

How To Export and/or Import an Object Report.

This article describes how to export an object report as a report template for backup purposes or to import into another instance of PowerSchool.

To Export:

1. On the start page, choose Reports from the main menu.
2. On the Reports page, click Report Setup.
3. On the Report Setup page, click Object Reports. The Object Reports page appears.
4. Click on the report you wish to export, the report is now shown on the screen.
5. At the very bottom of the report (you may have to scroll down), click on the link "Export this report as a template".
6. Save the report template with the default extension (.pst) to your local computer.

To Import:

1. From the start page, go to System.
2. Select "Import Report Template"
3. Enter the file path and name of the template in the "File to Import" field or click Browse... to select the template file.
4. Click Import. The Alert: Template Successfully Imported page appears.
5. When completed you can verify that the report shows in your reports.

Note: Prior to importing the report template, you may need to edit the .pst file in a text editor in order to change the name as it will appear in PowerSchool. You will want to change the name in the following tag:

<Name> </Name>

For Example, you would change the report name by changing <Name>Old Report Name</Name> to <Name>New Report Name</Name>. Save your changes in the .pst file prior to importing back into your PowerSchool Server.