Instructions for Exporting Reports:
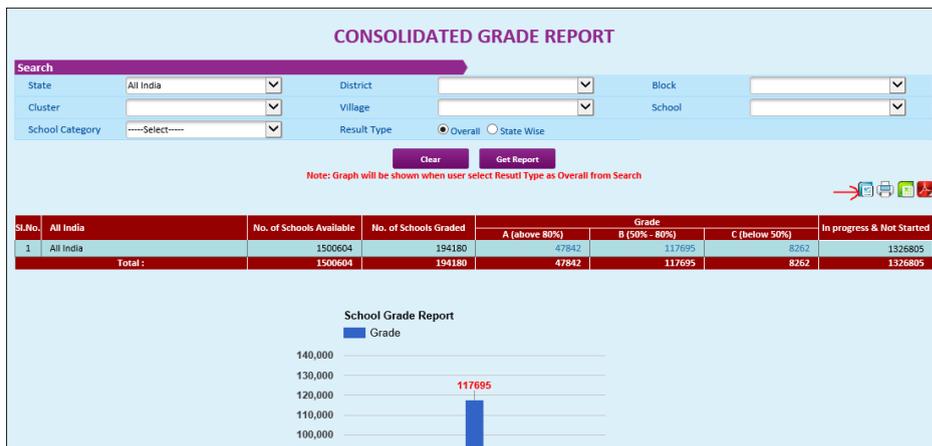
Preferred Browser for all Reports: <u>Internet Explorer</u>

1) **Export to Word**

☐ This option will give you a word document with the result. And option will be available on top right of result grid as shown in below.

☐ When you click on that Word icon, system will prompt you to save or open a word document as shown in below (highlighted in yellow colour – it differs from browser to browser).
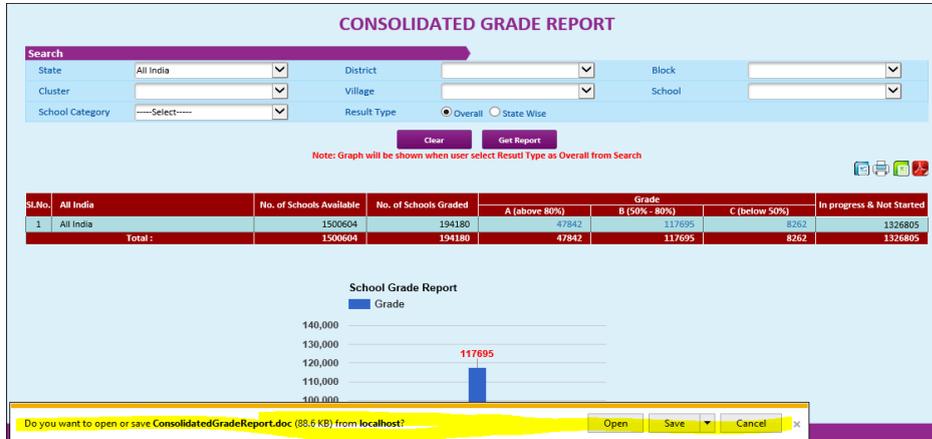
☐ Save and Open it on your local machine, document will be opened with the report result.

☐ If your result not displayed properly as shown below.
Click on Enable Editing as shown in below.

☐ If you are unable to see your result properly in document. (Ex: In Core Standard Wise Report, there are 12 core standards(maximum), at that time, document will not display the result properly – shown in below).

In above screen shot, first and last columns are not showing properly. At that time, follow below steps.

i)   Click on Layout (version 2010 and above)/ Page Layout (version 2010 below) option.

2010 and above versions:
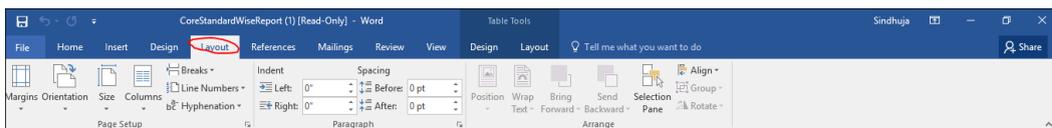
2007 and below versions:
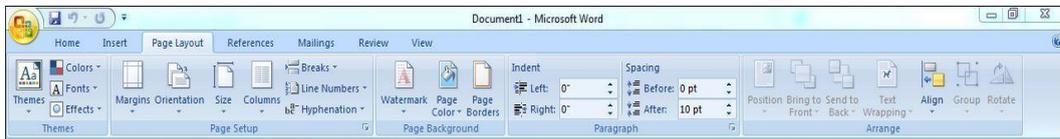
ii)   Then select Orientation option from Layout.

iii)   Then select Landscape option from list.

Then result will be displayed properly as shown in below.

CORE STANDARD WISE REPORT

Academic Year : 2016-17

Selected Key Domain : DOMAIN-I Enabling Resources of School: Availability, Adequacy and Usability

Selected Core Standards : School Premises, Playground and Sports Equipment / Materials, Computer (where provisioning exists), Ramp, Mid Day Meal, Kitchen and Utensils, Drinking Water, Hand Wash Facilities, Toilets
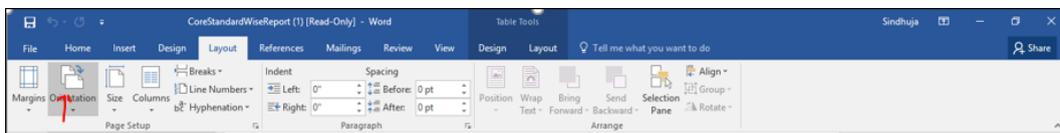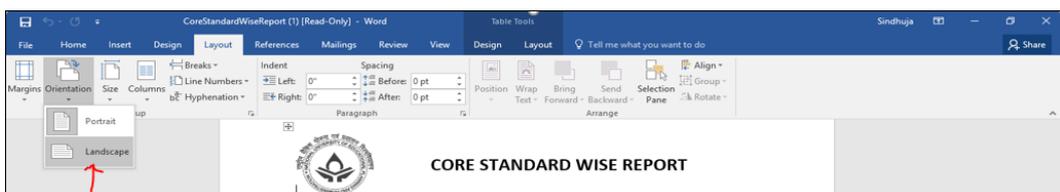
Note: L1- Level1, L2- Level2 and L3- Level3

DOMAIN-I Enabling Resources of School: Availability, Adequacy and Usability

Sl.No.	State Name	No. of Schools Available	No. of Schools Graded	School Premises			Playground and Sports Equipment / Materials			Computer (where provisioning exists)			Ramp			Mid Day Meal, Kitchen and Utensils			Drinking Water			Hand Wash Facilities			Toilets		
				L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3	L1	L2	L3
1	ANDAMAN & NICOBAR ISLANDS	414	139	33	79	27	42	59	35	73	35	9	50	56	25	33	68	32	21	60	58	8	48	83	8	91	40
2	ANDHRA PRADESH	63999	14070	4934	6016	3056	3178	8455	2330	8955	2237	447	5824	4238	3339	4520	6141	3214	3361	5703	4861	1181	4397	8355	1755	7639	4490
3	ARUNACHAL PRADESH	4172	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	ASSAM	71040	75	12	46	16	11	51	11	51	19	1	14	36	22	6	50	19	36	26	13	20	37	18	20	43	11
5	BIHAR	84236	59	17	29	13	21	24	9	25	6	1	11	26	20	10	30	17	16	35	7	11	28	19	12	38	9
6	CHANDIGARH	202	77	3	39	35	12	37	27	10	33	34	25	21	24	13	24	19	5	30	42	2	39	36	2	34	41
7	CHHATTISGARH	53781	7186	926	3361	2843	1331	4091	1633	2520	530	286	1928	2259	2400	562	2403	3578	1366	2527	3213	574	2137	4348	1065	3483	2525
8	DADRA & NAGAR HAVELI	347	227	82	113	32	139	72	15	90	123	8	20	65	138	83	101	43	77	93	56	24	60	142	4	73	149
9	DAMAN & DIU	145	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

2) Export to Print

☐ This option will give you a print window with the result. And option will be available on top right of result grid as shown in below.

CONSOLIDATED GRADE REPORT

Search

State	All India	District		Block	
Cluster		Village		School	
School Category	-----Select-----	Result Type	⦿ Overall ○ State Wise		

Clear   Get Report

Note: Graph will be shown when user select Resutl Type as Overall from Search

Sl.No.	All India	No. of Schools Available	No. of Schools Graded	Grade A (above 80%)	Grade B (50% - 80%)	Grade C (below 50%)	In progress & Not Started
1	All India	1500604	194180	47842	117695	8262	1326805
	Total :	1500604	194180	47842	117695	8262	1326805

School Grade Report
■ Grade

140,000
130,000
120,000
110,000
100,000
90,000
80,000
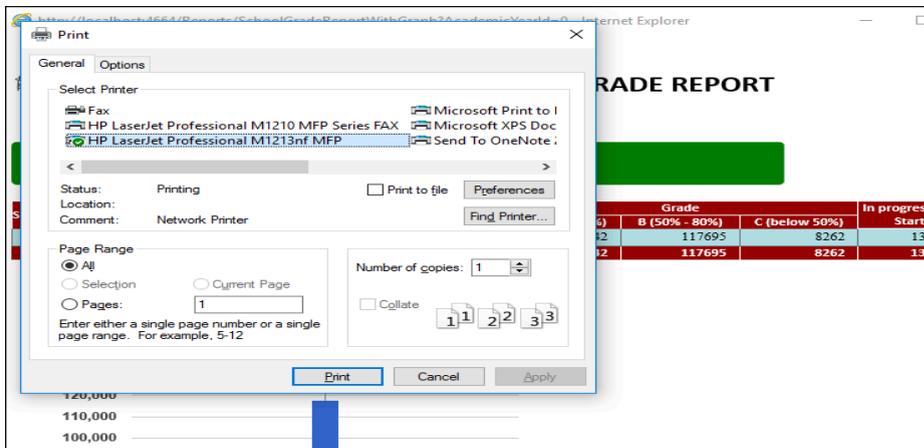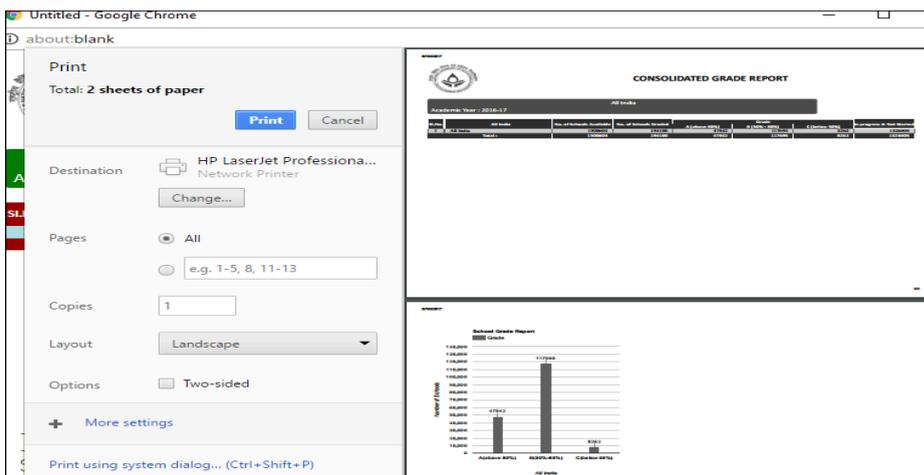
117695

When you click on that Print icon, system will open new print window with the result (it differs from browser to browser).

Internet Explorer and Mozilla Firefox: Take print from below window.

Google Chrome: Take print from below window.

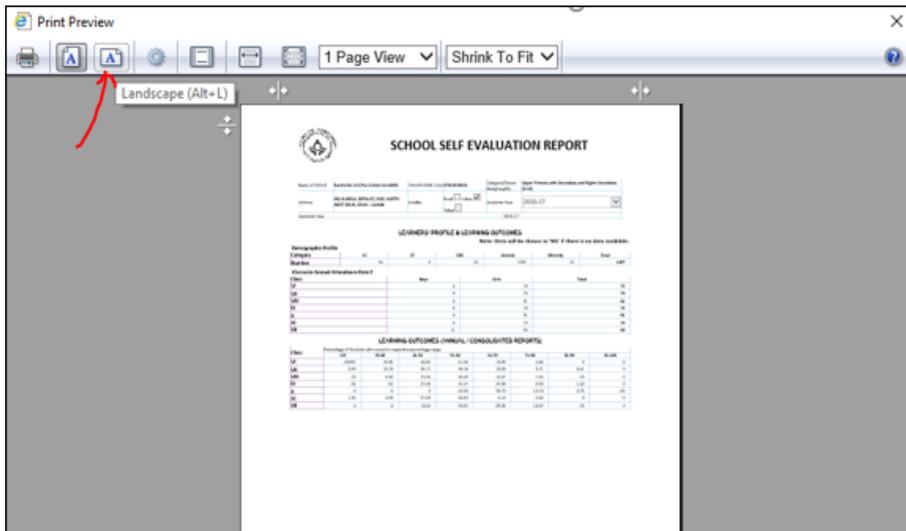**For School Self Evaluation Report, follow below steps.**

● Click on Print option.

a) **Internet Explorer**

- Click on cancel from opened window
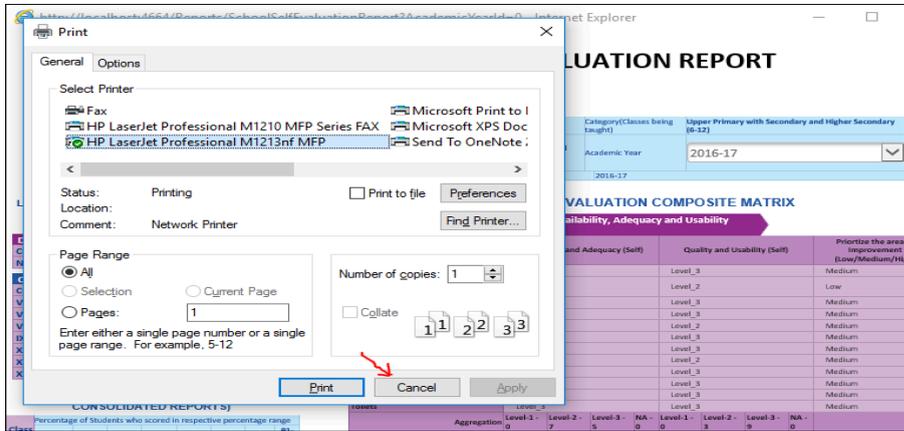
- Right click on window and select "Print Preview…"
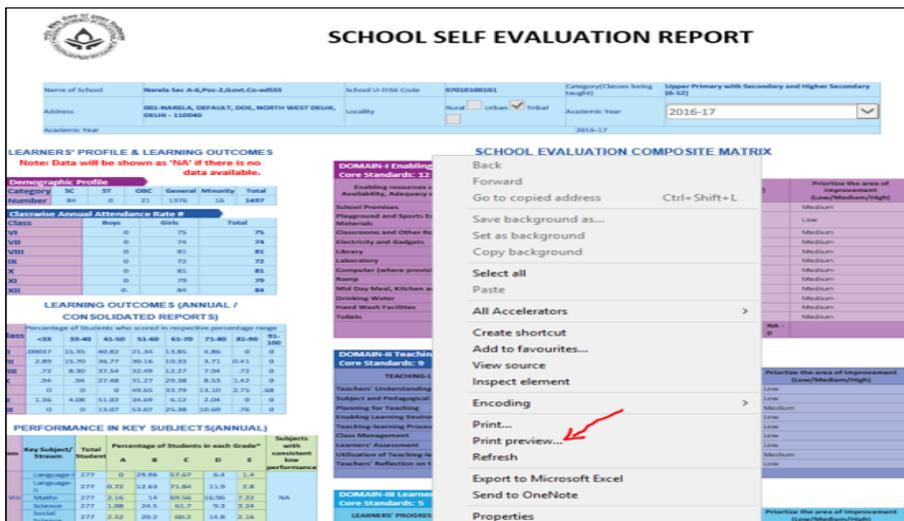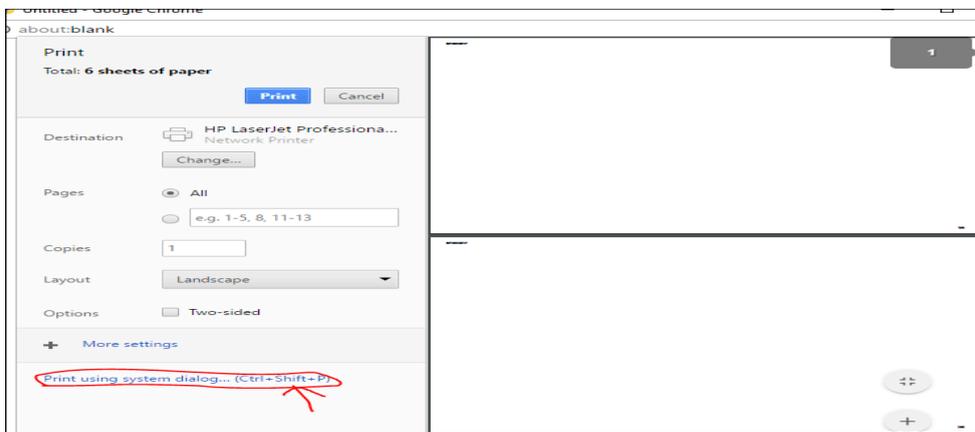

- Select Landscape as shown in below.
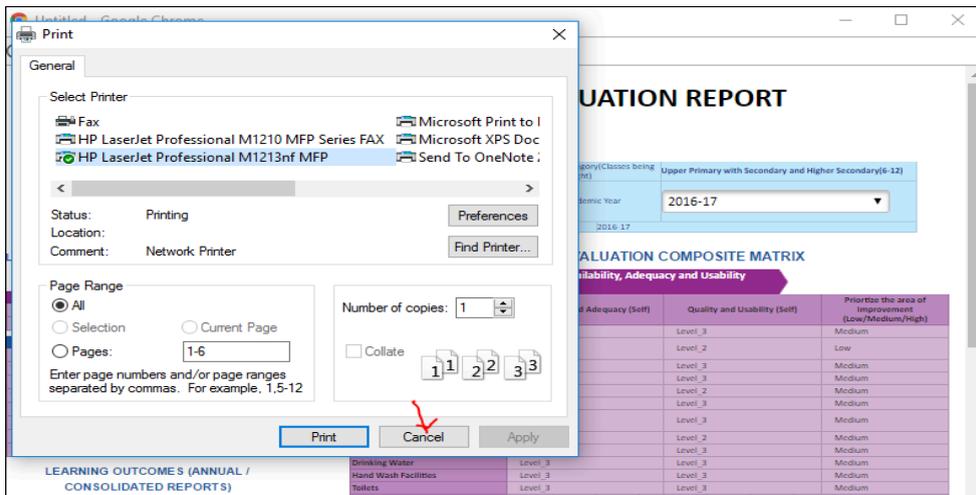
- Then click on print icon as shown in below.
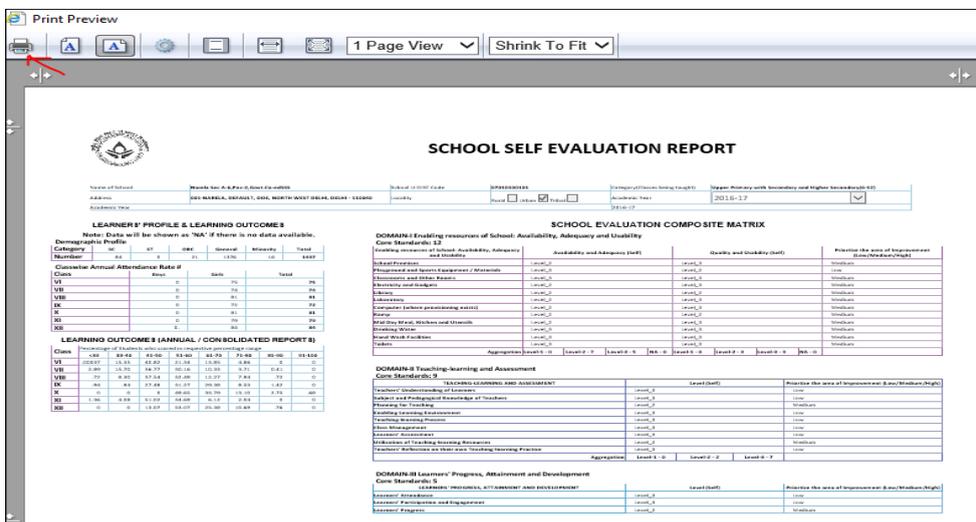
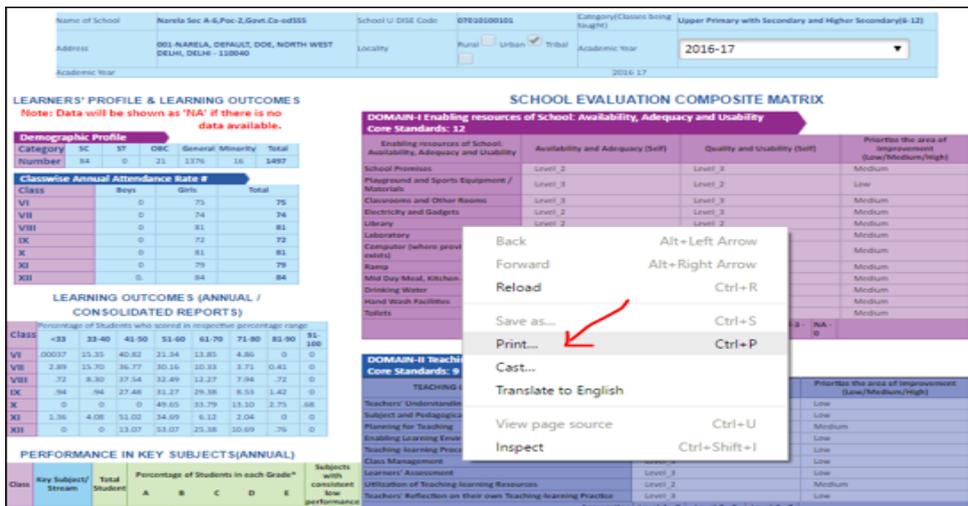Report will be printed in 3 pages with all categories.

b) **Google Chrome**
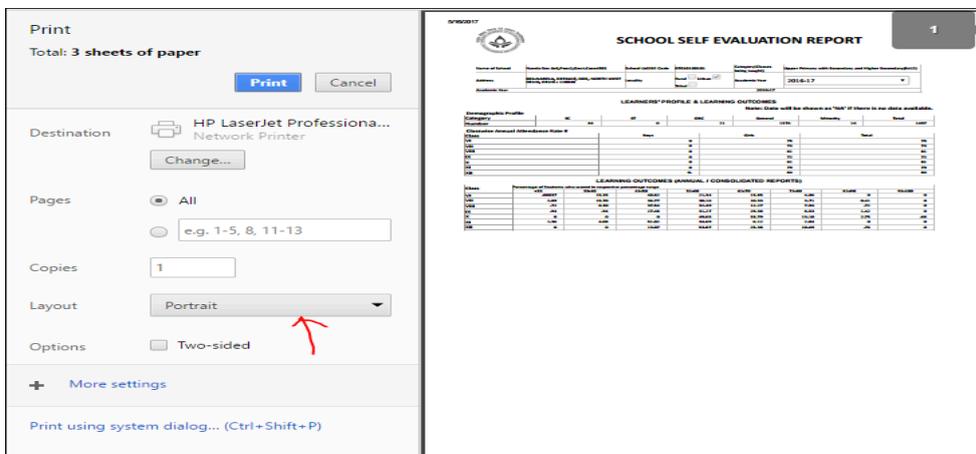
- Select the below setting from print window.

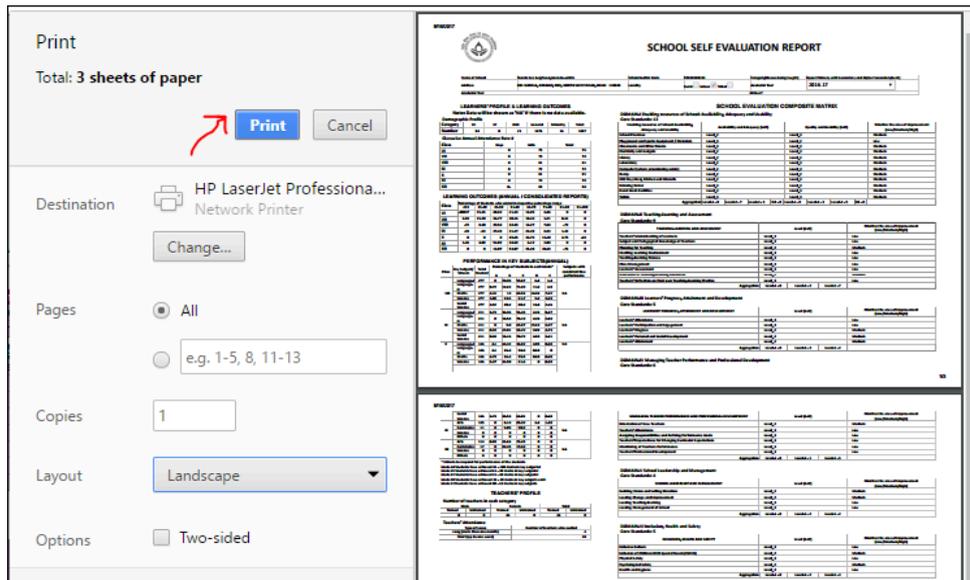- Then it will ask for print as shown in below. Click on Cancel.

- Then right click on print window and select print as shown in below.

- From below screen, select Landscape option.

- Then take print by clicking on print button.

3) **Export to Excel**

☐ This option will give you an excel document with the result. And option will be available on top right of result grid as shown in below.

☐ When you click on that Excel icon, system will prompt you to save or open an excel document (after loading) as shown in below (highlighted in yellow colour – it differs from browser to browser).

☐ Save and Open it on your local machine, document will be opened with the report result.

4) **Export to PDF**

☐ This option will give you a PDF document with the result. And option will be available on top right of result grid as shown in below.

When you click on that PDF icon, system will prompt you to save or open a PDF document (after loading) as shown in below (highlighted in yellow colour – it differs from browser to browser).

 Save and Open it on your local machine, document will be opened with the report result.

 If you didn't get entire result in PDF(Chrome), then try to open it in Internet Explorer. It will give entire result in PDF.