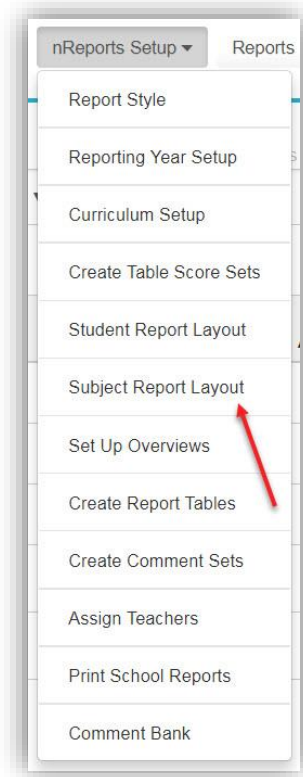




Set Up Overviews

1. On the 'nReports Setup' menu, select 'Subject Report Layout'

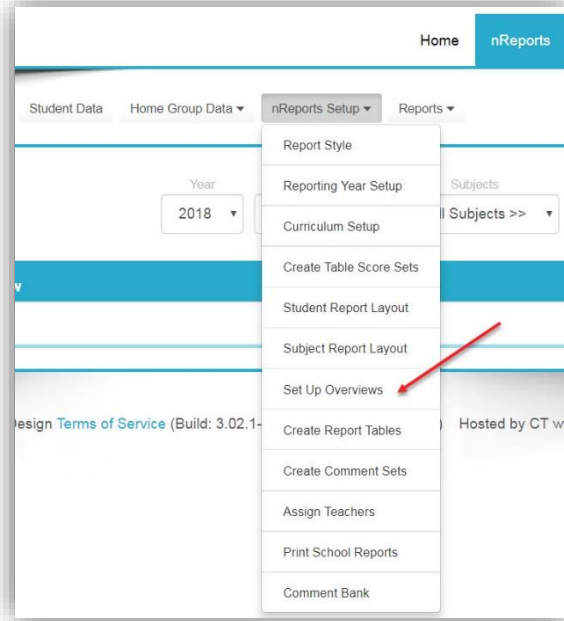


2. Make sure the subjects that need an overview have the overview component on their layout. If not, drag one onto the layout from the list of available components on the right.

The screenshot shows the 'Subject Report Layout' editor. The 'Overview' component is highlighted in yellow in the 'Available Components' list on the right, with a red arrow pointing to it. The main layout area shows a table with columns for 'Template Name', 'Header', 'Edit Style', 'Edit/Add', and 'Remove'. The table contains the following rows:

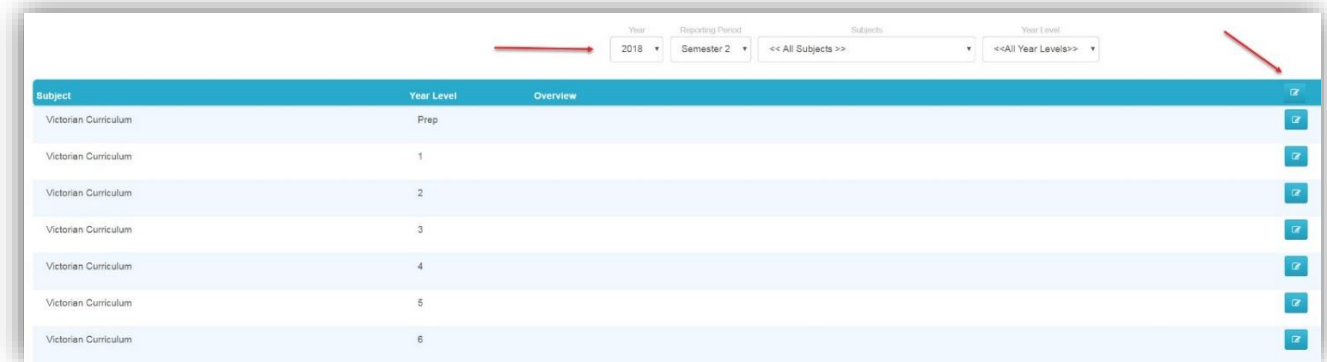
Subject Layout	Template Name	Header	Edit Style	Edit/Add	Remove
Subject Header					
Overview					
Achievement Scores	Religious Education				
Report Table	RE	Religious Education Skills			
Report Table	RE WH	Work Habits			
Comments	Standard Comment*	Standard Comment			

3. On the 'nReports Setup' menu, select 'Set Up Overviews'.



4. Make sure you're looking at the correct year and reporting period.

5. Subjects have an overview for each year level. Click the edit button for the subject and year level you want to change.



6. Enter the overview text into the text box and then click on the 'Save' button.

