

2. Getting Started On Your Reports

Once the program appears on your Windows Desktop/Mac Applications folder you need to log on for the first time with the Licence Username and Password your administrator has given you.

1. Double click the icon to open the program
2. First type your licence name into the license box. Then click "Search" and a list of usernames will appear.
3. Click on your user name (will highlight in blue) then add your password in the box below then click login. **This password is case sensitive so use capital/lower case letters as required.**

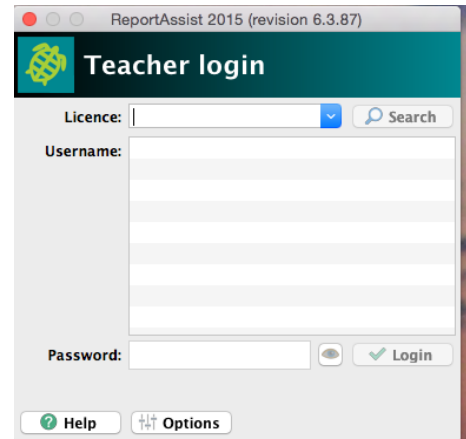
nb You will be auto selected the next time you open on your computer so you will just need to type your password.

4. Welcome to ReportAssist !
On the left should be your list of pupils. Just scroll up and down and click on any pupil to select their report.
5. To the right is the selected pupils entire report. Scroll up to see the front page, down to see the subjects. Click in any subject and you can start to type a report. There is a full set of word processing functions available when you right click at any point.
6. The comments below the report can be added to a report section by double clicking them.

nb. The program will automatically save your work when you exit, but you can click on the save icon to save your work at any time.

Please follow our help tutorials in the resources section of our web site at reportassist.com to make full use of the various features.

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