Student Report
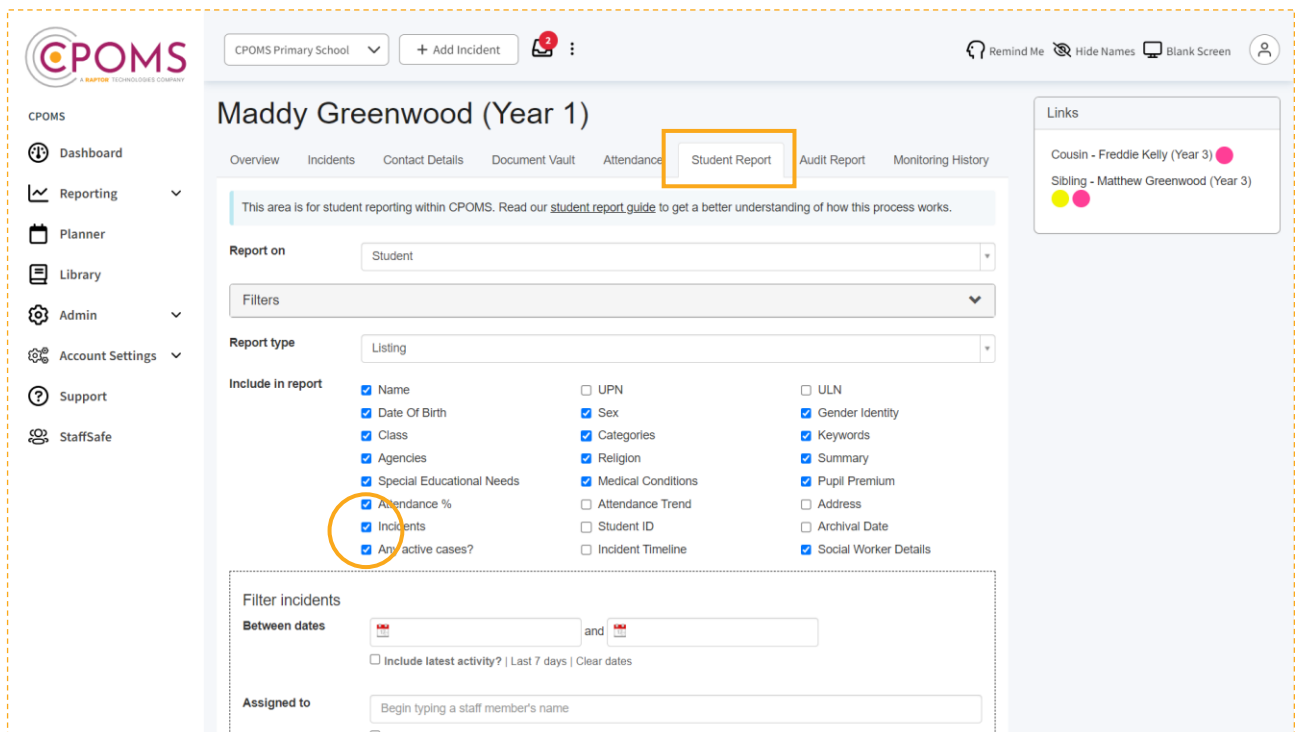
How do I run a full student report/ chronology?

To run a full student report in CPOMS, access the student's profile via their class list, or using the 'Quick Student Search' option and click on their name, into their profile.
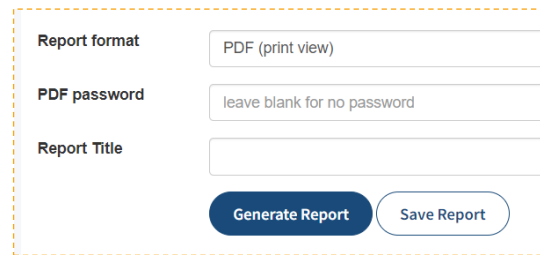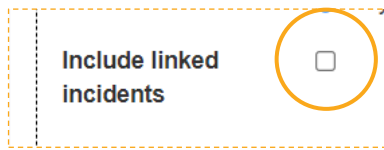
- Within the student's profile, click on the **'Student Report'** tab.

- Under **'Include in report'** tick to include **'Incidents'** in addition.

- In the additional **'Filter Incident'** options that now appear, you may wish to tick **'Include Linked Incidents'** to ensure you receive any incidents the student has been linked in to also. You may also wish to choose to **Hide Student and/ or Staff Names** in the report *(see page 2 for further information about this function).*

- *For all records please ignore the further filter options, __or__ you may apply specific dates or select certain categories within the 'Filter incidents' options.*

- Scroll down to the **'Report format'** and amend this to **'PDF (print view)'.**

- If required enter a **'PDF password'** to password protect the report, and **'Generate Report'.**

This will then generate a PDF copy of the student's incidents which you can then print or save electronically.

You can run all reports within CPOMS in 'Enquiry View' to view the report on screen, or 'PDF (Print View)' to create a printable PDF copy.

## How do I download the student's documents/ files?

Once you have run the student report, you may wish to download the student's documents/ files as well.

To do this, access the student's profile via their class list, or using the 'Quick Student Search' option and click on their name. Within their profile, click on the **'Document Vault'** tab.

To download all, click on the very top tick box *(In between the titles 'Date' and 'ID')* which will select all, *or if you do not wish to download all simply tick the documents you require one by one*. A new button for **'Actions'** will now appear to the right-hand side of the screen. Click on this option and **'Download selected'**.
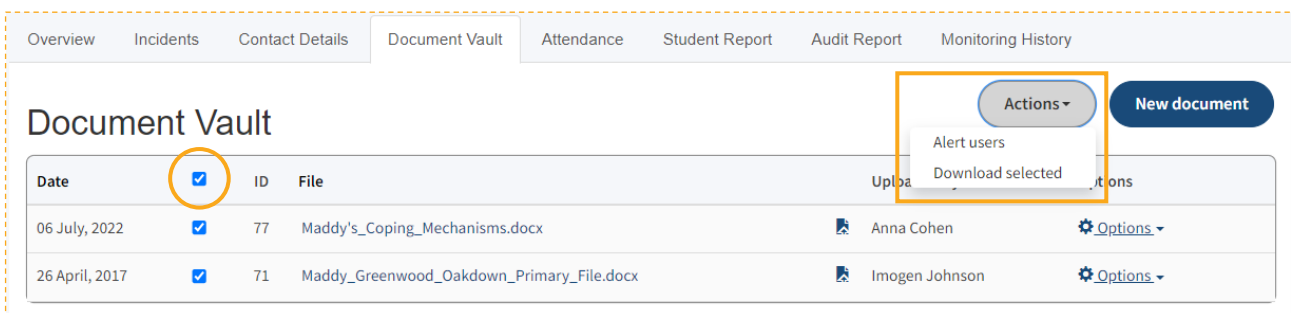
This will create a zip file containing all of the selected documents. The zip file usually appears to the bottom left of your internet browser for quick access and is usually saved in the 'Downloads' folder of the machine you are on (depending on your individual machine settings).
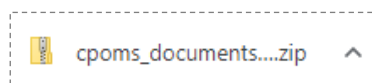
Please note, if the student has multiple pages of documents, you will need to follow the above instructions on each individual page.

Hiding Names in a Student Report

When you are running the report, in the 'Incident Filters' you will find the option to 'Hide' either Student Names or Staff Names (or both).

When you select to hide Student Names, you can choose to hide 'All' names, or 'Just Linked' names only. If you choose to hide 'All' names, the name of the student whom the report is written about will be hidden, as well as any linked students. If you choose to hide 'Just Linked' names, the name of the student whom the report is written about will not be hidden.

Please note, the system is only able to hide the first name, surname (or both) of the student for whom the report is written and any other students who are linked into the incident, as long as it is spelt identically to how it is registered in your MIS. It will __not__ hide shortened/ mis-spelled versions of the names if used, or the names of any other students who are not linked into the incident.

When you select to hide Staff Names, the name of the staff member who wrote the report will be hidden to the left-hand side of each incident, as well as the name of the staff member it is 'Assigned to'.

We would always suggest that before you print out a report, that you first run it in the report format 'Enquiry View' to check that all the required names are removed from the text. Once you are happy with it, you can then run it as a 'PDF (Print View)'. If you then find a name in a report that you wish to hide, you can either link in the required student(s) or edit the text of the incident/ action to use initials instead, *for any names that cannot be linked*, and re-run the report. If this is required by your in-school procedures.

If there is a particular name or initials you wish to redact from a report as a one off, you can enter this in the 'Redact words or phrases' option before generating the report, which will redact it from the report you are generating. Simply type in the name/ initials and select it to add, you may add more than one word/ phrase.

For further assistance on any of the above please do not hesitate to contact us on
01756 797766 or **support@cpoms.co.uk**.

www.cpoms.co.uk