**Appendix 2**

**Contact List Report Instructions for Shropshire Youth IAG in SIMS**

Download attachment “Contact List for Shropshire Youth IAG.RptDef.RptDef and save in C:\Program Files (x86)\SIMS\SIMS .net



Open Sims

* Go to Report(s) | Import
* Click on Open
* Select “Contact List for Shropshire Youth IAG.RptDef”
* Click Open
* Select Import

After report is imported

* Go to Reports | Run | Focus | Student
* Highlight “Contact List for Shropshire Youth IAG” and double click to run the report
* Accept Parameters ie On Roll and Year 11
* Click OK

The report is filtered to display the Contact information for on roll Year 11 students.

Save the Report as

* 893XXXX\_893LLLL\_SYIAG (XXXX = school DfE number) to a suitable location on your computer

Upload Report

* Please upload the report via S2S as a Generic File in the usual way.