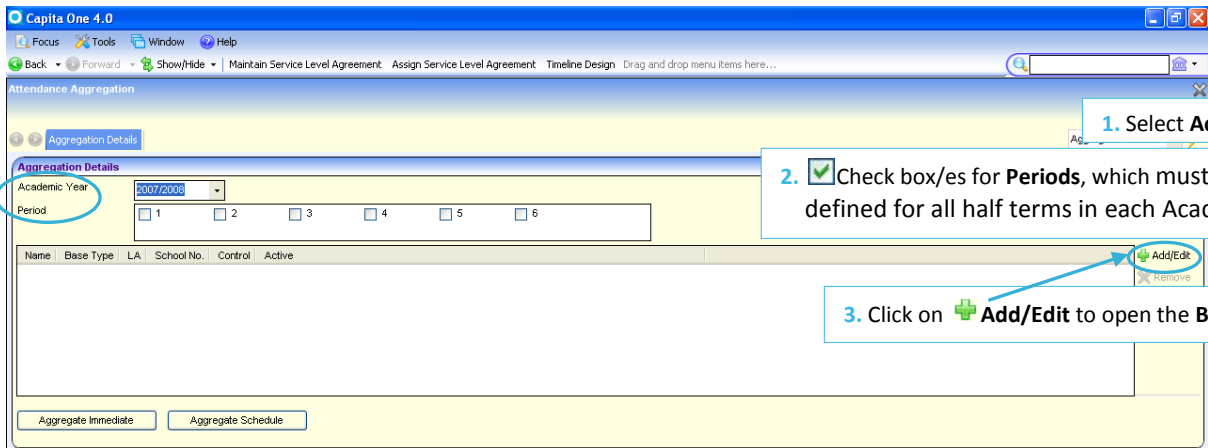
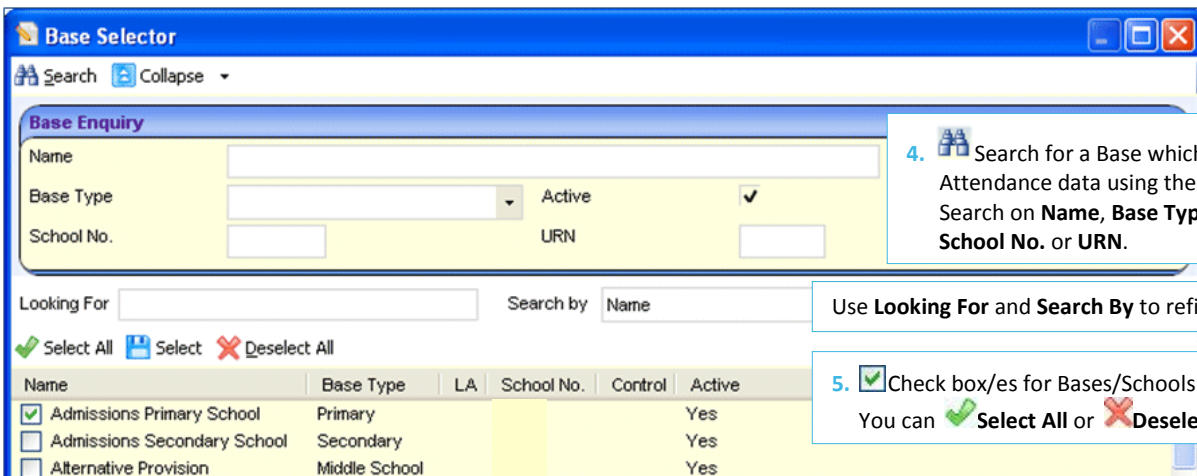


Menu: Tools | Administration | Attendance | Attendance Aggregation

The Aggregation routine is used to bring together **Pupil** level attendance data to a **School's** level of data. The Aggregation panel allows you to manually run the Aggregation Process or re-aggregate data from previous Academic Years. The date the Aggregation routine is run is stored in the database against each School included in the Aggregation.



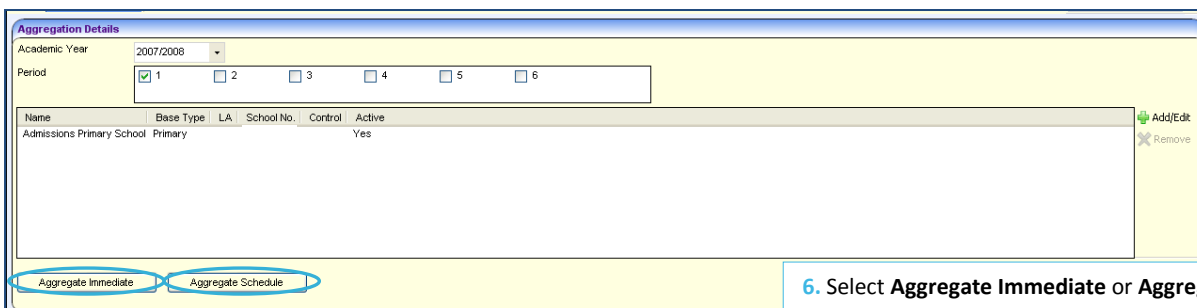
1. Select **Academic Year**.
2. Check box/es for **Periods**, which must be uniquely defined for all half terms in each Academic Year.
3. Click on **Add/Edit** to open the **Base Selector**.



4. Search for a Base which contains Attendance data using the **Base Enquiry**. Search on **Name, Base Type, Active, School No.** or **URN**.

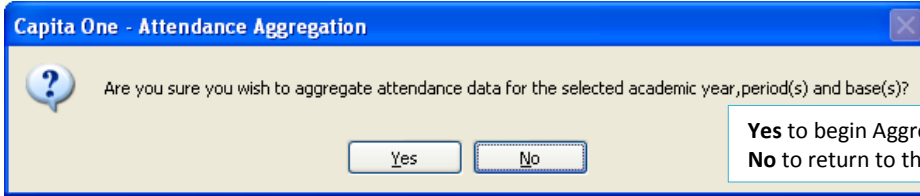
Use **Looking For** and **Search By** to refine your search.

5. Check box/es for Bases/Schools and **Select**. You can **Select All** or **Deselect All**.

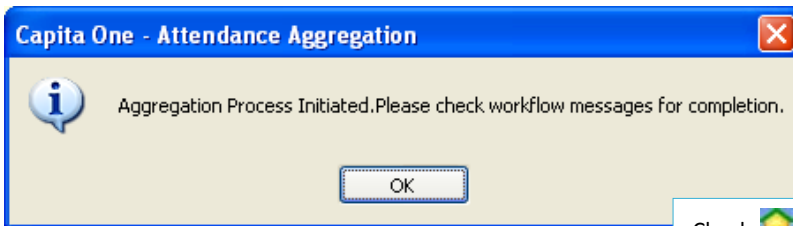


6. Select **Aggregate Immediate** or **Aggregate Schedule**.




Aggregate Immediate



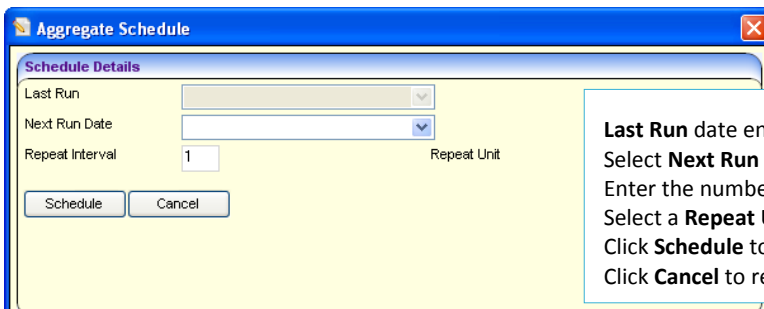
Yes to begin Aggregation process.
No to return to the Attendance Aggregation Details.



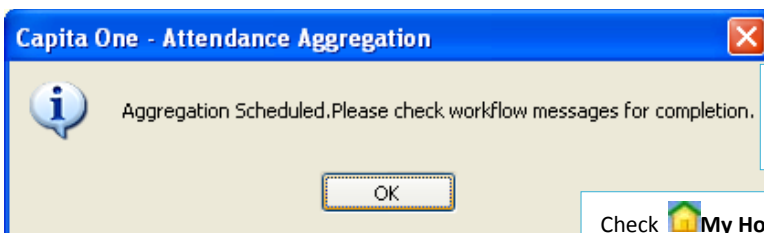
Message at bottom of screen will say
Aggregation Initiated successfully.
Click **OK**.

Check  **My Home Page** |  **My Workflow Messages**.
A separate Workflow Message is produced for each Period.
 **Refresh** to display the latest aggregation




Aggregate Schedule







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.



Message at bottom of screen will say
Schedule Parameters saved successfully.
Click **OK**.

Check  **My Home Page** |  **My Workflow Messages**.
A separate Workflow Message is produced for each Period.
 **Refresh** to display the latest aggregation.

-  **Related Reference Guides:**
-  Attendance_Period Definition
 -  Attendance_Attendance Code Definition
 -  Attendance_Student Attendance