

Reference Guide

Menu: Tools | Administration | Attendance | Attendance Aggregation

Capita One 4.0 G. Focus 💥 Tools 🖷 Window 📀 I	Help			
Back 👻 💿 Forward 👻 😫 Show/Hide 👻	Maintain Service Level Agreement Assign Service L	evel Agreement Timeline Design Drag an	d drop menu items here	
				1. Select Academic Yea
Aggregation Details Academic Year Period]345	6	2. 🗹 def	Check box/es for Periods , which must be unique
Name Base Type LA School No.	Control Active			Add/Edt
				3. Click on 🖶 Add/Edit to open the Base Selecto
Aggregate Immediate Aggre	gele Schedule			
Base Selector	-			
Name Base Type School No.		Active URN	v	4. Search for a Base which contains Attendance data using the Base Enquir Search on Name, Base Type, Active, School No. or URN.
Looking For		Search by Name	ι	Jse Looking For and Search By to refine your sear
🖉 Select All 💾 Select 🖞 Name	<u>Deselect All</u> Base Type L Chool Primary School Secondary	A School No. Contro	I Active 5	5. Check box/es for Bases/Schools and Sele You can Select All or Cheselect All.
Admissions Primary S	Middle School		Yes	
 Admissions Primary S Admissions Secondar Alternative Provision 				



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Reference Guide

Aggregate Immediate	
Capita One - Attendance Aggregation	
Are you sure you wish to aggregate attendance data	a for the selected academic year, period(s) and base(s)?
Yes	Yes to begin Aggregation process. № No to return to the Attendance Aggregation Details.
Capita One - Attendance Aggregation	X
Aggregation Process Initiated.Please check w	workflow messages for completion. Message at bottom of screen will say Aggregation Initiated successfully. Click OK.
OK	Check My Home Page My Workflow Messages. A separate Workflow Message is produced for each Period.
Aggregate Schedule Aggregate Schedule Schedule Details Loop Bun	
Next Run Date	Last Run date entered if Aggregate Schedule has been run before. Select Next Run Date and Time from dropdown. Enter the number of times to run the schedule in Repeat Interval. Select a Repeat Unit (Hour or Day). Click Schedule to begin Schedule Aggregation. Click Cancel to return to the Attendance Aggregation Details.
Capita One - Attendance Aggregation	
Aggregation Scheduled.Please check workfl	low messages for completion. Message at bottom of screen will say Schedule Parameters saved successfully. Click OK.
OK	Check My Home Page My Workflow Messages. A separate Workflow Message is produced for each Period.
 Related Reference Guides: Attendance_Period Definition Attendance Attendance Code Definition 	



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