

# ARR Report Archive Function User Guide (Aug 2015)

## Introduction

This is a new ARR function allow school SGA to archive the PDF reports for all students. The archived PDF reports will be in the Student Demographics page for teachers/parents/student download.

**Student Demographics**

**PDF Report**

If you cannot found the latest PDF report here, please [click here](#) to generate the report.

School Year	Report Name	Publish Date	Access Date	Reference By
12/13	2012-13 Report of Achievement (E.O.Y.)	17/07/2013 01:09:32	-	T
12/13	2012-13 Report of Achievement	16/07/2013 23:39:13	-	T
11/12	2011-12 Report of Achievement	28/05/2013 01:05:59	-	T
10/11	2010-11 Report of Achievement	27/05/2013 23:43:24	-	T

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**ARR Report**

Extended Demographics  
Medical Information  
Assessments  
ARR Report

## Benefits:

1. Teachers/parents/students (depends on each report's access right setting) will have quick access to the ARR summary reports without real time generating the report from database in ARR module.
2. The archived reports are possible to be transferred to another ESF schools in PDF format, which resolve the current problem ARR reports are not transferable due to different schools have different setup.
3. Archiving ARR reports will freeze the student photo, when you access the Year 1 report of a Year 6 student, it will display a Year 1 photo.
4. Avoid on-going development on ARR module might potentially cause problem to generate reports with historical data.

## When to archive:

Each school year, after the ARR reports finalised and released to parents, SGM/SGA should schedule the reports archiving. There might be a number of amendments to students' report after summer, it allows re-archive those amended reports for individual students and overwrite the old version. Once the function goes live, Schools should archive previous school years' PDF report by end of 2013.

## What to archive:

The function will archive the PDF reports, not the online reports. Staff who takes care of the report template setup should decide which templates to be archived under ARR Report → Settings. We recommend all report templates published to Parent or Student should be archived. The archived reports will be auto transferred to student's future school with Gateway.

## Who can access the archived reports:

The access right to the archive reports is based on the PDF template settings, which is the same as the current printing right. For example, if a PDF template is published to parent and staff and set as

available for archiving, both staff and parent will be able to access this archived report in Student Demographics. See more details in How to archive section below.

## How does it work

Two steps to archive the PDF reports.

### 1) Define which PDF report templates to be archived

In general, all templates published to Parents or Student should be archived, as they may come back to ask for a copy of the reports a few years after leaving school!

Login as SGA, **ARR** → **ARR Report** → **Settings**, select the School Year, you will see the reports have been released and the year level they are. Check the report templates if the check box are all reasonable:

	Y07	Y08	Y09	Y10	Y11	Y12	Y13
<b>Term 3 report (Year 10)</b> Select year group to publish							
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Term 3 report (Year 12)</b> Select year group to publish							
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Term 3 report (Year 7 to 9)</b> Select year group to publish							
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IMPORTANT:** Please do avoid publish a template to any user if it is not supposed for that particular year level. e.g. a template supposed open for Year 12 students should not be published to any other years Y07-Y11:

	Y07	Y08	Y09	Y10	Y11	Y12	Y13
Staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Base on above settings, the archive job for “Term 3 report (Year 12)” template will generate Year 07 to Year Y12 students, while Y07-Y11 students’ reports contain no content but the cover page.

Also, please untick all checkbox if the template was setup for testing only which was not released to parents/students. Or do not submit archive task for it. See the sample below.

test 12							
Select year group to publish							
	Y07	Y08	Y09	Y10	Y11	Y12	Y13
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 2) Submit archive task

As an SGA role, you will see a new tab **ARR → ARR Report → Archive**

**Archive**

Roll Group Subject Class Search Student Name PDF Report **Archive** Template Settings

**Archive** View Pending task Manage Archived Task list Manage Archived File list View Archive Log

**Student Summary Report Archive**

School Year: 14/15  
Template Title: Year 13 Mock Examination Report  
Year: All Years  
Roll Group: All Roll Groups  
Student: All Students  Include Left Students

Archiving of student reports in group will be put into pending list for overnight job. Archiving of individual report will be performed immediately.  
Print outs from the Gateway are designed to work best with Adobe Reader, please make sure you have Adobe Reader installed on your computer. Also, please make sure you have installed support for Chinese Traditional fonts.

Archive

- Under the first sub-tab “Archive”, select options from the page to define your archive task, click **Archive** button to submit.
- If you pick one student to archive, it will run the archive task immediately.
- If you select a group of students to archive, e.g. archive the reports for a year group, or a roll group, it will be processed by night batch job. And it might take a few nights to complete your scheduled tasks when there are a lot of schools have submitted heavy archive tasks in the same period. You may track the status at “View Pending Task” and “View Archive log” tab. If you find your pending jobs were not process after a few days, please contact Gateway support.
- Once the archive task done, the PDF report will be created and available in Student Demographics → Archived Report link on the right hand side.

User may view all submitted tasks in **View Pending Task** tab. User may click on the task to display more details. Click **Cancel** to remove the pending task if need.

Archive									
Roll Group	Subject Class	Search Student	Printing	<b>Archive</b>	Template	Settings			
Archive	<b>View Pending task</b>	Manage Archived Task list	Manage Archived File list	View Archive Log					
<b>Pending Student Summary Report Archive Task</b>									
Setup Date	School Year	Template Title	Year	Roll Group	Student	Include Left Students	Setup By		
2013-04-09 16:23:56	11/12	Term 1 Template	-	-	-	Yes	Gateway, Support3	Cancel	
2013-04-09 16:23:04	11/12	Term 1 Template	Y01	-	-	Yes	Gateway, Support3	Cancel	
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The completed tasks will be listed in **View Archive Log** tab. You may click to view more details, it indicates more information such as start and end time, number of files processed etc. see a sample screen below.

Archive							
Roll Group	Subject Class	Search Student	Printing	<b>Archive</b>	Template	Settings	
Archive	View Pending task	Manage Archived Task list	Manage Archived File list	<b>View Archive Log</b>			
<b>Archived Log</b>							
Setup Date	Setup By	School Year	Year	Template Title	Type	Status	
12/04/2013 16:54:04	Support3, Gateway	12/13	-	End of Year Report 2012-13	Create	Archived	
Setup Date	12/04/2013 16:54:04						
Type:	Create Archive Report						
By:	Support3, Gateway						
School year:	12/13						
Year:	-						
Roll group:	-						
Student:	ADAM000057, ADAM000057						
Template title:	End of Year Report 2012-13						
Included left students:	No						
Process started at:	12/04/2013 16:54:04						
Number of file archived:	1						
Number of file deleted:	0						
Status:	Process Completed						
Process ended at:	12/04/2013 16:54:08						
12/04/2013 16:53:36	Support3, Gateway	11/12	-	End of Year Report 2011-12	Create	Archived	
12/04/2013 16:52:52	Support3, Gateway	12/13	-	End of Year Report 2012-13	Create	Archived	

Now you may view and manage the archive reports.

### 3) View archived reports

Once the archive task done, archived report will be available in the Student Demographics page.

**Admin → Student Demographics → Search a student to view details → ARR Report**

- The archived report access right is based on the ARR Report → Settings “year group to publish”, e.g. If the template is published to staff and parent, both staff and parent will be able to access the PDF report.

**Student Demographics**

6.2 Subject Name All Categories AHUJ000014s, AHUJ000014p (6.2)


Year Group Please Select Please Select

**PDF Report**

If you cannot found the latest PDF report here, please [click here](#) to generate the report.

School Year	Report Name	Publish Date	Access Date	Reference By
12/13	2012-13 Report of Achievement (E.O.Y.)	17/07/2013 01:09:32	-	T
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11/12	2011-12 Report of Achievement	28/05/2013 01:05:59	-	T
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- Extended Demographics
- Medical Information
- Assessments
- Standardised Assessments
- Cross Phase Info
- Student Notes
- CAS Commitment List
- Attendance Report
- Timetables
- ARR Report**

- The file name is quite self-explanatory with a standard convention: [student name]-[school year]-[template name].pdf
- If a report is re-archived (e.g. after new amendment to the report), it will be overwritten with a new archived date indicated.

#### 4) Delete archived reports

In case of need, SGA may delete the archived reports, **ARR → ARR Report → Archive → Manage Archived Task List**, select the archived task(s) and click **Delete Archived Task** button, click OK to confirm delete. All reports generated by the selected task(s) will be deleted.

**Archive**

Roll Group Subject Class Search Student Printing **Archive** Template Settings

Archive View Pending task **Manage Archived Task list** Manage Archived File list View Archive Log

**Student Summary Report Archive Task** Delete Archived Task View Archived Task

	Setup Date	Setup By	School Year	Year	Template Title
<input type="checkbox"/>	09/04/2013 09:16:17	Support3, Gateway	11/12	Y01	Term 3 Template
<input type="checkbox"/>	09/04/2013 09:16:08			Y01	Term 2 Template
<input checked="" type="checkbox"/>	09/04/2013 09:15:52			Y01	Term 1 Template

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The page at https://qbs-uat2.tg.esf.edu.hk says:

Are you confirm to delete archived file in selected task?

OK Cancel

To delete individual reports, **ARR → ARR Report → Archive → Manage Archived File List**, Filter the report by school year, year group, roll group or by archive Task, click delete the report by click on the **Delete** on last column, click OK to confirm delete the report.

Archive

Roll Group Subject Class Search Student Printing **Archive** Template Settings

Archive View Pending task Manage Archived Task list **Manage Archived File list** View Archive Log

Student Summary Report Archive File

Keyword  Filter

School Year  Year Group  Roll Group  09/04/2013 10:32:10 (Term 3 Template)  Filter

School Year	Year	Roll Group	Student	Task	File Name	
11/12	Y02	2C	PEAR000033, PEAR000033	09/04/2013 10:40:27	PEAR000033-1112-Term 3 Template.pdf	Delete
11/12	Y02	2W	LIU-000339, LIU-000339	09/04/2013 10:40:22	LIU-000339-1112-Term 3 Template.pdf	Delete
11/12	Y02	2L	WONG002944, WONG002944	09/04/2013 10:40:18	WONG002944-1112-Term 3 Template.pdf	Delete
11/12	Y02	2K	EE--000004, EE--000004	09/04/2013 10:40:15	EE--000004-1112-Term 3 Template.pdf	Delete
11/12	Y02	2C	NAMB000005, NAMB000005	09/04/2013 10:40:10	NAMB000005-1112-Term 3 Template.pdf	Delete
11/12	Y02	2C	LI--000866, LI--000866	09/04/2013 10:40:06	LI--000866-1112-Term 3 Template.pdf	Delete
11/12	Y02	2L	CHAN003477, CHAN003477	09/04/2013 10:40:02	CHAN003477-1112-Term 3 Template.pdf	Delete
11/12	Y02	2L	SOHN000009, SOHN000009	09/04/2013 10:39:59	SOHN000009-1112-Term 3 Template.pdf	Delete
11/12	Y02	2W	DSOU000028, DSOU000028	09/04/2013 10:39:55	DSOU000028-1112-Term 3 Template.pdf	Delete
11/12	Y02	2C	HOND000002, HOND000002	09/04/2013 10:39:52	HOND000002-1112-Term 3 Template.pdf	Delete

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