



Synergy SAM

RUNNING SCHOOL REPORTS

RUNNING SCHOOL REPORTS IN SAM

This Guidance will give you an overview of how to run School Reports in SAM.

RUNNING SCHOOL REPORTS

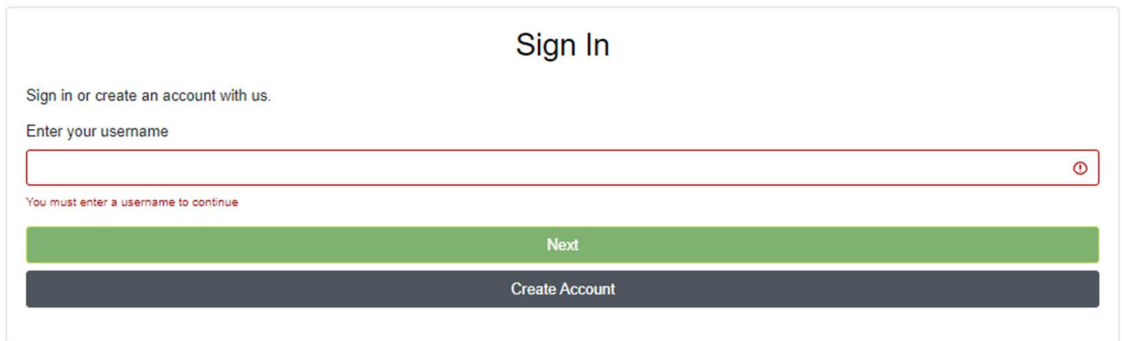
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RUNNING SCHOOL REPORTS

SECTION A: OPENING THE FSM MODULE IN SAM

➤ Part 1

Sign into SAM



Sign In

Sign in or create an account with us.

Enter your username

You must enter a username to continue

Next

Create Account

If you are attached to multiple schools, pick a school from the dropdown

School Access Module (SAM)

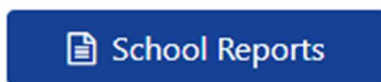
Welcome to the School Access Module. Here you can manage your school admissions applications.

As you have access to multiple schools, please start by selecting a school above

Select a school:

➤ Part 2

Click on the School Reports button

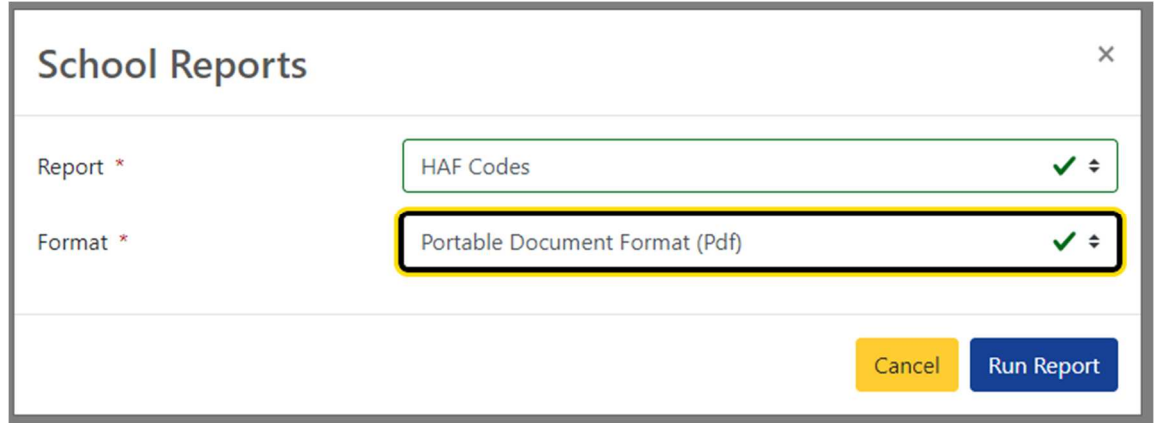


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SECTION B: VIEWING AND FILTERING

➤ Part 3

Choose a Report and the format you would like it in from the two dropdowns:



School Reports [X]

Report * HAF Codes ✓ ▾

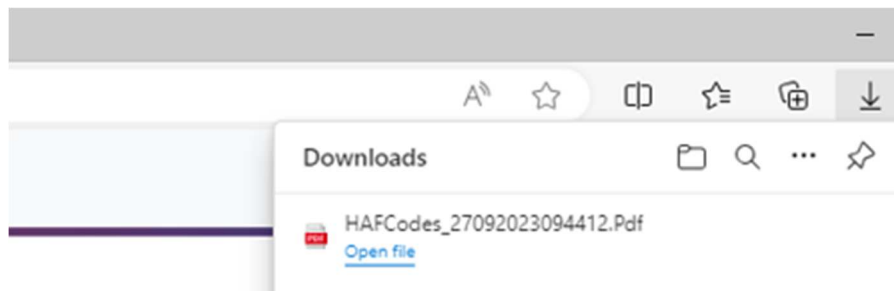
Format * Portable Document Format (Pdf) ✓ ▾

Cancel Run Report

Click the Run Report button

➤ Part 4

Once the report has run it will appear in the top right corner of your browser window under Downloads



To open Click Open File

➤ Part 5

To view any previously run reports click on the Report History button:



➤ Part 6

Any previously run report will be displayed and downloaded again if required.

School Report History

Download previously generated reports



Report Name	Run Date	Run By	Last Downloaded	Actions
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There are no records to show