access
Synergy SAM

RUNNING SCHOOL REPORTS

RUNNING SCHOOL REPORTS IN SAM

This Guidance will give you an overview of how to run School Reports in SAM.

Synergy SAM
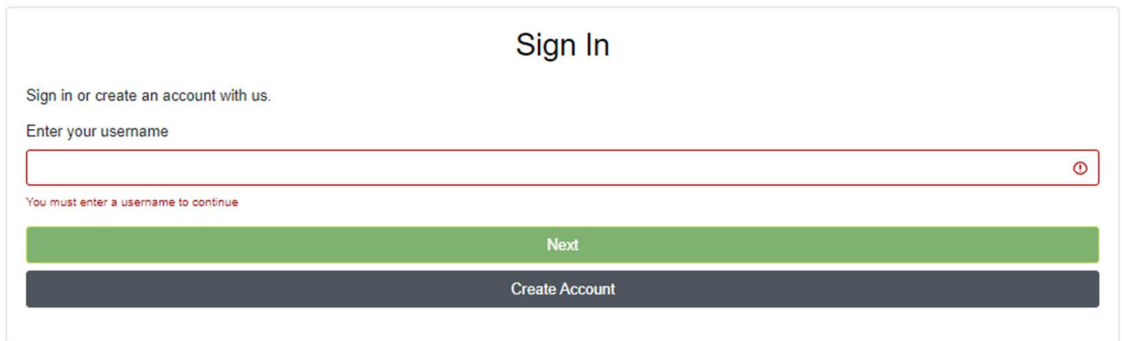
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	SECTION A: OPENING THE FSM MODULE IN SAM	
➢ Part 1	**Sign into SAM**	

If you are attached to multiple schools, pick a school from the dropdown

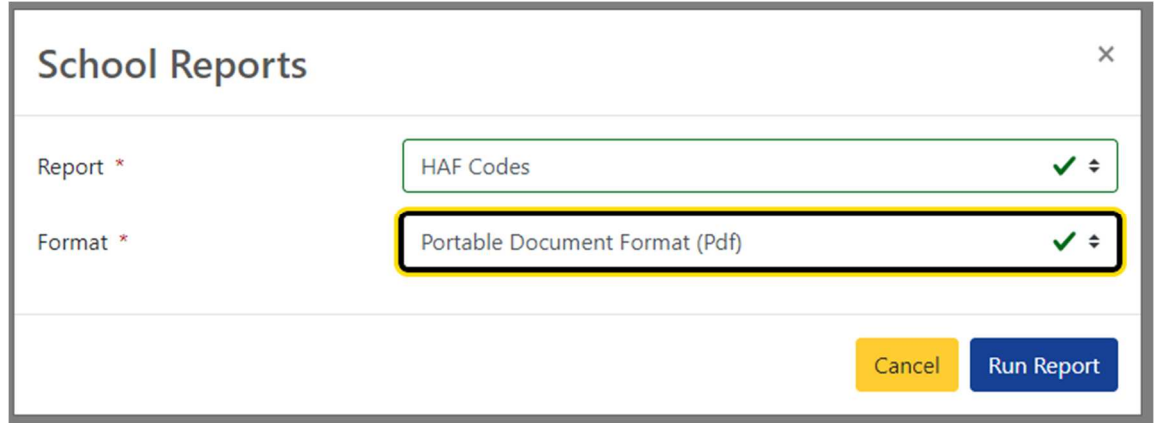| ➢ Part 2	**Click on the School Reports button**

Synergy SAM
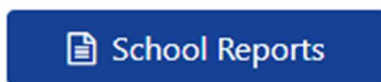
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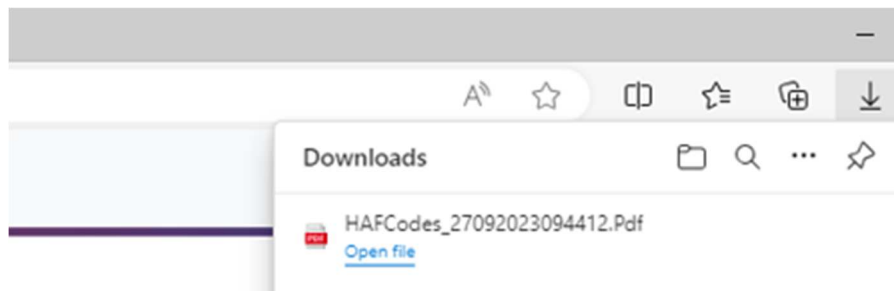|	SECTION B: VIEWING AND FILTERING
➤ Part 3	**Choose a Report and the format you would like it in from the two dropdowns:** **School Reports** ✕ Report * HAF Codes ✔ ⬍ Format * Portable Document Format (Pdf) ✔ ⬍ Cancel **Run Report** **Click the Run Report button**
➤ Part 4	**Once the report has run it will appear in the top right corner of your browser window under Downloads** Downloads HAFCodes_27092023094412.Pdf Open file **To open Click Open File**
➤ Part 5	**To view any previously run reports click on the Report History button:** 🕚 Report History
➤ Part 6	**Any previously run report will be displayed and downloaded again if required.** **School Report History** Download previously generated reports « ‹ 1 › » | Report Name	Run Date	Run By	Last Downloaded	Actions | There are no records to show