

# Momentum ESR admin guide for Attendance reports

---

Version update: 12 September 2019

**Please contact us if you need any additional assistance:**

- **Email:** [support@esr.com.au](mailto:support@esr.com.au)
- **Phone:** 02 8208 6000
- **Website:** [www.esr.com.au](http://www.esr.com.au)

## Contents

Types of reports available from the Reports tab .....	3
Types of reports available from the Admin tab .....	3
Reports>Attendance .....	3
Detailed Absence Report.....	4
Summary Absence Report .....	5
STATS Attendance Report .....	6
Types of reports available from the Admin tab .....	7
Database file of absences .....	7

## Types of reports available from the Reports tab

The following reports are available through the Reports tab:

- Detailed Absence Report
- Summary Absence Report
- STATS Attendance Report

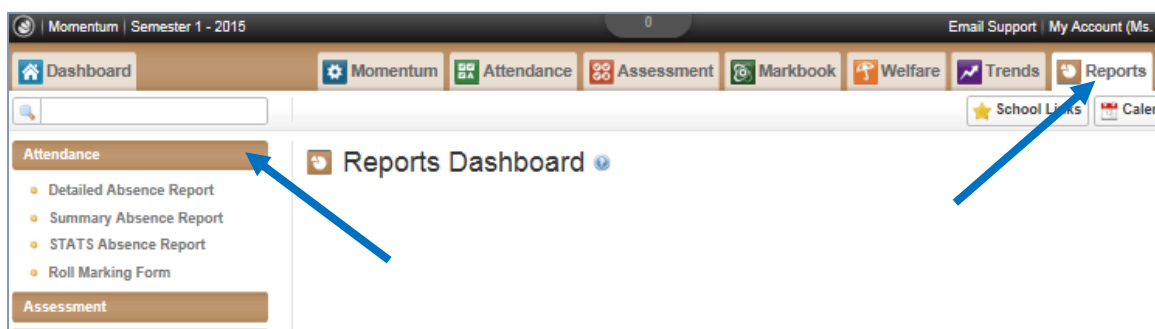
## Types of reports available from the Admin tab

The following report is a database file of absences and can be downloaded from the 3PI>Export absences (ebs) menu option

- Database file of absences to export

## Reports>Attendance

1. Select the **>Reports** tab
2. Select **>Attendance** on the left-hand menu to generate the following types of Reports
  - a. **Detailed Absence Report**
  - b. **Summary Absence Report**
  - c. **STATS Attendance Report**



## Detailed Absence Report

2. Detailed Absence Report gives you the option to generate a report as a .csv file which will be downloaded and can be saved and opened in Microsoft Excel.
3. You can generate a Report for:
  - a. A whole Roll Class by selecting a class from the drop-down menu
  - b. For particular students by simply typing in their name or names
  - c. Specific period with Start Date and End Dates; and then select **>Generate**
  - d. **Select the checkbox for -Show inactive if you want to include students that may have been at the school during the selected Start Date and End Date**

The screenshot shows a web interface for generating a Detailed Absence Report. The form is titled "Attendance Reports - Detailed Absence Report" and includes a "Report Criteria" section. The fields and options are as follows:

- Student Class:** A text input field with a dropdown arrow on the right.
- Students:** A text input field.
- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.
- ATSI:** Radio buttons for "all" (selected), "Aboriginal and Torres Straight Islander", and "others".
- Show inactive:** A checkbox that is currently unchecked.
- Generate:** A button with a green plus icon and the text "Generate".

Blue arrows point to the Student Class dropdown, the Students text field, the Start Date field, the End Date field, the Show inactive checkbox, and the Generate button.

## Summary Absence Report

4. Summary Absence Report gives you the option to generate a report as a .csv file which will be downloaded and can be saved and opened in Microsoft Excel.
5. The options for this Report allow you to:
  - a. Select a date range for the report by specifying a start date and an end date
  - b. Specify a percentage threshold by moving the button along the yellow sliding bar to specify an increase or decrease in attendance percentage i.e. see below:  
*Greater than 30% absence or less than 30% absence*
  - c. Include students without absences
  - d. Only include students with absences
  - e. Select only specific reasons for the absences i.e. only Unjustified absences (A)
  - f. Once you've made your selection, select **>Generate**

**Attendance Reports - Summary Absence Report**

**Report Criteria**

From: 02/02/2015

To: 10/02/2015

Percentage threshold:  Greater  Less than 30%

Show inactive students:

Include only students with absences:

Include Attendance Levels: Attendance Concern  
 Watch

ATSI:  all  Aboriginal and Torres Strait Islander  others

Reasons:

Unexplained	Explained
<input checked="" type="checkbox"/> W - Declared	<input checked="" type="checkbox"/> S - Sick
<input checked="" type="checkbox"/> A - Unjustified	<input type="checkbox"/> M - Exempt
	<input type="checkbox"/> F - Flexible
	<input checked="" type="checkbox"/> L - Leave
	<input type="checkbox"/> B - School Business
	<input type="checkbox"/> H - Shared Enrolment
	<input checked="" type="checkbox"/> E - Suspended
	<input checked="" type="checkbox"/> A - Unjustified

**Generate**

## STATS Attendance Report

6. STATS Attendance Report gives you a report with
  - a. Male student attendance
  - b. Female student attendance
  - c. Indigenous student attendance
  - d. Overall student attendance
7. STATS Absence Report gives you the option to generate a report as a .csv file which will be downloaded and can be saved and opened in Microsoft Excel.
8. The options for this Report allow you to:
  - a. Select a **Report Period** to report on i.e. Semester 1 or put in your nominated Start and End Dates under by selecting the **-Custom** field from the **Report period** drop down menu
  - b. Specify the **Years**
  - c. Option to have the Roll Class identified for the selected Years
  - d. For faster results, generate the STATS report by one-year level at a time
  - e. Select **>Generate**

The screenshot displays the 'Attendance - Stats' report generation interface. The 'Report Criteria' section includes the following options:

- Report period:** Semester 1 (selected from a dropdown menu)
- Years to include:**
  - Year K
  - Year 1
  - Year 2
  - Year 3
  - Year 4
  - Year 5
  - Year 6
- Include inactive students:**
- Split by Roll Class:**

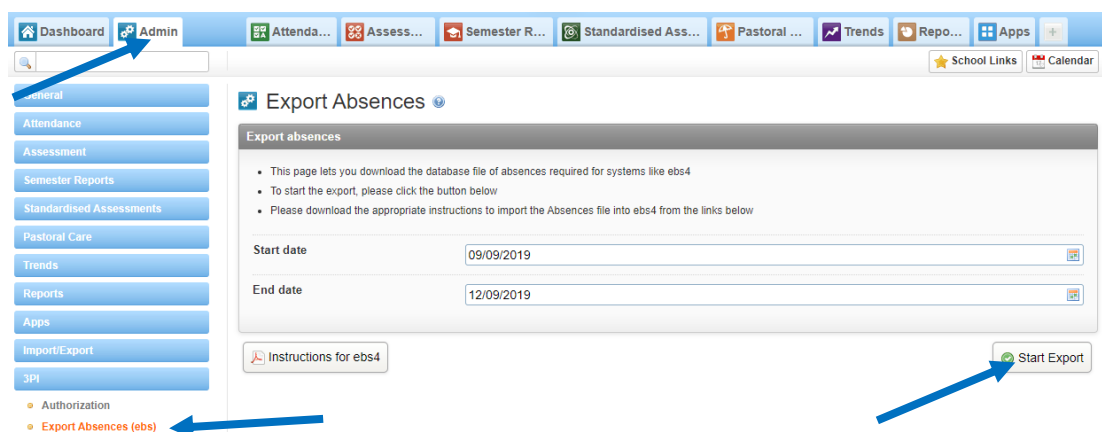
A 'Generate' button is located at the bottom right of the form.

## Types of reports available from the Admin tab

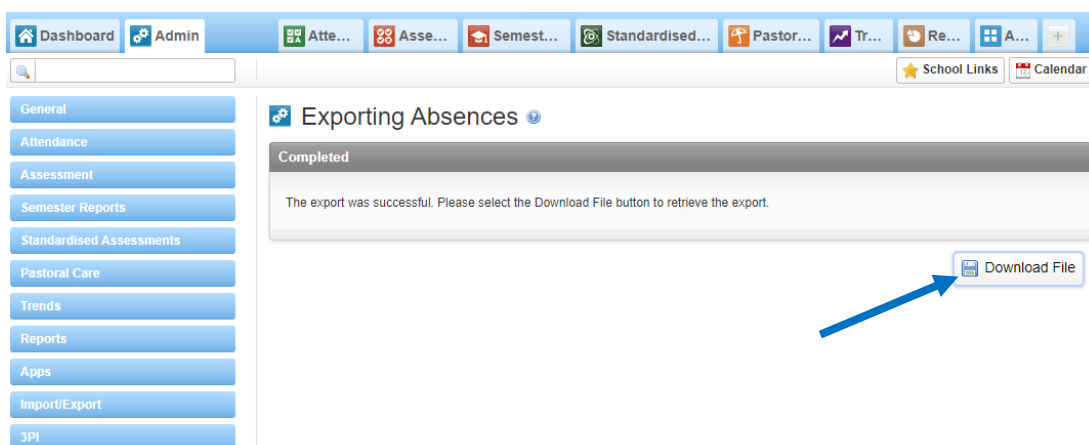
The following report is a database file of absences and can be downloaded from the **3PI>Export absences (ebs)** menu option

### Database file of absences

1. Select the **Admin** tab
2. Select **>3PI>Export Absences**
3. Nominate your **Start date** and **End date**
4. Select **-Start Export**



5. The database file of absences will be compiled and once it's ready, you can select **-Download File**



Please contact us if you need any additional assistance:

- **Email:** [support@esr.com.au](mailto:support@esr.com.au)
- **Phone:** 02 8208 6000
- **Website:** [www.esr.com.au](http://www.esr.com.au)