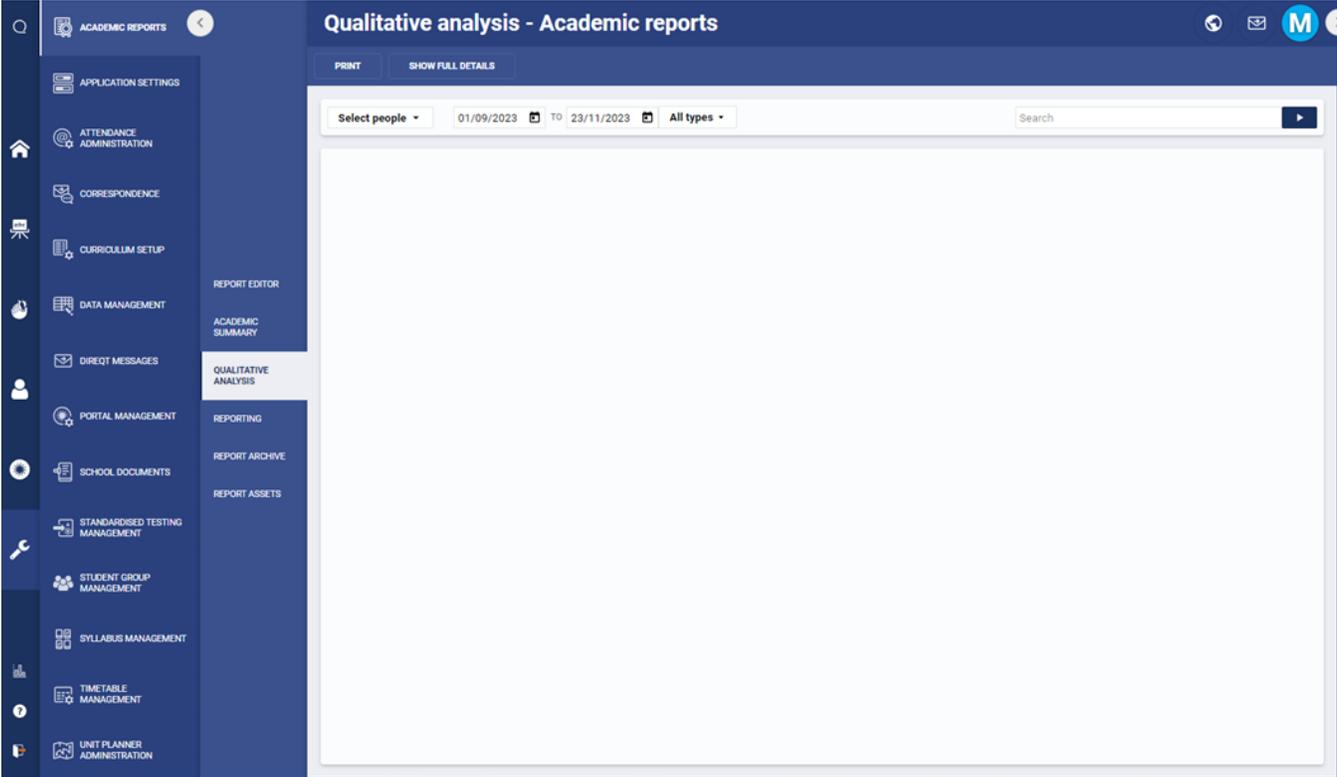


# Editing and Deleting in Qualitative Analysis Reports

This article will step you through how to edit and delete reports made in the Qualitative Analysis section of SEQTA Reporting.

The Qualitative Analysis section in SEQTA Reporting will look like this upon opening it:



To locate an individual student's reports, search for a student under 'Select People':

PRINT      SHOW FULL DETAILS

Select people ▾      01/09/2023 📅 TO 23/11/2023 📅      All types ▾

Select student ▾ ...

Select staff ▾ ...

Clear

RT EDITOR

EMIC  
MARY

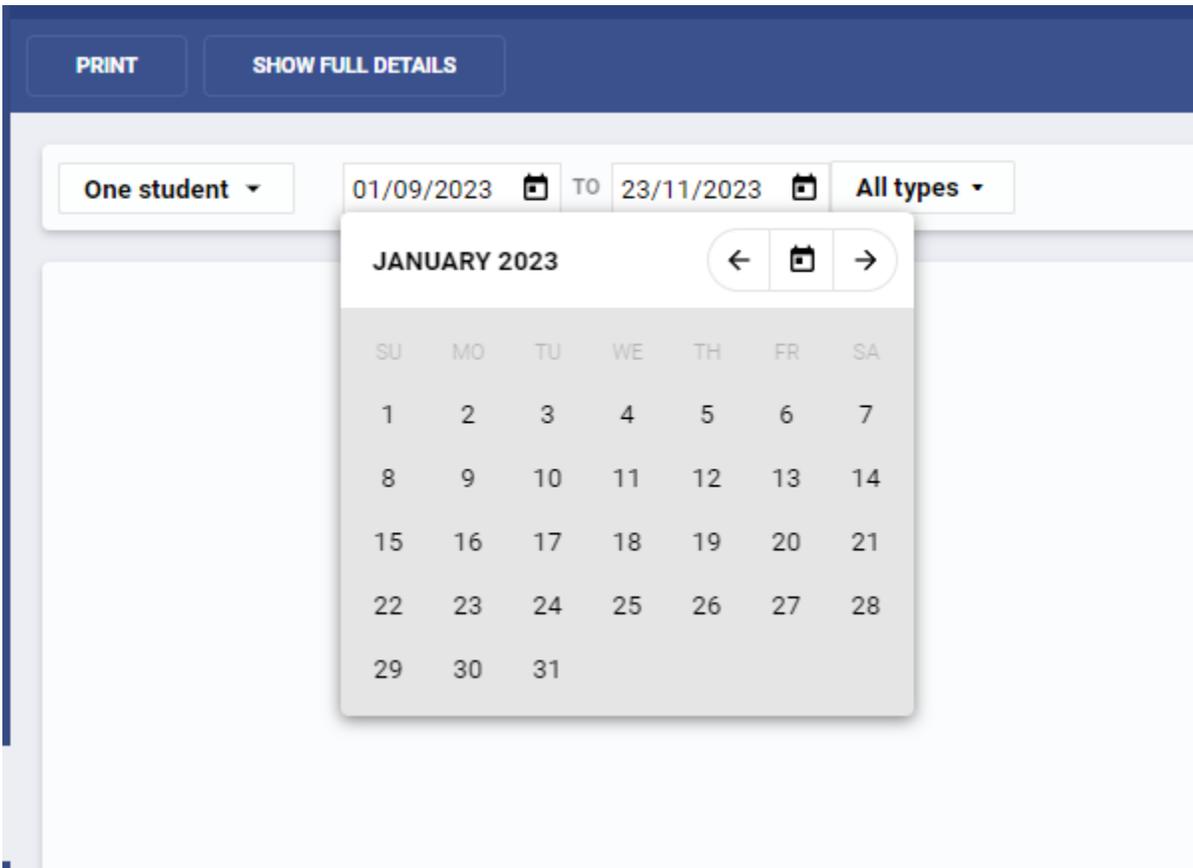
ITATIVE  
YSIS

RTING

RT ARCHIVE

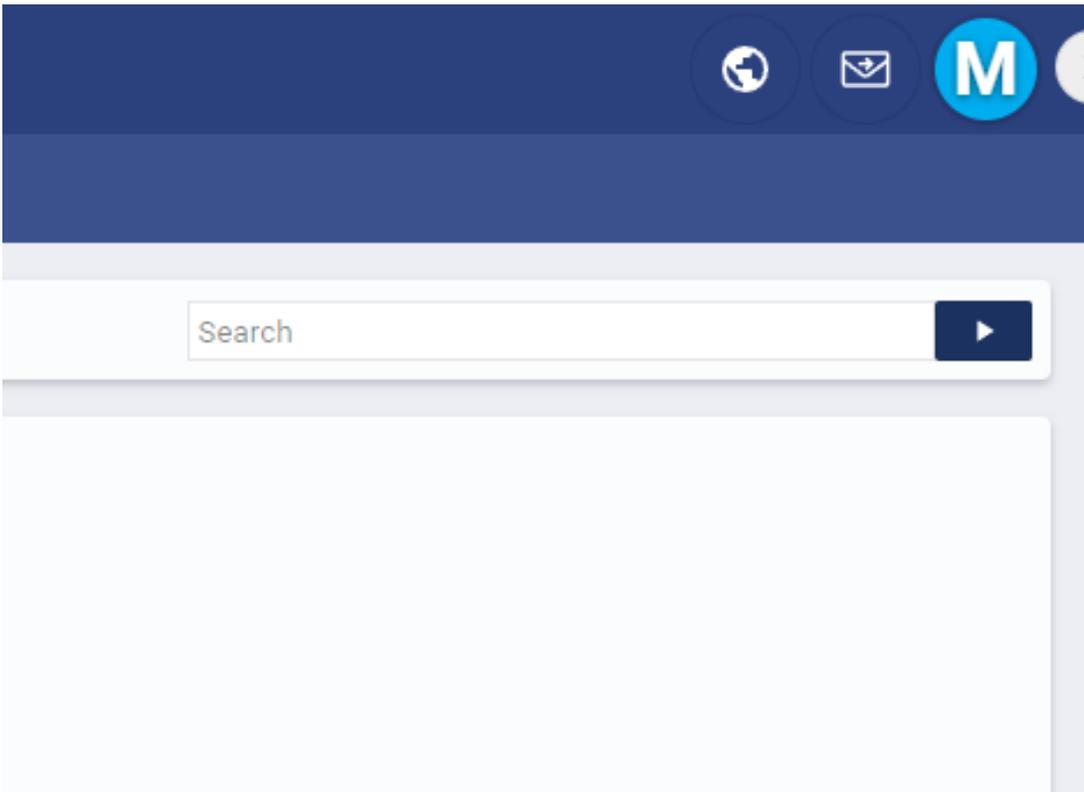
RT ASSETS

Once your student is selected, adjust the date range so that it spans from today to the beginning of the year:



This lets you see all the reports made for a student from the current year. If you know the date of the report you want to edit/delete, you can narrow the date range to the specific date you need in the same place.

Once you have your student and your date range, hit the dark blue arrow beside the search bar:



And you will get a page that looks like this:

STUDENT	YEAR	ROLL	HOUSE	CAMPUS	STAFF	DATES	CONNOTATION	TYPE	DETAILS	ATTACHMENTS
[blurred]	Y08	CH 6	CH	all	[blurred]	19/10/23		Reports - Sporting		
[blurred]	Y08	CH 6	CH	all	[blurred]	19/10/23		Reports - Sporting		
[blurred]	Y08	CH 6	CH	all	[blurred]	6/10/23		Reports - Sporting		
[blurred]	Y08	CH 6	CH	all	[blurred]	21/8/23		Attendance	QRSS - Swimming - 21.08.2023 to 26.08.2023	
[blurred]	Y08	CH 6	CH	all	[blurred]	20/7/23		AARA	Amendment to conditions. It is recommended	
[blurred]	Y08	CH 6	CH	all	[blurred]	20/7/23		Academic	I met with [blurred] this morning to discuss her swimming	
[blurred]	Y08	CH 6	CH	all	[blurred]	13/7/23		Academic	Parent teacher interviews - Still finding managing swimming	
[blurred]	Y08	CH 6	CH	all	[blurred]	11/7/23	+	Commendation - Academic	Academic Merit Award Semester 1, 2023	

In the bottom right hand corner is a menu called 'Configure fields':

**Configure fields** ▸

Clicking this brings up a list of options that affect what you see on the page. You want to ensure the 'Edit' and 'Delete' options are selected (as below), so when you scroll across the page, you can see the pen icon and the bin icon along the right side of the reports.

- Details
- Attachments
- Requires following up
- Followed up
- Student was present
- Points
- Subcategory
- Related communications
- Edit
- Copy into SIP
- Delete

Configure fields -

CAMPUS	STAFF	DATES	CONNOTATION	TYPE	DETAILS	ATTACHMENTS	RF	F	P	ED	DEL
all	[blurred]	19/10/23		Reports - Sporting			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all	[blurred]	19/10/23		Reports - Sporting			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all	[blurred]	6/10/23		Reports - Sporting			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all	[blurred]	21/8/23		Attendance	QRSS - Swimming - 21.08.2023 to 26.08.2023	QRSS - Swimming - 21.08.2023 to 26.08.2023.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all	[blurred]	20/7/23		AARA	Amendment to conditions. It is recommende		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all	[blurred]	20/7/23		Academic	I met with [blurred] this morning to discuss her swimming		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all	[blurred]	13/7/23		Academic	Parent teacher interviews - Still finding managing swimming		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
all	[blurred]	11/7/23		Commendation - Academic	Academic Merit Award Semester 1, 2022		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Clicking the little editing pen icon brings up the following details:

Academy

Cancel Edit pastoral care record Save

Student [Redacted]

Staff [Redacted]

Category Reports - Sporting ▾

From 19/10/2023 🗓

Until 19/10/2023

[Redacted]

Points [Redacted]

Sub-category Queensland Representati

Restricted to Me only ▾

Drop files here to upload them

Add files

**Why can't I edit some parts?**

For accountability reasons, not all fields are editable here. If you'd like to change the student or staff member, try using the "copy" functionality of the Student Summary's "In detail" tab.

Clicking the little bin icon deletes the report.