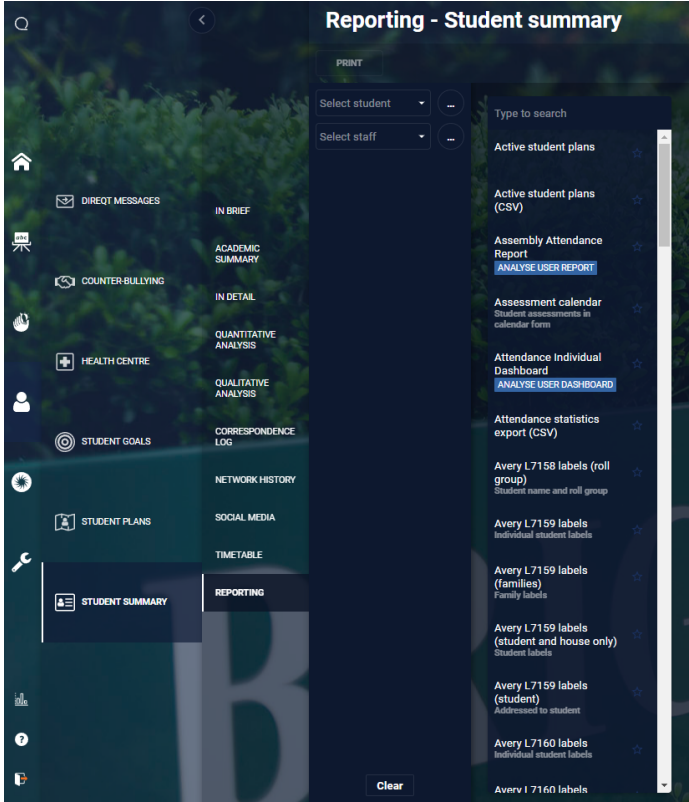
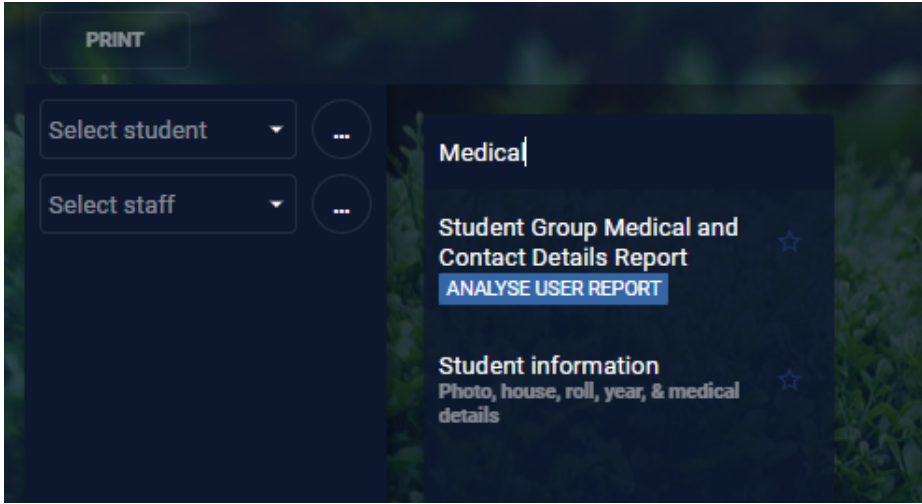


Running SEQTA Analyse Reports

SEQTA has built in reporting features, but also has an add-on tool the College uses called SEAT Analyse.

The reports built and published with SEQTA Analyse are in the Student workspace under Student Summary> Reporting.

They are easily identifiable with a light blue label under the name of the report **ANALYSE USER REPORT**.

<div>1) Navigate to Student Workspace>Student Summary>Reporting</div> <div>For SEQTA Analyse reports, the student and staff selection used in typical SEQTA reports will not be used, and will disappear once a report is selected</div>	<div></div>
<div>2) Search for the report (or general term) that you are after and click on the report name to load it</div>	<div></div>

3) Once loaded default data may appear. This may be the data you need depending on the report.

In most cases you will need to use 'Options' to filter the data. This may appear a menu on the side of the report or is opens via the menu bar of the report as shown to the left.

4) Using 'Options' you can refine the data you are looking for on the report. Options will vary from report to report depending on the context.

Reporting - Student summary

Medical

Student Group Medical and Contact Details Report

Data refreshed 2021-11-18 at 10:17:34

Options

Search report

Page 1 of 4

Group Name	Student Name	Student Email	Year Group	House Name	Student DOB	Medical Details	Contact Type	Contact Substitution	Contact Mobile Phone No
						Consent Emergency Medical Treatment Consent			

Input Controls

Group Name

Available: 259 Selected: 1

Search list...

- 2020/2021 13B Water Polo
- 2020/2021 13C Water Polo
- 2020/2021 14B Water Polo
- 2020/2021 14C Water Polo
- 2020/2021 15C Water Polo
- 2020/2021 16B Water Polo
- 2020/2021 18B Water Polo
- 2020/2021 18C Water Polo
- 2020-21 Accelerated Students
- 2020-21 Barrington College

✓ Select All ✗ Deselect All [X] Invert

Apply OK Reset Cancel Save

5) Once you have the data you need you can use the menu bar to search for text, zoom or navigate from page to page of the report.

100%

search report

Page 1 of 4

6) You can also then Export the report to a number of formats.

Student Group Medical and Co

PDF

Excel (Paginated)

Excel

CSV

DOCX

RTF

ODT

ODS

XLSX (Paginated)

XLSX

PPTX