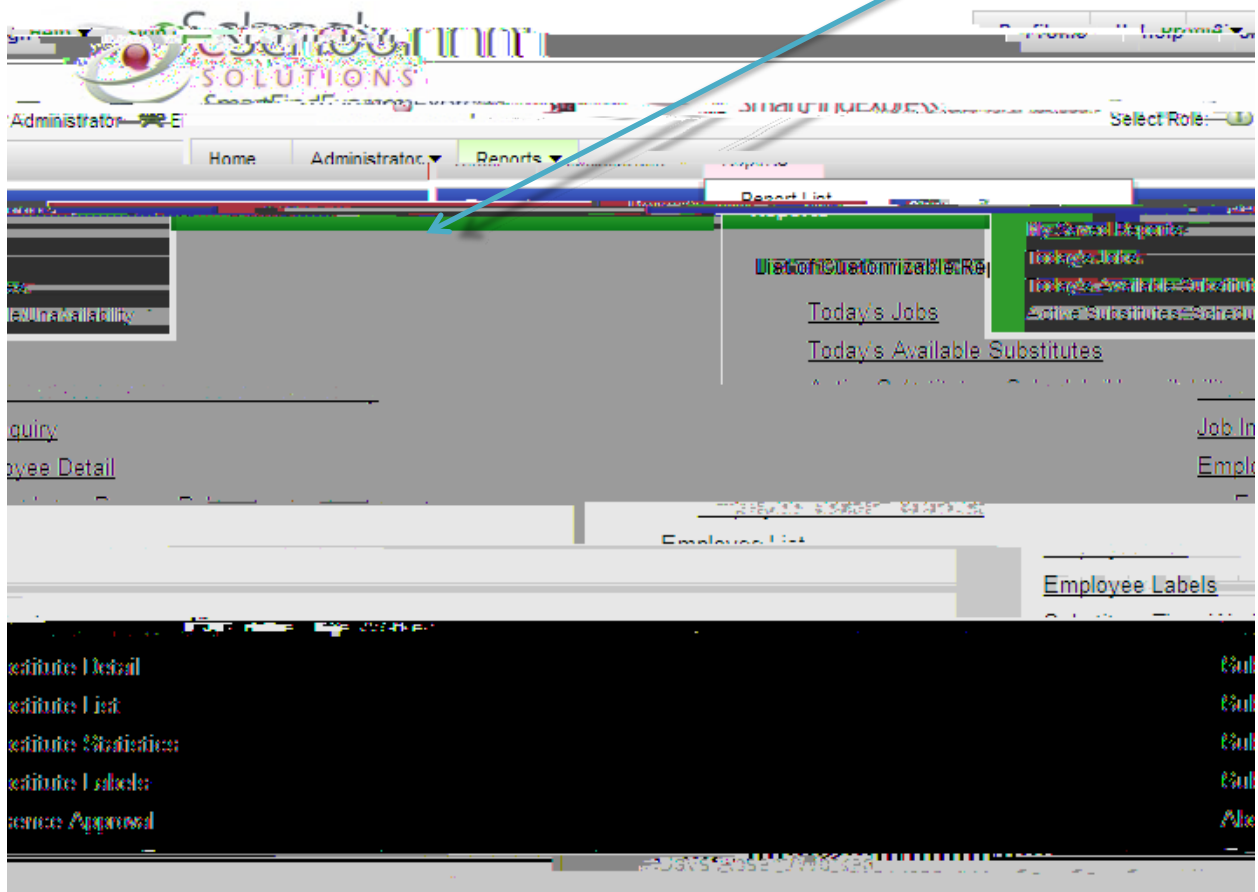


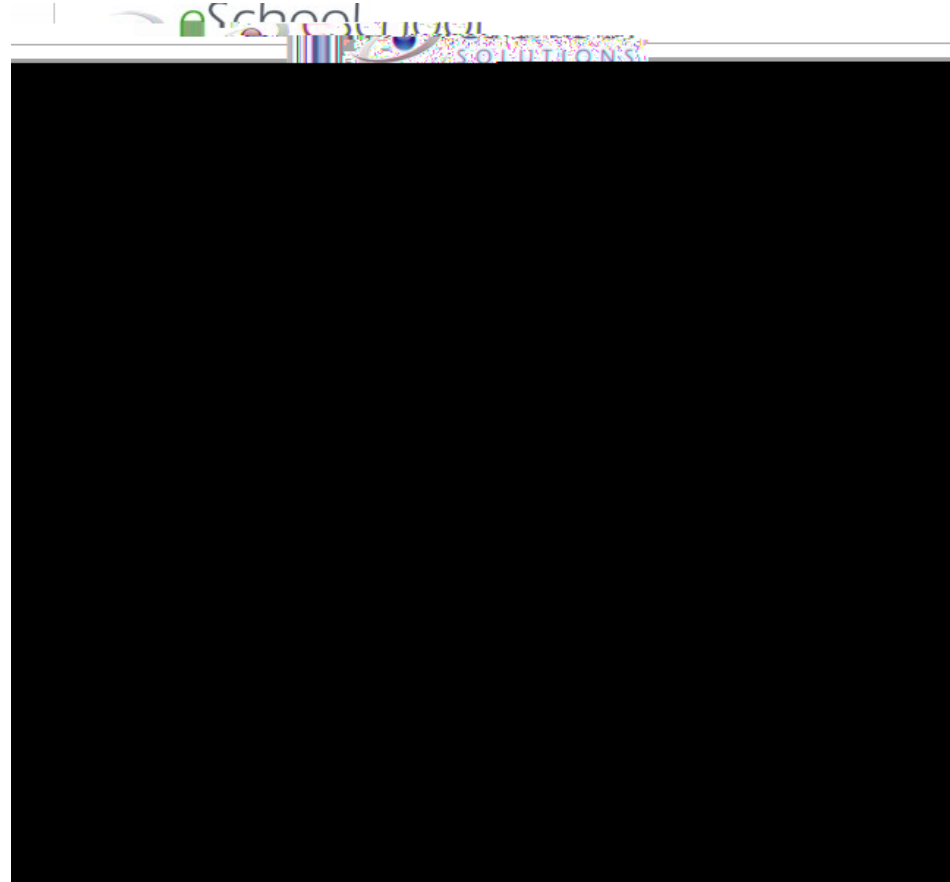
WCCUSD eSchool Custom Reports How To

1. eSchool Scheduled Email Report

Login to eSchool and select the **“Reports”** tab. Choose **“Report List”**:



Choose Job Type (All/Absences/Vacancies)
Choose Job Status (All, exclude canceled)
Leave all others default



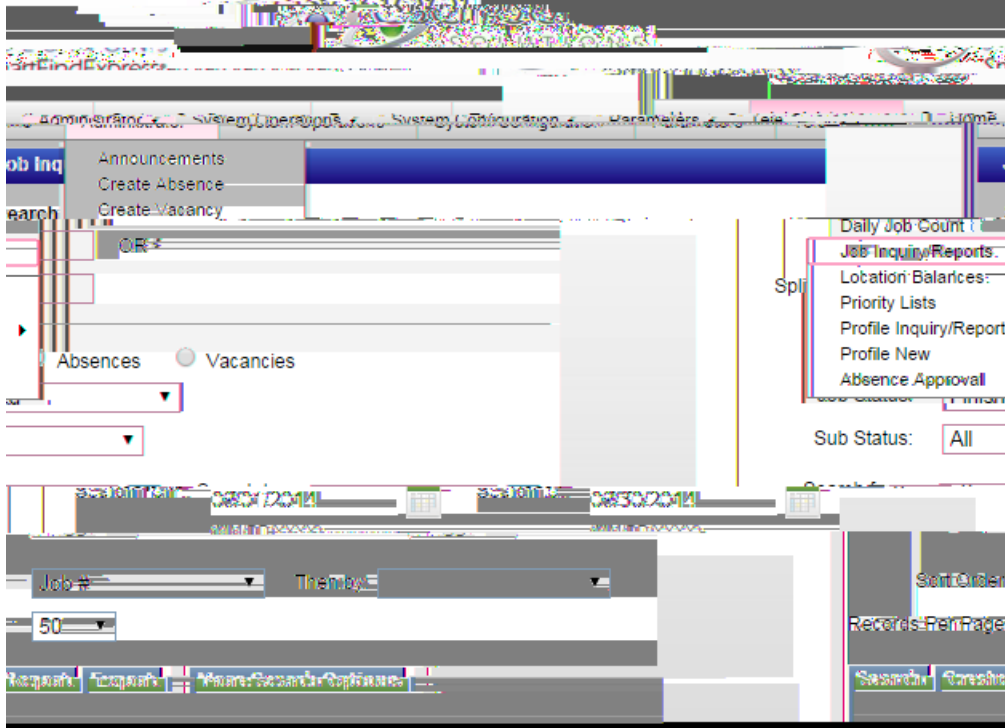
Choose Print Details (I de-selected many options I do not want to display, such as; all Substitute checkboxes)

2. **eSchool Absence Approval Report** can be found on the **Administrator** tab or the **Reports** Tab under **Reports List**. Choose **Absence Approval**:

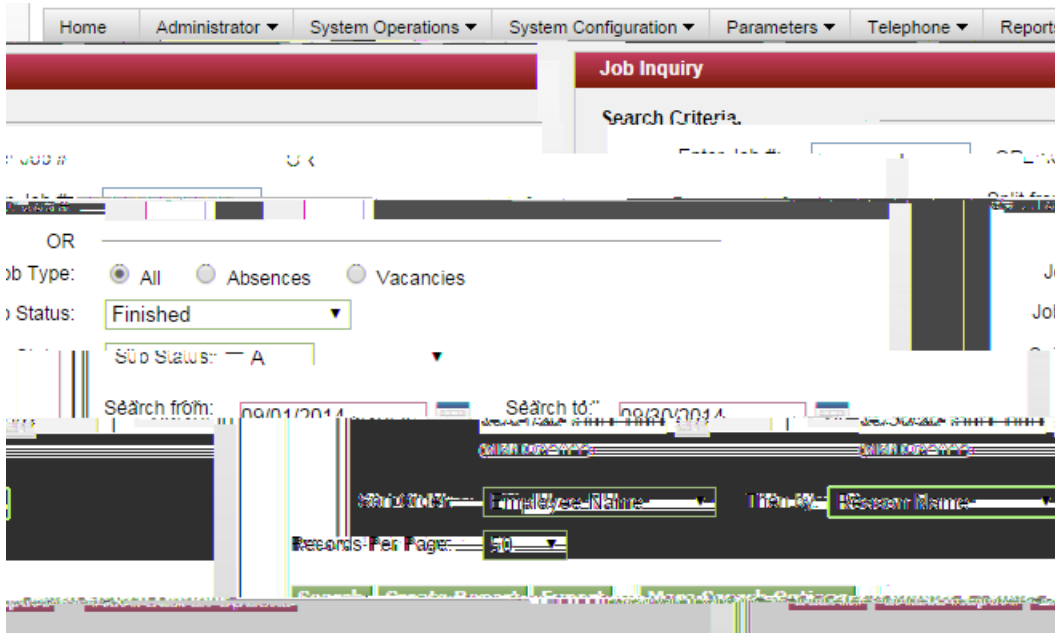
Choose Date Range, Location, Status, Output Format (PDF, Excel),
Choose what you want to display for report

3. How to Verify approved jobs

To approve jobs that are Verified (eSchool calls them “Finished”), go to Administrator tab and choose the Job inquiry/Reports:



Enter your search parameters: job status set to “Finished” only, date range, sort order and then hit “Search”:



Put a check next to any or all that you have approved and are now ready to verify and send to payroll:

Records Per Page: 50

Search Create Report

Job List

Set All to Verify Save

Job #

Status

Verify

391577

Finish

NSR=NB-Sub-A1lev

Reminder: once you choose verify it closes the job. No further edits can be made. If you do need to modify or cancel a job after it has been verified, please notify HR or Payroll department if after the payroll deadline.