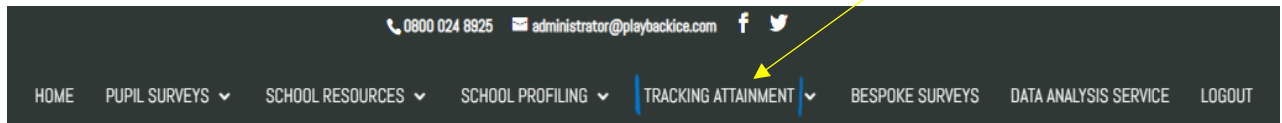


File Manager: How to access your tracker.

On the home screen go to Tracking Attainment tab in the tool bar.



The Tracking Attainment page will appear when you click on the tab. The tracker access is available in the Activate and Download your Tracker column. Click on School Tracker and you can download the file after it opens in a new page.

Activate and Download your Tracker

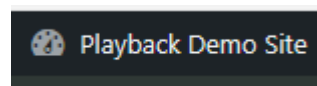
Click on the link below to access your tracker:

[School Tracker](#)

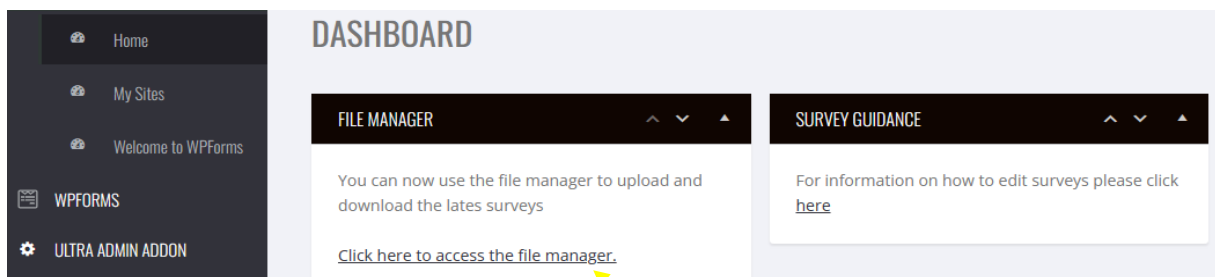


File Manager: Instructions for Upload and Download of Survey Reports /Trackers.

On the home screen go to your school name – in the top left-hand corner of the screen. Click on the school name (where the Playback Demo Site is on the image) and the Dashboard Drop Down access will appear.

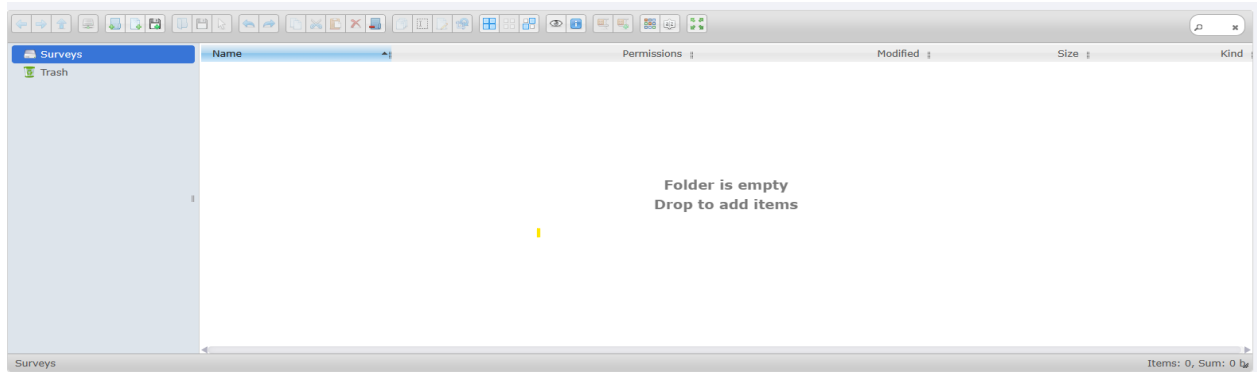


Go to the Dashboard on your site and look for the File Manager section.



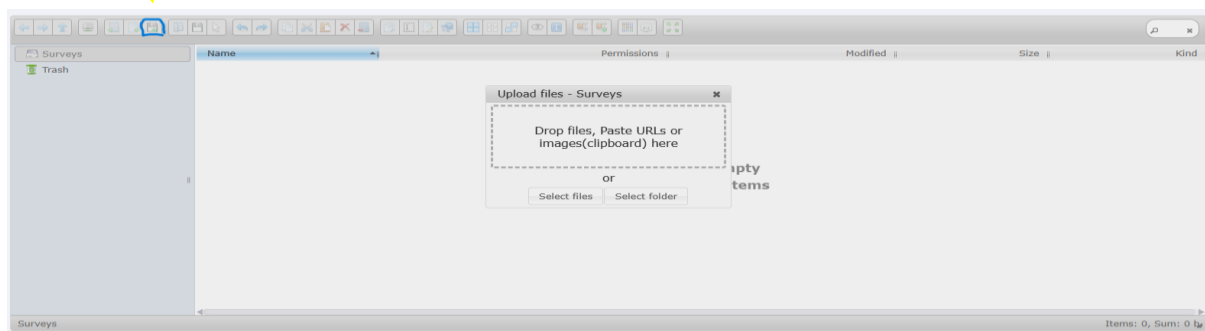
Click here to access your file manager. The screen below will appear.

This is the File Manger screen you can select options from here.

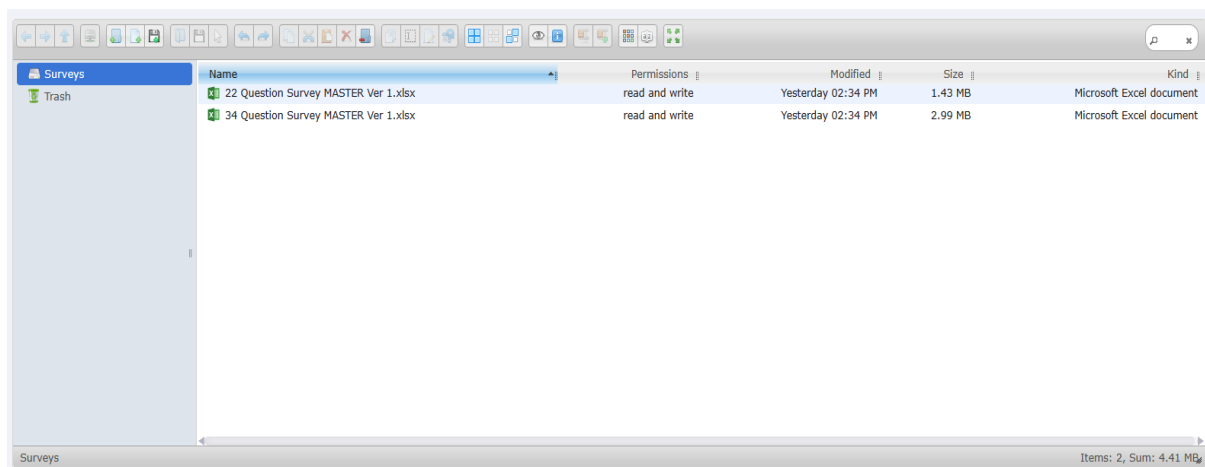


Upload a File to the File Manager.

Click here to upload the file to the File Manager. You can either drag the file across or select from your documents area. The screen will show the file being processed at this stage.

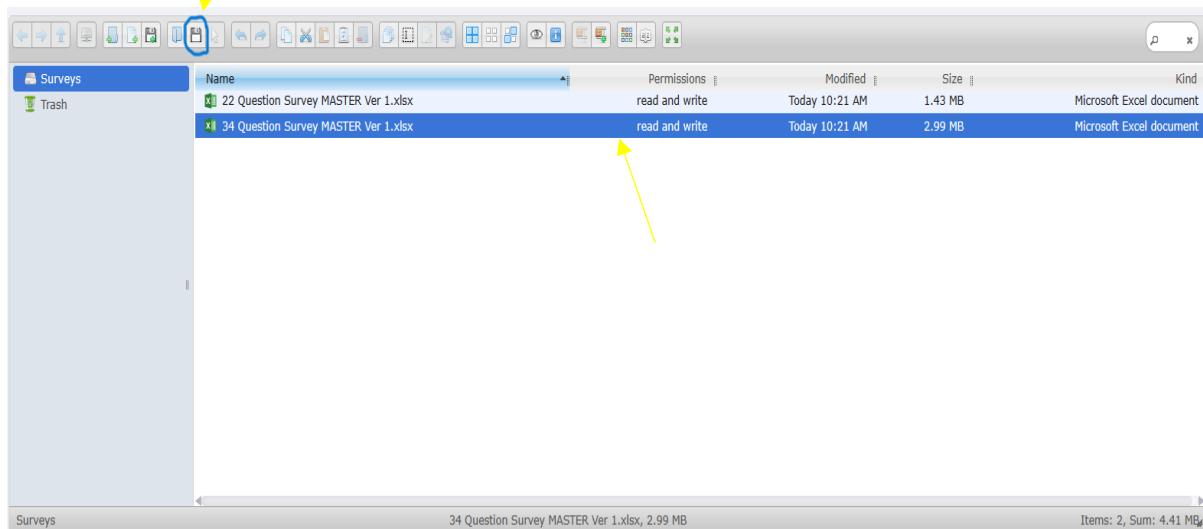


This screen shows files that have been uploaded to the File Manager



Downloading a file from File Manger

Click here to Download a file from the File Manager or click on the file. Once downloaded you can open the file and then save it to your documents / desktop as required.



If you have any problems, please contact us direct to assist and support you.

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or

peterfitzpatrick@playbackice.com