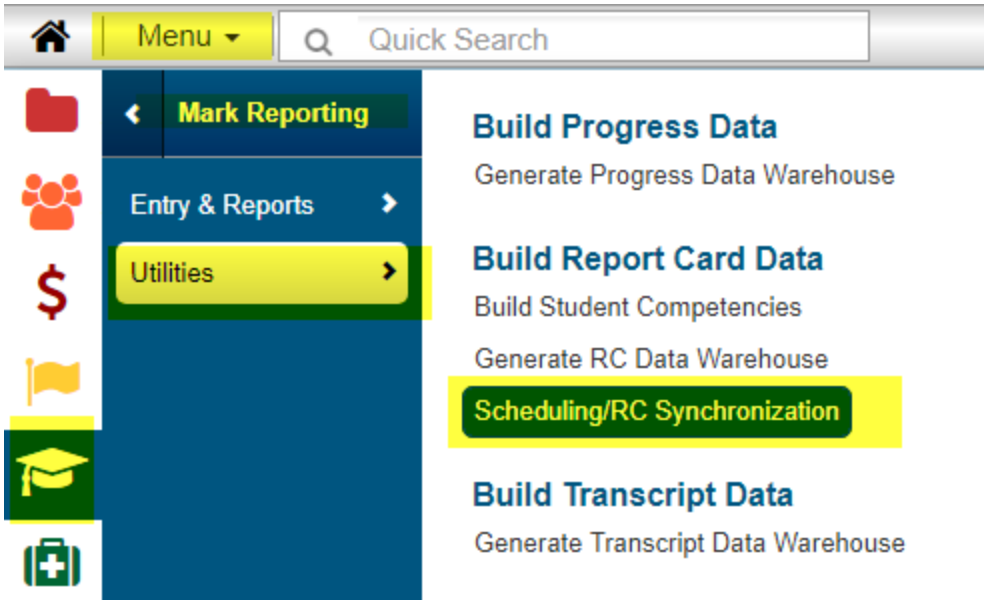


Synchronization

Step 1 - Path: Menu > Mark Reporting > Utilities > Build Report Card Data > Scheduling/RC Synchronization

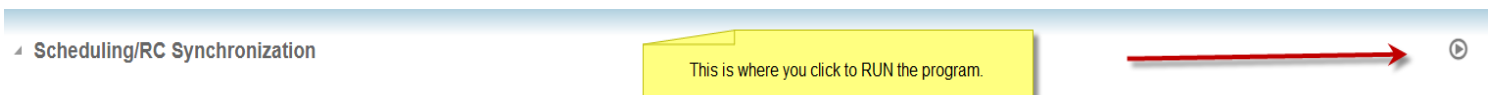


Step 2 – Click on Scheduling/RC Synchronization

Step 3 – Make sure your screen looks like the one below regarding the fields that need to be filled.

The screenshot shows the configuration screen for Scheduling/RC Synchronization. It is divided into three sections: Prompts, Filter, and Run. The 'Prompts' section includes a 'Building*' dropdown menu (with a red arrow pointing to it and a yellow callout box saying 'Enter your building number or use the drop-down.'), a 'Delete Invalid Marks' checkbox (checked, with a red arrow), an 'Amount to Log in Statistics File*' section with radio buttons for 'Log Errors Only' (selected, with a red arrow) and 'Log All Activity', and a 'Log File Name*' text field containing 'Scheduling Synchronization Log'. The 'Filter' section is a table with columns: Actions, AND/OR, #, Area, Field Name, Condition, and Value. The table has one row with a dropdown menu in the 'Area' column (with a red arrow and a yellow callout box saying 'Do not enter anything in the Filter area.'). The 'Run' section has radio buttons for 'Now', 'Weekly', 'Once', 'Monthly', and 'Daily'.



Step 4 – Run Synchronization



Step 5 – Click on the Tasks/Reports button to view your file.




Step 6 – Click on the file once it is under **“Reports”**. The “job” will go from Scheduled Tasks to Running Tasks to Reports.

Tasks and Reports  

Reports

Total Reports:0 Using: 0.00 b

File Name	Modified Date	Size	
Page 1 of 0			


Running Tasks

Total Running Tasks:0

Task	Start Time	Progress
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Scheduled Tasks

Total Scheduled Tasks:2

Task	Run Time	Status	
Immunization Validation Immunization Validation	01/18/2018 01:43:00 PM	Waiting	<input type="checkbox"/>
Medical Card report Medical Card report	01/18/2018 02:11:00 PM	Waiting	<input type="checkbox"/>
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