



ARKANSAS DEPARTMENT OF EDUCATION

Arkansas Department of Education
Statewide Information System (SIS)
Report Download Feature Instructions

For feedback, corrections and questions please email ADESIS.Programmers@arkansas.gov

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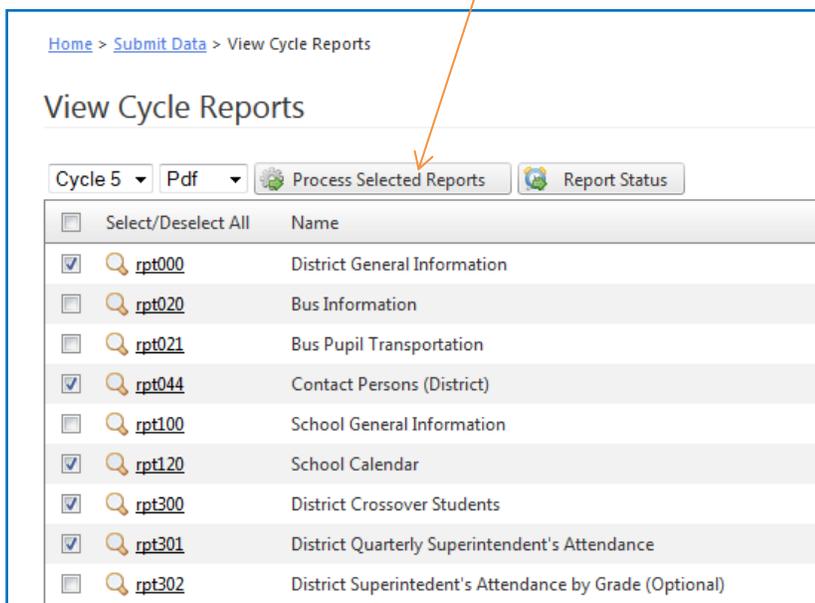
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Introduction

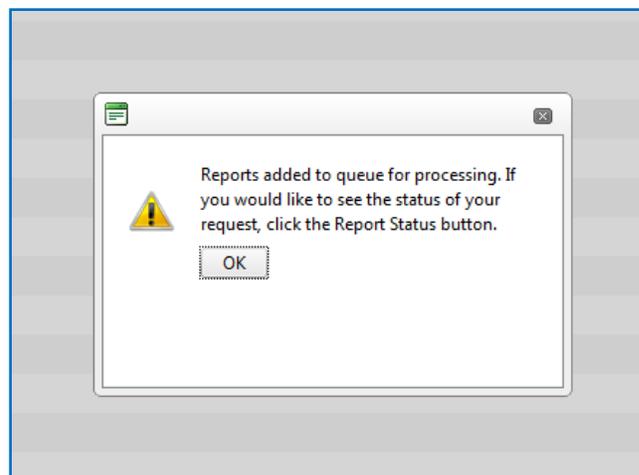
Report Download is the newest feature added to ADE SIS website for downloading ‘select’ reports or ‘All’ reports together for both Certified and Uncertified Reports. This feature enables user to download multiple reports at the same time. This feature applies for previous cycle and current cycle reports.

Step-by-step Instructions

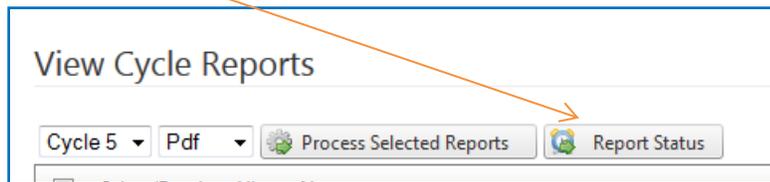
1. **Select** the reports you want to download and **click** on Process Selected Reports.



2. A message box pops up. **Click OK.**



3. Click on Report Status.



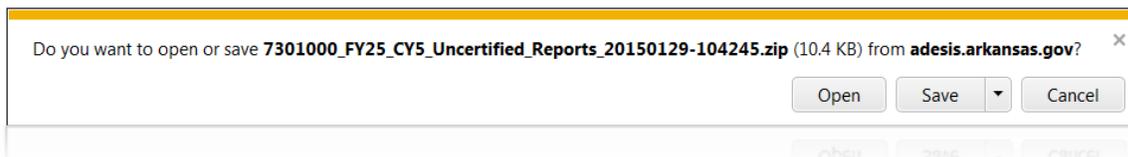
4. Click on Action → Download. Then select either *Open* or *Save to a local drive*. It will be opened or saved in a folder named with format *LEA_FY_CY_Uncertified/Certified Reports and datetime.zip*. You can view downloads by cycle.

Report Status

Cycle 5

Report Type	FY	Status	Format	Create Date	Process Start	Process Complete	Notification Email	Progress	Action
Uncertified	25	Complete	Pdf	1/19/2015 11:16:34 AM	1/19/2015 11:24:21 AM	1/19/2015 11:24:29 AM	reshmi.jose@arkansas.gov	6/6 (100 %)	Download
Uncertified	25	Complete	Pdf	1/19/2015 11:16:23 AM	1/19/2015 11:24:16 AM	1/19/2015 11:24:25 AM	reshmi.jose@arkansas.gov	6/6 (100 %)	Download

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5. Click Save/save as. You can save the folder to your local drive for future reference. The folder will have *.zip* extension.

6. Click Open. A folder opens with all your selected reports in the folder. It will be available on the web only for 30 days for future downloads.

Downloads ▶ 2202000_FY25_CV5_Uncertified_Reports_20150119-112421

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
rpt000	Adobe Acrobat Document	2 KB	No	3 KB	24%	1/19/2015 11:24 AM
rpt020	Adobe Acrobat Document	31 KB	No	43 KB	30%	1/19/2015 11:24 AM
rpt021	Adobe Acrobat Document	4 KB	No	5 KB	13%	1/19/2015 11:24 AM
rpt100	Adobe Acrobat Document	8 KB	No	9 KB	13%	1/19/2015 11:24 AM
rpt120	Adobe Acrobat Document	126 KB	No	171 KB	27%	1/19/2015 11:24 AM
rpt300	Adobe Acrobat Document	2 KB	No	2 KB	28%	1/19/2015 11:24 AM