

Open the FFT Access database

Usage Agreement

**FISCHER**  
FAMILY TRUST

Data Version: 12.14  
Created: 30/01/2009

**Bournemouth**  
Contains data for Winton Arts and Media College

**FFT Database v12.14 (Report Viewer and Export Tool)**

This database is provided by Fischer Family Trust/Fischer Education Project Ltd to enable schools and local authorities to make more effective use of pupil performance data. The code and analyses provided with this database are the intellectual property of Fischer Education Project Ltd. The user has exclusive responsibility for any application of the database which shall be at the user's own risk.

Data and analyses provided are confidential and intended solely for use within schools and the local authority to evaluate their progress and to work together for improvement. It is the responsibility of the local authority to ensure that any use of the data provided within this database meets the requirements of the Data Protection Act.

AMYUNI PDF Converter provided by AMYUNI Technologies, Canada. For further information, contact sales@amyuni.com.

Click Accept, you get the main screen.

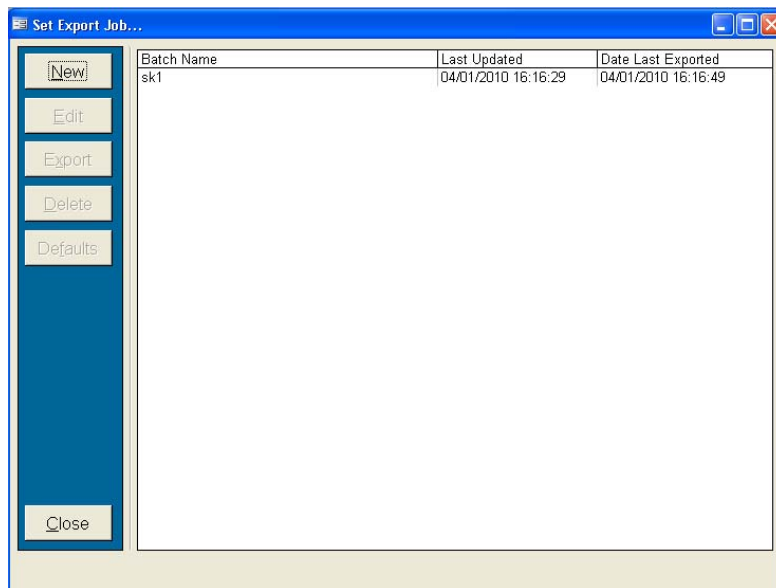
Main Menu (Build 02-02-2009)

**FISCHER**  
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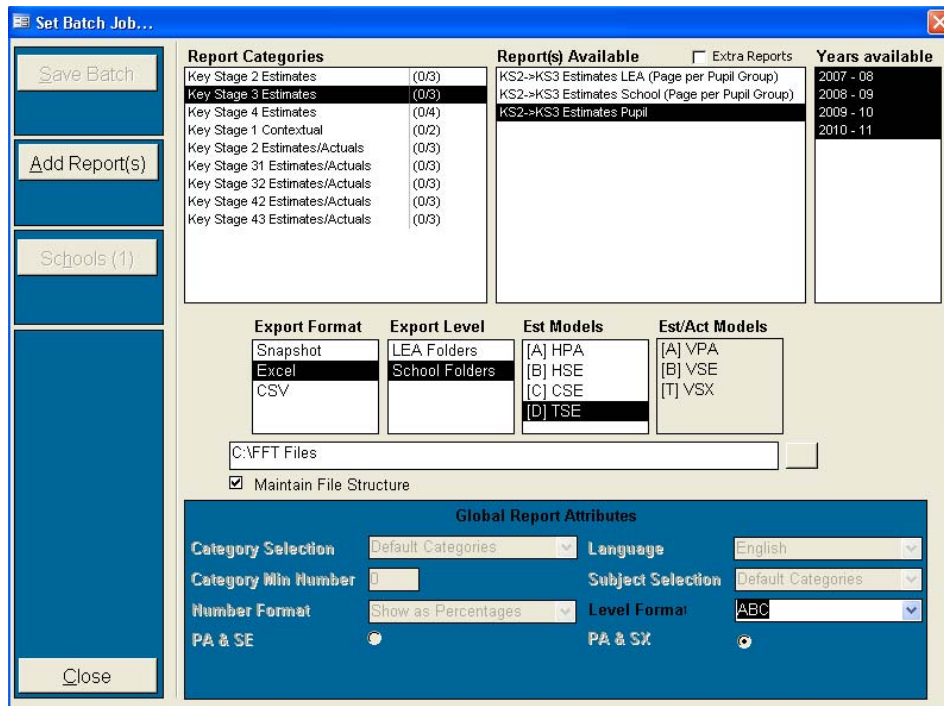
FFT Database v12.14  
(Report Viewer and Export Tool)

|                                        |                              |
|----------------------------------------|------------------------------|
| <b>Export reports and/or datafiles</b> | Link Tables                  |
| View and print reports                 | Utilities                    |
| Add/modify school groups               | Show Database Window         |
| Create group/school databases          | Administer reports           |
| Quit                                   | Fischer Family Trust Website |

Click onto **Export reports and/or datafiles** and you will see the export screen.



Select **New** and you will go to the **Set Batch Job** screen.



Choose the items you want, making sure that you have chosen Excel as the export format and School Folders for the export level. Also make a note of the file location for export – it is best to have a specific folder prepared.

Then click onto **Add Report(s)**, it will confirm you have saved the report. If you wish to add other reports repeat the process. **Save Batch** is then accessible, click on that and a little screen will come up which asks you to give a batch name. Name your batch and click **OK**.

**Batch Name**

Enter a name for the current batch

OK

Cancel

Example\_1

It will then return you to the **Set Batch Job** screen. Close that and you will return to **Set Export Job** screen with your batch name in the window. Highlight your batch job name and click onto **Export**. It will run through the export showing the following screen when finished.

**Export Job...**

| Date/Time           | Description                                                           | Status  |
|---------------------|-----------------------------------------------------------------------|---------|
| 13/01/2010 16:00:19 | ▪ Export Excel format                                                 | Success |
| 13/01/2010 16:00:18 | Begin export of Est_KS3_PUP_EN for school 8374173 report of model TSE | ----    |
| 13/01/2010 16:00:18 | Begin export of Est_KS3_PUP_EN for 2010                               | ----    |
| 13/01/2010 16:00:18 | ▪ Export Excel format                                                 | Success |
| 13/01/2010 16:00:17 | Begin export of Est_KS3_PUP_EN for school 8374173 report of model TSE | ----    |
| 13/01/2010 16:00:16 | Begin export of Est_KS3_PUP_EN for 2009                               | ----    |
| 13/01/2010 16:00:16 | ▪ Export Excel format                                                 | Success |
| 13/01/2010 16:00:15 | Begin export of Est_KS3_PUP_EN for school 8374173 report of model TSE | ----    |
| 13/01/2010 16:00:15 | Begin export of Est_KS3_PUP_EN for 2008                               | ----    |
| 13/01/2010 16:00:15 | Est_KS3_PUP_EN (Aborted) for school 8374173                           | No Data |
| 13/01/2010 16:00:13 | Begin export of Est_KS3_PUP_EN for 2007                               | ----    |
| 13/01/2010 16:00:13 | Beginning export of Batch 'Example_1'                                 |         |

**Microsoft Office Access**

Job Complete

OK

Save Export List

Close

Your files are then ready for import. Locate the files you want on the drive, making careful note of the pathname. It is in the format **dfescode\_type of file\_academic\_year\_type of data.xls**. These are the files you import through Facility.

