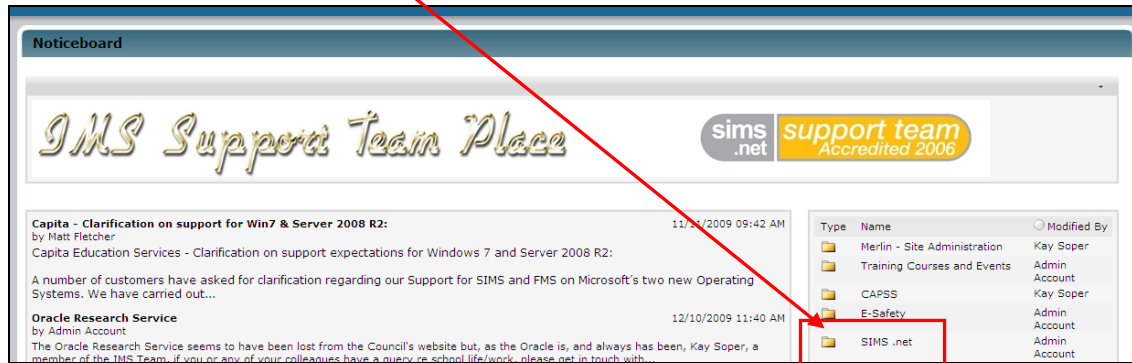


[Download and Import the Health – Weight Reports for SIMS:](#)

First navigate to the IMS Teams public facing website, the address to enter in your Internet browser is:

<http://cornwall.merlin.swgfl.org.uk/IMSHelpdesk>

Click on the link which says "SIMS .net" in the document library (right hand side) as shown in the diagram.



The screenshot shows the IMS Support Team Place website. The header includes the logo "IMS Support Team Place" and "sims .net support team Accredited 2006". Below the header, there are two columns of text. The right column is a document library table with the following data:

Type	Name	Modified By
Folder	Merlin - Site Administration	Kay Soper
Folder	Training Courses and Events	Admin Account
Folder	CAPSS	Kay Soper
Folder	E-Safety	Admin Account
Folder	SIMS .net	Admin Account

A red box highlights the "SIMS .net" folder name, and a red arrow points from the text above to this box.

The document library window will change and you should click on the link which says "SIMS .net Reports" as shown.



The screenshot shows the IMS Support Team Place website. The header is the same as in the previous screenshot. Below the header, there are two columns of text. The right column is a document library table with the following data:

Type	Name	Modified By
Folder	Approved Printer List	Marc Kitto
Folder	Sims .Net Helpsheets	Marc Kitto
Folder	Sims .Net Admission Form	Marc Kitto
Folder	School Census 2009	Marc Kitto
Folder	SIMS .net Reports	Matt Fletcher
Folder	Attendance	Kay Soper
Folder	Exams	Della Droy
Folder	End of Year Procedures 2009	Marc Kitto
Folder	SIMS Hardware Specifications May 2009	Marc Kitto

A red box highlights the "SIMS .net Reports" folder name, and a red arrow points from the text above to this box.

The list of Reports available to download will be displayed, click the report called "Health-Weight Report New – HC" as shown.



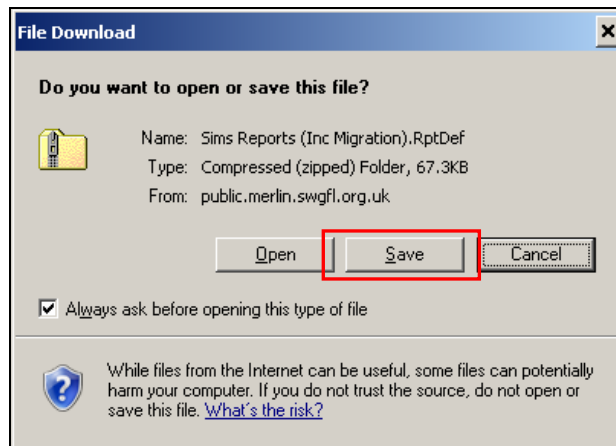
The screenshot shows the IMS Support Team Place website. The header is the same as in the previous screenshots. Below the header, there are two columns of text. The right column is a document library table with the following data:

Type	Name	Modified By
File	Sims Reports (Inc Migration)	Marc Kitto
File	Health-Weight Report - New - HC	Matt Fletcher

A red box highlights the "Health-Weight Report - New - HC" file name, and a red arrow points from the text above to this box.

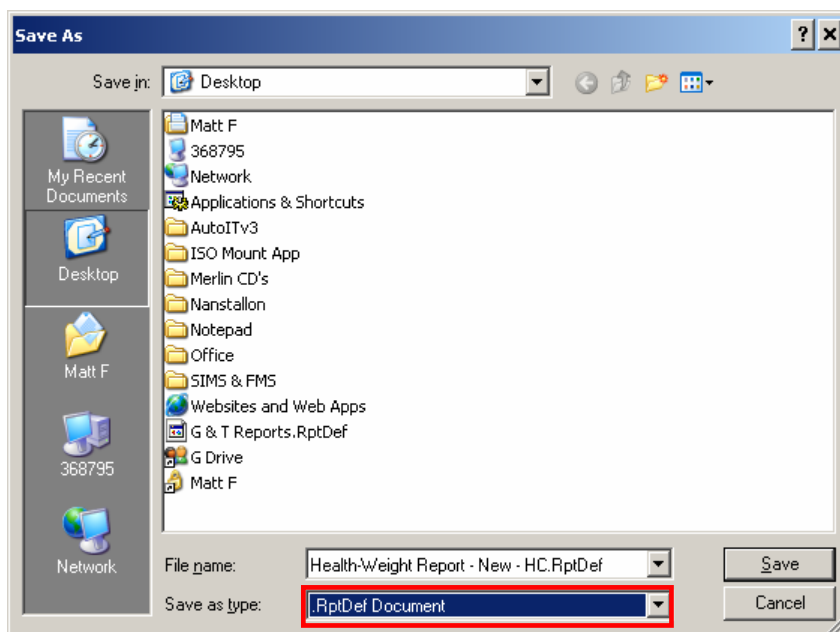
A dialog box similar to the one shown over the page will be displayed. You will need to **SAVE** the report to an appropriate location.

Select to save the report as indicated.



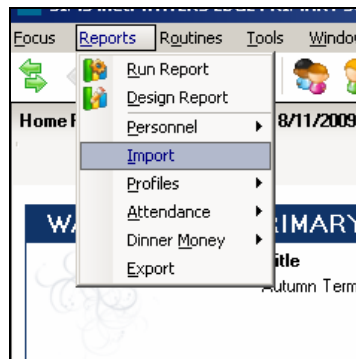
Save the report in an appropriate location (somewhere easily accessed on the computer running SIMS). And make sure the bottom box which says "Save as Type:" (highlighted) is showing either **.RptDef Document** or **All Files**.

NB – If the "save as type" box is showing "Compressed/Zipped folders" then you must change it or the file will become corrupted.

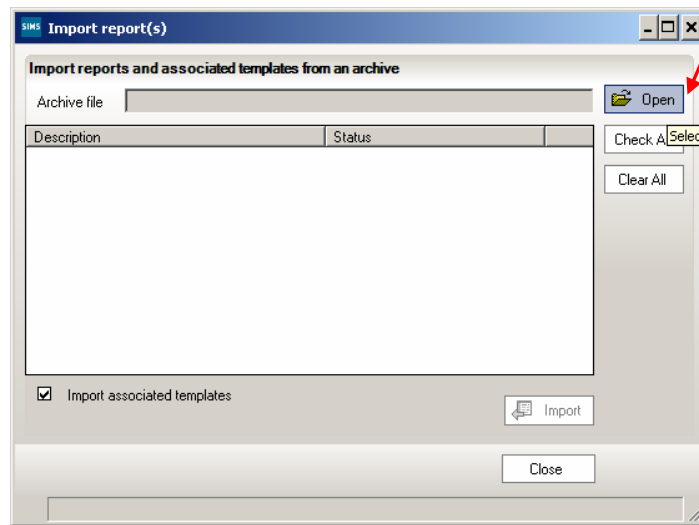


Now that the file is saved you need to import it into SIMS .net as normal. Open SIMS .net and choose Reports | Import as shown in the first image over the page.

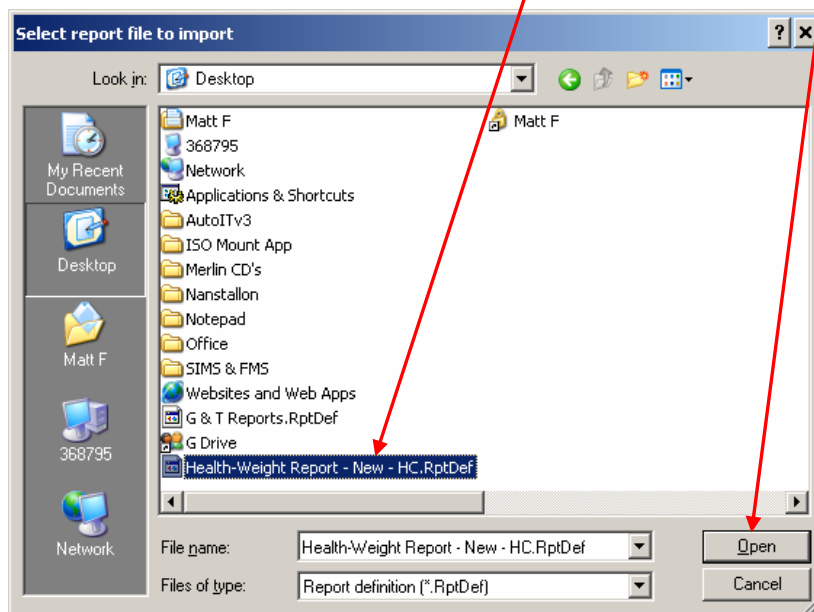
Import the report.



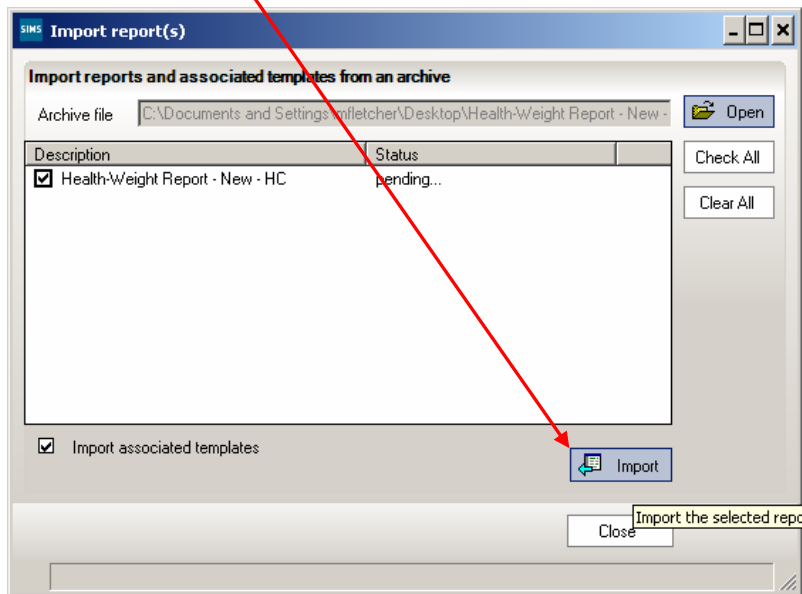
Choose "Open" (as shown) to browse to the report file you just saved.



Pick the file from the location you saved it in previously and click on "Open".



The report will be listed and you should choose to import it by clicking on the "Import" button as shown.



Once the report has imported you can run it as normal. Click on Reports | Run and choose Focus | Student | Health-Weight Report – New – HC.

Name	Focus	Owner	Supplier	Updated	Version
Export to Alice	Student	Imported	931 1234 Softlink Euro...	05/12/2005	
Export to Alice	Student	Imported	CES Reporting Services	04/11/2009	
Family Links - Siblings (Students)	Student	Imported	CES Reporting Services	04/11/2009	
Free School Meal Current Report	Student	Imported	CES Reporting Services	04/11/2009	
Free School Meal Expired Report	Student	Imported	CES Reporting Services	04/11/2009	
Free School Meal History Report	Student	Imported	CES Reporting Services	04/11/2009	
FSMOCT08- FSM added in Autumn term	Student	Gillian Grosvenor	WATERS EDGE PRI...	30/10/2008	
G & T Analysis	Student	Gillian Grosvenor	WATERS EDGE PRI...	20/10/2008	
G & T Register Summary	Student	Gillian Grosvenor	WATERS EDGE PRI...	20/10/2008	
Gifted & Talented Report - HC	Student	Imported	820 4321 Green Abbe...	14/10/2009	
Health/Weight Report - New - HC	Student	Imported	WATERS EDGE PRI...	18/11/2009	
Health/Weight Report - New - HC	Student	Gillian Grosvenor	WATERS EDGE PRI...	10/11/2009	
Home Language Not English	Student	Imported	CES Reporting Services	04/11/2009	
In care Ended Report	Student	Imported	CES Reporting Services	04/11/2009	
In care History Report	Student	Imported	CES Reporting Services	04/11/2009	

When you run the report you will get asked about what year or class you want information for, select the appropriate options and choose OK.

Good luck!