SIRS - TIPS & TRICKS

Management Information Group

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Student Search Function

The '**?**' button located next to the **Group** button enables the user to search for students using information from student, student status and contact fields. It provides the user with another way of filtering students from their list.

1. To utilize the search function, go to any form with the *Group Manager* and click on the '**?**' button at the top of the student list.
2. Click on the **Area** field and select the appropriate area. Available options are Student, Student Status and Contact fields.
3. Click on a radio button to select the appropriate System type. Available options include All Students, Currently Enrolled, History, etc..
4. Click on the **Field** button and select an appropriate filter field. The fields listed will be dependent on the Area selected in step 1.
5. Click on the **Operator** field and select the appropriate operator.
6. Enter the appropriate value in the **Value** field.
7. Repeat the process if a second criteria is needed and remember to select the correct connector.
8. Click on the **Search** button.   You will then be returned to the student list on whatever for you were on when the '**?**' button was selected. Any students who matched the criteria you had selected will be returned in the listbox and a count will be displayed.

Note: The search is not saved when you move to a different form. If a group is to be saved for other uses, try creating a User Defined Group.

Student Headers

This feature creates a button that will appear in the student header of those student that meet certain criteria set up by the user. The button is linked to forms and fields that the user pre-defines. This permits the user to quickly identify students meeting the criteria and to access the required information. To do this:

1. Go to **Setup ? Admin Setup ? Student Header.**
2. Click on the **Add** button and select an area. Available areas include: User Defined, Attendance, Fees, Suspension, Alternate School and User Defined. The area selected will determine the fields available for the header you are creating.
3. Enter a caption for the header in the **Description** field.
4. Click on the **Picture** field browser button and select an icon or picture. This picture will be what the user sees, should a student meet the header criteria, so if you are creating more than one student header, be certain that you don't select the same icon.
5. Select the **Menu Item(s)** that the header is to be displayed. If a student meets the header criteria, the icon will appear on the forms selected here.
6. Select the **Field(s)** that the header is to retrieve data from if the student header icon is selected.
7. Click on the **X** to close and save.

Toolbars

Toolbars are shortcuts, which give the user quick access to features and functions they most often use. To create toolbars:

1. Go to **Setup ? Admin Setup ? Menu Editor.**
2. Click on the **Main** or **Next Year Scheduler** menus.
3. Click on the **Items** tab and double click on a specific menu item.
4. Click on a specific sub-menu item. Note it has an attached icon.
5. Enter a **View** and **Write** security level.
6. Go to **Setup ? Toolbar Editor**.
7. Click on the **Add** button and enter the name of the new toolbar item and click on the **Visible** check box.
8. Click on the **Buttons** tab and select the form or feature you want to access.
9. Click on the **Close** button. The selected icons will now appear below the student header on forms.

Student Inquiry

The student inquiry form allows the user access to many different areas of student information from one navigator form. To use this function:

1. Go to **Student – Student Inquiry**. The **Nav Students** and **Nav Main** forms will appear.
2. Click on the student whose information you wish to view.
3. Click on those buttons on the left of the **Nav Main** form to open those forms, which will contain the information you wish to view
4. Click on any form to make it the active form.
5. To hide all of the open forms with the exception of the **Main Nav** form, click on the **Hide** button. To see them again click on the show button.
6. To view reports of this student click on the **Reports** button and select the reports you wish to view.
7. To return to the Student Schedule, click on the Info button.
8. When finished viewing the report click on the **Close** button.

Student Composite Report

This function permits the user to select and view or print a number of reports on one or more students through one menu item. To run the composite report for a student, take the following steps:

1. Go to **Student ? Student Composite Report**.
2. On the **Report Options** tab select the reports you wish to see.
3. Click on the **Edit** button for each of these reports to specify the display format for each one.
4. On the **Sort\Group** tab click on the **Group** button to select a group of students.
5. Click on the **Student** button and select one or more students.
6. Click on the **Print or Preview** buttons to print or view the reports.

Hot Keys

It is possible to set up shortcut keys or hotkeys to reduce time wasted when the power user stops and picks up the mouse to navigate. Certain menu items have pre-defined hotkeys which are indicated by an underlined character on the menu item itself. It is possible, however, to overwrite these defaults and create your own hotkey for menu items. To set up a hotkey take the following steps:

1. Go to **Set Up – Admin Set Up – Menu Editor**.
2. Select either the Main or Next Year Schedule from the **Menu** list.
3. Click on the **Items** tab. Select the menu item that you wish to create a hotkey for.
4. Select either **Alt** or the **Ctrl** from the **Hotkey** drop down list on the *General* tab.
5. Select the function key that will be used in conjunction with the Alt or Ctrl key to load a menu item. If a menu item is already assigned to the hotkey combination you select, that menu item will appear in bold font. Select a different key combination or un-assign the combination from the bolded item first.
6. Close on the 'X'.
7. Use the key combinations entered for menu items to load these forms quickly and without the use of the mouse.

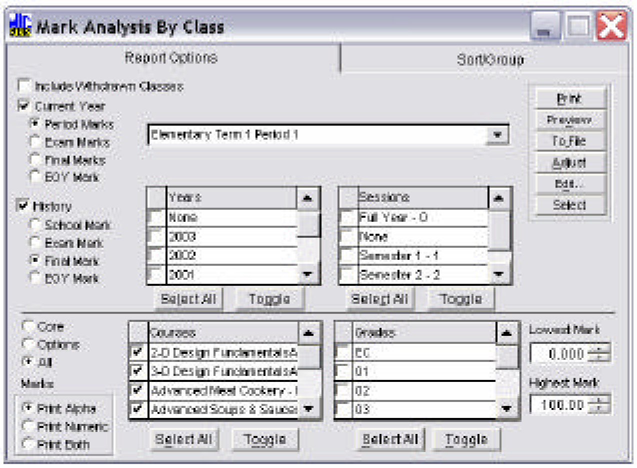
Events Summary

This form allows the user to access information from Suspensions, Discipline and Activity Tracking from one navigator form.

1. Go to **Events** – **Events Summary**.
2. Select the student you wish to work with from the student list. Any previously assigned discipline records, suspension records or activity tracking records will be displayed in the grid. All activities listed will be white; discipline records will be yellow and suspensions red.
3. Click on any record and then the **Detail** button for more information on an item.
4. Click on the **Add Event** button to enter an activity record for the selected student. The Activity Tracking form will load. Details entered will be displayed in the Events Summary grid.
5. Click on the **Add Discipline** button to enter a discipline record. The Discipline form will load. Details entered will be displayed in the Events Summary grid.
6. Click on the **Add Suspension** button to enter a suspension record. Details entered will be displayed in the Events Summary grid.

Marks Analysis Report

The Marks Analysis Report is a useful tool for gathering marks information on individual students or groups of students.



Preferences

Certain features in SIRS will not meet the needs of all users/schools. The **Preferences** form allows users to set their desired user settings on certain pre-defined features in the program. SIRS system administrators should check this form and its tabs regularly to see if any new options have been added, as they may affect your System's functionality.