

## Merge Filter

When merging reports, the merge filter can be used to merge parts of reports together rather than the whole set of reports from all teachers. It allows you to merge specific subjects together or reports from specific teachers, year groups, classes or key stages.

To use the merge filter click Options > Merge filter

The 'Subject' box shows all the subjects available to merge. By default, all the subjects will be selected to merge by having a tick in the box next to the subject title. You can untick/tick any subjects depending on what you want to merge. E.g. if you just wanted to merge English you can untick all subjects except English.

The 'Teacher' box shows a list of all the teacher's names/usernames. You can pick which teacher's reports you want to merge by ticking/unticking the box next to their name/username. This same process is used to merge reports by year group, class and key stage.

NB: If any of the data isn't showing, i.e. no teachers are listed in the 'teacher's' box, click reset. This refreshes the data.

To leave certain sections of data out of the merge, click 'Ignore' underneath the corresponding data.

E.g. if you don't want to merge by teacher, click Ignore underneath the list of teachers name/usernames.

After you have ticked the data you want to merge and clicked 'Ignore' for the areas you don't want to merge you need to activate the merge filter. At the bottom of the window, set the 'Use merge filter' to Yes or Ask.

'Yes' means that the merge filter is automatically used each time you merge reports. 'Ask' means or you will be asked if you want to use the merge filter each time you merge reports. 'No' means the merge filter is not used when merging reports.

Then click Apply then OK.

Now carry out merge reports as normal either from memory sticks or from the server.

Below are some examples of different uses for the merge filter:

**Example 1: You want to merge-in just ICT from all teachers:**

1. In the filter, click 'Reset'
2. Under the subject area click 'None' then tick 'ICT'
3. Change 'Use merge filter' to 'Ask'
4. Exit the filter and do the merge, when asked about using the filter, click 'Yes'

**Example 2: You want to merge-in just ICT from a specific 2 teachers:**

1. In the filter, click 'Reset'
2. Under the subject area click 'None' then tick 'ICT'
3. Under the teacher area click 'None' then tick the teachers (the code is the teacher ref code).
4. Change 'Use merge filter' to 'Ask'.
5. Exit the filter and do the merge, when asked about using the filter, click 'Yes'

**Example 3: You want to merge-in everything except 'Signed' and 'Acknowledgement slip'**

1. In the filter, click 'Reset'
2. Under the subject area click 'None' then tick 'signed' and 'Acknowledgement slip'
3. Change 'Use merge filter' to 'Ask'
4. Exit the filter and do the merge, when asked about using the filter, click 'Yes'

**Example 4: A teacher has updated their ICT after you have done a merge and you want to merge just their ICT in and replace the existing text.**

1. Select that teacher in the pulldown above the pupil list so only their class is showing in the pupil list
2. Go to 'Options' then 'Subjects', right-click ICT and select 'Empty subject(s) text from listed pupils'
3. Click 'Yes' to 'Are you sure?'
4. Still in options, go to the 'Merge filter'
5. In the filter, click 'Reset'
6. Under the subject area click 'None' then tick 'ICT'
7. Under the teacher area click 'None' then tick the teacher (the code is the teachers ref code)
8. Change 'Use merge filter' to 'Ask'
9. Exit the filter and do the merge, when asked about using the filter, click 'Yes'