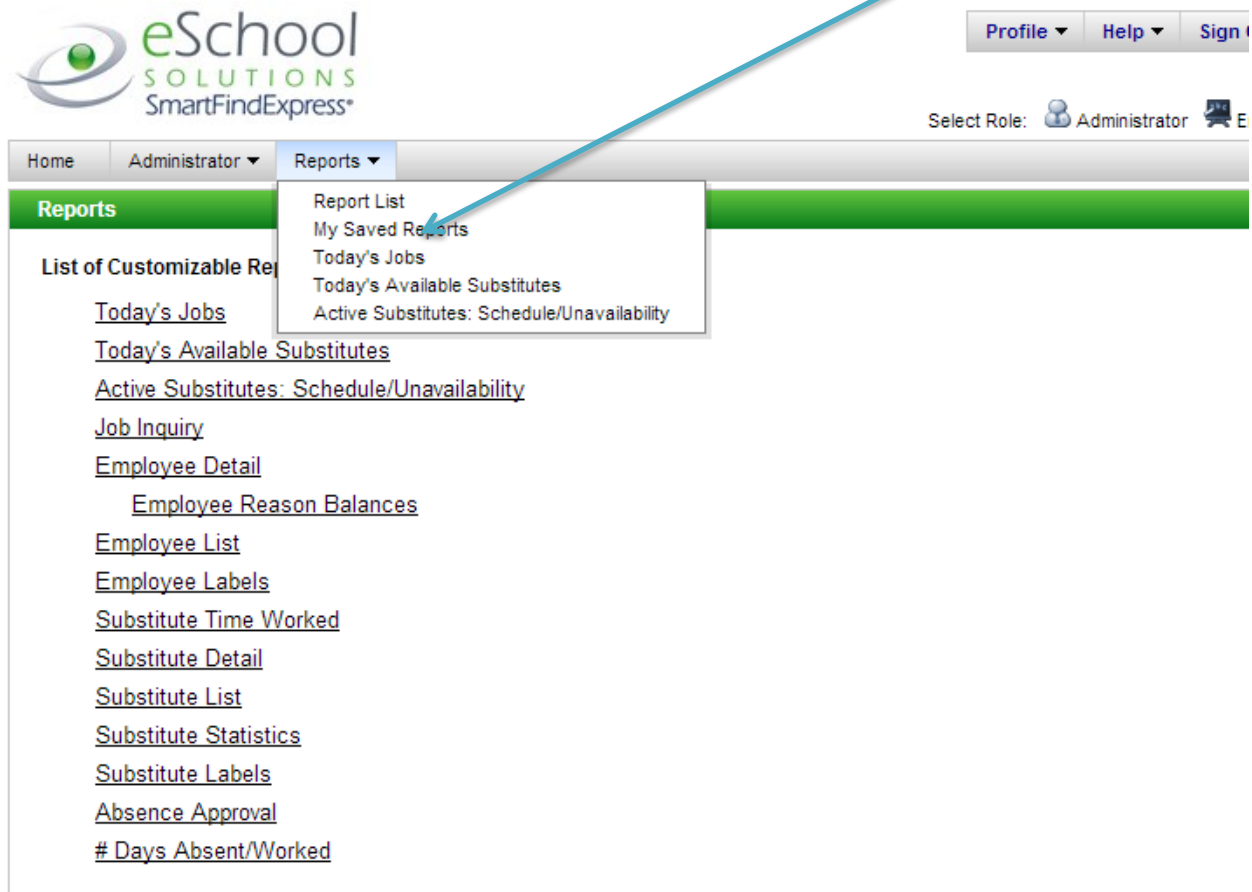


WCCUSD eSchool Custom Reports How To


1. eSchool Scheduled Email Report

Login to eSchool and select the "Reports" tab. Choose "Report List":



The screenshot displays the eSchool SOLUTIONS SmartFindExpress web application interface. At the top left is the logo for eSchool SOLUTIONS SmartFindExpress. In the top right corner, there are buttons for Profile, Help, and Sign Out. Below these, a user role is selected as Administrator. The main navigation bar includes Home, Administrator, and Reports. The Reports dropdown menu is open, showing options: Report List, My Saved Reports, Today's Jobs, Today's Available Substitutes, and Active Substitutes: Schedule/Unavailability. A blue arrow points from the text above to the 'Report List' option in the dropdown. On the left side of the page, under the 'Reports' header, there is a 'List of Customizable Reports' section with a list of report titles, each preceded by a blue underlined link icon: Today's Jobs, Today's Available Substitutes, Active Substitutes: Schedule/Unavailability, Job Inquiry, Employee Detail, Employee Reason Balances, Employee List, Employee Labels, Substitute Time Worked, Substitute Detail, Substitute List, Substitute Statistics, Substitute Labels, Absence Approval, and # Days Absent/Worked.

Choose Job Type (All/Absences/Vacancies)
 Choose Job Status (All, exclude canceled)
 Leave all others default



Home Administrator Reports

Custom Report Detail

Job Inquiry

Report Criteria [Return To List](#)

Enter Job #:

OR

Job Type: All Absences Vacancies

Job Status:

Sub Status:

Search from: Search to:

(MM/DD/YYYY) (MM/DD/YYYY)

Classification:

Classification Group:

Location:

Location Group:

Reason:

Employee Access ID:

Substitute Access ID:

GL Account:

Choose Print Details (I *de-selected* many options I do not want to display, such as; all Substitute checkboxes)

Print Details

<input checked="" type="checkbox"/> Location	<input type="checkbox"/> Filling Method	<input type="checkbox"/> Last Modify date/by
<input checked="" type="checkbox"/> Classification	<input type="checkbox"/> Substitute Allocation Units	<input checked="" type="checkbox"/> Reported date/by
<input checked="" type="checkbox"/> Reason	<input type="checkbox"/> Job Time	<input checked="" type="checkbox"/> Verified date/by
<input checked="" type="checkbox"/> Dates/Times	<input type="checkbox"/> GL Account	<input type="checkbox"/> Comments

Substitute:

Name

Access ID

External ID

Time Worked

Pay Rate

Level

Class Pay Rate

Employee:

Name

Access ID

External ID

I chose Totals by Reason (this can be left off of report):

Print Totals at the end of the report:

- Totals by Reason
- Totals by Filling Method
- Totals by Budget Codes
- Totals by Job Status

Report Title:

Save Report As:

Name: **Save Report** **Save & View** **Save & Schedule**

Description:

Choose **“Save & Schedule”** to have report sent to your email on a certain recurring date. On the Schedule Report screen, put in the time to want the report to be emailed and the day of the week. Enter your email address, give it a title and it will be scheduled.

Home Administrator Reports Select Role:

Schedule Report

Schedule start: Date Time Date to begin this schedule
Leave blank for current date/time

One Time Simple Recurrence Calendar Recurrence

Note: 'Simple Recurrence' reports do not automatically adjust with standard or daylight savings time changes.

* Every:

* Until: End Date/Time (MM/DD/YYYY) (HH:MM AM)

Times

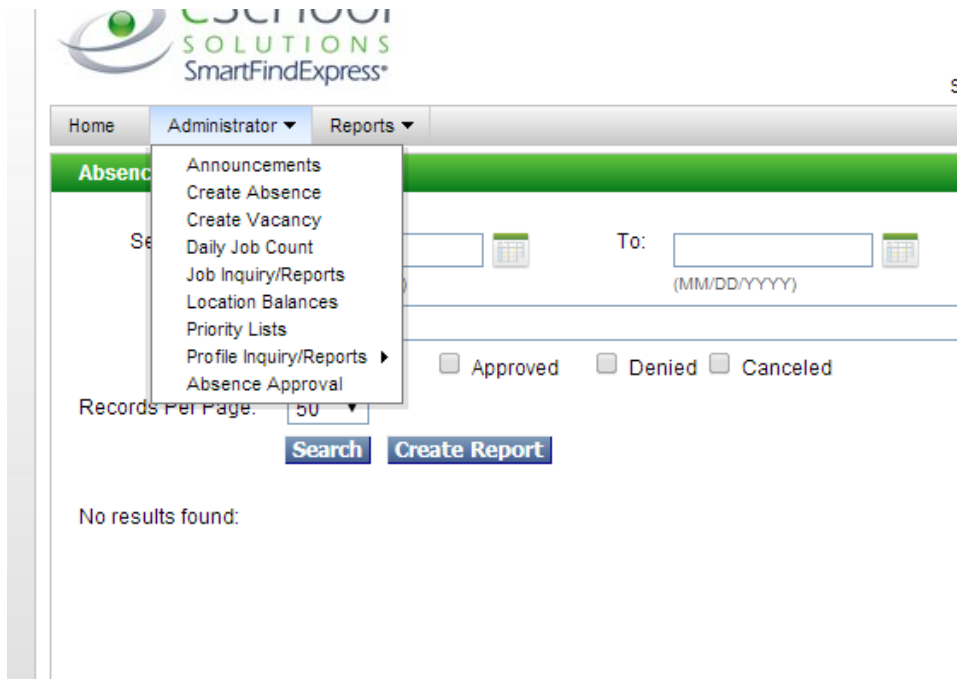
Indefinitely

Email Notification:

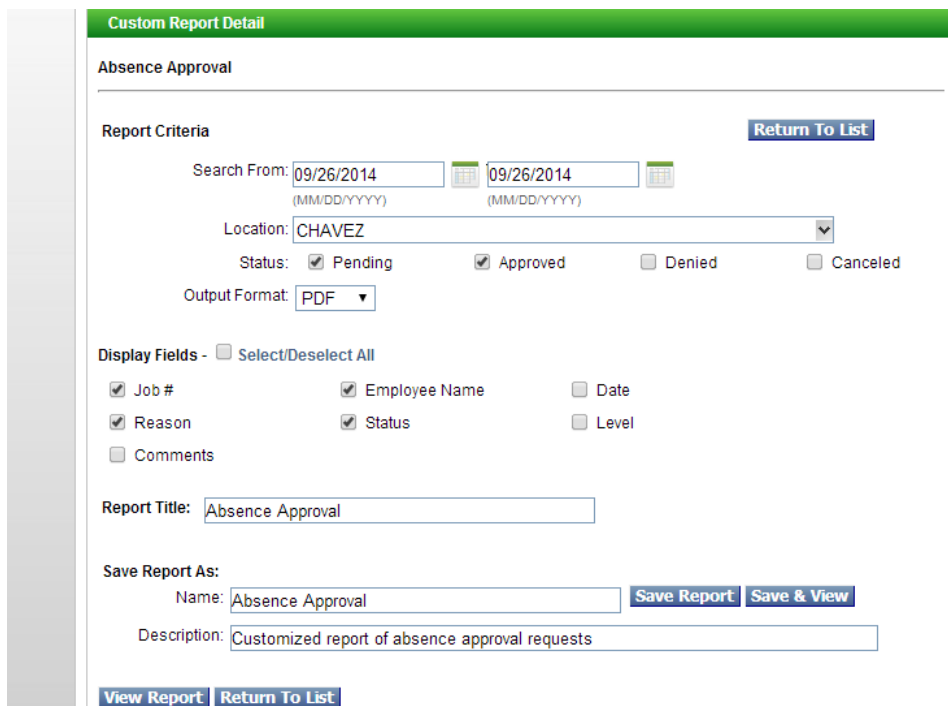
* To: Use *,* to separate multiple addresses.

Subject:

2. **eSchool Absence Approval Report** can be found on the **Administrator** tab or the **Reports** Tab under **Reports List**. Choose **Absence Approval**:

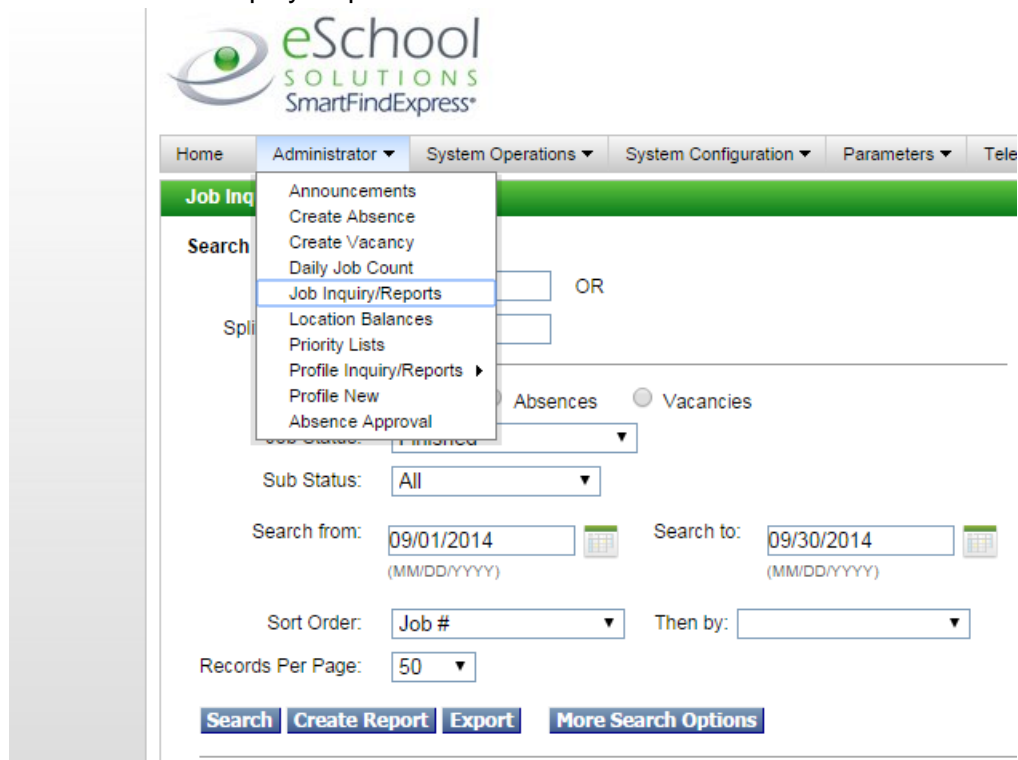


Choose Date Range, Location, Status, Output Format (PDF, Excel),
Choose what you want to display for report in Display Fields (I chose Job #, Employee Name,
Reason, and Status).



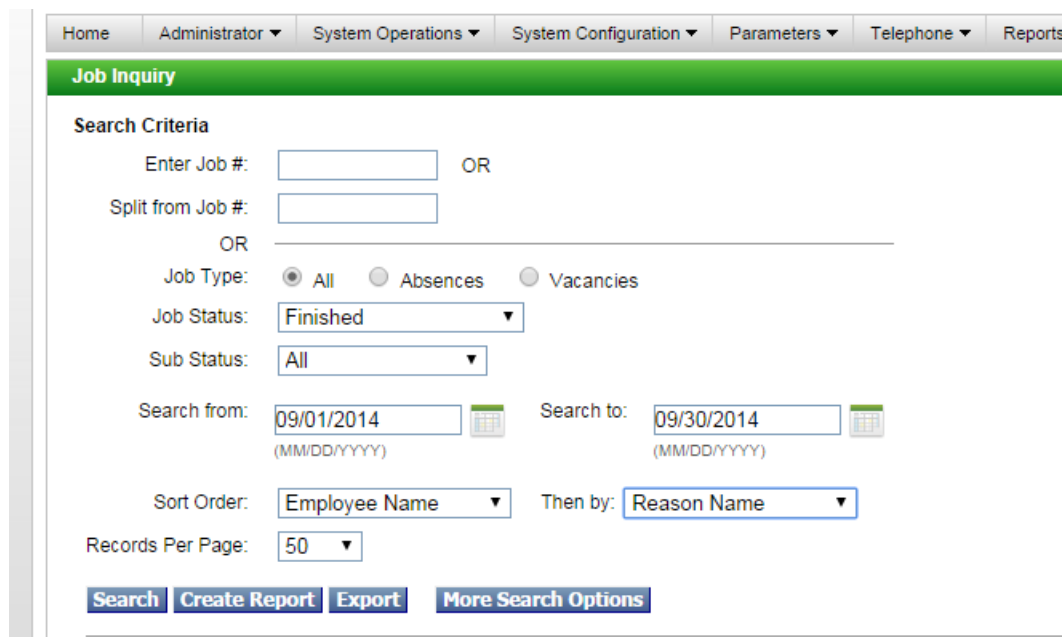
3. How to Verify approved jobs

To approve jobs that are Verified (eSchool calls them “Finished”), go to Administrator tab and choose the Job inquiry/Reports:



The screenshot shows the eSchool SOLUTIONS SmartFindExpress web application. The top navigation bar includes Home, Administrator (selected), System Operations, System Configuration, Parameters, and Tele. The left sidebar has Job Inquiry and Search. The main content area shows a dropdown menu for Job Inquiry/Reports, with options like Announcements, Create Absence, Create Vacancy, Daily Job Count, Job Inquiry/Reports (highlighted), Location Balances, Priority Lists, Profile Inquiry/Reports, Profile New, and Absence Approval. Below the menu, there are search filters: Job Status set to Finished, Sub Status set to All, Search from: 09/01/2014, Search to: 09/30/2014, Sort Order: Job #, and Then by: (empty). Records Per Page is set to 50. Buttons for Search, Create Report, Export, and More Search Options are visible at the bottom.

Enter your search parameters: job status set to “Finished” only, date range, sort order and then hit “Search”:



The screenshot shows the Job Inquiry search criteria page. The top navigation bar includes Home, Administrator (selected), System Operations, System Configuration, Parameters, Telephone, and Reports. The left sidebar has Job Inquiry. The main content area shows the Search Criteria section with the following fields: Enter Job #: (empty), Split from Job #: (empty), Job Type: All (selected), Absences, Vacancies, Job Status: Finished, Sub Status: All, Search from: 09/01/2014, Search to: 09/30/2014, Sort Order: Employee Name, Then by: Reason Name, and Records Per Page: 50. Buttons for Search, Create Report, Export, and More Search Options are visible at the bottom.

Put a check next to any or all that you have approved and are now ready to verify and send to payroll:

Records Per Page:

[Search](#) [Create Report](#)

Job List

[Set All to Verify](#) [Save](#)

Job #	Status	Verify
391577	Finished/ NSR-No Sub Allowed	<input type="checkbox"/>
391577	Finished/ NSR-No Sub Allowed	<input checked="" type="checkbox"/>

Reminder: once you choose verify it closes the job. No further edits can be made. If you do need to modify or cancel a job after it has been verified, please notify HR or Payroll department if after the payroll deadline.