nReports- Create Home Group field on front cover



Download Front Cover Designer

 The VELS Front Cover Designer needs to be downloaded in order to edit/create the front cover of the report to suit your school.

> Download VELS Front Cover Designer from <u>www.cepl.com.au</u> DOWNLOADS Section.

Downloads

RESOURCES FOR NREPORTS (Ver 3):

- Presentation Notes- General Guide to Setting up nReport V3
 - nReports Admin Manual
 - Quick Guide to Standard Setup for nReports V3- Melb
 - Quick Guide to Standard Setup for nReports V3- Sale
- Logon Guide for Teachers
- Formatting Guide for Teachers
- Quick Guide to Report Styles or Extended Guide to Report Style
- VELS FrontCover Designer

2 Save the file to a location of your choice.



3 Locate the zip file where you saved it. Double click to open folder.

Extract the files before the next step.





5 If .NET 4.0 has not been installed on this machine, you will be prompted to install it.

Click on **Accept** to start setup.

If .NET 4.0 has already been installed, you will not see this window. Go to Step 7.

- 6 Files required to install .NET 4.0 will now be downloaded. This should only take a few minutes.
- 7 Click on Next and follow the Installer Wizard setup guide to install VELS Front Cover Designer on your computer.

VELS Front Cover Designer Setup	
Downloading required files	
Downloading file 1 of 1	Canad



8 Click on **Next** to continue the install process.

UELS Front Cover Designer	
Select Installation Folder	
The installer will install VELS Front Cover Designer to the following folder.	
To install in this folder, click "Next". To install to a different folder, enter it be	low or click "Browse".
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C:\Program Files\nForma\VELS Front Cover Designer\	B <u>r</u> owse
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Install VELS Front Cover Designer for yourself, or for anyone who uses thi © <u>E</u> veryone © Just <u>m</u> e	is computer:
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9 Once installed, open the VELS Front Cover Designer program.



10 When the program is first opened a blank page appears.

VELS Front Cover Designer	
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11 Go to File and select Open.

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12 You can open your current Front Cover if you have already designed one OR

> Locate the VELS Report Covers folder. This will be located on your local c:\ drive in My Documents.

Find the file named FrontCover_Default.rpx and click Open.

This is the default front cover. It is advisable to save this cover under a new name, keeping the original as a backup.

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 To add a Home Group field to your front cover, create a
 TextBox and drag to a location of your choice.



14 Format the text to suit your needs.





17 Now you can upload your Front Cover file via the Student Report Layout page.