



Reporting Engine Reports

How to add, run, edit, and delete

Purpose: Administrator – Instructions on adding, running, editing and deleting Reporting Engine Reports.

Add a report from the Grant Wood PSUsers website

Before you can add a report you must have it saved to a file on your server where you can browse to and load from.

1. Right click on the report and click either "Save link as" or Save Target As" depending on your browser. Save the file to your desktop or a file folder

Once you have the file in a place you can get back to:

2. From your Powerschool Start Page
3. Click on Reports, Reporting Engine, Load One Local Report and then browse and find the file. Reporting Engine files end with the extension of .rpt.
4. Click on Import (If you want to import more than one report with the same name, you will need to change the name and id of the reports so they don't have the same information. If two or more reports are in the system with the same name/id, neither will work).
5. Once it's loaded you can run it by going back to the Reporting Engine main screen.

Run a report -

Click on Reports, Reporting Engine, click on name of the report you wish to run, fill out any search criteria, and click on submit. Some reports will generate the output as another screen and some will send the output to the report queue. You can check the little boxes on the report to use the information on that line as the default information for next time you run the report.

Edit a report -

You edit reports by clicking on Setup on the main Reporting Engine screen. There you'll see a list of the reports and a line of links for each one. Edit User Vars will provide access to variables you may need to tweak.

Delete a report - Click on Setup from the main Reporting Engine screen and then click on the name of the report under the Report ID column. Scroll all the way to the bottom of the screen and click on the Delete button.

Export a report -Click on Setup from the main Reporting Engine screen and then click on the Create link for the report.