

# SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

## HOW TO VIEW AN AUTOMATED REPORT

### Purpose

To explain how teachers and staff can view an automated report.

### Automated Report View

Open a Skyward Automated Report Email

From: Skyward@skyward.com  
To:  Group Skyward Technology Reports  
Cc:  
Subject: Skyward Processing: User Security Change Report - SASD User Security Changes - Has Completed Successfully

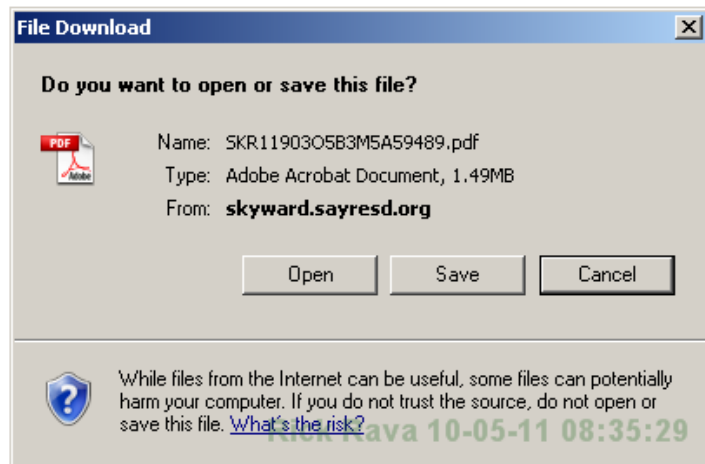
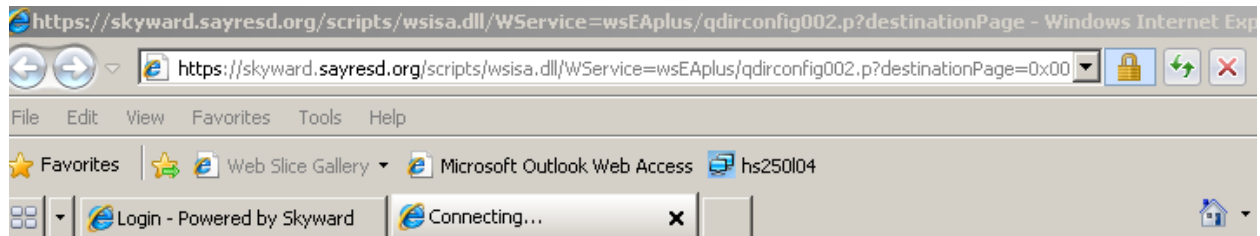
The process **User Security Change Report - SASD User Security Changes** has completed successfully.

Click the following link to view the results: [User Security Change Report - SASD User Security Changes](#)

\*\*\* This file will only be available for 2 days - You must save a copy if the file is needed after 10/06/2011: \*\*\*23

Click on the link

You will be prompted as follows:



Click on Open

SKR1190305B3M5A59489[1].pdf - Adobe Acrobat Pro

File Edit View Document Comments Forms Tools Advanced Window Help

Create Combine Collaborate Secure Sign Forms Multimedia Comment

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0qqlc32.p 00-2 Sayre Area School District 10/04/11 Page:1  
 04.11.06.00.00 Security Change History Report 1:00 PM

Changes for SUPPORT, SKY

Field Description

Encrypted Password

Change	Date	Time	Original Value	New Value	Changed By
Type	Changed	Changed	Original Value	New Value	Changed By
Change	06/30/2011	10:19 AM	*****	*****	SUPPORT, SKY

Number of Invalid Attempts

Change	Date	Time	Original Value	New Value	Changed By
Type	Changed	Changed	Original Value	New Value	Changed By

Date Password Changed

Change	Date	Time	Original Value	New Value	Changed By
Type	Changed	Changed	Original Value	New Value	Changed By
Change	06/30/2011	10:19 AM	04/27/2011	06/30/2011	SUPPORT, SKY

System Wide Systems

Change	Date	Time	Original Value	New Value	Changed By
Type	Changed	Changed	Original Value	New Value	Changed By
Change	07/01/2011	3:35 PM		Pac Financial Access Disabled Pac Human Resources Access Disabled Pac Student Access Disabled System Admin Access Disabled Web Financial Access Disabled Web Human Resources Access Disabled Product Setup Access Disabled Web Student Access Disabled	test, test1

Rick Rava 10-05-11 08:36:18

Status

That is it!

Please note if you wish to save this report, you may click on the File menu – then click on Save As.