

Keywords

In your report text and in the (custom page layouts that you can design) you can enter special control keywords that are replaced when you display a print preview, print out a report, or merge with an existing word style document (an rtf template). To use these just put square brackets around the keyword, for example '[telephone]' would be replaced by the school's telephone number set in options.

Here is a complete list of the keywords and what they will be replaced by:

"schoolname"	The school name
"address1"	The school address
"address2"	
"address3"	
"address4"	
"postcode"	School postcode
"telephone"	School telephone
"web"	School website
"email"	School email address
"days", "sessions"	Number of days Or sessions
"head"	Head teacher name
"yearhead"	Year head name
"teacher"	Form/class teacher name
"teacher_setting"	The words 'Class teacher:' and the form/class teacher
"upn","ref"	Upn/reference number
"uln","ref2"	Uln/reference number 2
"pupil","student"	Forename And surname
"forename"	Forename
"surname"	Surname
"knownas","nickname","shortname"	The pupil/students 'knownas' name
"sex_mf","sex_fm"	The pupil/students sex (male/female)
"sex_bg","sex_gb"	The pupil/students sex (boy/girl)
"dob_dd"	Date of birth (day)
"dob_mm"	Date of birth (month)
"dob_yy"	Date of birth (year 2 digit)
"dob_yyyy"	Date of birth (year 4 digit)
"dob_day"	Date of birth (day - As in 1st, 2nd, etc)
"dob_month"	Date of birth (month - As in January, etc)
"dob","dateofbirth"	Date of birth (dd/mm/yyyy)
"date"	The month in text and the Year (4 digit)
"date_setting"	The date as defined in options
"date_dd"	Date (day)
"date_mm"	Date (month)
"date_yy"	Date (year 2 digit)
"date_yyyy"	Date (year 4 digit)
"date_day"	Date (day - as in 1st, 2nd, etc)
"date_month"	Date (month - as in January, etc)
"last_yy"	Last year (2 digit)
"last_yyyy"	Last year (4 digit)

"form","class"	Form/class
"year","yeargroup"	School year
"stage","keystage"	Stage
"punctuality"	Punctuality comment
"notes","comments"	Pupil/student notes
"attended","attendance"	Days or sessions attended
"attended_percent","attendance_percent", "percent_attended","percent_attendance"	Percentage of days or sessions attended
"unauthorised" Days or sessions unauthorised	
"unauthorised_percent","percent_unauthorised"	Percentage of days or sessions unauthorised
"authorised" Days or sessions authorised	
"authorised_percent","percent_authorized"	Percentage of days or sessions authorised
"absences" Days or sessions absent	
"absences_percent","percent_absences"	Percentage of days or sessions absent

If you want any more keywords to be added, please contact support by email with your request.