
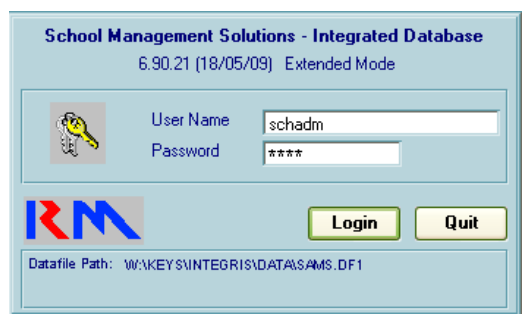


How to generate the adhoc report for the Visa Sub Class Number, Australian Citizen/Permanent Resident

July 2009

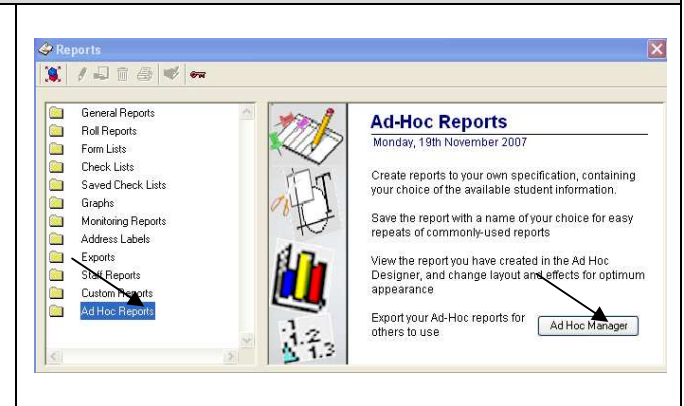
This report will assist schools in validating their data on Australian Citizen/Permanent Resident and Visa Sub Class No after the SAMS 6.90 Upgrade. Entry in one of these two fields (tick on Australian Citizen/Permanent Resident or valid value in Visa Sub Class No) will now be Mandatory. After the SAMS 6.90 Upgrade, student records with no entry under Visa Sub Class No, will be ticked for the Australian Citizen/Permanent Resident. Please check your data after the upgrade using this report, and update your data as required.

Downloading the Adhoc Report	
Open internet explorer	
Click on the following link (or type the link into your address field)	http://www.ict.schools.nt.gov.au/sams/index.shtml
<ul style="list-style-type: none"> Go down to the Projects and Pilots heading. Right-click on the Adhoc Report file and select 'Save Target As'. Save this file into: W:\Keys>Integris>Inbox>Ad-hoc Reports. The file is named perm res_ visa sub.ahr If you get asked to Overwrite click Yes. 	<p>Projects & Pilots</p> <ul style="list-style-type: none"> Mobile Pre School <ul style="list-style-type: none"> Enrolment Instructions (pdf 142kb) Frequently Asked Questions (pdf 17kb) ILSS 2009 <ul style="list-style-type: none"> Create a Group - Instructions (pdf 86kb) AdHoc Report - Instructions (pdf 185kb) AdHoc Report (ahr 18kb) Terminal Services <ul style="list-style-type: none"> Faster Access to CeTool - Information (pdf 145kb) Create Shortcut on your desktop (pdf 43kb) Access SAMS via Terminal Services (pdf 82kb) Print Omnis report saved on disk (pdf 160kb) Visa Sub Class Number <ul style="list-style-type: none"> Generating the Adhoc Report for the Visa Sub Class Number (215kb) Adhoc Report (ahr 27kb)
Signing onto SAMS	

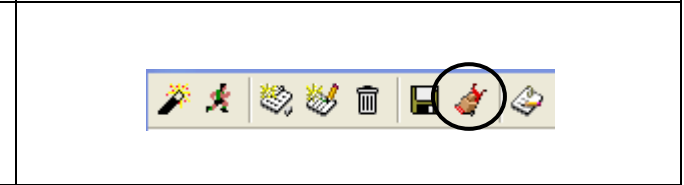
<p>Log in to SAMS with the schadm account</p>	
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Importing the Adhoc Report

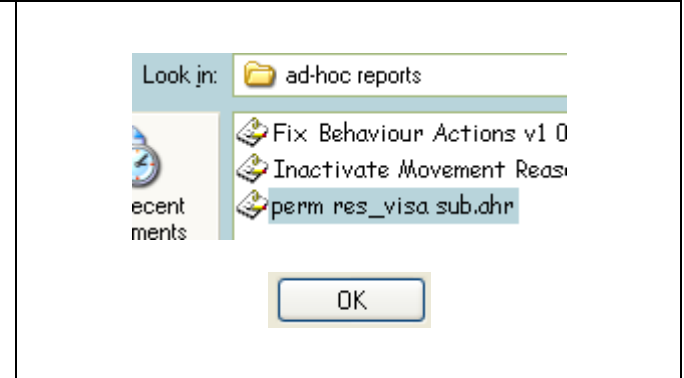
- Go to **Admin > Reports > Adhoc Reports** (highlight the word **Ad Hoc Reports** - not the folder)
- Click on **Ad Hoc Manager** button (right hand side of screen)



Click on the icon - **Import Reports** on the Adhoc Manager menu bar (appears after the disk icon and is red)



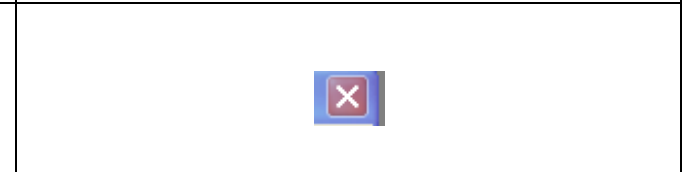
- Navigate your way to **W:\keys\integriss\inbox\Ad-hoc reports**
- Click on the adhoc report called **perm res_visa sub.ahr** and then press **OK**



It will then appear in the Adhoc Manager screen

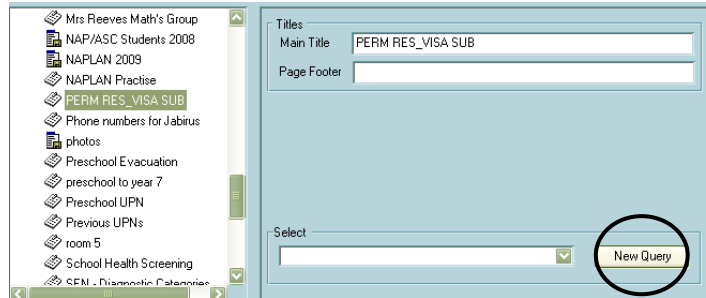


Close this window - this takes you back to the report window

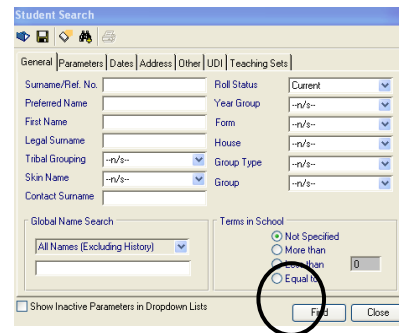


Running the Adhoc Report

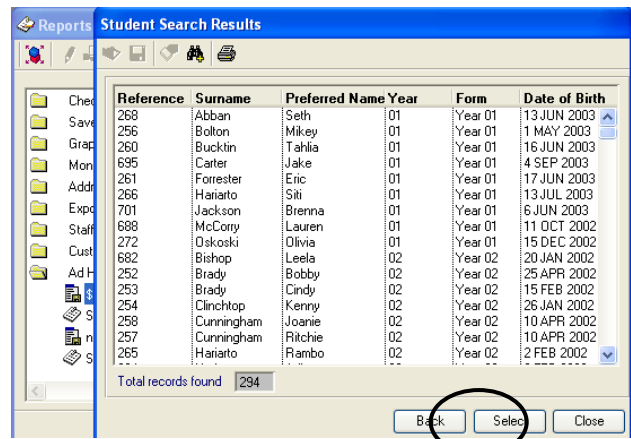
- Click on the **folder** beside the word Ad Hoc Reports and you should see a list of your Adhoc Reports including: **PERM RES_VISA SUB**
- Click on the report **PERM RES_VISA SUB**
- Click on **New Query**



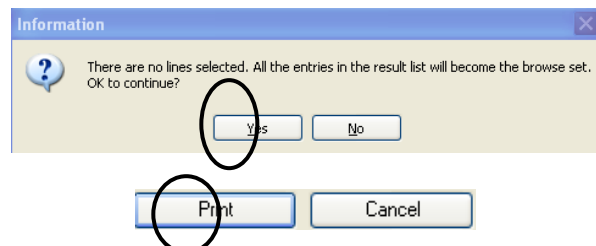
- On the Student Search window click on **Find**

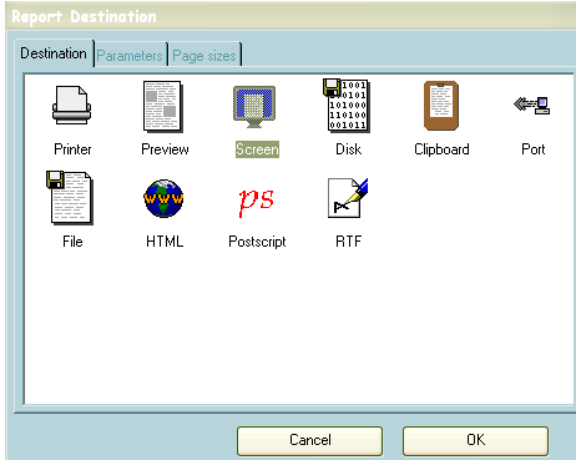
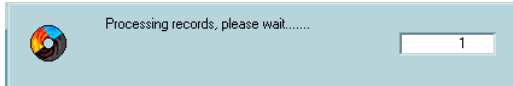
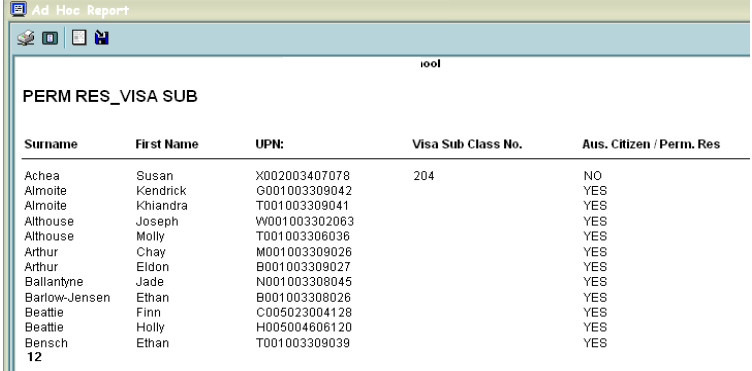


- Click on **Select**



- If you get this screen, click on **Yes**
- Click on **Print**



<ul style="list-style-type: none"> • Click on the Screen icon if it is not highlighted • Click on Ok 																																																																		
<p>The following screen will appear</p>																																																																		
<ul style="list-style-type: none"> • The report will print to screen • Click on the Printer icon to print out a hard copy of your report. <p>You can now check that:</p> <ul style="list-style-type: none"> • students with a Visa Sub Class Number should have a NO in the Aus. Citizen/Perm. Res. column • students without a Visa Sub Class Number, should have a YES in the Aus. Citizen/Perm. Res. column <p>Please update your data as required.</p>	 <table border="1"> <thead> <tr> <th>Surname</th> <th>First Name</th> <th>UPN:</th> <th>Visa Sub Class No.</th> <th>Aus. Citizen / Perm. Res</th> </tr> </thead> <tbody> <tr><td>Achea</td><td>Susan</td><td>X002003407078</td><td>204</td><td>NO</td></tr> <tr><td>Almoite</td><td>Kendrick</td><td>G001003309042</td><td></td><td>YES</td></tr> <tr><td>Almoite</td><td>Khiandra</td><td>T001003309041</td><td></td><td>YES</td></tr> <tr><td>Althouse</td><td>Joseph</td><td>W001003302063</td><td></td><td>YES</td></tr> <tr><td>Althouse</td><td>Molly</td><td>T001003306036</td><td></td><td>YES</td></tr> <tr><td>Arthur</td><td>Chay</td><td>M001003309026</td><td></td><td>YES</td></tr> <tr><td>Arthur</td><td>Eldon</td><td>B001003309027</td><td></td><td>YES</td></tr> <tr><td>Ballantyne</td><td>Jade</td><td>N001003308045</td><td></td><td>YES</td></tr> <tr><td>Barlow-Jensen</td><td>Ethan</td><td>B001003308026</td><td></td><td>YES</td></tr> <tr><td>Beattie</td><td>Finn</td><td>C005023004128</td><td></td><td>YES</td></tr> <tr><td>Beattie</td><td>Holly</td><td>H005004606120</td><td></td><td>YES</td></tr> <tr><td>Bensch</td><td>Ethan</td><td>T001003309039</td><td></td><td>YES</td></tr> </tbody> </table>	Surname	First Name	UPN:	Visa Sub Class No.	Aus. Citizen / Perm. Res	Achea	Susan	X002003407078	204	NO	Almoite	Kendrick	G001003309042		YES	Almoite	Khiandra	T001003309041		YES	Althouse	Joseph	W001003302063		YES	Althouse	Molly	T001003306036		YES	Arthur	Chay	M001003309026		YES	Arthur	Eldon	B001003309027		YES	Ballantyne	Jade	N001003308045		YES	Barlow-Jensen	Ethan	B001003308026		YES	Beattie	Finn	C005023004128		YES	Beattie	Holly	H005004606120		YES	Bensch	Ethan	T001003309039		YES
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