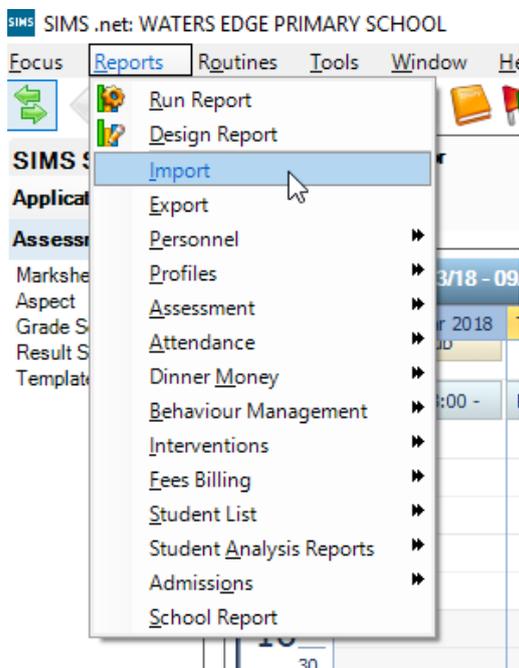**Importing and running the Y6 Transition – Destination & Medical Report**

- You will need to download or save the report to an accessible location, e.g. the S:\ drive or a shared network drive in the school, or your desktop or My Documents folder.
- The Report Definition should have been sent to you via email, if not you can download a copy from our support site here:

https://support.keystonemis.co.uk/hc/en-us/articles/360000348443

- In SIMS go to **Reports > Import**

- This will open the Import Reports box
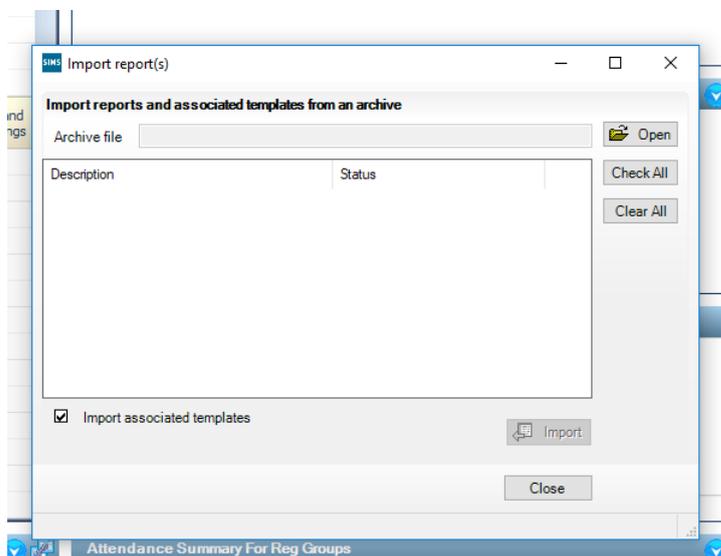
- Click on **Open** and find the report in the location you saved it in. Select the Y6 Transition – Destination & Medical Report Definition file and click on **Open**.

- This will show the report in the import reports window with a status of pending. Check that there is a tick in the box next to the name of the report and **click on Import**, this will change the status to Imported.
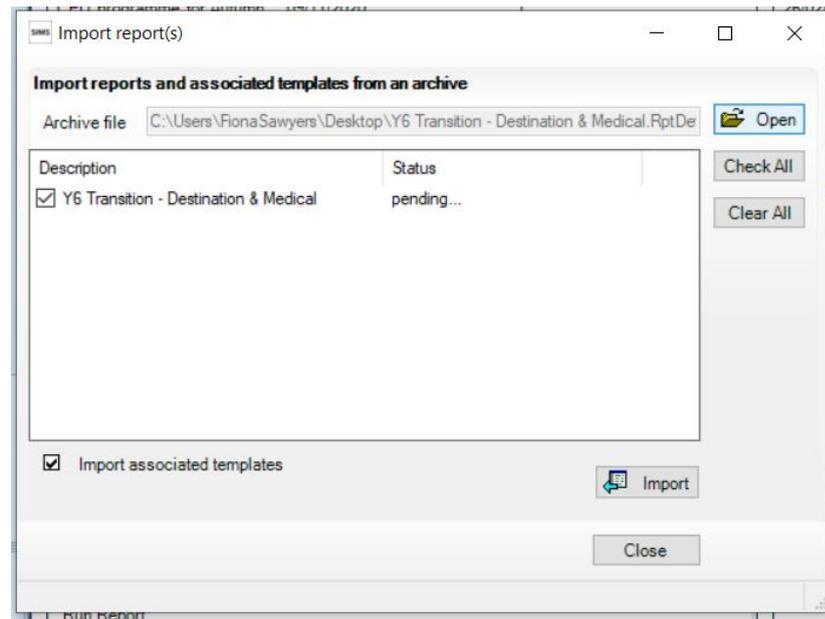
- You can now run this report by going to **Reports > Run Report**
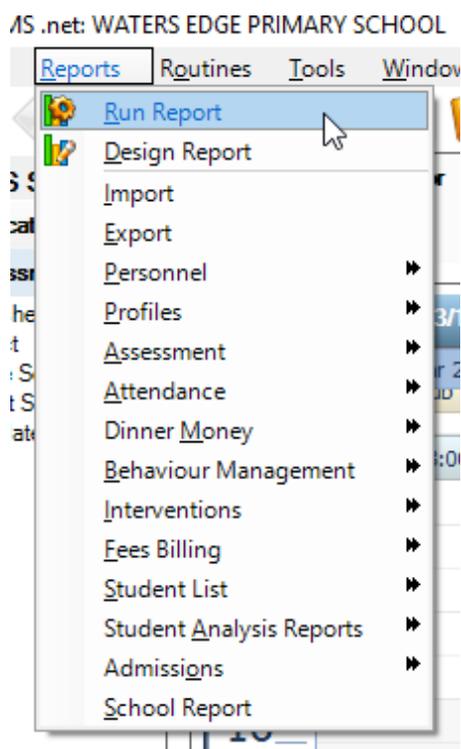
- And navigating to the Student folder, and on the right-hand side scroll down till you find the Y6 Transition – Destination & Medical report, **double-click the report to run it**
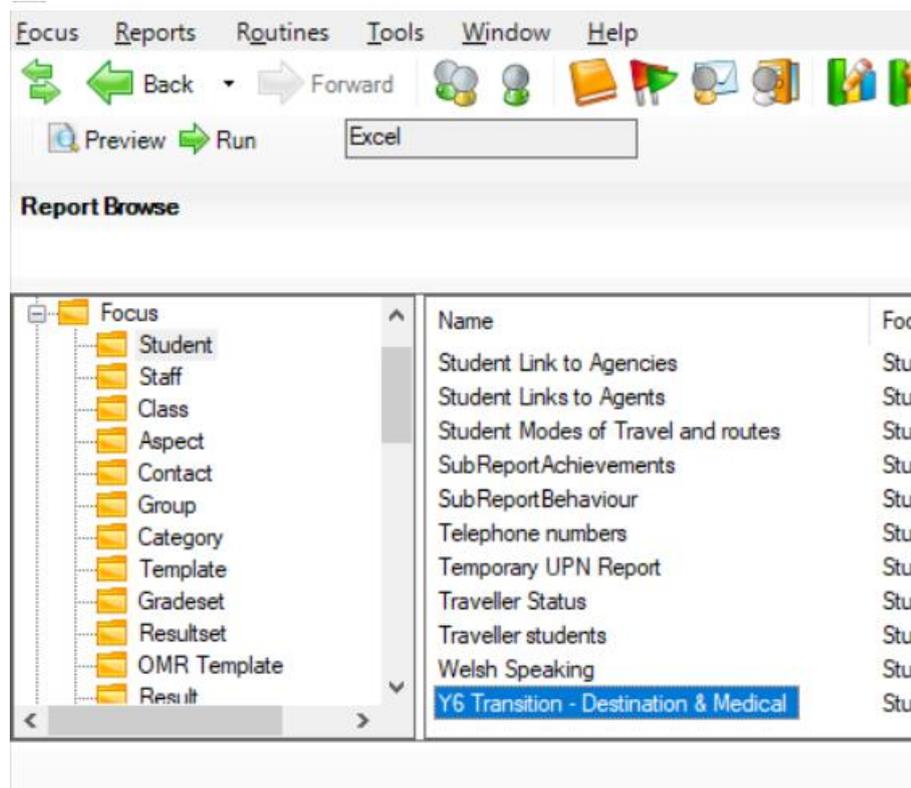
- You don't need to select a year group, as the report already contains a filter to only include year 6 pupils

- The report will then generate and output into Excel, you will need to fill in the first column with your school name and also column T as per the instructions in the email.

- The report will run out into Excel and provide you with the details you need to populate the destination and medical fields on the document already provided with some other pupil information, provided you have entered the Destination After Leaving information into the School History Panel in SIMS before runnning the report:

	A	B	C	D	E	F	G
	Legal Surname	Forename	UPN	Destination	Description		
2	Abhra	Abjit	K823299913001	Newland School for Girls			
3	Abhra	Alisha	Z823299913002	Newland School for Girls			
4	Ackton	Stan	C823299913004	Sirius Academy North			
5	Andrews	Josef	Z823299914003	Malet Lambert			
6	Bailey	Eve	N823299914004	Malet Lambert			
7	Balinski	Cyla	C823299914005	Newland School for Girls			
8	Balinski	Fil	R823299914006	Archbishop Sentamu			
9	Balinski	Iwa	F823299914007	St Mary's College			
10	Bennison	Hugo	V823299914008	Sirius Academy North	Asthma		
11	Benson	Justin	R823299913005	Archbishop Sentamu			
12	Berkley	Jack	F823299913006	Malet Lambert	Eczema		
13					Asthma		
14	Burrows	Winston	V823299914010	Sirius Academy North			
15	Carlson	Billy	J823299914011	Archbishop Sentamu			
16	Clapson	William	M823299914013	St Mary's College			

- Please note that if a pupil has more than one medical condition they will have more than one line of data as you can see in the above example so you will need to put this informaiton into the same cell when transferring it over onto the other document.