

## **PSCB DEV Pro - Custom Reports**

### **Installation Guide**

#### **PSCB DEV Pro - Custom Reports (Base Module DA) \* Installation Required \***

#### **Description**

This is a resource package that contains various scripts and images referenced in all the **PSCB DEV Pro - Custom Reports** plugins.

#### **Standard PSCB DEV Pro Report Format**

- Report Title
- Report Filters
- Report Results
- Total Records Count
- Multi-Column Sorting
- Column Filters w/ Auto Generate Drop Down Menus
- HTML 5 Buttons
  - Copy Data
  - Export CSV File
  - Export PDF File
  - Make Current Student Selection
- Report Legend
- Report Generation Date
- Table Header Background Color Preference Setting
- PSCB Analyzer/ Pivot Table Builder

#### **Installing PSCB DEV Pro – Custom Reports (Base Module DA) Plugin**

#### **Download Plugin**

- Use your browser to navigate to the [PSCB DEV Development](#) web site.
- Login to the website.
- Click the **PSCB DEV Pro Reports** link on the Main Menu.
- Download the **PSCB DEV Pro – Custom Reports (Base Module DA)** plugin.

## Install Plugin

- Log into your PowerSchool server.
- Click on System Management in the left menu.
- Click on Server from the System Management menu.
- Click on Plugin Configuration from the Server Setup menu. The Plugin Management Dashboard will appear.
- Click Install. The Plugin Install page will appear.
- Click Choose File and navigate to the location where you downloaded the **PSCB DEV Pro – Custom Reports (Base Module DA)** plugin.
- Select the file and Click Install.
- A confirmation message, “**The plugin was installed successfully**”, will appear.
- Click the empty checkbox next to plugin name: **PSCB DEV Pro Reports - Base Module DA**.
- The Enable Plugin Screen will appear.
- Click the Enable button located at the bottom of the screen to activate the plugin files.
- A confirmation message, “**Plugin was successfully enabled**”, will appear.

## PSCB DEV Custom Report Settings

| Settings                                 | Description                                |
|------------------------------------------|--------------------------------------------|
| <a href="#">License Key Registration</a> | Enter License Key Registration Code.       |
| <a href="#">PSCB DEV Pro Analyzer</a>    | Enter settings for PSCB DEV Pro Analyzer.  |
| <a href="#">Daily Attendance Codes</a>   | Enter Daily Attendance Code preferences.   |
| <a href="#">Meeting Attendance Codes</a> | Enter Meeting Attendance Code preferences. |
| <a href="#">Grade Reporting Terms</a>    | Enter Grade Reporting Term preferences.    |

### PSCB DEV Pro – Custom Reports (License Key)

The PSCB DEV Pro – Custom Reports subscription requires a license key be entered to access all individual custom reports.

- Navigate to the PowerSchool Start Page.
- Click the System Management link in left Navigation Menu.
- Click the PSCB DEV Pro Custom Reports Settings link in the System Management section.
- Click the License Key Registration link in the Settings Menu.
- The PSCB DEV Custom Reports - License Key Registration page will appear.

- Copy and Paste the Subscription License Key that was sent to you.
- Click Submit.
- The completed PSCB DEV Custom Reports - License Key Registration page will appear.



## PSCB DEV Custom Reports - License Key Registration



District ID: TESTSERVER-TRAINING60  
Renewal Date: 08/31/2023

### Enter your PSCB DEV Custom Reports - Subscription License Key

| Item        | Value                                                                                                                                                                                   |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| License Key | a1dkY3BFZGZIMVhYNVJxUFZoaUdpWUZwd1R4NGYyemZpO<br>HZtOEFwa3ZUVVFFd0hTTDINSEFkdGhtQ3FqZ2haQjRiS3ZGR<br>3NNOVIFY3E3Y2ZFM0tzSnNCUWdOa2RmRHFqeEFBWlpheW<br>9WVE4zU0E2YWRjMTI4aXlrRmhCbTVTSkc |

Submit

## PSCB DEV Pro Analyzer (Security Group Preference Settings)

The PSCB DEV Pro – Custom Reports subscription requires a security group setting be entered to allow access to PSCB Data Analyzer and Pivot Table Builder.

- Navigate to the PowerSchool Start Page.
- Click the System Management link in left Navigation Menu.
- Click the PSCB DEV Pro Custom Reports Settings link in the System Management section.
- Click the PSCB DEV Pro Analyzer link in the Settings Menu.
- PSCB DEV Pro Analyzer security group preference page will appear.

## PSCB DEV Pro Analyzer

### Enter security groups that can access the PSCB DEV Pro Data Analyzer

| Item                               | Value |
|------------------------------------|-------|
| Security Groups<br>comma-separated | 9     |

Submit

## PSCB DEV Pro – Custom Reports (Plugin Installation)

### Download

- Use your browser to navigate to the [PSCB DEV Development](#) web site.
- Login to the website.
- Click the **PSCB DEV Pro Reports** link on the Main Menu.
- Download the **PSCB DEV Pro – Custom Reports** plugin you want to install.

### Install Plugin

- Log into your PowerSchool server.
- Click on System Management in the left menu.
- Click on Server from the System Management menu.
- Click on Plugin Configuration from the Server Setup menu.
- The Plugin Management Dashboard will appear.
- Click Install. The Plugin Install page will appear.
- Click Choose File and navigate to the location where you downloaded the **PSCB DEV Pro – Custom Reports** plugin. Select the file and Click Install.
- A confirmation message, “**The plugin was installed successfully**”, will appear.
- Click the empty checkbox next to plugin name: **PSCB DEV Pro – Custom Reports (Attendance)**.
- The Enable Plugin Screen will appear.
- Click the Enable button located at the bottom of the screen to activate the plugin files.
- A confirmation message, “**The Plugin was successfully enabled**”, will appear.

### PSCB DEV Custom Reports Menu

- Navigate again to the PowerSchool Start Page for a school.
- Click on the PSCB DEV Reports.
- The PSCB DEV Custom Reports – Home Page now contains an Attendance Menu link.
- Click on The Attendance menu link.
- The PSCB DEV Custom Reports – Attendance menu appears.
- Select the report you want to run.

## PSCB DEV Pro – Custom Reports (Installation of Additional Plugins)

Repeat the above installation process for all other PSCB DEV Pro Custom Reports plugins you want to load on the PowerSchool server. Upon completion, a Menu link for the installed plugin will be added to the Custom Reports EUI Menu page.