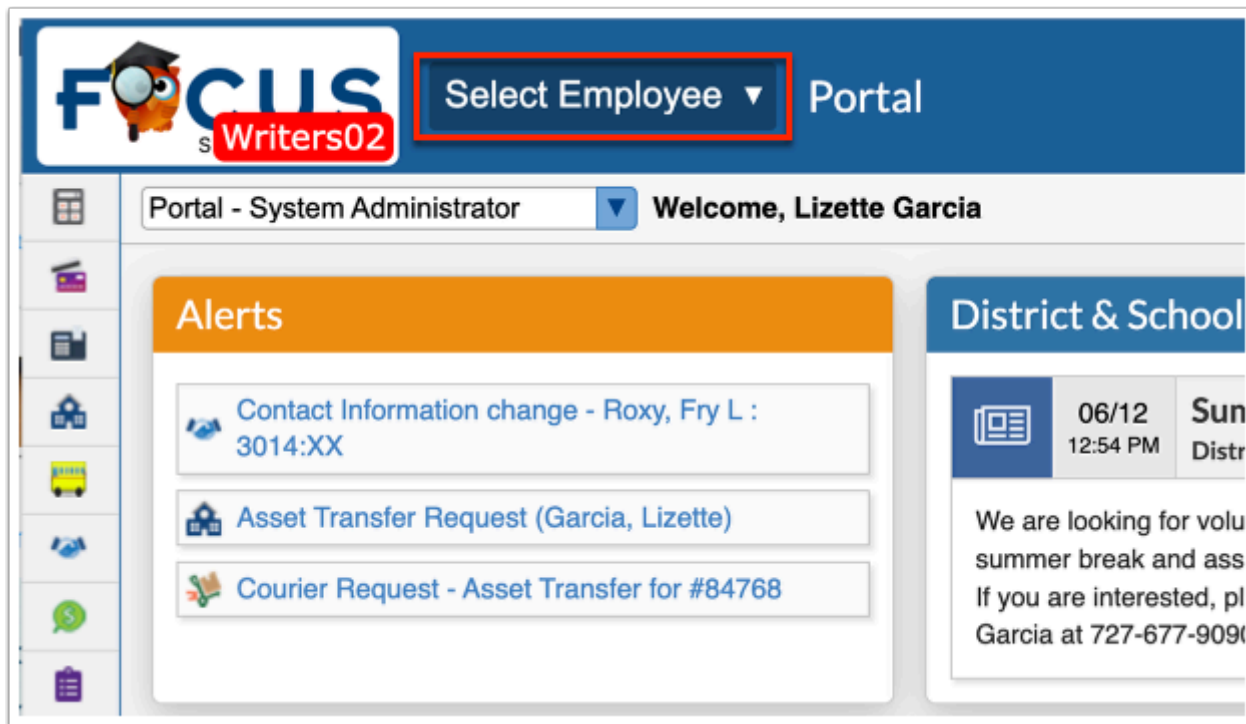


-  If your district is using Active Directory for single sign-on, you will see a message informing you that you have been temporarily logged out of Focus.

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.

i 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.

Writers02

Select Employee ▾

Employee

Filter...

Erin, Rolando (25719)

Roa, Steven (4039)

Rodarte, Mikaela Zeke (25646)

Rosario, Zeke Michelle (4010)

Stringer, Roland Clea (8071)

Employees

Inactive Employees

Search Results

☐ Match all

Demographic

Search Screen

User: ro

5 Users

User

Erin, Rolando

Roa, Steven

Rodarte, Mikaela Zeke

Rosario, Zeke Michelle

Stringer, Roland Clea

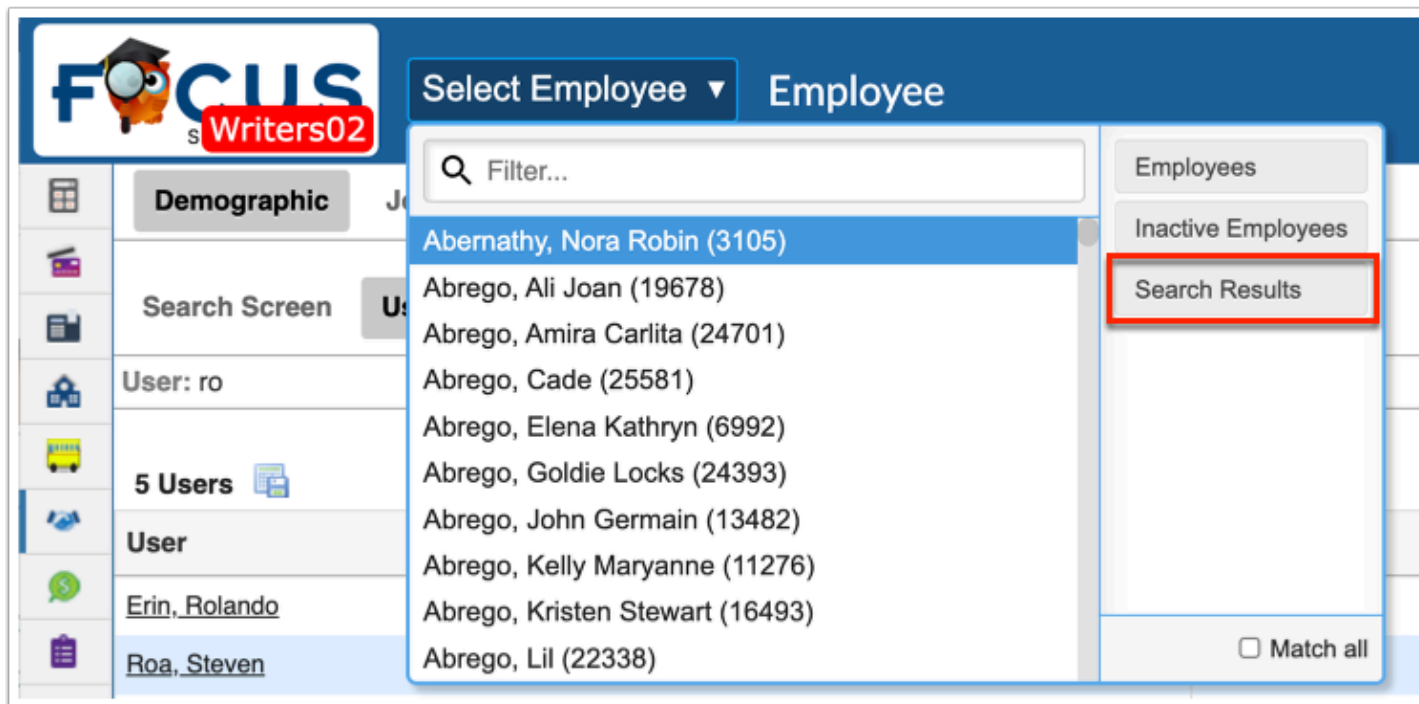
25646

4010

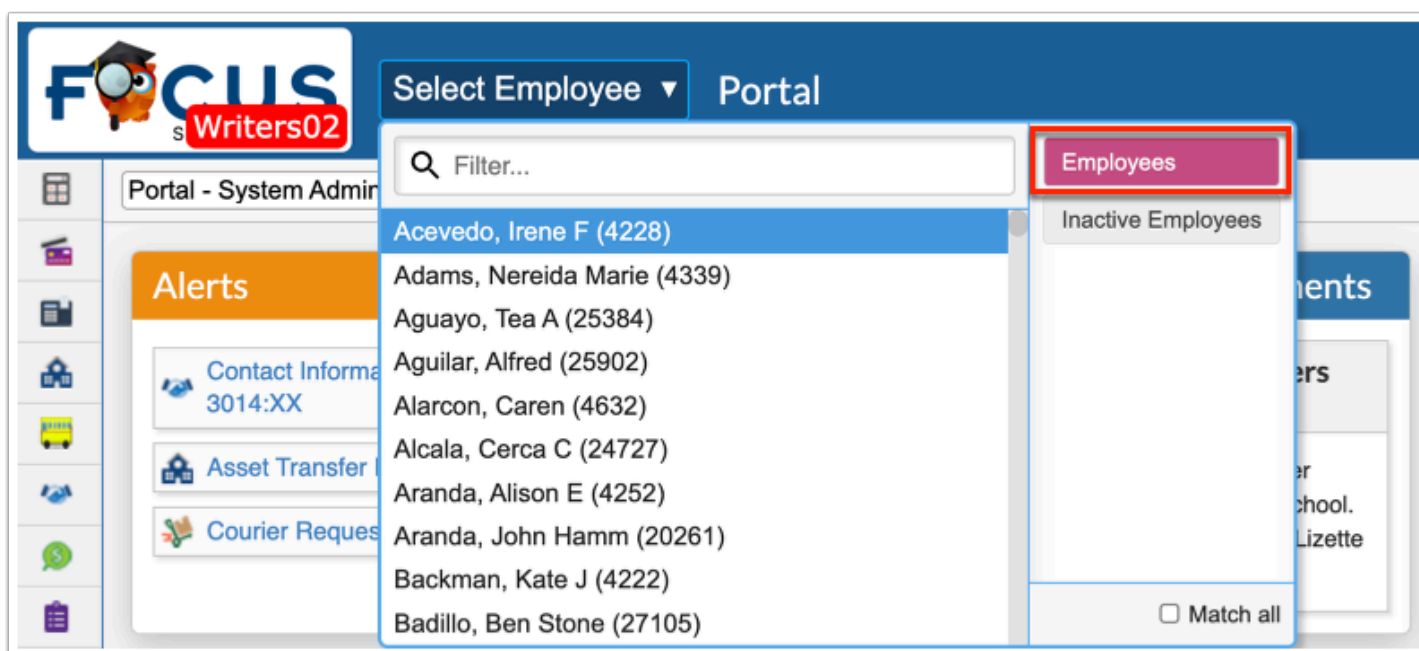
8071

i If an employee search has not recently been conducted, the Search Results tab does not display.

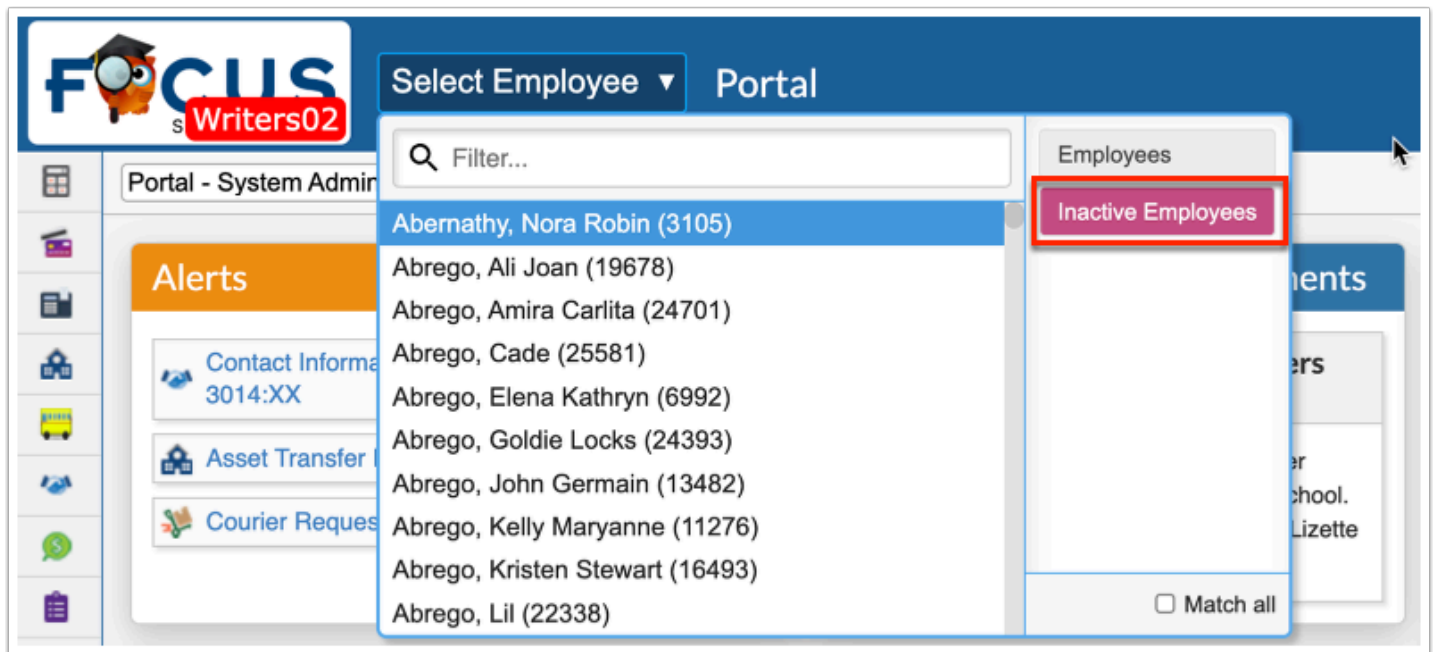
2. Click the **Search Results** tab to remove the Search Results from your latest search. Once, disabled, the tab turns gray.



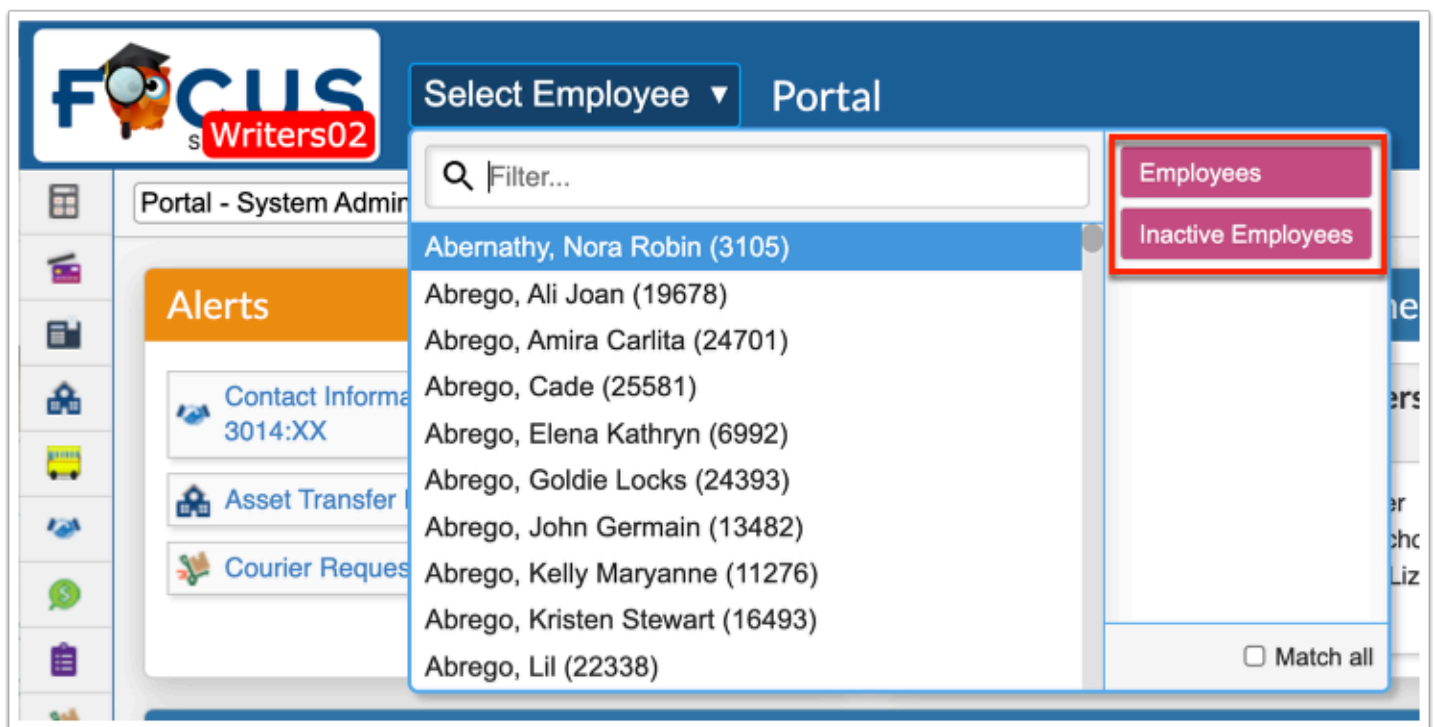
3. To search for active employees only, click the **Employees** tab.



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.

FOCUS Writers02

Select Employee ▼ Employee

Filter...

Acevedo, Irene F (4228)

Adams, Nereida Marie (4339)

Aguayo, Tea A (25384)

Aguilar, Alfred (25902)

Alarcon, Caren (4632)

Alcala, Cerca C (24727)

Aranda, Alison E (4252)

Aranda, John Hamm (20261)

Backman, Kate J (4222)

Badillo, Ben Stone (27105)

Employees

Inactive Employees

Search Results

☐ Match all

25646

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.

FOCUS Writers02

Select Employee ▼ Employee

Filter...

Erin, Rolando (25719)

Roa, Steven (4039)

Rodarte, Mikaela Zeke (25646)

Rosario, Zeke Michelle (4010)

Stringer, Roland Clea (8071)

Employees

Inactive Employees

Search Results

☒ Match all

25646

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.

FOCUS Writers02

Select Employee ▼ Employee

Filter...

Employees

Inactive Employees

Search Results

Match all

25646

Demographic

Search Screen

User: ro

5 Users

User

Erin, Rolando

Roa, Steven

Rodarte, Mikaela Zeke

Abernathy, Nora Robin (3105)

Abrego, Ali Joan (19678)

Abrego, Amira Carlita (24701)

Abrego, Cade (25581)

Abrego, Elena Kathryn (6992)

Abrego, Goldie Locks (24393)

Abrego, John Germain (13482)

Abrego, Kelly Maryanne (11276)

Abrego, Kristen Stewart (16493)

Abrego, Lil (22338)

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.

FOCUS Writers02

Select Employee ▼ Employee

Filter...

Employees

Inactive Employees

Search Results

Match all

1024 Users

Go to Page 1, 2 Show

Displaying 1 through 1000

User

Abrego, Rosinda B

Abrego, Rosinda B (12341)

Acevedo, Robert SEVERIN (13534)

Acevedo, Rodney (24206)

Acosta, Rolando J. (22634)

Adams, Roger BERNADETTE (18270)

Addington, Roger JOHN (7388)

Aguayo, Robert CHARLES (12556)

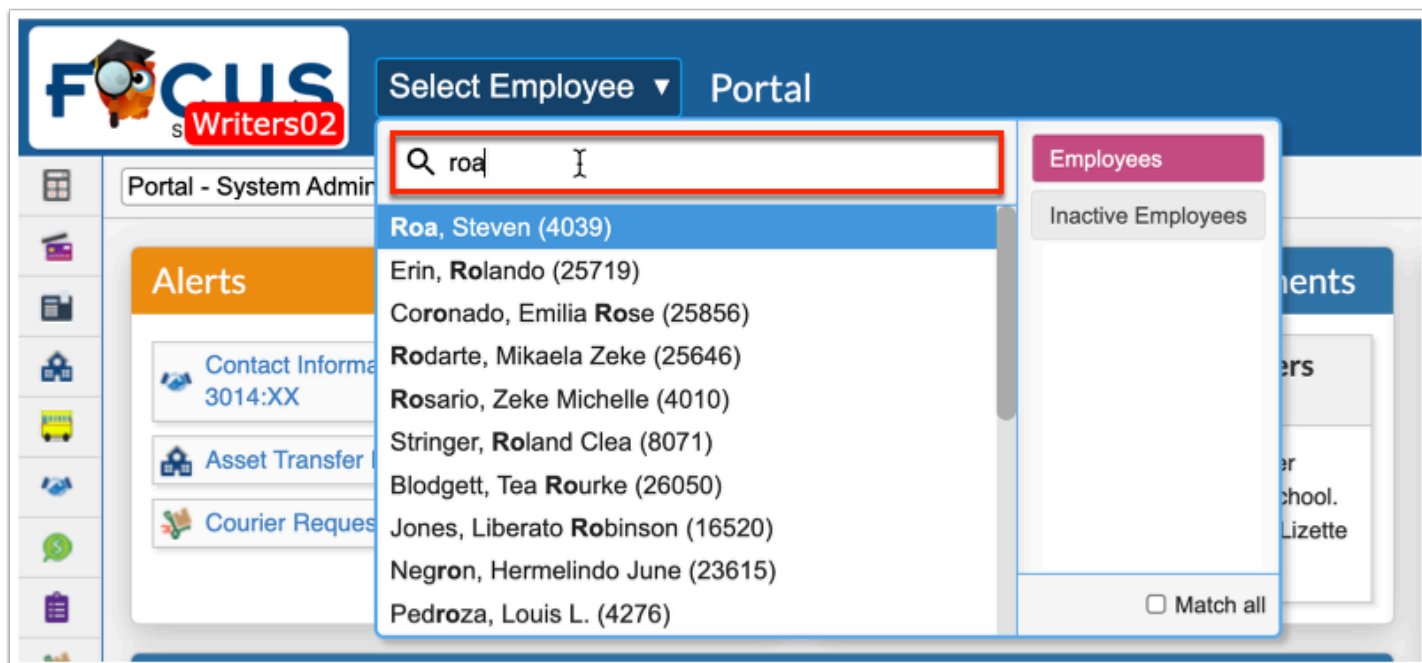
Aguayo, Robert CLAYTON (16724)

Aguayo, Ronald L (17150)

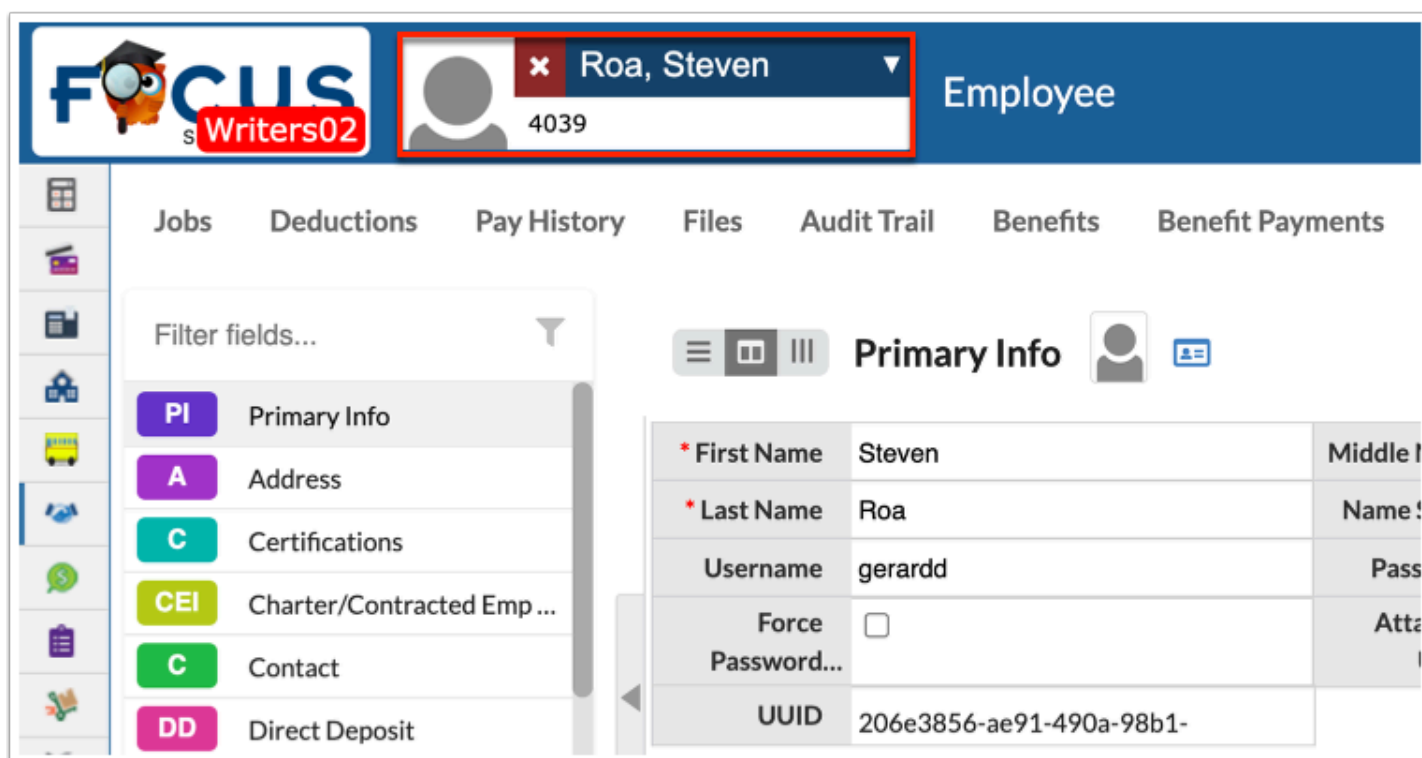
Aguilar, Robert (21210)

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

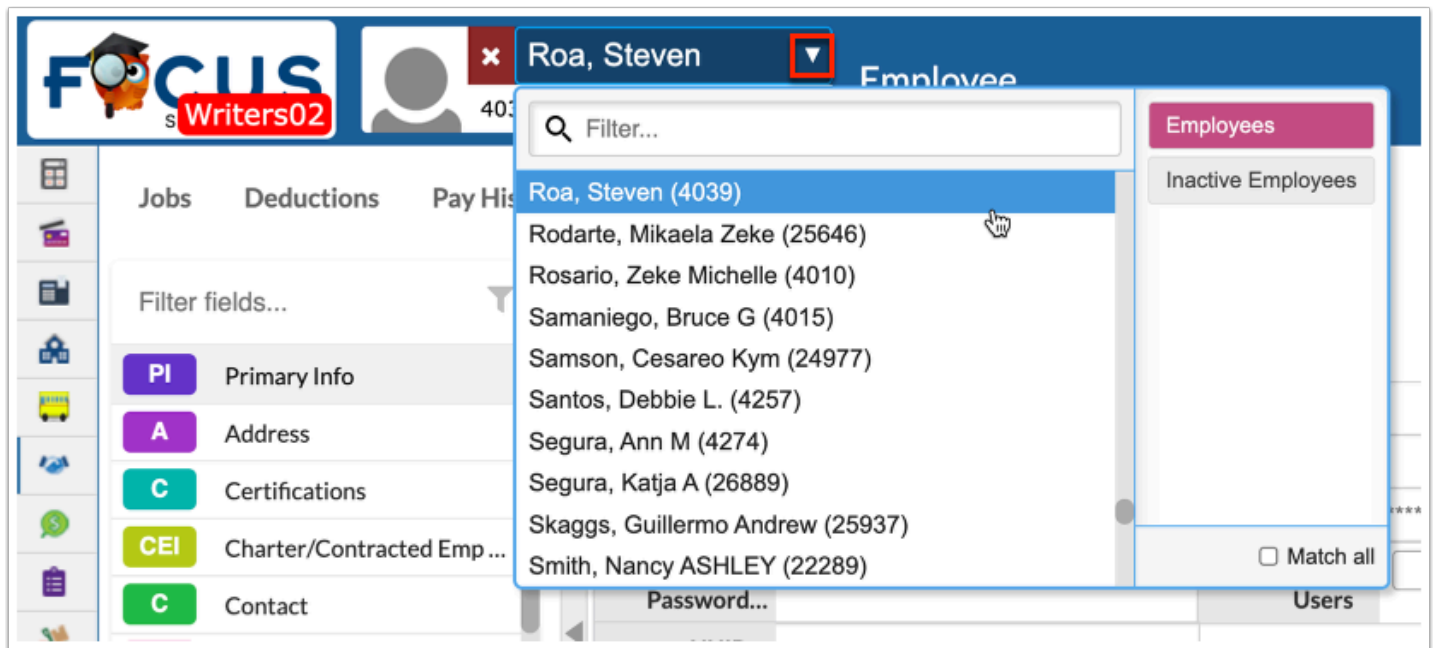
5b. Start typing the first name, last name, or EIN in the **Filter...** text box, then click the employee name to open the record in Human Resources > [Employee](#).



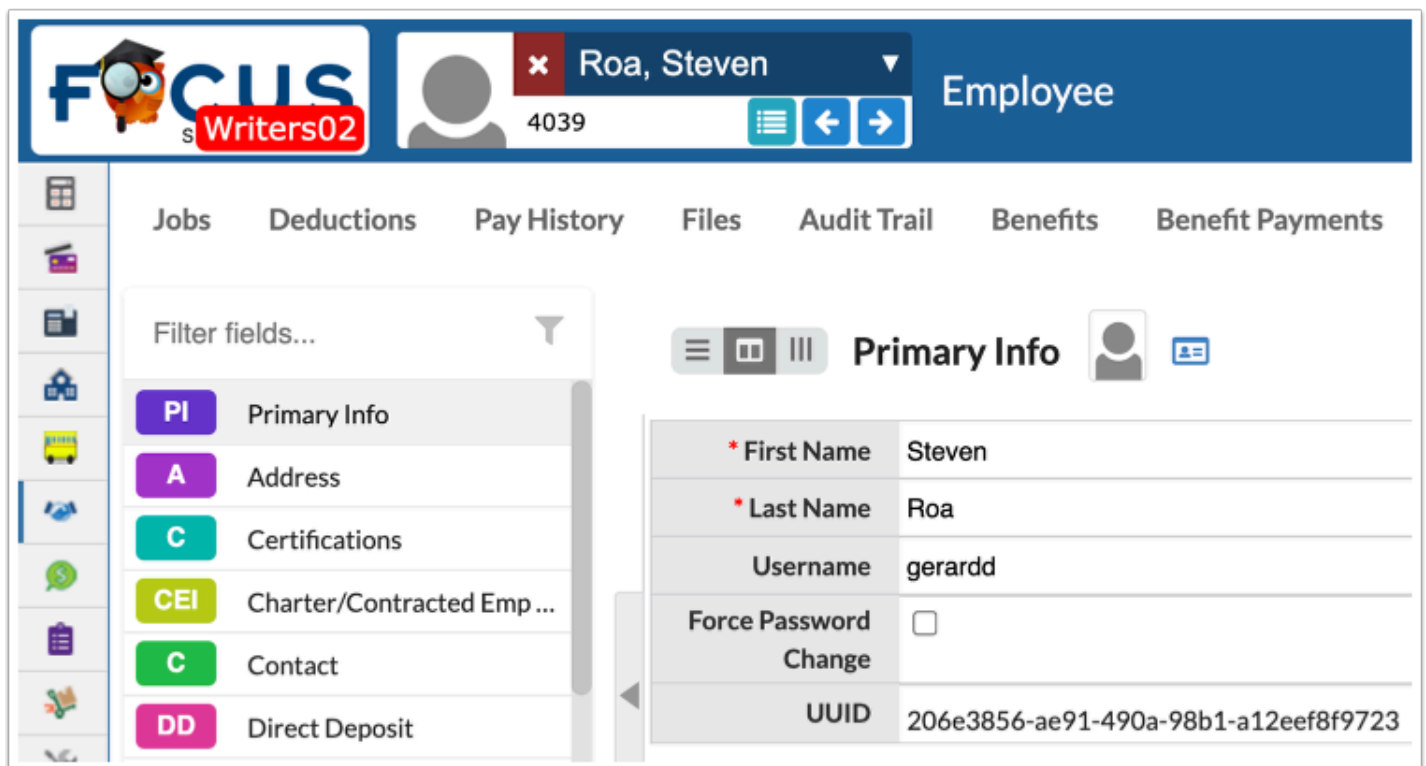
Once the employee record is open in Employee, the pull-down reflects the selected employee information along with additional features.



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.

FOCUS Writers02

Adams, Nereida Marie 4339 Employee

Name	Adams, Nereida Marie
Staff ID	4339
Personal Email	
Gender	Female
Phone Number	
Date of Birth	10/18/1972
W4 Status	Married

CEI Charter/Contracted Emp ...

Audit Trail Benefits Benefi

SS

Filter: OFF Page Size:

Address Additional City

View 475 Cent TREASURE XX

i 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.

FOCUS Writers02

Roa, Steven 4039 Employee

Jobs Deductions Pay History Files Audit Trail Benefits Benefit Payments

Filter fields...

- PI Primary Info
- A Address
- C Certifications
- CEI Charter/Contracted Emp ...
- C Contact
- DD Direct Deposit

Primary Info

* First Name	Steven
* Last Name	Roa
Username	gerardd
Force Password Change	<input type="checkbox"/>
UUID	206e3856-ae91-490a-98b1-a12eef8f972:

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).

FOCUS Writers02 X Roa, Steven 4039 Employee

Jobs Deductions Pay History Files Audit Trail Benefits Benefit Payments

Filter fields... ▼

- PI Primary Info
- A Address
- C Certifications
- CEI Charter/Contracted Emp...
- C Contact
- DD Direct Deposit

Primary Info

* First Name	Steven
* Last Name	Roa
Username	gerardd
Force Password Change	<input type="checkbox"/>
UUID	206e3856-ae91-490a-98b1-a12eef8f9723

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.

FOCUS Writers02 X Erin, Rolando 25719 Employee

Jobs Deductions Pay History Files Audit Trail Benefits Benefit Payments

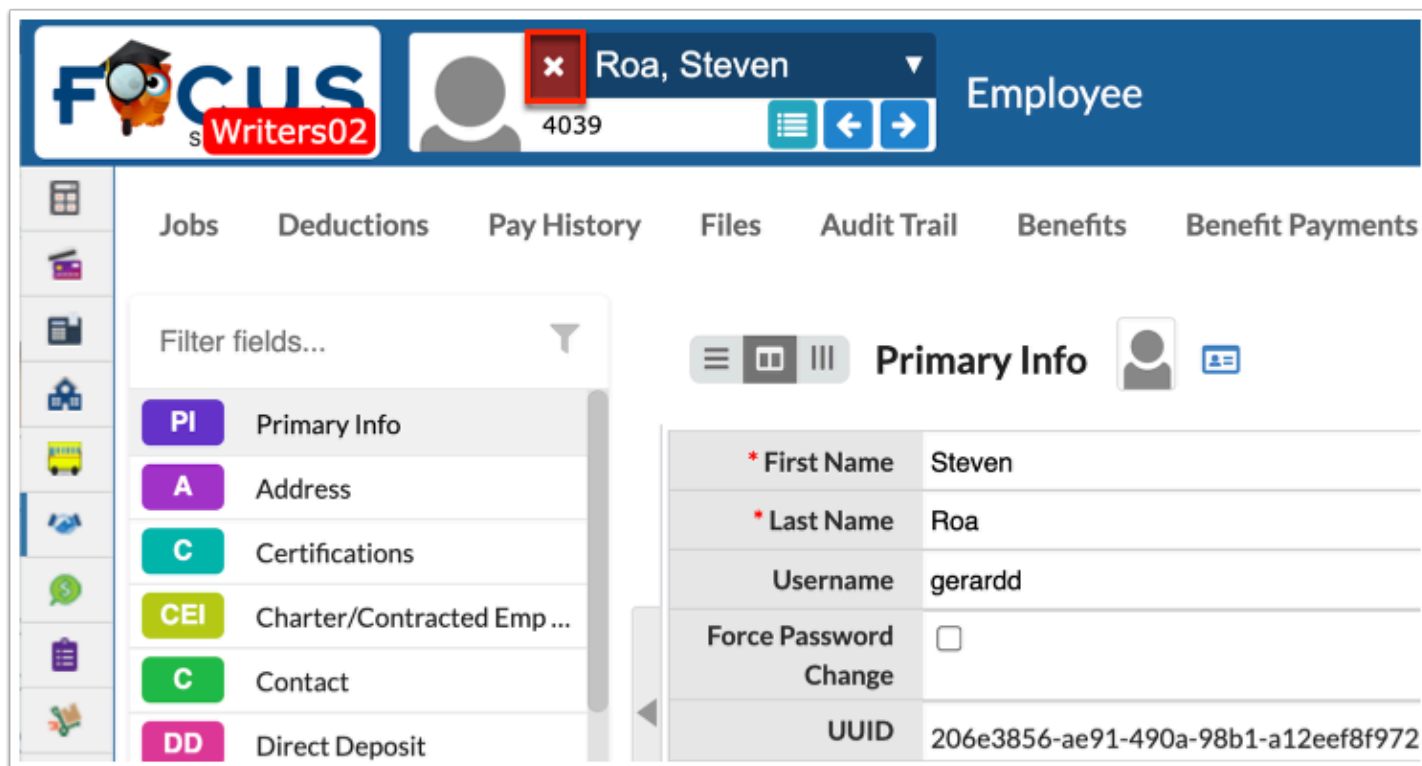
Filter fields... ▼

- PI Primary Info
- A Address
- C Certifications
- CEI Charter/Contracted Emp...
- C Contact
- DD Direct Deposit

Primary Info

* First Name	Rolando	Middle Name
* Last Name	Erin	Name Suffix
Username	pijanowskij	Password
Force Password...	<input type="checkbox"/>	Attach to Users
UUID	03f5c1fe-8750-46ba-bc13-	

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.



Focus Writers02 x Roa, Steven 4039 Employee

Jobs Deductions Pay History Files Audit Trail Benefits Benefit Payments

Filter fields...

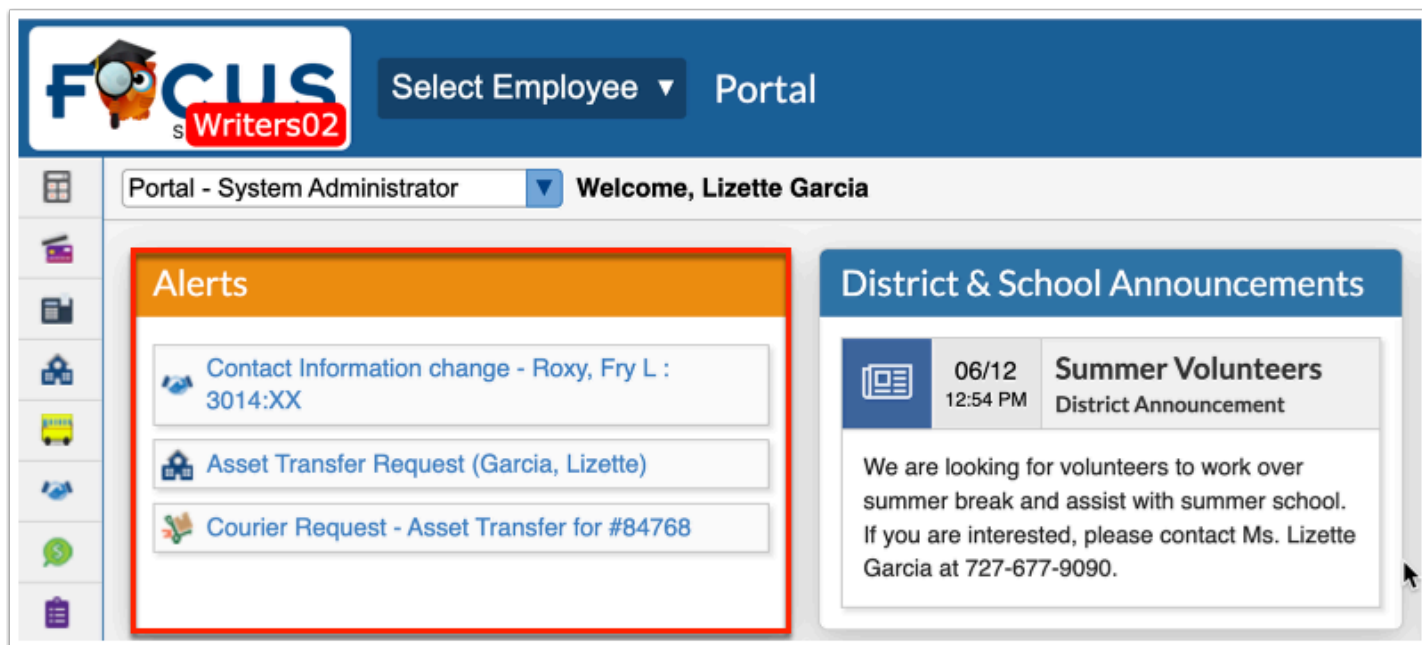
- PI Primary Info
- A Address
- C Certifications
- CEI Charter/Contracted Emp ...
- C Contact
- DD Direct Deposit

Primary Info

* First Name	Steven
* Last Name	Roa
Username	gerardd
Force Password Change	<input type="checkbox"/>
UUID	206e3856-ae91-490a-98b1-a12eef8f972

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.



Focus Writers02 Select Employee Portal

Portal - System Administrator Welcome, Lizette Garcia


Alerts

- Contact Information change - Roxy, Fry L : 3014:XX
- Asset Transfer Request (Garcia, Lizette)
- Courier Request - Asset Transfer for #84768


District & School Announcements

06/12 12:54 PM **Summer Volunteers**
District Announcement

We are looking for volunteers to work over summer break and assist with summer school. If you are interested, please contact Ms. Lizette Garcia at 727-677-9090.

-  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.



Select Employee ▼
Transfer Requests

Lizette Vigil

SIS ERP

Transfer Requests

2022 - 2023 ▼

Request Transfer

Priority

Routine ▼

Destination Facility

▼

Identification Method

Barcode ▼

Request Pickup

▼



Asset Identification

Comment


Request Transfer

Transfer History

View All Users

Export  

Filter: OFF

Approve All	Check All	Barcode	Request Priority	Request Date	Request Status	Requester	Receiver	Destination Facility	Facility	
Approve	Deny	<input type="checkbox"/>	01000268	Routine	04/14/2023	 Pending	Vigil, Lizette	N/A	0031 - FOCUS HIGH SCHOOL	0021 - BEACH HIC

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.

Portal - System Administrator ▼ Welcome, Lizette Garcia

Alerts

- Contact Information change - Roxy, Fry L : 3014:XX
- Asset Transfer Request (Garcia, Lizette)
- Courier Request - Asset Transfer for #84768

District & School Announcements

06/12 12:54 PM **Summer Volunteers**
District Announcement

We are looking for volunteers to work over summer break and assist with summer school. If you are interested, please contact Ms. Lizette Garcia at 727-677-9090.

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.

i 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](#).

Focus SIS Writers02 Select Employee Portal Lizette Garcia SIS Admin ERP

Portal - System Administrator Welcome, Lizette Garcia Last login: Tue, Jun 13 11:38am

Alerts

- Contact Information change - Roxy, Fry L : 3014:XX
- Asset Transfer Request (Garcia, Lizette)
- Courier Request - Asset Transfer for #84768

District & School Announcements

06/12 12:54 PM Summer School officially starts June 12 from 9am to 2:30pm daily. School District Announcement

We are looking for volunteers to work over summer break and assist with summer school. If you are interested, please contact Ms. Lizette Garcia at 727-677-9090.

Upcoming Events View Calendar

Date	Time	Event
06/14	9:00am	Summer School
06/15	9:00am	Summer School
06/16	9:00am	Summer School
06/16	6:30pm	Band Rehearsals
06/17	9:00am	Summer School
06/18	9:00am	Summer School
06/19	9:00am	Summer School
06/20	9:00am	Summer School

Find an Employee

Search bar: [] User Info [v]

☐ Include Inactive Users

More Search Options Search

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

Focus SIS Writers02 Select Employee Portal Lizette Garcia SIS Admin ERP

Portal - System Administrator Welcome, Lizette Garcia Last login: Tue, Jun 13 11:38am

Alerts

- Contact Information change - Roxy, Fry L : 3014:XX
- Asset Transfer Request
- Courier Request

District & School Announcements

06/12 12:54 PM Summer Volunteers District Announcement

Upcoming Events View Calendar

06/13 9:00am Summer School

Find an Employee

Search... 06/13 - Summer School 06/14 - Summer School 06/15 - Summer School 06/16 - Summer School 06/17 - Summer School 06/18 - Summer School 06/19 - Summer School 06/20 - Summer School 06/21 - Summer School

June, 2023 National Holiday, School... Month Week Setup

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
May 28	May 29	May 30	May 31	1	2	3
4	5	6	7	8	9	10
11	12 Summer School	13 Summer School	14 Summer School	15 Summer School	16 Summer School	17 Summer School
18 Summer School	19 Summer School	20 Summer School	21 Summer School	22 Summer School	23 Band Rehearsals	24 Summer School
25 Summer School	26 Summer School	27 Summer School	28 Summer School	29 Summer School	30 Summer School	Jul. 1 Summer School
Jul. 2 Summer School	Jul. 3 Summer School	Jul. 4 Summer School	Jul. 5 Summer School	Jul. 6 Summer School	Jul. 7 Summer School	Jul. 8 Summer School

Logout

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.

Find an Employee



☒ Include Inactive Users

 More Search Options  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.

Find an Employee

☐ Include Inactive Users

 More Search Options  Search

User Info ▼

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.



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.

Portal

Lizette Garcia

SIS

Admin

ERP

Favorites/Recent Programs

Favorites

Employee Wages

Rollover

Settings

Recent Programs

Employee

Transfer Requests

Employee - User: Steven Roa

Employee - User: Rolando Erin

Employee - User: Cerca Alcala

Employee - User: Caren Alarcon

Employee - User: Alfred Aguilar

Employee - User: Tea Aguayo

Employee - User: Nereida Adams

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

FOCUS Writers02

Select Employee ▼ Portal

Portal - System Administrator Welcome, Lizette Garcia

Alerts

- Contact Information change - Roxy, Fry L : 3014:XX
- Asset Transfer Request (Garcia, Lizette)
- Courier Request - Asset Transfer for #84768

Employee Wages -

Rollover -

Settings -

06/12 12:54 PM Summer Volunteers District Announcement

We are looking for volunteers to work over summer break and assist with summer school. If you are interested, please contact Ms. Lizette Garcia at 727-677-9090.

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.

Portal

Lizette Garcia SIS

Admin ▼ ERP

+ Add "Portal" to Favorites

Employee Wages -

Rollover -

Settings -

06/24 9:00am Summer School

06/25 9:00am Summer School

06/26 9:00am Summer School

Favorites/Recent Programs

Favorites

- Employee Wages -
- Rollover -
- Settings -

Recent Programs

- Employee
- Transfer Requests
- Employee - User: Steven Roa
- Employee - User: Rolando Erin
- Employee - User: Cerca Alcala
- Employee - User: Caren Alarcon
- Employee - User: Alfred Aguilar
- Employee - User: Tea Aguayo
- Employee - User: Nereida Adams

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.

Favorites/Recent Programs

Favorites

Employee Wages

Rollover

Settings

Recent Programs

Employee

Transfer Requests

Employee - User: Steven Roa

Employee - User: Rolando Erin

Employee - User: Cerca Alcala

Employee - User: Caren Alarcon

Employee - User: Alfred Aguilar

Employee - User: Tea Aguayo

Employee - User: Nereida Adams

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

FOCUS

Writers02

Select Employee

Portal

School Folder

Date Published

09/09/20 02:51pm

Download Report

Survey 2 Verification Reports (440041)

Dismiss

10/24/19 11:38am

Student Demographic Information: Initial or Batch Edit Listing

Birthday List

Student Birthdays

There are no student birthdays later this week.

User Birthdays

Birthdays this week:

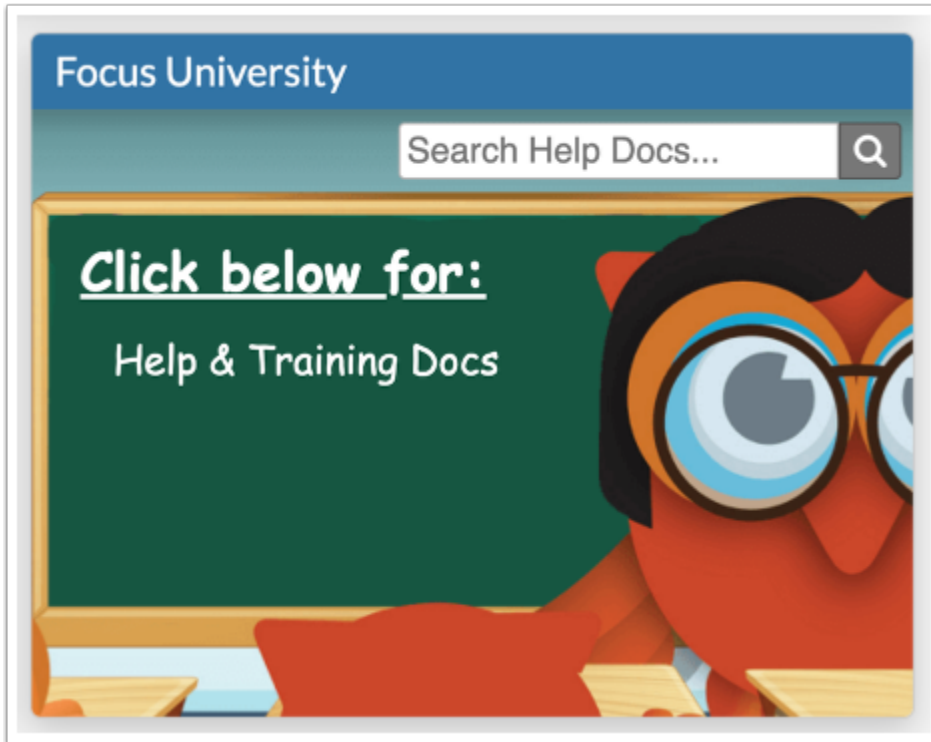
Anthony, Adina Marc

Click the student name links to open Students > [Student Info](#). Click the user name links to open Users > [User Info](#).

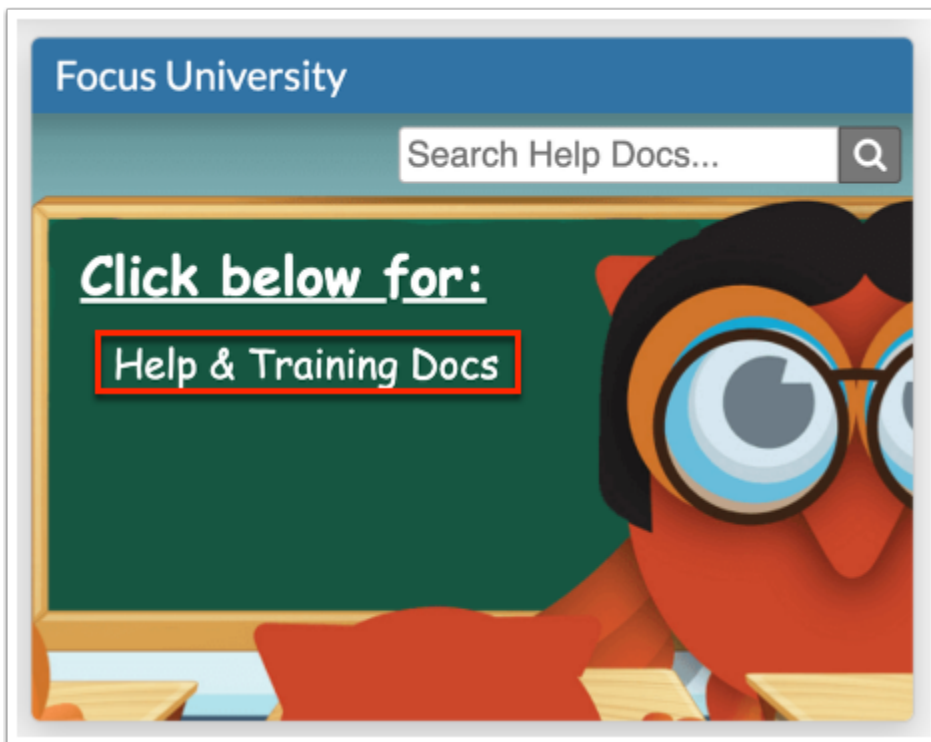
Portal

Page 85

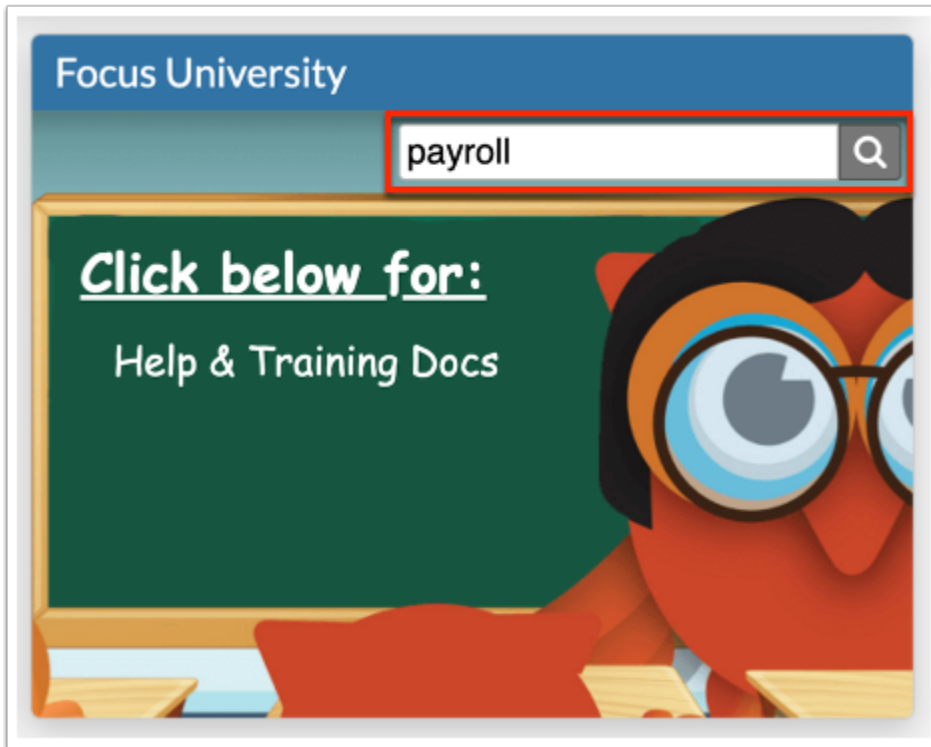
The **Focus University** section contains a helpful link for Help & Training Docs.




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.



Focus School Software

My Profile Log out

Search

Total articles found: 268 [Reset Search](#)

Filter Search Results

Check the options below to only search specific manuals

SIS

☐ SIS Administrator Help

☐ SIS Webinar Recordings

☐ Teacher and Parent/Student Portals

☐ FAQ's

State Reporting

☐ Florida State Reporting

☐ Texas State Reporting

☐ Pennsylvania State Reporting

ERP

☐ ERP Administrator Help

☐ ERP State Reporting

SSS

☐ SSS Administrator Help

Documentation for Administrators / Search Results

Search Results

Run Payroll

Updated on: Apr 18, 2023

ERP » ERP Administrator Help » Payroll » Run Payroll

Tags pr_run_payroll

From the Payroll menu, click Run Payroll . 2.

Payroll Reports

Updated on: Feb 15, 2023

District Reports and School Folder

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

District Reports

62 Records - New Hires/Job Changes

11 Records - New Purchase Orders

16 Records - Open Reqs - For Jeff

i 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.

New Purchase Orders

1. Results:

Records: 11 Time: 0.02s

11 Records

Export

Filter: OFF

PO Number	facility	name	buyer	approved_date	requester	vendor_num	vendor_i
02025294	PHYSICAL PLANT	SICO Cone Stools @ SRH Cafe	Cote	2020-03-27 14:28:58-04	Rutle	V087492	DECKER
02025293	MIDDLE SCHOOL	OMS SCHOOL SPECIALTY MEDIA DEPT 3/6/20	Cote	2020-03-25 11:02:12-04	Rome	V083050	SCHOO
02025292	ELEMENTARY	Southern Janitor 03.10.2020	Cote	2020-03-25 11:02:10-04	Harve	V061080	SOUTHE
02025291	ELEMENTARY	Buckeye 03102020	Cote	2020-03-25 11:02:09-04	Harve	V100817	BUCKEY
02025290	ELEMENTARY	Cypress Supply 03102020	Cote	2020-03-25 11:02:08-04	Harve	V099548	CYPRES
02025289	ELEMENTARY	JDA 03102020	Cote	2020-03-25 11:02:07-04	Harve	V034511	JANITOF
02025288	ELEMENTARY	School Health 2	Carey	2020-03-25 11:02:06-04	Gentri	V057600	SCHOO
02025287	ELEMENTARY	FSA Resources	Carey	2020-03-25 11:02:05-04	Gentri	V082721	OFFICE
02025286	SCHOOL FOR EXCEPTIONAL	0131_SLP request	Cote	2020-03-25 11:02:04-04	Horn	V100253	REHABN
02025285	ELEMENTARY	3/13/20 school health	Cote	2020-03-25 11:02:03-04	Hort	V057600	SCHOO
02025275	RISK MANAGEMENT	Out of County Mileage	Carey	2020-03-24 09:12:07-04	Chambe	E1113462	MERCA

Show 20000 Records


EditExportRun

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.

School Folder		
<input type="checkbox"/> View Dismissed		
Date Published	Download Report	Dismiss
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>

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.

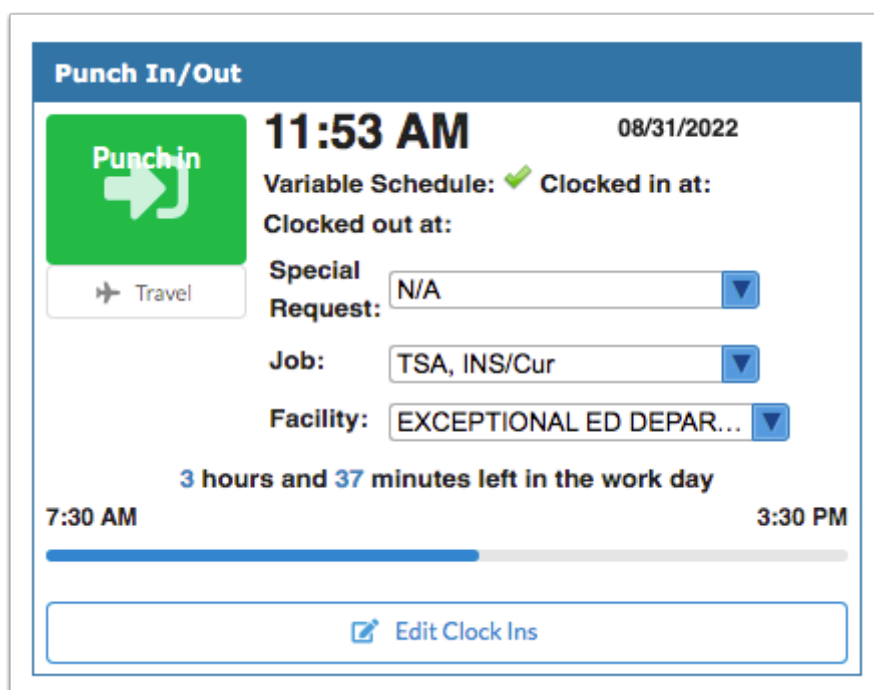
School Folder		
<input checked="" type="checkbox"/> View Dismissed		
Date Published	Download Report	Dismiss
02/18/22 09:52am	Survey 2 Verification Reports (440041)	<input checked="" type="checkbox"/>
09/09/20 02:51pm	Survey 2 Verification Reports (440041)	<input type="checkbox"/>
09/08/20 01:18pm	Survey 2 Verification Reports (440041)	<input checked="" type="checkbox"/>
10/24/19 11:38am	Student Demographic Information: Initial or Batch Edit Listing	<input type="checkbox"/>

 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 screenshot shows the 'Punch In/Out' interface. At the top, it says 'Punch In/Out' in a blue header. Below this, there is a green button with a white arrow and the text 'Punch in'. To the right of the button, the time '11:53 AM' and the date '08/31/2022' are displayed. Below the time, it says 'Variable Schedule: ✓ Clocked in at:'. Underneath, it says 'Clocked out at:'. There are three dropdown menus: 'Special Request:' with 'N/A', 'Job:' with 'TSA, INS/Cur', and 'Facility:' with 'EXCEPTIONAL ED DEPAR...'. Below these, it says '3 hours and 37 minutes left in the work day'. At the bottom, there is a progress bar showing the time from '7:30 AM' to '3:30 PM'. A button labeled 'Edit Clock Ins' is at the bottom right.

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.

Select Employee ▼ Time & Attendance Setup

Lizette Garcia SIS
Admin ▼ ERP

Settings Schedules Special Request(s)

Schedules

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 <input type="checkbox"/>	Variable Schedule <input type="checkbox"/>
Early start	ES	07:00 am	07:00 pm	60	Automatic Break <input type="checkbox"/>	Variable Schedule <input type="checkbox"/>
Normal	NS	08:00 am	05:00 pm	60	Automatic Break <input checked="" type="checkbox"/>	Variable Schedule <input type="checkbox"/>
Late Start	LS	09:00 am	06:00 pm	60	Automatic Break <input type="checkbox"/>	Variable Schedule <input type="checkbox"/>
Float	FL				Automatic Break <input type="checkbox"/>	Variable Schedule <input checked="" type="checkbox"/>
7-4	Y	07:00 am	04:00 pm	30	Automatic Break <input checked="" type="checkbox"/>	Variable Schedule <input type="checkbox"/>

2. The current time displays along with the date.

Punch In/Out

Punch in

Travel

11:53 AM

08/31/2022

Variable Schedule: ☒ Clocked in at:

Clocked out at:

Special Request: N/A

Job: TSA, INS/Cur

Facility: EXCEPTIONAL ED DEPAR...

3 hours and 37 minutes left in the work day

7:30 AM 3:30 PM

Edit Clock Ins

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.

Punch In/Out

12:30 PM 08/31/2022

Punch In

Variable Schedule: ☒ Clocked in at: 11:52 AM

Clocked out at: 12:15 PM

Travel


Special Request:

Job:

Facility:

hours and minutes left in the work day

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.

Punch In/Out

Punch in

→

✈ Travel

11:53 AM

08/31/2022

Variable Schedule: ✓

Clocked in at:

Clocked out at:

Special Request:

N/A

Job:

TSA, INS/Cur

Facility:

EXCEPTIONAL ED DEPAR...

3 hours and 37 minutes left in the work day

7:30 AM

3:30 PM

Edit Clock Ins

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.

Punch In/Out

Punch out

↶

✈ Travel

12:03 PM

08/31/2022

Variable Schedule: ✓

Clocked in at:

Clocked out at:

Special Request:

N/A

Job:

TSA, INS/Cur

Facility:

EXCEPTIONAL ED DEPAR...

3 hours and 27 minutes left in the work day

7:30 AM

3:30 PM

Edit Clock Ins

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

Punch In/Out

Punch in

✈️ Travel

11:53 AM

08/31/2022

Variable Schedule: ✓

Clocked in at:

Clocked out at:

Special Request:

N/A

Job:

TSA, INS/Cur

Facility:

EXCEPTIONAL ED DEPAR...

3 hours and 37 minutes left in the work day

7:30 AM

3:30 PM

Edit Clock Ins

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.

✕

✈️ Travel

Job:

TSA, INS/Cur

From:

EXCEPTIONAL ED DEPARTMENT

To:

ACADEMY

Notes/Reason:

Traveled to meet with a student about schedule for next year.

Submit

Click **Submit**.

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

Punch In/Out

12:11 PM 08/31/2022

Variable Schedule: Clocked in at:

Clocked out at:

Special Request:

Job:

Facility:

3 hours and 19 minutes left in the work day

7:30 AM 3:30 PM

Arrived

Edit Clock Ins

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

Punch In/Out

11:53 AM 08/31/2022

Variable Schedule: Clocked in at:

Clocked out at:

Special Request:

Job:

Facility:

3 hours and 37 minutes left in the work day

7:30 AM 3:30 PM

Travel

Edit Clock Ins

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.

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