

## Introduction

Although FFT Live 3.0 is a fully web based system we realise that many users will wish to export and/or print materials for you or your colleagues to use. This help file includes step by step instructions on how to export and print reports directly from FFT Live.

## Exporting Reports

FFT Live offers the functionality to export reports in the following formats:

| Type                 | Name                                       | Description  |
|----------------------|--|--|
| XML                  | Extensible Markup Language                 | Standard format used for sharing data between information systems.                               |
| CSV                  | Comma Separated Variable – comma delimited | Standard format used for sharing data between information systems. Uses commas to separate data. |
| TIFF                 | Tagged Image File Format                   | Standard format for storing images   |
| <b>Acrobat (PDF)</b> | <b>Portable Document Format</b>            | <b>Standard format for storing documents</b>   |
| Web archive          | Web archive                                | Standard web based format for storing images and text  |
| <b>Excel</b>         | <b>Excel format</b>                        | <b>Uses standard MS Excel format.</b>  |

## What format should I use?

**For simply viewing or printing reports** - it is recommended that you use the PDF format. This is a simple and common format which is essentially an electronic image of the report.

**For simple editing of data in a spreadsheet** – it is recommended that you use either the Excel or csv formats. These formats will allow direct access to the numbers and text in the reports.

**For importing data into another information system** – you may find it difficult to export data directly from FFT Live to your own Management Information System. This is because the current release of FFT Live 3.0 does not include items such as a Unique Pupil Numbers (UPNs) or FFT ID to allow data to be matched more easily. This functionality will be available in Spring/Summer 2009. When fully functional, it is recommended that you use the XML, CSV or Excel formats for importing data.

## How do I export a file from FFT Live 3.0?

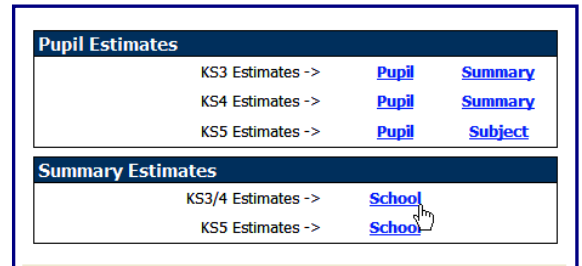
The following step by step examples show you how to export pdf and excel files:

### EXPORTING A PDF FILE

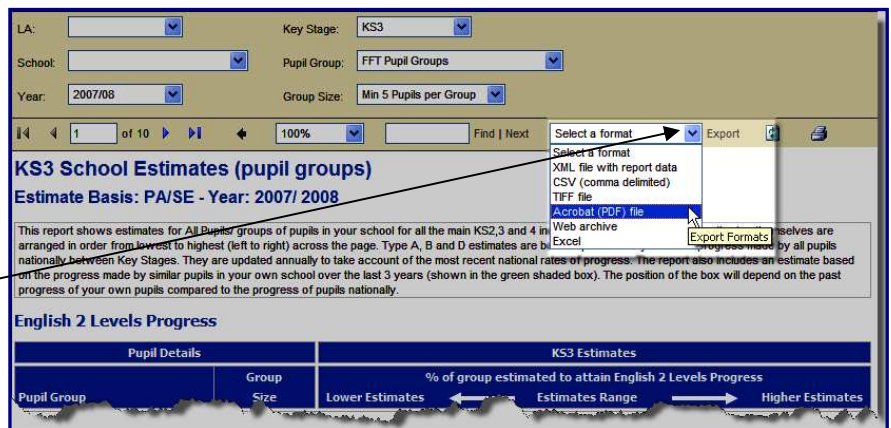
In this example a Headteacher wishes to share a school level summary estimates report with colleagues. The Headteacher wants to print a number of copies for the teaching staff and also email them to Governors. She decides that the best export option is a simple Acrobat PDF format. This will allow colleagues to see the report on paper and an electronic version to be emailed.

To export the report in pdf format take the following steps:

- 1) Select the report you wish to export from the main menu. In this example we'll use the KS3 School Summary Estimates.

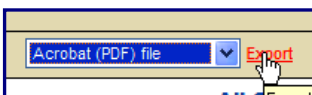


- 2) The report will appear on the screen. Make any changes to the data using the drop-down menus (e.g. the correct Academic year or the Group Size) and then click the **View Report** button at the right hand side of the screen. You're now ready to export!

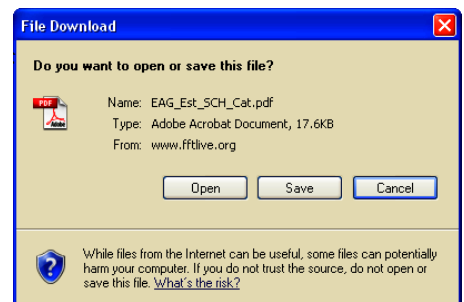


From the Export drop-down menu select the 'Acrobat (PDF) file' option

- 3) Once you've made your selection the word 'Export' should turn blue. Now click the **Export** text.

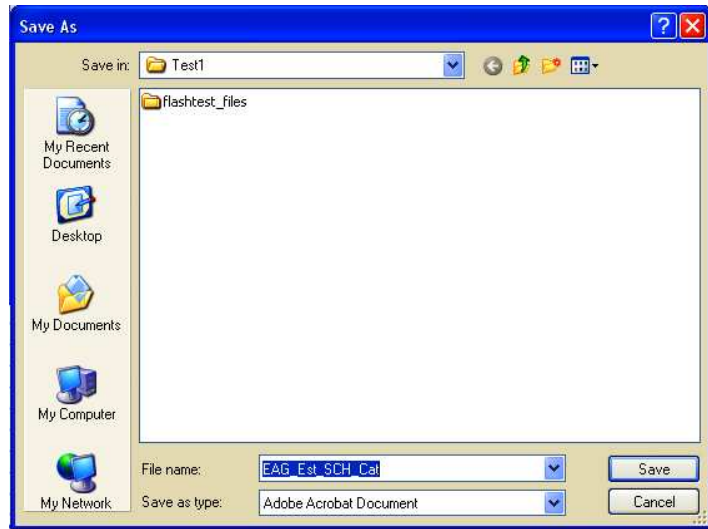


- 4) A new window should now open asking if you want to open or save the pdf file. If you wish to simply view or print the report then click the **Open** button. The pdf file should now open in Adobe Acrobat showing a separate page for each indicator.



If you don't have a copy of Adobe Acrobat Reader on your computer then you should contact your IT Administrator. You can download Adobe Acrobat Reader for free at: <http://www.adobe.com/uk>

- 5) Alternatively, you can save the file directly by clicking the **Save** button from the File Download screen above. This will open a new **Save As** window where you can save the pdf file in a directory on your computer or network.

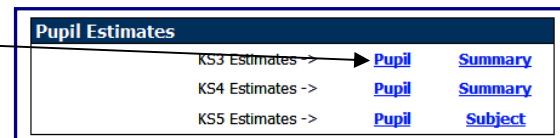


## EXPORTING AN EXCEL FILE

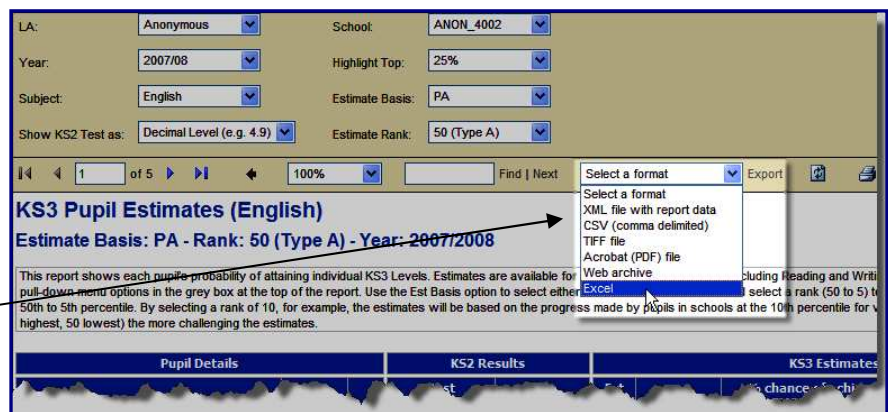
In this example a Teacher wishes to export pupil level estimates into Excel in order to use the data in another spreadsheet. He decides the best export option is the Excel file format.

To export the report in Excel format take the following steps:

- 1) Select the report you wish to export from the main menu. In this case KS3 Pupil Estimates Report

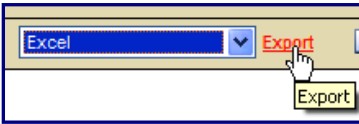


- 2) The report will appear on the screen. Make any changes to the data using the drop-down menus (e.g. the correct Academic year or the Group Size) and then click the **View Report** button at the right hand side of the screen. You're now ready to export!



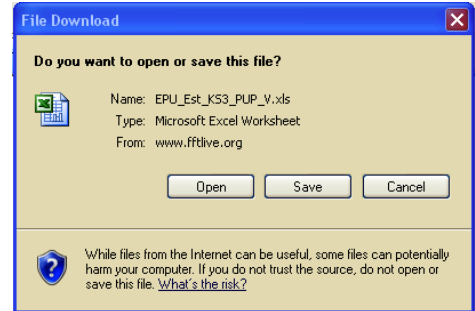
From the Export drop-down menu select the 'Excel' option

- 3) Once you've made your selection the word 'Export' should turn blue. Now click the 'Export' text.

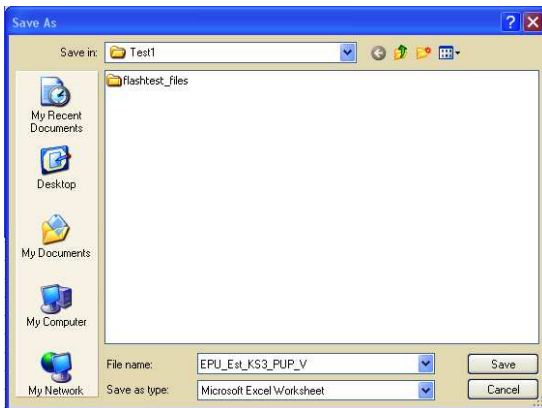


- 4) A new window should now open asking if you want to open or save the Excel file. If you wish to simply view or print the report then click the **Open** button. The file should now open in Excel.

**Important:** Please be aware that some excel exports may appear on separate sheets e.g. KS4/5 pupil estimates where reports show a single pupil per page.



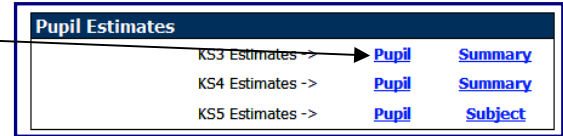
- 5) Alternatively, you can save the file directly by clicking the **Save** button from the File Download screen above. This will open a new **Save As** window where you can save the excel file in a directory on your computer or network.



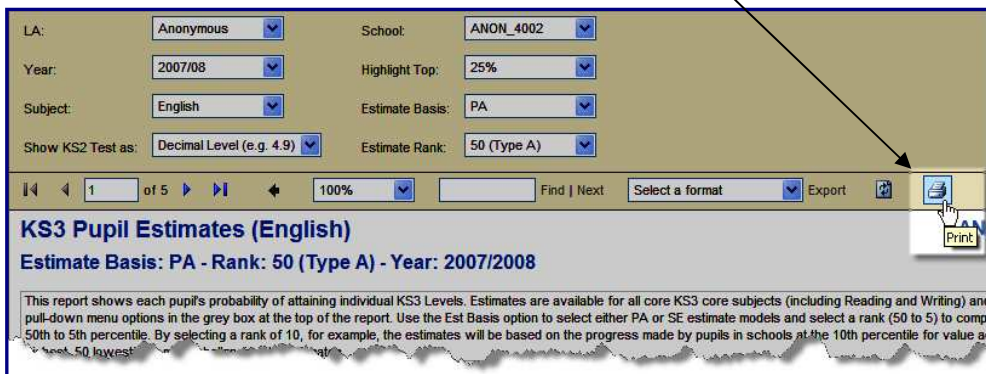
## Printing Reports

You can also print reports directly from FFT Live 3.0 by taking the following steps:

- 1) Select the report you wish to print from the main menu. In this case KS3 Pupil Estimates Report



- 2) The report will appear on the screen. Make any changes to the data using the drop-down menus (e.g. the correct Academic year or the Group Size) and then click the View Report button at the right hand side of the screen. You're now ready to print! Click the **'Print'** button on the report.



- 3) A new Print window will appear. You can choose to print **All** pages or specific pages. Once you've chosen your options click the **OK** button. The report should now print out.

