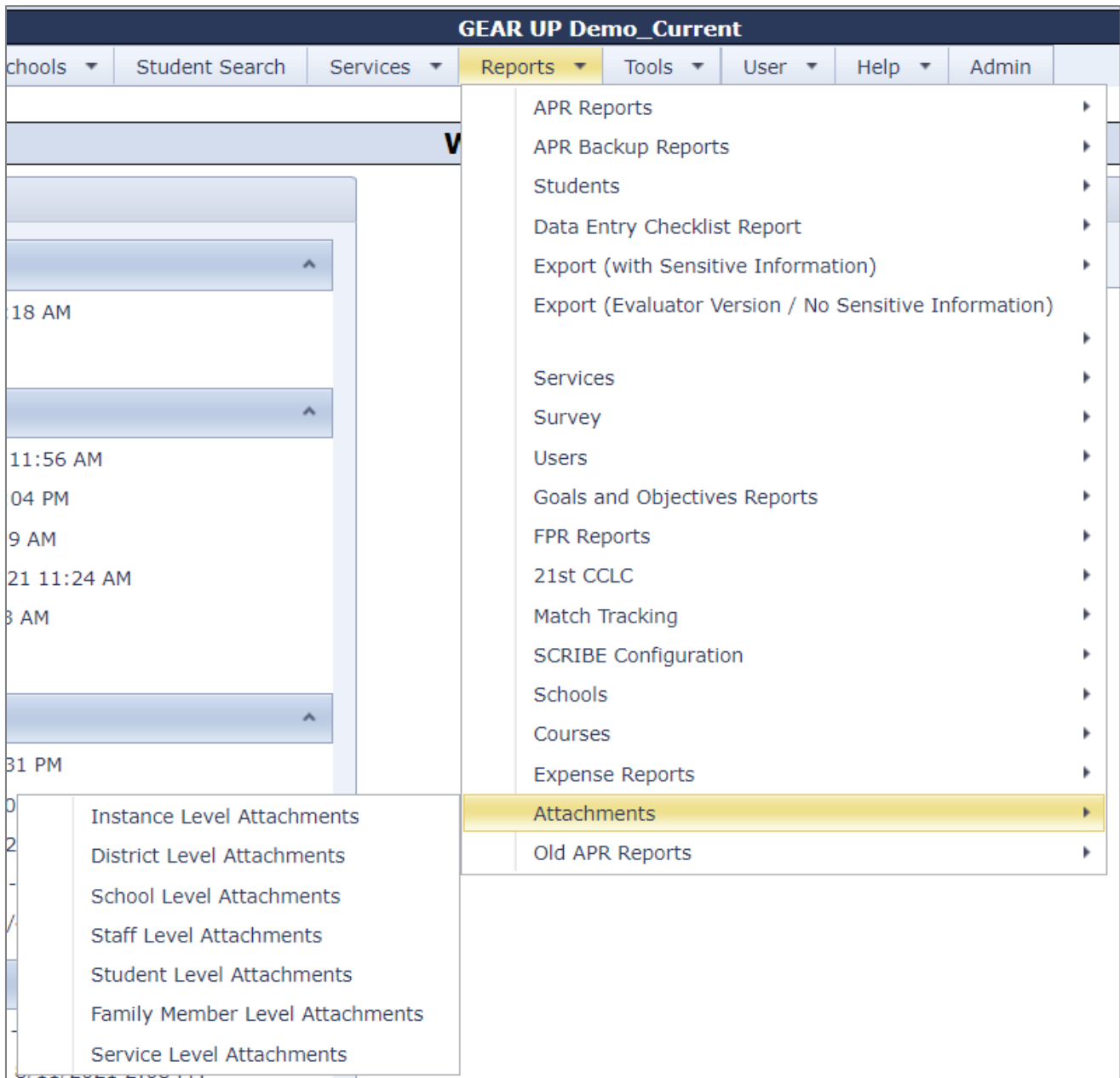# Service Level Attachments Report

This tutorial details the service-level attachments report. For more information on the other levels of attachments reports, go to the Attachment Reports folder in the Help Desk.

There are several new reports in SCRIBE that list attachment details like attachment name, file type and tags for the seven different levels at which you can attach documents. These new reports are an easy way to see where attachments have been uploaded, when, and what types of documents they are.

Service Level Attachments Report

All attachment reports are in SCRIBE under the Reports tab. If you do not see the Attachment option, submit a Help Desk ticket so they can be added to your SCRIBE school.

1. In SCRIBE, click **Reports** > **Attachments** > **School Level Attachments**

Service Level Attachments Report

2. Select the Report Filters:
    a. **School Year(s)**: Select the school year(s) to display the schools that were active during those years. There may have been different schools active earlier in your grant cycle (e.g., middle schools) than schools active in the later years (e.g., high schools or post-secondary institutions). As you select different school year(s) you may see the School(s) displayed change.

    Note: School Year(s) filter does not pertain to the school year during which the attachments were uploaded to SCRIBE. The report will display all attachments that have been attached at the service-level for whichever school(s) you select under School(s). To filter the attachments displayed on the report by the date they were attached in SCRIBE, use the Attachment Date filter (details below).

    b. **School(s):** Select which school(s) whose service-level attachments you would like displayed on the report. Only those schools that were active in SCRIBE during the School Year(s) selected will be available to select in the School(s) filter.

SCRIBE Home > **Service Level Attachments**

| Service Level Attachments |

Report Filters

School Year: *	2020 - 2021 ⌄
School(s): *	⊟ ☐ Instance - GEAR UP Demo_Current
	⊟ ☐ District - Portland Public Schools
	☐ Jefferson High School
	☐ Madison High School
	☐ Roosevelt High School
	⊟ ☐ District - Training District
	☐ Bayside Middle-High School
	☐ DeGrassi Junior High
	☐ West Beverly High School
Service Type Category:	All Service Type Categories ⌄
Service Type:	All Service Types ⌄
Start Date:	⌄ To ⌄
Attachment Date:	Custom ⌄
	⌄ To ⌄

Service Level Attachments Report

Attachment Types:
☐ Select All

☐ .csv ☐ .doc ☐ .docx ☐ .gif ☐ .jpg ☐ .pdf ☐ .png
☐ .rtf ☐ .txt ☐ .xls ☐ .xlsm ☐ .xlsx

Attachment Tags:
☐ Select All

☐ Attendance Record ☐ Backup Documentation ☐ College Acceptance Letter
☐ College Application ☐ Counselor Notes ☐ Course Related Documentation
☐ Event/Service Documentation ☐ Food/Dining ☐ From Parents
☐ Health Related Documentation ☐ Hospitality ☐ Invoice
☐ Matching ☐ Parent Submitted Documentation ☐ Permission Form
☐ Photo ☐ Resume ☐ Sign-in Sheet
☐ Standardized Test Results ☐ Student Release Form ☐ Survey
☐ To Parents ☐ Transcript/Report Card ☐ Transportation

Programs:
☐ Select All

☐ EIP ☐ GEAR UP ☐ Talent Search
☐ Upward Bound

Uploaded By: --- Select One --- ⌄

Report Format: * ⦿ EXCEL ○ PDF

[Generate Report]

3. Narrow the list of attachments on the report by using any/all of the other filter options:

   a. **Service Type Category**: Select a specific Service Type Category from the dropdown menu. Service Type Categories are the larger "umbrella" categories that specific services fall under (e.g., Tutoring, Mentoring, Workshop, etc.). Check the Service Taxonomy for more information on the Service Type Categories and Service Types (in SCRIBE, go to Reports > SCRIBE Configuration > Service Taxonomy). Only attachments that have been added to service-level attachments for services of that service type category will be displayed on the report.

   b. **Service Type**: Select a specific Service Type from the dropdown menu. Service Types are the services that fall under each service type under (e.g., Math Tutoring, Peer Mentoring, STEM Workshop, etc.). Check the Service Taxonomy for more information on the Service Type Categories and Service Types (in SCRIBE, go to Reports > SCRIBE Configuration > Service Taxonomy). Only attachments that have been added to service-level attachments for services of that service type will be displayed on the report.

   c. **Start Date**: Enter a date range. All services whose start date falls within the date range and have service-level attachments will be displayed in the report.

   d. **Attachment Date**: Select **Custom** from the dropdown menu and enter a custom date range. Only attachments that were attached at the service-level between the date range will be displayed on the report.

Service Level Attachments Report

Select **Month** from the dropdown menu. Then select the month and year from the dropdown menus that will appear. Only attachments that were attached at the service-level during the month selected will be displayed on the report.

If no Attachment Date is specified, the report will display all attachments that have ever been attached to service-level attachments.

e. **Attachment Types**: Select which type(s) of files you would like displayed on the report.

If no Attachment Type is specified, the report will display all attachment types that have been attached to service-level attachments.

f. **Attachment Tags**: Any service-level attachments that have been tagged with the selected tags will be displayed on the report. Tags are added when the file is uploaded to service-level attachments. You can check the tag boxes any time after the attachment is uploaded by editing the attachment. Find additional information about tags in [Attachments](#) on the Help Desk.

If no Attachment Tag is specified, the report will display all attachments that have been attached to service-level attachments, whether they have tags or not.

g. **Programs**: Any service-level attachments that have been associated with the selected Program(s) will be displayed on the report. You can associate an attachment with the program when the file is uploaded to service-level attachments. You can associate the file to a program any time after the attachment is uploaded by editing the attachment. Find additional information about programs in [Attachments](#) on the Help Desk.

Note**:** The Programs filter is specific to whether the attachment has been associated with any program. This does not have anything to do with whether students or staff are associated with any programs.

If no Program is specified, the report will display all attachments that have been attached to service-level attachments, whether they are associated with a program or not.

h. **Uploaded By**: Select a person from the dropdown menu. Only attachments that were attached at the service-level by that person will be displayed on the report.

If no Uploaded By person is specified, the report will display all attachment types that have been attached to service-level attachments.

Service Level Attachments Report

    i.   **Report Format**: Select EXCEL or PDF. Best practice is to run the report as an **Excel** file (spreadsheet) so you can sort, filter, rearrange, and otherwise manipulate the report if desired, whereas a PDF is a fixed file that cannot be edited.

4. Click **Generate Report**.

	A	B	C	D	E	F	G	H	I	J
1				**Service Level Attachments**						
2				**School(s):** Training District District						
3				**School Year:** 2020 - 2021						
5				**Service Type(s):** All Service Types						
11	**Service Name**	**School Year**	**Start Date**	**Attachment Name**	**File Name**	**File Extension**	**Date Uploaded**	**Uploaded By**	**Program(s)**	**Tag(s)**
12	OneT.CVS.UTSA.Jan2021.BMS	2020	1/20/2021	sign in sheet	sign in sheet	.csv	9/8/2021	Allie Sheldon		Backup Documentation
13	OneT.CVS.UTSA.Jan2021.BMS	2020	1/20/2021	agenda	agenda	.xlsx	9/8/2021	Allie Sheldon	GEAR UP	
14	Rec.TMT.afterschool.Oct2020.WBHS	2020	1/20/2021	receipt for food	receipt for food	.jpg	9/8/2021	Allie Sheldon		
15	Rec.TMT.afterschool.Oct2020.WBHS	2020	1/20/2021	pictures from event	pictures from event	.png	9/8/2021	Allie Sheldon		
16	Rec.TMT.afterschool.Oct2020.WBHS	2020	1/20/2021	survey	survey	.png	9/8/2021	Allie Sheldon	GEAR UP	

Additional resources

[Attachments](#) – a detailed PDF for how to access all 7 types of attachments and other notes on naming, sorting, permissions

[Town Hall from 6/5/2020 where attendees discussed attachments – recording, slides and notes](#)