

Preview Mode

Preview mode allows you to see a merged view of all your teachers' reports that have been uploaded to ReportServer. Preview mode has to be enabled by your license administrator for your user account or you cannot use preview mode. Preview mode allows head teachers to start writing their reports **before** other teachers have finished writing theirs.

To enable preview mode:

The administrator has the ability to enable and disable preview mode for individual users. To do this, first make sure you are validated as the administrator and click on the Admin icon.

You will see a list of usernames along with the administrator username (which is the same as the school licence name). Right-click on a username and select enable (or disable) preview mode. You will notice the text in the Preview column will change accordingly.

The screenshot shows the 'Administration' window with a table of users. A context menu is open over the 'georg' user, with 'Enable preview mode' selected. The 'Preview' column for 'georg' is highlighted in blue. The status of 'Preview' for other users is 'Off'.

Username	Usage	Last	Created	Preview
lucy	1	22/02/11 01:32:15	22/02/11 01:32:15	Off
georg	1	22/02/11 01:32:49	22/02/11 01:32:49	Off
judith	1	03 today	08/02/10 12:22:24	On
faye	1	22/02/11 01:32:28	22/02/11 01:32:28	Off
joshua	1	22/02/11 01:33:22	22/02/11 01:33:22	Off

Buttons on the right: Help, Create user, Delete user, Change password, Show files, Select all, Download reports, Upload settings, Exit.

Bottom status bar: Auto save: --, Atten:148/150, Auth:2, Unauth:0, Late:0, Col:0, Line:2

The dialog box contains the following text:

Preview feature enabled.

With this feature you can download a preview of uploaded work, merged in a special viewer.

This will be fully active after you restart ReportComplete.

Click OK to continue...

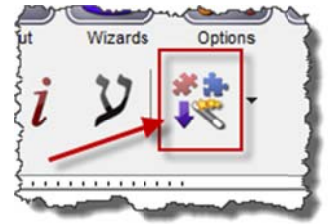
OK

The next time this teacher opens ReportComplete they will get a message saying that preview mode has been enabled (or disabled). They should close ReportComplete and open again to fully activate Preview mode.

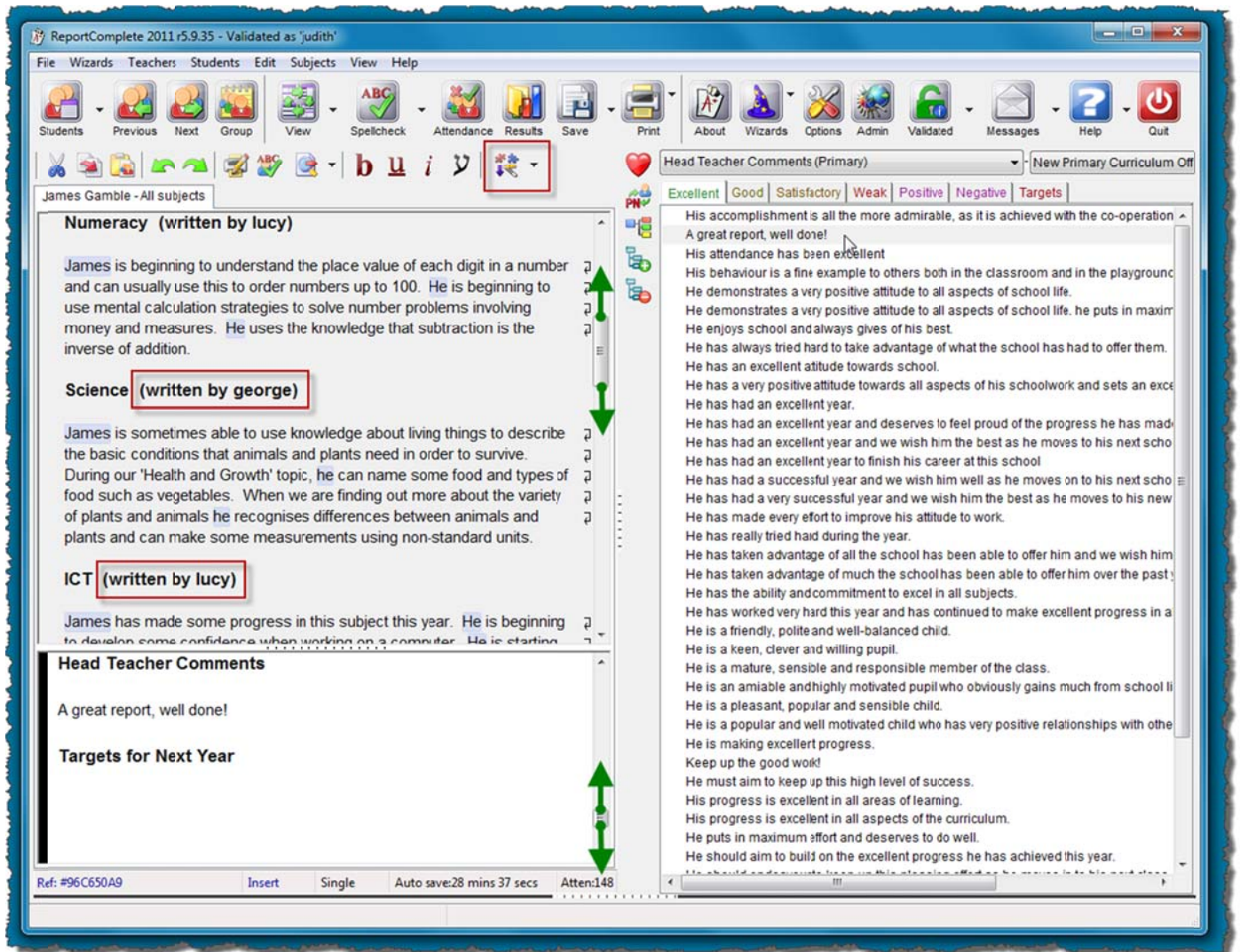
Using Preview Mode

The Preview icon will now have appeared next to the italic, bold, underline icons. Click the Preview icon to start preview mode. The first time you do this, all of the teachers' reports, that have been uploaded to ReportServer, will start to download.

After all the reports have been downloaded, a merged read-only view of the reports will appear in the Preview window (above the editor window). Each window can be scrolled independently. Notice that after each subject, Preview mode lets you know which user typed that section of text.



(You may wish to click the view icon to alter the screen view).



Note: To remove the preview window, click the preview icon again. You can quickly toggle the preview window on and off using this icon.

Refreshing preview mode: To see if anymore report text has been uploaded to ReportServer, click the drop down menu next to the preview mode icon and click Refresh preview from ReportServer data.

Missing Pupils: Click the Preview Icon's drop down menu to see any pupils that are missing from your set of reports. If there are any listed, this means that there are some pupils in the preview that you do not have saved. i.e. Another teacher added a new pupil.