



Texas Skyward User Group Conference

# Web Special Features: Print Queue, Scheduling Tasks & More!

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# Web Special Features: Print Queue, Scheduling Tasks & More!



During this session you will learn about the following:

- Using the Print Queue
- Schedule reports to run automatically
- Send reports to Excel using Simple Dump and Advanced Dump Features
- How to move Widgets around
- How to open a New Window
- How to add items to your Favorites
- How to add Notes
- How to use the Print Screen option

## How to use the print queue.

My Print Queue (209)

Print Queue for Cynthia Muckscr

Date	Time	Report Description	Wait List #	Status	Time	Format	Current Key	V	Reads	Result
09/17/2015	3:21 PM	PAY DETAIL FOR MO / MONTHLY - BE		Completed	00:00:08	PDF	Current Key	Y		PDF file was created
09/17/2015	3:20 PM	PAY DETAIL FOR MO / MONTHLY - BE		Completed	00:00:08	PDF	Current Key	Y		PDF file was created
09/17/2015	3:19 PM	Current Payroll Audit - MO - MTHLY (c		Completed	00:00:00	EXCEL	Current Key	Y		EXCEL file was created
09/17/2015	3:01 PM	Current Payroll Audit - MO - MTHLY (c		Completed	00:00:14	PDF	Current Key	Y		PDF file was created (2)
09/17/2015	2:09 PM	Deduction/Benefit History - medical (c		Completed	00:00:02	EXCEL	Current Key	Y	9	EXCEL file was created
09/17/2015	2:06 PM	Deduction/Benefit History - medical (c		Completed	00:00:20	PDF	Current Key	Y	21,468	PDF file was created (2)
09/17/2015	9:21 AM	Electronic W2 Responses		Completed	00:00:11	PDF	Current Key	Y	4,206	PDF file was created (2)
09/16/2015	3:32 PM	Current Payroll Audit - MO - TRS Part		Completed	00:00:06	PDF	Current Key	Y	667	PDF file was created (2)
09/16/2015	3:31 PM	Current Payroll Audit - MO - MTHLY		Completed	00:00:06	PDF	Current Key	Y	517	PDF file was created (2)
09/16/2015	7:50 AM	R/E Sum Rpt: Chart of Accounts - HN		Completed	00:00:06	PRT-EXCL	Current Key	Y	10,591	PRT-EXCL file was created
09/09/2015	8:54 AM	Pay Record Audit - Control Date 09/01		Completed	00:00:29	PDF	Current Key	Y		PDF file was created (2)
09/08/2015	11:35 AM	Pay Record Audit - Control Date 09/01		Completed	00:00:30	PDF	Current Key	Y		PDF file was created (2)
08/10/2015	11:56 AM	Post Employee Letters		Completed	01:22:14	PDF	Current Key	N		PDF file was created
08/10/2015	11:38 AM	Employee Letters - TX Service Record		Completed	00:15:10	PDF	Current Key	Y		PDF file was created
08/10/2015	11:18 AM	Process Extract Service Records		Completed	00:00:32	PDF	Current Key	Y		PDF file was created (2)
08/10/2015	11:17 AM	Extract Service Records - Preview Crea		Completed	00:00:25	PDF	Current Key	N		PDF file was created (2)
08/10/2015	11:14 AM	Process Extract Service Records		Completed	00:00:07	PDF	Current Key	Y		PDF file was created (2)
08/10/2015	11:14 AM	Extract Service Records - Preview Crea		Completed	00:00:08	PDF	Current Key	N		PDF file was created (2)
08/10/2015	11:02 AM	Employee Letters - Teacher Service Ri		Completed	00:04:42	PDF	Current Key	N		PDF file was created
08/10/2015	10:52 AM	Process Time Off Transactions Mass A		Completed	00:00:29	PDF	Current Key	Y		PDF file was created (2)
08/10/2015	10:52 AM	Time Off Transactions Mass Add - Pre		Completed	00:00:11	PDF	Current Key	N		PDF file was created (2)
08/10/2015	10:51 AM	Process Time Off Transactions Mass A		Completed	00:00:26	PDF	Current Key	Y		PDF file was created (2)
08/10/2015	10:49 AM	Time Off Transactions Mass Add - Pre		Completed	00:00:18	PDF	Current Key	N		PDF file was created (2)
09/20/2015	10:02 AM	Vendor Check History - MOL PAYMENT		Completed	00:00:10	PDF	Current Key	N		PDF file was created (2)

25 records displayed

Records above are automatically deleted after 2 days.

**NOTE: You can set how many days your reports are kept in the print queue.**

## Choose Simple Dump or Advanced Dump

**Convert to Excel**

**Simple Dump** - Exports the data as it appears on the report.

**Advanced Dump** - Exports the data by merging associated data into one line.

CSV/Microsoft Office 2000    Microsoft Office 2002+    Microsoft Office 2007+ (xlsx)    Open Office

\*\* Try CSV if you are having problems with the file opening in Excel or Open Office \*\*

Simple Dump at top right.

Advanced Dump at bottom right.

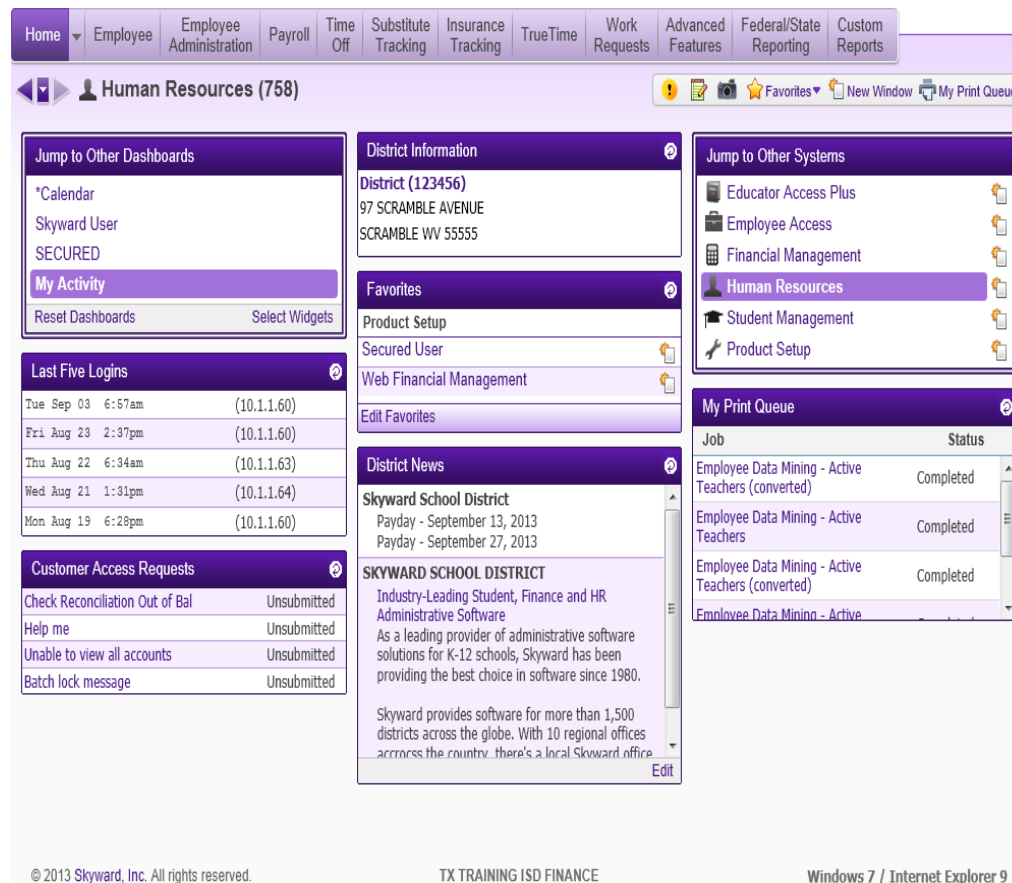
Report Name	Report Title	Length	Param Pg
<b>Field Description</b>	<b>Heading 1/2</b>	<b>Length</b>	<b>Srt</b>
Active Teachers	Active Teachers	75	Yes
Name - Last Name	Last / Name	30	
Name - First Name	First / Name	17	
Emp Type Code	Emp Type / Code	13	
Building Code Desc	Building Code / Desc	15	1
<b>Employee Criteria</b>			
Include Only Employees Who Have Data in All of the Selected Field Areas.			
<b>Range Analysis</b>		<b>Passed/Possible</b>	
Name - Last Name		100/100	
Name - First Name		100/100	
Emp Type Code		28/100	
Building Code Desc		28/28	
Total Records Passed		28	
<b>Last Name</b>	<b>First Name</b>	<b>Emp Type Code</b>	<b>Building Code Desc</b>
BUG	JITTER	TCH	HAPPY KIDS ELEM
EGUIASCR	IDA	TCH	HAPPY KIDS ELEM
HARNAGESCR	MELONIE	TCH	HAPPY KIDS ELEM
KINGSCR	RILEY	TCH	HAPPY KIDS ELEM
QUILLINSCR	REBECCA	TCH	HAPPY KIDS ELEM

A	B	C	D	E	F	G	H	I
<b>Report Name</b>	<b>Report Title</b>	<b>Length</b>	<b>Param Pg</b>	<b>Totals On LPI</b>	<b>Created</b>	<b>Field Description</b>	<b>Heading 1/2</b>	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Name - Last Name	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Name - First Name	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Emp Type Code	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Building Code Desc	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Building Code Desc	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Building Code Desc	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Building Code Desc	
Active Teachers	Active Teachers	75	Yes	No	6/10/19/2012 09:04:06	09:04:06	Building Code Desc	



There are several things that you can do from your Dashboard.

Use the arrow beside the Home button or click under the Jump to Other Systems area to move to other systems in the software.



The screenshot shows the Skyward Human Resources dashboard. At the top, there is a navigation menu with options: Home, Employee, Employee Administration, Payroll, Time Off, Substitute Tracking, Insurance Tracking, TrueTime, Work Requests, Advanced Features, Federal/State Reporting, and Custom Reports. Below the navigation is a breadcrumb trail: Home > Human Resources (758). The dashboard is divided into several sections:

- Jump to Other Dashboards:** Includes links for \*Calendar, Skyward User (SECURED), My Activity, Reset Dashboards, and Select Widgets.
- District Information:** Shows District (123456) at 97 SCRAMBLE AVENUE, SCRAMBLE WV 55555.
- Jump to Other Systems:** Lists various systems like Educator Access Plus, Employee Access, Financial Management, Human Resources (highlighted), Student Management, and Product Setup.
- Last Five Logins:** A table showing login history:
 

Date	Time	Version
Tue Sep 03	6:57am	(10.1.1.60)
Fri Aug 23	2:37pm	(10.1.1.60)
Thu Aug 22	6:34am	(10.1.1.63)
Wed Aug 21	1:31pm	(10.1.1.64)
Mon Aug 19	6:28pm	(10.1.1.60)
- Customer Access Requests:** A table showing requests:
 

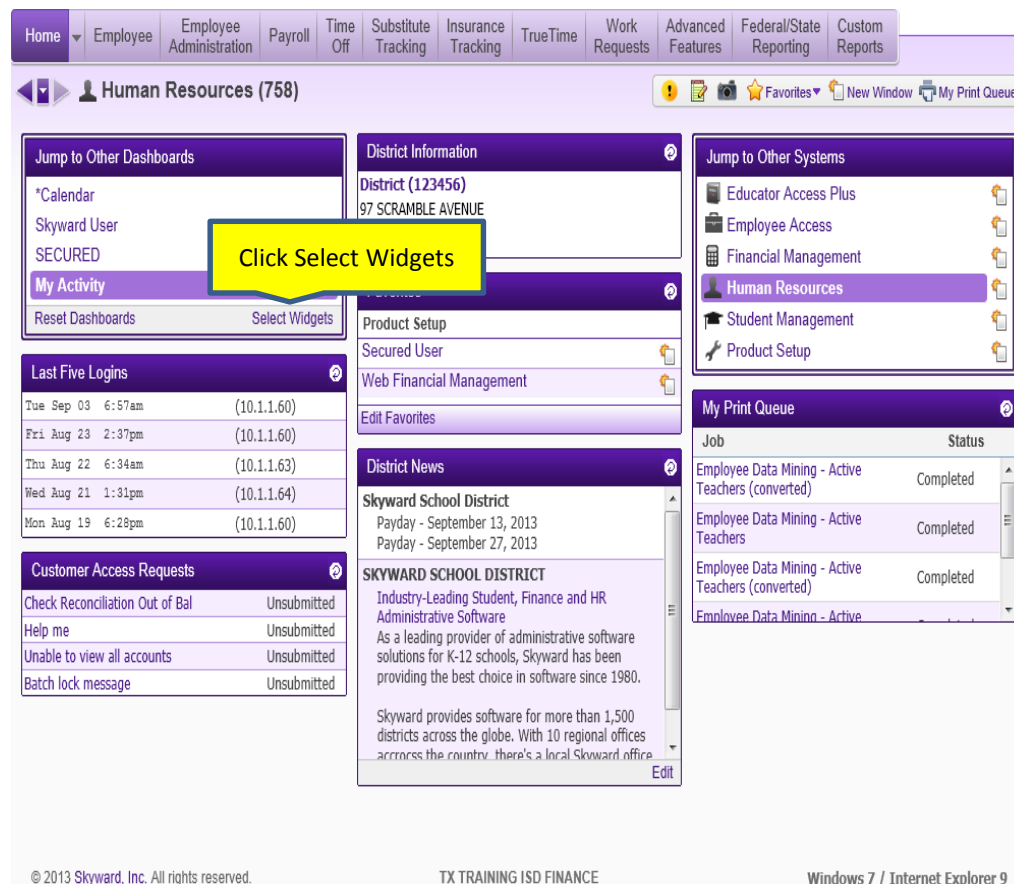
Request	Status
Check Reconciliation Out of Bal	Unsubmitted
Help me	Unsubmitted
Unable to view all accounts	Unsubmitted
Batch lock message	Unsubmitted
- Favorites:** Lists Product Setup, Secured User, and Web Financial Management.
- District News:** Announces Skyward School District paydays for September 13, 2013 and September 27, 2013. It also includes a promotional message about Skyward's software solutions for K-12 schools.
- My Print Queue:** Shows a list of print jobs:
 

Job	Status
Employee Data Mining - Active Teachers (converted)	Completed
Employee Data Mining - Active Teachers	Completed
Employee Data Mining - Active Teachers (converted)	Completed
Employee Data Mining - Active Teachers (converted)	Completed

At the bottom of the page, there is a copyright notice: © 2013 Skyward, Inc. All rights reserved. The page is titled TX TRAINING ISD FINANCE and is viewed in Windows 7 / Internet Explorer 9.

You can choose what Widgets display on your Dashboard.

You can also rearrange the Widgets on your Dashboard.



The screenshot shows the Skyward HR dashboard for Human Resources (758). A yellow callout box with the text "Click Select Widgets" points to the "Select Widgets" button in the "My Activity" widget. The dashboard includes several widgets: "Jump to Other Dashboards", "District Information", "Jump to Other Systems", "Last Five Logins", "Product Setup", "My Print Queue", "Customer Access Requests", and "District News".

**Jump to Other Dashboards**

- \*Calendar
- Skyward User
- SECURED
- My Activity
- Reset Dashboards
- Select Widgets

**District Information**

District (123456)  
97 SCRAMBLE AVENUE

**Jump to Other Systems**

- Educator Access Plus
- Employee Access
- Financial Management
- Human Resources
- Student Management
- Product Setup

**Last Five Logins**

Date	Time	IP Address
Tue Sep 03	6:57am	(10.1.1.60)
Fri Aug 23	2:37pm	(10.1.1.60)
Thu Aug 22	6:34am	(10.1.1.63)
Wed Aug 21	1:31pm	(10.1.1.64)
Mon Aug 19	6:28pm	(10.1.1.60)

**Product Setup**

- Secured User
- Web Financial Management
- Edit Favorites

**My Print Queue**

Job	Status
Employee Data Mining - Active Teachers (converted)	Completed
Employee Data Mining - Active Teachers	Completed
Employee Data Mining - Active Teachers (converted)	Completed
Employee Data Mining - Active Teachers	Completed

**Customer Access Requests**

Request	Status
Check Reconciliation Out of Bal	Unsubmitted
Help me	Unsubmitted
Unable to view all accounts	Unsubmitted
Batch lock message	Unsubmitted

**District News**

**Skyward School District**

Payday - September 13, 2013  
Payday - September 27, 2013

**SKYWARD SCHOOL DISTRICT**

Industry-Leading Student, Finance and HR Administrative Software

As a leading provider of administrative software solutions for K-12 schools, Skyward has been providing the best choice in software since 1980.

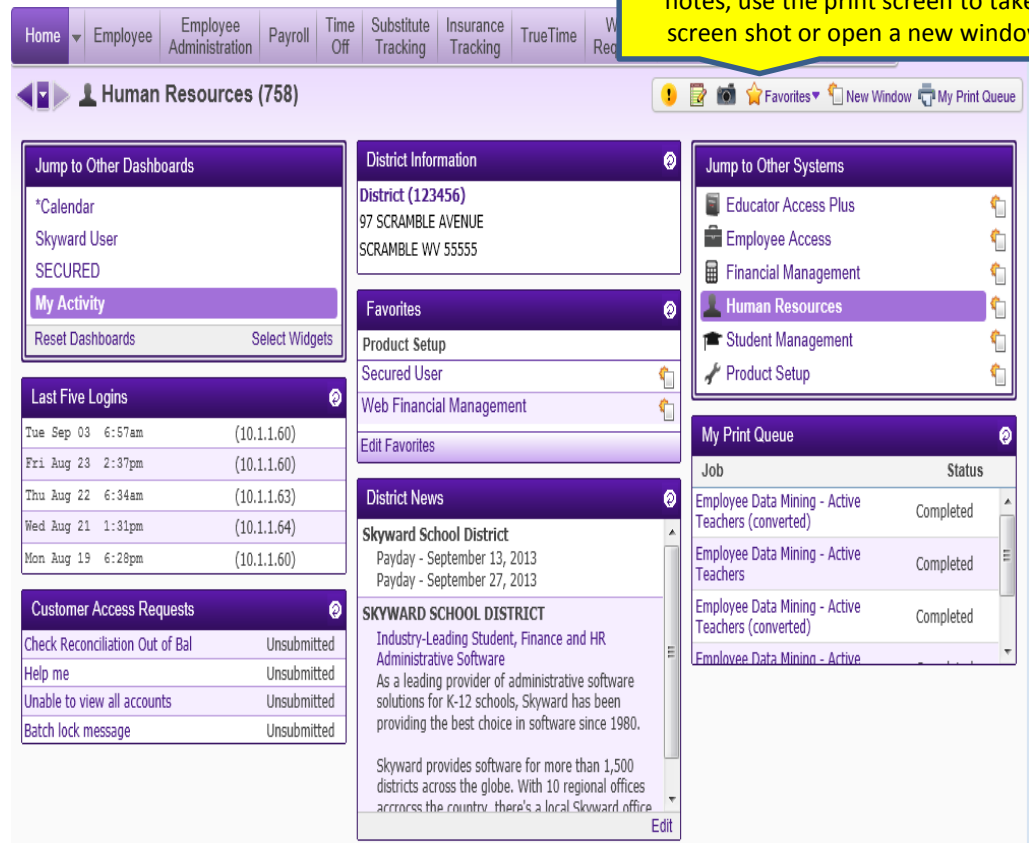
Skyward provides software for more than 1,500 districts across the globe. With 10 regional offices across the country, there's a local Skyward office.

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There are other features on your dashboard such as: Notes, Favorites, Print Screen and New Window.

You can add items to your favorites, add notes, use the print screen to take a screen shot or open a new window.



The screenshot shows the Skyward HR dashboard for Human Resources (758). The navigation bar includes Home, Employee, Employee Administration, Payroll, Time Off, Substitute Tracking, Insurance Tracking, TrueTime, and W Rec. The dashboard is divided into several sections:

- Jump to Other Dashboards:** Includes links for \*Calendar, Skyward User, SECURED, My Activity, Reset Dashboards, and Select Widgets.
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Wed Aug 21	1:31pm	(10.1.1.64)
Mon Aug 19	6:28pm	(10.1.1.60)
- Customer Access Requests:** Lists requests such as Check Reconciliation Out of Bal, Help me, Unable to view all accounts, and Batch lock message, all marked as Unsubmitted.
- District News:** Features news for Skyward School District regarding paydays and administrative software.
- Jump to Other Systems:** Includes Educator Access Plus, Employee Access, Financial Management, Human Resources, Student Management, and Product Setup.
- My Print Queue:** Shows a list of jobs with their status:
 

Job	Status
Employee Data Mining - Active Teachers (converted)	Completed
Employee Data Mining - Active Teachers	Completed
Employee Data Mining - Active Teachers (converted)	Completed
Employee Data Mining - Active	Completed





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**THANK YOU FOR ATTENDING!**

