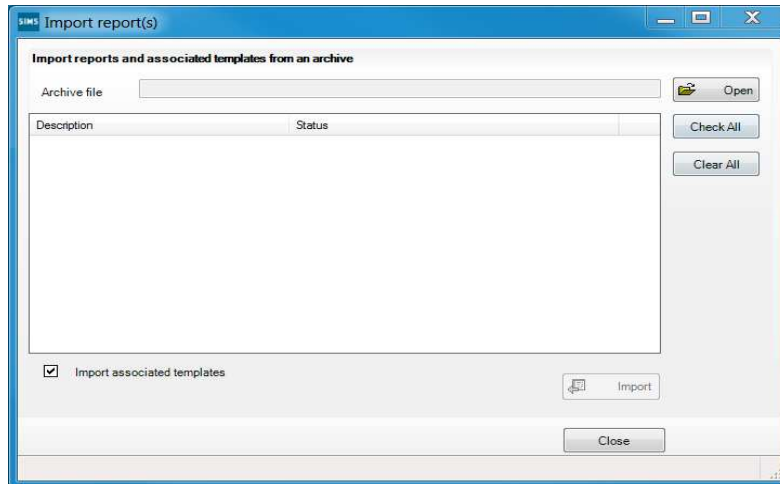
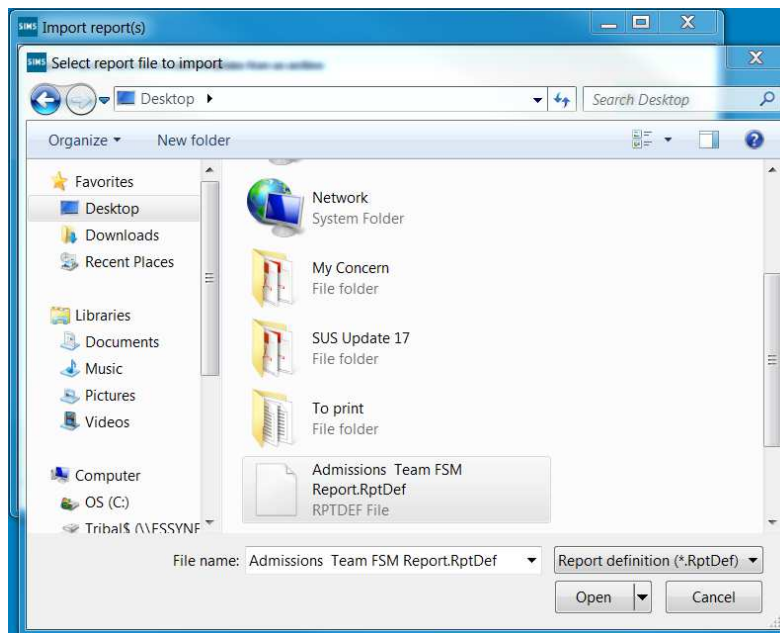


How to Import the Admissions FSM Report

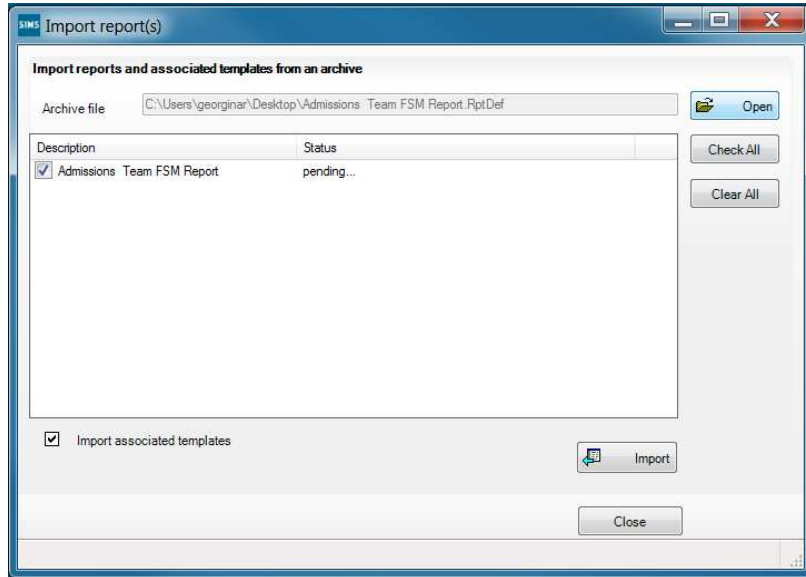
1. Save the **Admissions Team FSM Report** to your desktop.
2. Now open SIMS and go to **Reports - Import**.



3. Click the yellow **Open folder** on the right hand side and browse to your desktop.



4. Highlight the **Admissions Team FSM Report** and click **Open**.

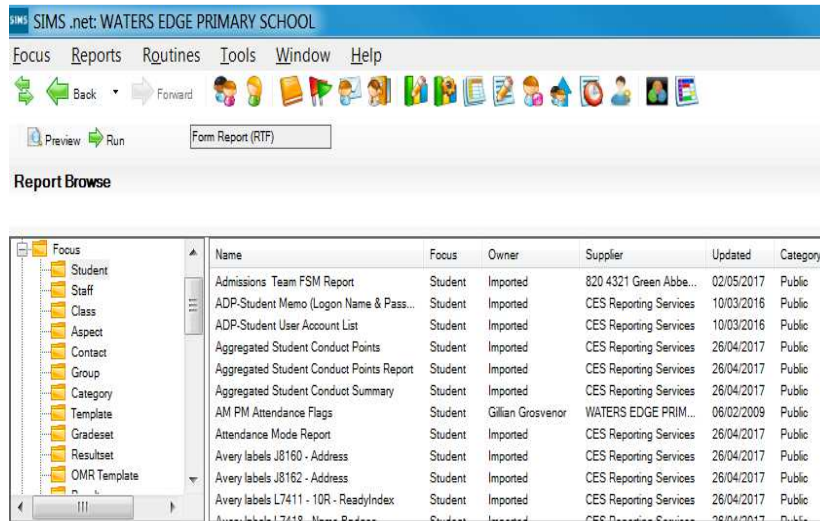


5. Now click the **Import** button.

6. The tick will disappear from beside the report name and the status will change to Imported. You may now click **Close**.

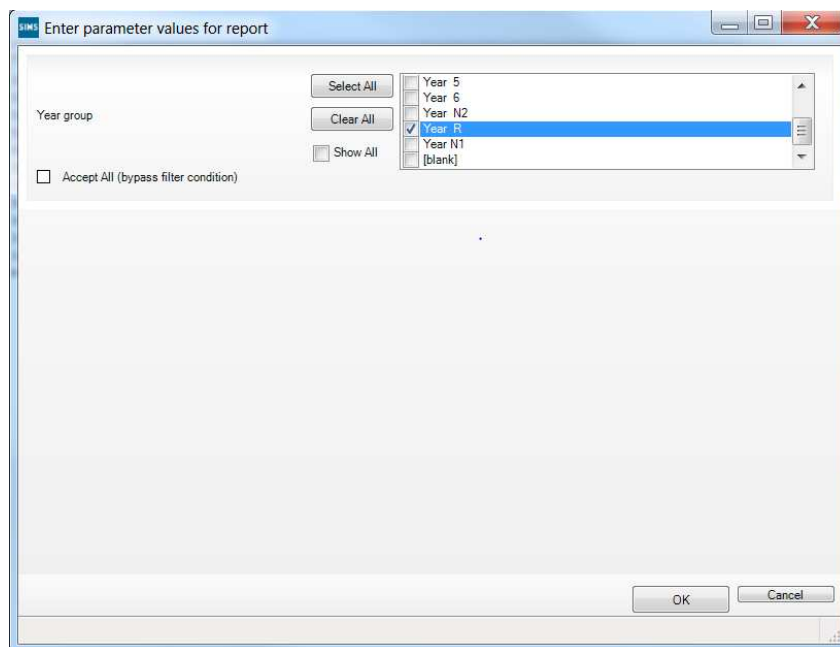
7. You can now run this report by following the route **Report – Run Report**.

8. Click the + sign next to the Student folder and on the right hand side of the screen scroll down to find the **Admission Team FSM report**.

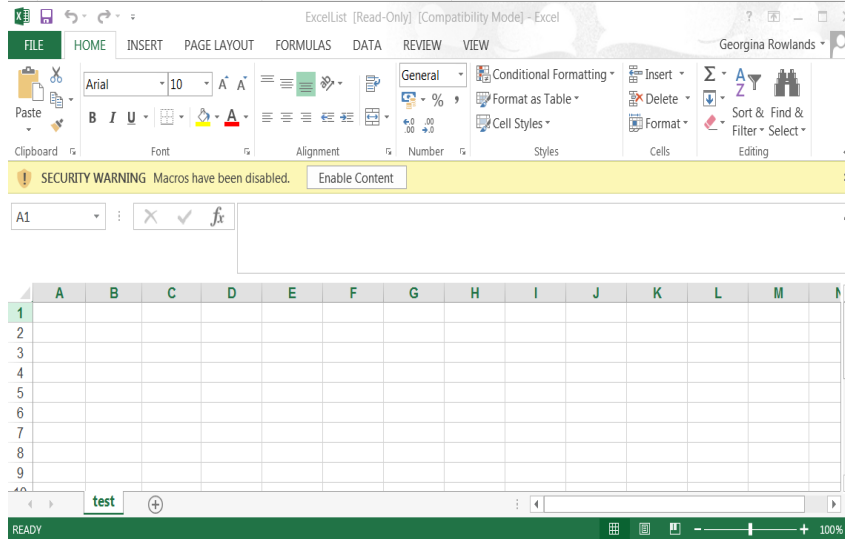


9. **Double click** on the name to run.

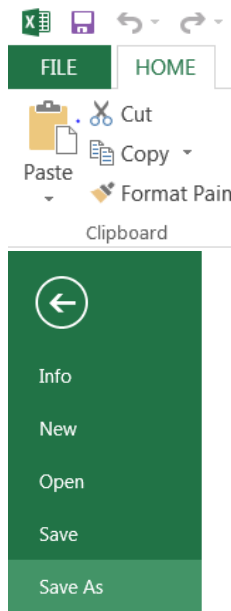
10. There should be a tick already next to **Year R**, if not **tick this box** and click **OK**.



11. The report will open in Excel where you will need to click **Enable Content** on the yellow bar.



12. Once you have your results on screen you can go to **File – Save As** and save this report to a convenient location on your system.



Please now attach this to an email and send to <mailto:free.schoolmeals@eastsussex.gov.uk>