

SIRS3
Newer Features Revisited
2006

Area Spreadsheets

For use with these modules:

- Basic
- Special Education
- Grades
- Scheduling
- Suspensions
- Health & Immunizations

Easily Update

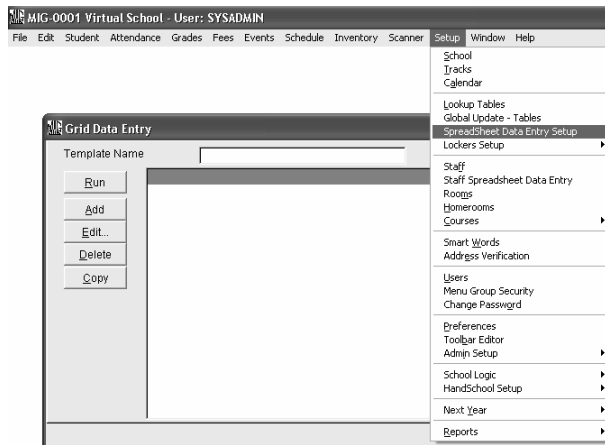
- Student and Contact Information
- Staff Fields
- Courses
- Classes

Benefits

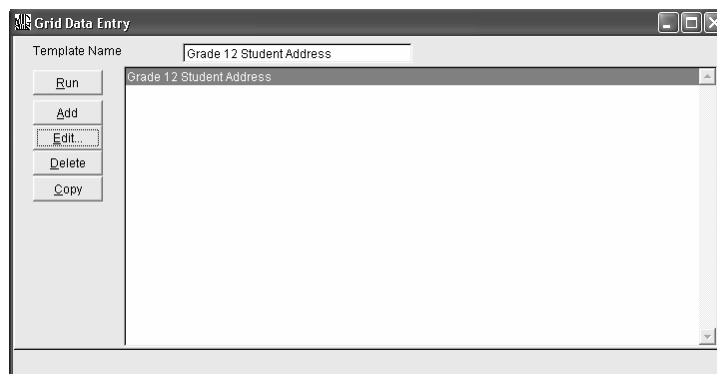
- View all pertinent fields on one spreadsheet
- Mouse click copy and paste ability
- Quick Fill
- Save Spreadsheets as templates for later use
- No limit to the amount of spreadsheets you can create

Creating Templates

Go to Setup - Spreadsheet Data Entry Setup

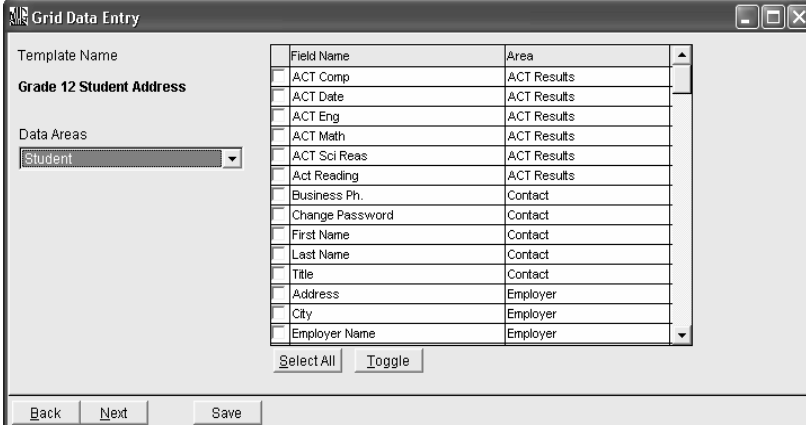


- Click Add
- Enter a name for the spreadsheet template in the Template Name field
- Click Edit



Student Templates

- In the Data Areas drop-down list, choose Student



The screenshot shows a window titled "Grid Data Entry" with a "Template Name" field set to "Grade 12 Student Address" and a "Data Areas" dropdown menu set to "Student". A table lists various fields and their corresponding areas.

Field Name	Area
ACT Comp	ACT Results
ACT Date	ACT Results
ACT Eng	ACT Results
ACT Math	ACT Results
ACT Sci Reas	ACT Results
Act Reading	ACT Results
Business Ph.	Contact
Change Password	Contact
First Name	Contact
Last Name	Contact
Title	Contact
Address	Employer
City	Employer
Employer Name	Employer

Buttons at the bottom include "Select All", "Toggle", "Back", "Next", and "Save".

Student Fields

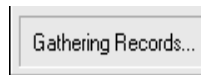
- Select the student fields you want to include on this spreadsheet (max. 50)
- Field Name – field from Demographics
- Area – area in Demographics where the field is located

Save Template

- Click Save

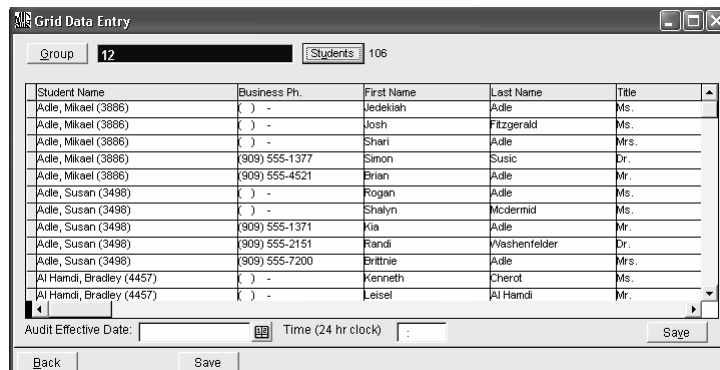


- Select Next



Filter

- Use the Group and Students buttons to select the students to display on the grid



Tips

- Click between the column headers to resize any column width.
- Double-click on the form title bar or drag the corners of the form to resize it
- Records that do not exist in the database cannot be entered using this form
- The Group and Students buttons only appear if the template is based on Student records

Edit Student Fields

- The student name appears in **BOLD** on the top of the form
- Click in the field and start typing. Entering invalid characters opens the lookup table attached to the field
- Clicking on the header of each column sorts the column alphabetically and sorts all the empty fields to the bottom

Save Changes

- Click Save to save the changes in SIRS

Grid Data Entry

Group: 12 Students: 106

Vukovich, Joseph (6036)

City	P.O. Box	Phone No.	Quadrant	Street	Unlisted	ZipCode
Casa Grande	Box 142	(909) 555-254	Central	661 E. Lonestar		98769
San Simon	Box 106	(909) 555-941	Central	109 Pollock Pl.		98769
San Simon	PO Box	(909) 555-532	Central	4140 W. 2nd St.		98769
Casa Grande	Box 659	(909) 555-483	Central	Anderson St.		98769
Casa Grande	674 Pima	(909) 555-028	Central	Shannon Rd.		98769
San Simon	Box 201	(909) 555-945	Central	2989 S. Robinson Ave.		98769
San Simon	Box 796	(909) 555-422	Central	2625 W Relation		98769
San Simon	PO 1003	(909) 555-369		2838 S. Fairway Ave.		98769
Casa Grande	PO Box	(909) 555-962		11th St. #64		98769
Casa Grande	Box 178	(909) 555-277		3707 Church Street		98769
Casa Grande	PO Box	(909) 555-221		2871 Cinnebar Circle		98769
Central	Box 88	(909) 555-347		3301 S 14th Street		98769

Save

Back

Audit

- The Audit Effective Date and Time fields are available if the selected fields are audited fields
- If the field is audited and you do not enter an Effective Date or Time, it will default to today 12:00 (24 hr clock)

- Audit dates and times cannot be changed or saved using this form

The screenshot shows a window titled "Grid Data Entry" with a "Group" dropdown set to "12" and "Students" count at "106". Below is a table with the following columns: Student Name, Country of Birth, Ethnicity, Foreign Exchange, and Home Lang.

Student Name	Country of Birth	Ethnicity	Foreign Exchange	Home Lang
Adle, Mikael (3886)	Albania	Hispanic or Latino	<input type="checkbox"/>	English
Adle, Susan (3498)	Albania	Hispanic or Latino	<input type="checkbox"/>	English
Al Hamdi, Bradley (4457)	USA	White	<input type="checkbox"/>	English
Alvarez, Randa (5571)	USA	White	<input type="checkbox"/>	English
Arif, Julie (8463)	USA	White	<input type="checkbox"/>	English
Bardas, Jacob (3547)	USA	White	<input type="checkbox"/>	English
Beauchamp, Kallee (3520)	USA	White	<input type="checkbox"/>	English
Berkan, Joshua (5820)	USA	White	<input type="checkbox"/>	English
Berko, Kyle (6013)	USA	White	<input type="checkbox"/>	English
Berko, Michael (6030)	USA	White	<input type="checkbox"/>	English
Betzelt, David (3506)	USA	White	<input type="checkbox"/>	English
Betzelt, Jennifer (3507)	Andorra	White	<input type="checkbox"/>	English

At the bottom, there is a field for "Audit Effective Date:" followed by a date input field, a "Time (24 hr clock)" field, and a "Save" button. A "Back" button is also present.

Student Menu

- Student Templates can be run from the Student Menu

The screenshot shows the "MIG Virtual School - User: SYSADMIN" application. The "Student" menu is open, displaying the following options:

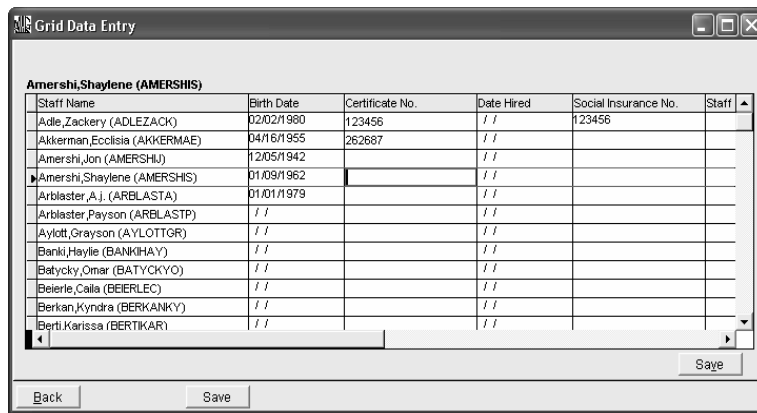
- Demographics CTRL+D
- Emergency
- Student History
- Student Audit History
- Special Education
- Add Student for Current Year
- Add Student for Next Year
- Student Inquiry
- Student Spreadsheet Data Entry (highlighted by the mouse)
- Withdraw Student
- Withdraw Outside Student
- Release Pre-Registered Student
- Delete Student

Staff Fields

- Select the staff fields you want to include on this spreadsheet
- Field Name – field from the staff form
- Area – area on the staff form where the field is located
- Click Save to save the template

Edit Staff Fields

- Select Next to make changes to the staff fields



The screenshot shows a window titled "Grid Data Entry" with a table of staff members. The table has columns for Staff Name, Birth Date, Certificate No., Date Hired, Social Insurance No., and Staff. The staff member "Amershi, Shaylene (AMERSHIS)" is highlighted. Below the table are "Back" and "Save" buttons.

Staff Name	Birth Date	Certificate No.	Date Hired	Social Insurance No.	Staff
Adle, Zackery (ADLEZACK)	02/02/1980	123456	//	123456	
Akkerman, Ecolisia (AKKERMAE)	04/16/1955	262687	//		
Amershi, Jon (AMERSHIJ)	12/05/1942		//		
Amershi, Shaylene (AMERSHIS)	01/09/1962		//		
Arblaster, A.j. (ARBLASTA)	01/01/1979		//		
Arblaster, Payson (ARBLASTP)	//		//		
Aylott, Grayson (AYLOTTGR)	//		//		
Banki, Haylie (BANKHAY)	//		//		
Batycky, Omar (BATYCKYO)	//		//		
Beierle, Caila (BEIERLEC)	//		//		
Berkan, Kynadra (BERKANKY)	//		//		
Berti, Karissa (BERTIKAR)	//		//		

Save Changes

- Click Save to save the changes to the Staff form in SIRS

The screenshot shows the 'Staff' form in SIRS. The window title is 'Staff'. The school is 'MIG Virtual School'. The form is divided into three tabs: 'Information', 'Board Builder', and 'Timetable Perioding'. The 'Information' tab is active. The form contains the following fields:

Staff Code	ADLEZACK	Apartment	
Last Name	Adle	P.O. Box	PO Box 245
First Name	Zackery	Street	1121 S. First Avenue
Title	Mrs	Quadrant	...
Staff Ind.	Adle, Zackery	City	San Carlos
Staff Barcode		State	Arizona
		Country	USA
		ZIP	98769
		Phone No.	(909) 555-4607

There are also checkboxes for 'Inactive Staff Member' and 'Off Campus Team'. At the bottom, there are buttons for 'Add', 'Remove', 'Custom', 'Positions', 'Attach', 'GF', 'No', 'Multi Add', 'Multi Comm', and 'Ok'. A 'Timetable' button is also present.

Course Templates

- To add Course templates, choose Course from the Data Areas drop-down list

The screenshot shows the 'Grid Data Entry' form in SIRS. The window title is 'Grid Data Entry'. The form is for creating a 'Course' template. The 'Data Areas' dropdown is set to 'Course'. The 'Only Currently Offered Courses?' checkbox is checked. The form contains a table with the following columns: 'Field Name' and 'Area'.

Field Name	Area
<input checked="" type="checkbox"/> Allow Duplicate Credits	Course
<input checked="" type="checkbox"/> Avg. Weight	Course
<input checked="" type="checkbox"/> Code	Course
<input checked="" type="checkbox"/> Core Course	Course
<input checked="" type="checkbox"/> Currently Offered	Course
<input checked="" type="checkbox"/> Department	Course
<input checked="" type="checkbox"/> Exam Type	Course
<input checked="" type="checkbox"/> Excl. from ConflictMatrix	Course
<input checked="" type="checkbox"/> Excl. from TallyList	Course
<input checked="" type="checkbox"/> Exclude from Average/GPA	Course
<input checked="" type="checkbox"/> External Credential Flag	Course
<input checked="" type="checkbox"/> Fee	Course
<input checked="" type="checkbox"/> GPA Rule Number	Course
<input checked="" type="checkbox"/> Govt. Code	Course

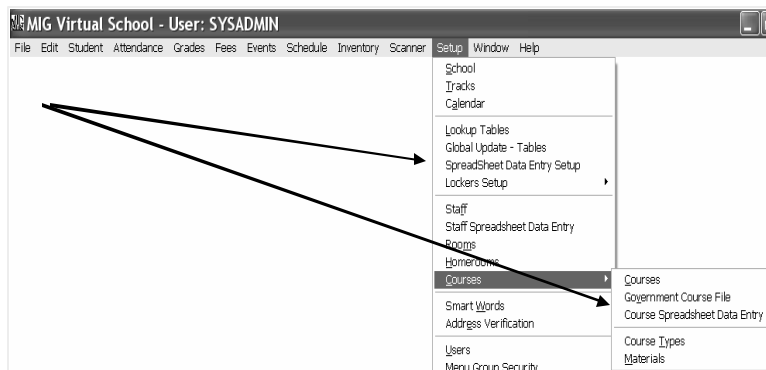
At the bottom, there are buttons for 'Select All' and 'Toggle'. At the very bottom, there are buttons for 'Back', 'Next', and 'Save'.

- Course information can be easily verified and updated

Course Name	Allow D	Avg. Weigh	Code	Core Course	Currenty	Depart	Exam Type	Excl. from ConflictMat
World History (1400)		1.000	1400		✓		Regular	
Woodshop 4B (1767)		1.000	1767		✓		Regular	
Woodshop 4A (1766)		1.000	1766		✓		Regular	
Woodshop 3B (1765)		1.000	1765		✓		Regular	
Woodshop 3A (1764)		1.000	1764		✓		Regular	
Woodshop 2B (1763)		1.000	1763		✓		Regular	
Woodshop 2A (1762)		1.000	1762		✓		Regular	
Wood Tech Intro 1B (1761)		1.000	1761		✓		Regular	
Wood Tech Intro 1A (1760)		1.000	1760		✓		Regular	
Weights MS (7502)		1.000	7502		✓		Regular	
Tutor (1954)	✓	1.000	1954		✓		Not Reported	
Title 1 Lang Arts MS (8115)	✓	1.000	8115		✓		Regular	

Setup Menu

- Staff and Course Templates can be run from the Setup Menu



Class Templates

- To add Class templates, choose Class from the Data Areas drop-down list

Grid Data Entry

Template Name

Class Requests

Data Areas

Class

Field Name	Area
Assign credits with EOY	Class
<input checked="" type="checkbox"/> Auto Scheduled	Class
Calculate EOY Grade	Class
Calculate Final	Class
Capacity	Class
<input checked="" type="checkbox"/> Course	Class
Credit	Class
Delivery Mthd.	Class
EOY Session	Class
End Date	Class
End of Year Grades	Class
Exam Date	Class
Exam Grade	Class
Exam Month	Class

Select All Toggle

Back Next Save

- The Class Name appears on the top of the form in **Bold**
- Class information can be easily verified and updated

Grid Data Entry

World History - 4

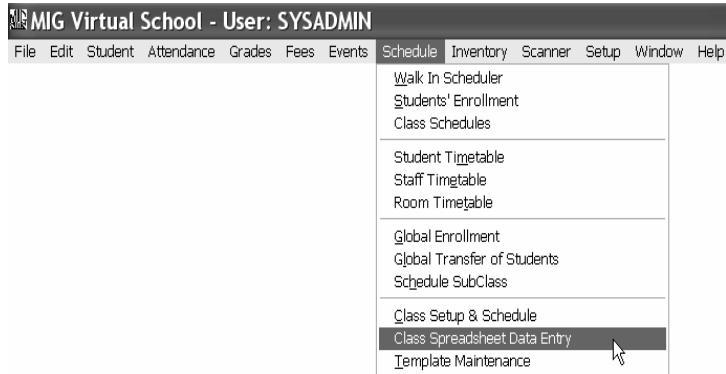
Class Name	Auto Schedul	Course	Order	Request	Section
<input checked="" type="checkbox"/> World History - 4	<input checked="" type="checkbox"/>	World History	271	1400-World History	4
<input checked="" type="checkbox"/> World History - 3	<input checked="" type="checkbox"/>	World History	271	1400-World History	3
<input checked="" type="checkbox"/> World History - 2	<input checked="" type="checkbox"/>	World History	271	1400-World History	2
<input checked="" type="checkbox"/> World History - 1	<input checked="" type="checkbox"/>	World History	271	1400-World History	1
<input type="checkbox"/> Woodshop 4B - 1	<input type="checkbox"/>	Woodshop 4B	327	1767-Woodshop 4B	1
<input type="checkbox"/> Woodshop 4A - 1	<input type="checkbox"/>	Woodshop 4A	174	1766-Woodshop 4A	1
<input type="checkbox"/> Woodshop 3B - 1	<input type="checkbox"/>	Woodshop 3B	326	1765-Woodshop 3B	1
<input type="checkbox"/> Woodshop 3A - 1	<input type="checkbox"/>	Woodshop 3A	173	1764-Woodshop 3A	1
<input type="checkbox"/> Woodshop 2B - 1	<input type="checkbox"/>	Woodshop 2B	325	1763-Woodshop 2B	1
<input type="checkbox"/> Woodshop 2A - 1	<input type="checkbox"/>	Woodshop 2A	172	1762-Woodshop 2A	1
<input checked="" type="checkbox"/> Wood Tech Intro 1B - 2	<input checked="" type="checkbox"/>	Wood Tech Intro 1B	324	1761-Woodshop 1B	2
<input checked="" type="checkbox"/> Wood Tech Intro 1B - 1	<input checked="" type="checkbox"/>	Wood Tech Intro 1B	324	1761-Woodshop 1B	1

Save

Back Save

Schedule Menu

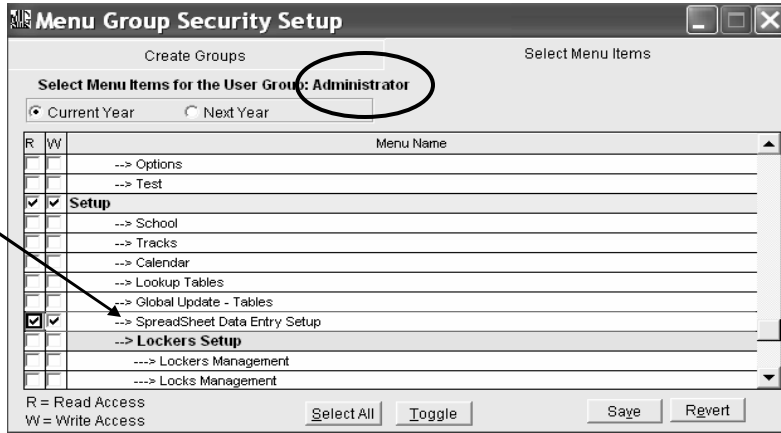
- Class Templates can be run from the Setup Menu



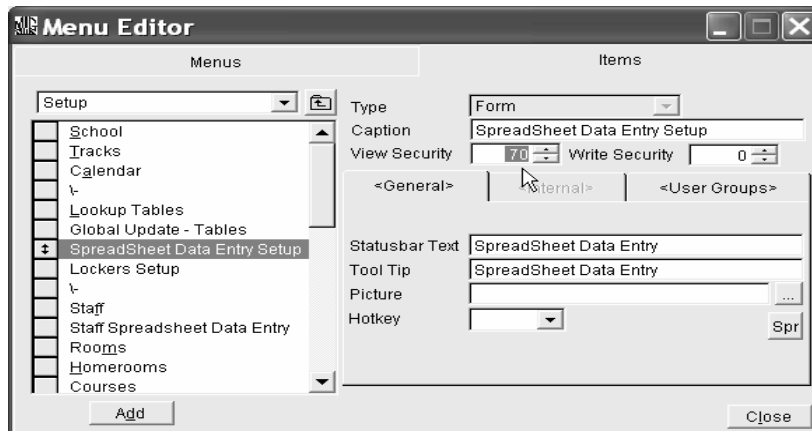
Setting Security

- You may want to set security on the Spreadsheet Data Entry Setup form so spreadsheets you have created cannot be adjusted or deleted
- Spreadsheets will still be available to users under the appropriate menu

Menu Group Security

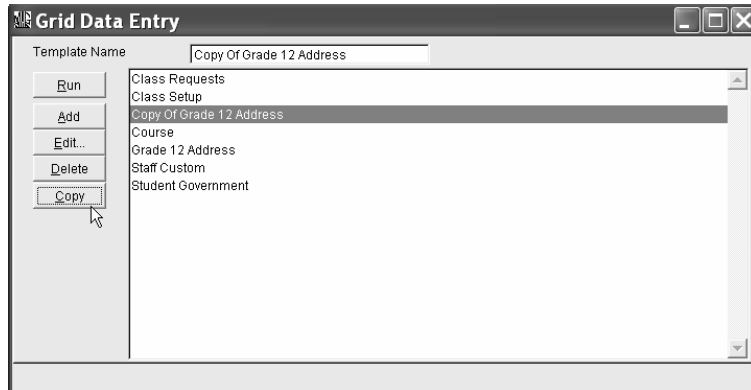


Menu Editor



Copying Templates

- Clicking the copy button in Spreadsheet Data Entry Setup creates a copy of the same spreadsheet that can be renamed and edited



Conclusion of Spreadsheets

- Questions and Discussion

Notes

- **General Notes** are attached to a student to provide helpful information to other SIRS users
- **Bring Forward Notes** are a means of sending messages, primarily reminders, to other SIRS users

General Notes

- General notes can be created or viewed right in the General Notes form that is accessible from the Demographics form, the Contacts form or the Staff form

Student - Demographics

- Select a student and click on the Notes button

Demographics

Group: 2 **Abbasi, Beau B (4971)** Current: MIG Virtual School

Name: ID: GovID: **Grade: 08**

Currently Enrolled

Personal-1	Personal-2	Status	Government	Government	Info-1	Info-2	Custom
Abbasi, Beau B (4971) (1)	ID Number: 4971		Grade: 08			Retained in Grade	
Abbasi, Franklin J (5078)	Last Name: Abbasi		Homeroom:				
Abbasi, J.T. T (4677) (80)	First Name: Beau		Alt. Homeroom:				
Abbasi, Jayde J (4415) (1)	Lgl Middle Name: Beau		Birth Date: Feb 01, 1992				
Abbasi, Kaysi (4119) (80)	Apartment:		Age: 14y 0m				
Abbasi, Raelae (4066) (7)	P.O. Box: Box 637		Gender: Male				
Abbott, Kayla M (6473) (6)	Street: Anderson		Track: MS 05-06				
Abdallah, Brittany L (492)	Quadrant:		SAIS No.: 8020550				
Adam, Destiny M (6481) (1)	City: San Simon						
Adle, Anthony A (5940) (1)	State: Arizona						
Adle, Corinna (4631) (80)	Country: USA						
Adle, Cynthia E (6366) (2)	ZIP: 98769						
Adle, Kimberly M (6589) (1)	Phone No.: (909) 555-1930						
Adle, Mikael A (3886) (78)	Subdivision:						
Adle, Ramon J (4632) (8C)							
Adle, Susan L (3498) (78)							
Adle, Veronica A (4140)							
Adle, Yvanna M (4901) (1)							
Al Hamdi, Bradley R (445)							

Notes | Multi Add | Multi Comm | Contact

Add General Notes

- Clicking Add will open the Details tab

General Notes

Student: **Abbasi, Beau (4971)**

Summary Details

Creator: _____

Subject: Lives With - Part Time

Start Date: Feb 15, 2006 End Date: _____

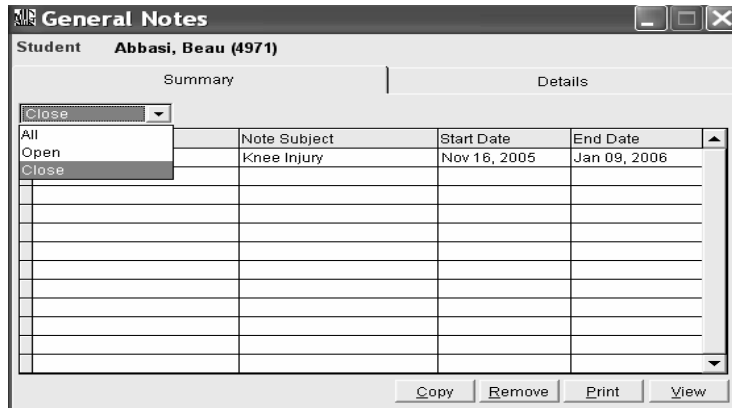
Notes

Student lives with his mother part time and his father part time.
The 'Lives With' flag will vary depending on arrangements. Check with Front Office.

Print Cancel

Closed Notes

- Entering an End Date will make the note appear Closed



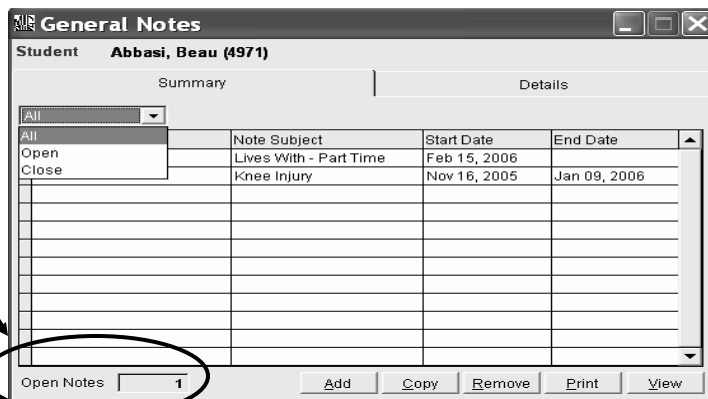
The screenshot shows the 'General Notes' application window for student 'Abbasi, Beau (4971)'. The 'Summary' tab is active, and a dropdown menu is open, showing 'Close' selected. The table below has the following data:

	Note Subject	Start Date	End Date
Close	Knee Injury	Nov 16, 2005	Jan 09, 2006

Buttons at the bottom: Copy, Remove, Print, View.

All General Notes

- All General Notes appear by selecting All in the drop-down list
- A count of Open Notes are displayed on the form



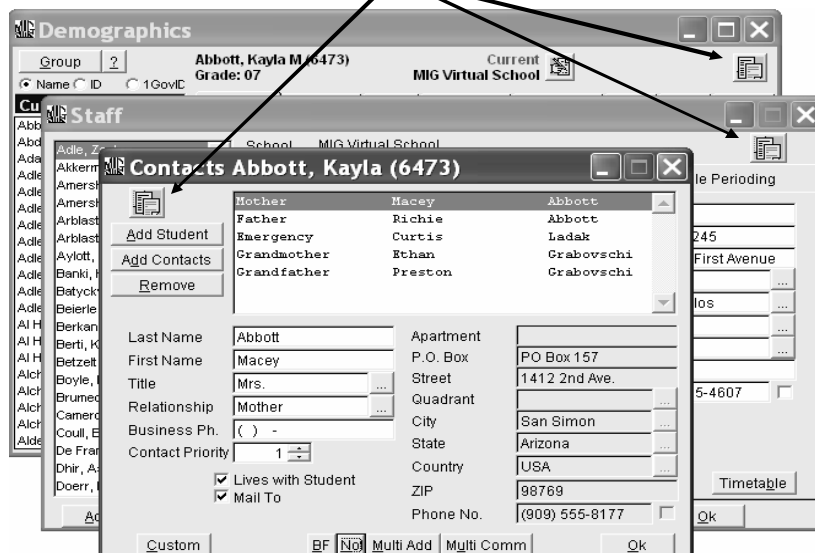
The screenshot shows the 'General Notes' application window for student 'Abbasi, Beau (4971)'. The 'Summary' tab is active, and a dropdown menu is open, showing 'All' selected. The table below has the following data:

	Note Subject	Start Date	End Date
All	Lives With - Part Time	Feb 15, 2006	
Open			
Close	Knee Injury	Nov 16, 2005	Jan 09, 2006

Buttons at the bottom: Add, Copy, Remove, Print, View. A label 'Open Notes' with a value of '1' is circled and pointed to by an arrow.

General Notes Icon

- Open notes generate an icon to display on all the relevant forms
- Student - Demographics form
- Contacts - Contact form
- Staff- Staff form
- Entering an end date closes the note and removes the icon

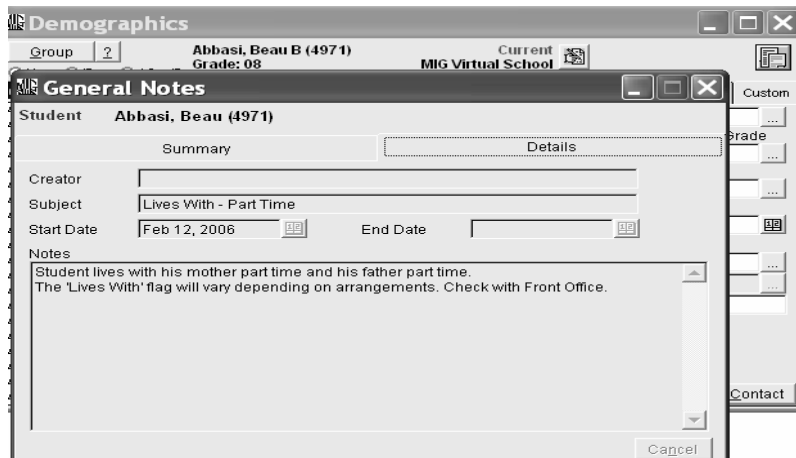


Edit General Notes

- To edit a General Note, you must be the creator or have a security level > 50
- Click the Notes button on the appropriate form and do one of the following:
 - - Select View on the Summary tab
 - - Double-click on the note
 - - Click on the Details tab

Read Only

- Selecting the General Notes Icon only gives users Read-Only access



The screenshot shows a software interface with a 'Demographics' window and a 'General Notes' window. The 'General Notes' window is the primary focus and contains the following information:

- Student:** Abbasi, Beau (4971)
- Summary / Details:** Two tabs are visible, with 'Summary' selected.
- Creator:** [Empty text field]
- Subject:** Lives With - Part Time
- Start Date:** Feb 12, 2006
- End Date:** [Empty text field]
- Notes:** A text area containing the text: "Student lives with his mother part time and his father part time. The 'Lives With' flag will vary depending on arrangements. Check with Front Office."
- Buttons:** 'Cancel' at the bottom right and 'Contact' at the bottom right of the window.

The background window, 'Demographics', shows the student's name 'Abbasi, Beau B (4971)' and 'Grade: 08'.

System-Generated General Notes

- General Notes can be automatically generated when a student is withdrawn from a current class
- Under Setup – Preferences, click on the Classes tab
- Select the option to ‘Create a general note when a student leaves a class’

Preferences

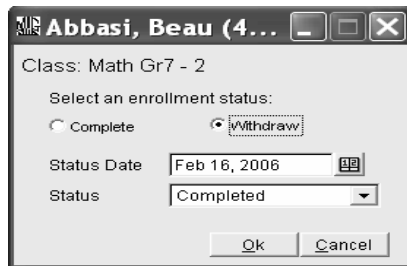
The screenshot shows the 'Preferences' dialog box with the 'Classes' tab selected. The 'Grades' section contains the following settings:

- Create a general note when a student leaves a class.
- Display both Alpha and Numeric grades when attached to a Legend.
- Decimal Places in Grades:
- Decimal Places for Cumulative GPAs:
- Decimal Places for Term GPAs:
- Use Variable Credits.
- Move mid-term grades to history.
- Display**
 - Class Name
 - Course Name

The 'Courses Merge Button Security Level' is set to 65. The 'Walk In Scheduler - Term Filter Range' is set to 15 days past start date. The 'Displaying Report Periods' are set to 15 days before and 15 days after.

Withdraw Student

- Withdraw a student from a class



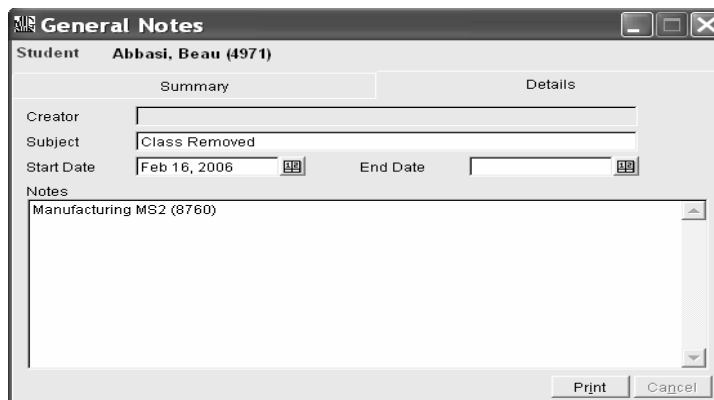
A screenshot of a software dialog box titled "Abbasi, Beau (4...". The dialog box contains the following information:

- Class: Math Gr7 - 2
- Select an enrollment status:
 - Complete
 - Withdraw
- Status Date: Feb 16, 2006
- Status: Completed
- Buttons: Ok, Cancel

- Open the Student Demographics form and select that student

General Notes Confirmation

- Click on the **Notes** button or the General Notes icon to see the generated message



A screenshot of a software dialog box titled "General Notes". The dialog box contains the following information:

- Student: Abbasi, Beau (4971)
- Summary: [Empty field]
- Details: [Empty field]
- Creator: [Empty field]
- Subject: Class Removed
- Start Date: Feb 16, 2006
- End Date: [Empty field]
- Notes: Manufacturing MS2 (8760)
- Buttons: Print, Cancel

Bring Forward Notes

- Bring Forward Notes can be created, edited, copied, removed (deleted) and printed for students, student contacts, or staff members and are available in a number of form headers throughout SIRS

Student BF Notes

- Student BF Notes are available on a number of SIRS forms including:

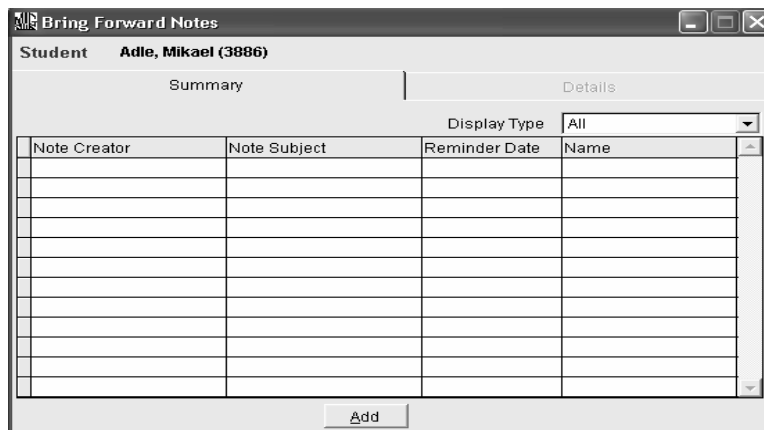
Login	Student History	Nav Main of Student Inquiry
Indiv. Student Attendance	Emergency	Walk in Scheduler
Bring Forward Notes	Indiv. Grades Data Entry	

Adding Student BF Notes

- Open Student Demographics
- Select a student
- Click on the Bring Forward Notes icon on the top of the form



- The Bring Forward Notes form displays and will default to the Summary tab



The screenshot shows a software window titled "Bring Forward Notes". At the top, it displays "Student: Adle, Mikael (3886)". Below this, there are two tabs: "Summary" (which is selected) and "Details". To the right of the tabs is a "Display Type" dropdown menu set to "All". Below the tabs is a table with the following columns: "Note Creator", "Note Subject", "Reminder Date", and "Name". The table contains several empty rows. At the bottom of the window, there is an "Add" button.

Note Creator	Note Subject	Reminder Date	Name

Display Type

- Click the Display Type drop-down list to display:
 - All Notes
 - Old Notes
 - Future Notes
 - Read (Viewed)
 - New Notes
 - Today's Notes

Display Type	All
Reminder Date	All
	Old
	Future
	Read
	New
	Today

- Clicking Add opens the Details tab

The screenshot shows a window titled "Bring Forward Notes" for a student named "Abbasi, Beau (4971)". The window has two tabs: "Summary" and "Details". The "Details" tab is active, showing the following information:

- Creator: SIRS Admin
- Subject: Doctor Appointment
- Time: 03 : 00 PM
- Start Date: Feb 16, 2006
- Reminder Date: Feb 24, 2006
- Users: [button]

Below the fields is a text area labeled "Note(s)" containing the text: "Beau has a doctor appt last period. His dad will be picking him up." At the bottom of the window are "Ok" and "Print" buttons.

BF Note Fields

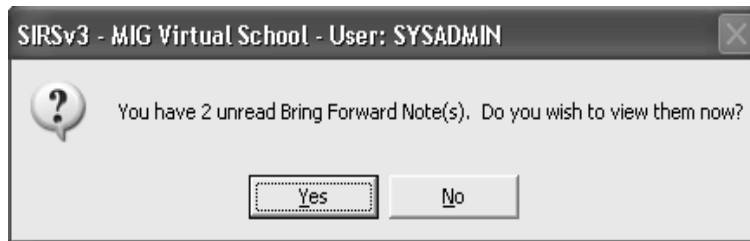
- The ***Creator*** is the current user
- Enter the ***Subject*** of the note
- The ***Time*** will default to the time the note was created but this can be changed
- The ***Start Date*** is the date the note is created
- The ***Reminder Date*** is the date other users will receive the note

Assigning BF Notes

- Enter details about the note
- Click Users
- Assign the note to the users you want notified at login
- Read and Write privileges are automatic for the creator of the note

Login Notifications

- If you have been set as a user attached to a BF Note, you will see this notification at login



Staff Bring Forward Notes

- Staff BF Notes are available on the Staff form, the Bring Forward Notes form under the Events menu, and when you first login to SIRS
- Staff BF Notes might contain reminders about supervision changes or about staffing changes due to illness

- Under Setup, choose Staff
- Click on the BF button on the staff form

Staff

School MIG Virtual School

Information Board Builder Timetable Perioding

Staff Code ADLEZACK Apartment

Last Name Adle P.O. Box PO Box 245

First Name Zackery Street 1121 S. First Avenue

Title Mrs. ... Quadrant ...

Staff Ind. Adle, Zackery City San Carlos ...

Staff Barcode State Arizona ...

Country USA ...

ZIP 98769

Phone No. (909) 555-4607

Inactive Staff Member

Off Campus Team

Timetable

Add Remove Custom Positions Attach BF Not Multi Add Multi Comm Ok

Tips

- A BF Note can only be added when **All** is selected in the drop-down list
- Color-coding on the grid:
 - Green - Indicates a note that has not been read (viewed)
 - Yellow - Indicates a read (viewed) note

Notification

- Adding a Staff Bring Forward Note will display a BF Notes icon on the Staff form and send out notification to the applicable users



Contact BF Notes

- From the Student Demographics form, click on the Contact button
- Click the BF button to launch Contact Bring Forward Notes
- A Contact BF Note might include an appointment time that parents have been given for meeting with a teacher

- Once a BF Note is added, an icon will appear on the Contact form

The screenshot shows a contact form for 'Abbasi, Beau (4971)'. The form is titled 'Contacts Abbasi, Beau (4971)'. On the left side, there are buttons for 'Add Student', 'Add Contacts', and 'Remove'. Below these are input fields for 'Last Name' (Abbasi), 'First Name' (Juanita), 'Title' (Mr.), 'Relationship' (Father), 'Business Ph.' (() -), and 'Contact Priority' (0). There are also checkboxes for 'Lives with Student' and 'Mail To'. On the right side, there is a table of family members:

	Father	Juanita	Abbasi
Doctor		Monica	Horne
Mother		Bizzy	Zhu
Step father	Christian		Zhu
Emergency	Stacey		Sarhan
Emergency	Dana		Umphres
Emergency	Allyson		Hodgins

Below the table are fields for 'Apartment', 'P.O. Box' (PO Box 345), 'Street' (Griffin Place), 'Quadrant', 'City', 'State' (Arizona), 'Country' (USA), 'ZIP' (98769), and 'Phone No.' (() -). At the bottom, there are buttons for 'Custom', 'BF', 'Not', 'Multi Add', 'Multi Comm', and 'Ok'.

Edit Bring Forward Notes

- To edit a BF Note, you must be assigned read/write access on the note
- The Bring Forward Notes form is read-only when accessed at login
- Selecting Bring Forward Notes on the Events menu allows you to see all Student, Staff and Contact BF Notes

- The Group drop-down allows you to sort Student, Contact and Staff BF Notes
- Selecting Student gives you fields to search for a particular last name or ID number

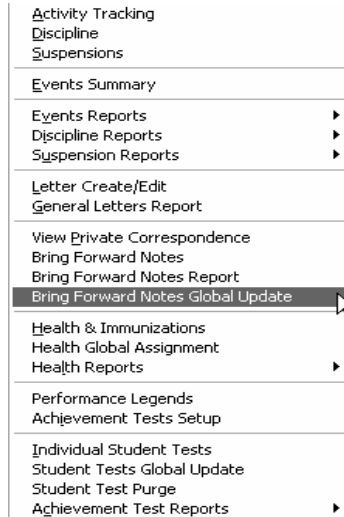
Type	Name	Reminder Date	Note Subject	Note Creator	Time
ST	Abbasi, Beau (4971)	Sep 16, 2005	Dentist Appt	SIRS Admin	09:00:AM
ST	Abbasi, Beau (4971)	Feb 13, 2006	Allergy to Bees	SIRS Admin	00:00:AM
ST	Abbasi, Beau (4971)	Feb 16, 2006	Today - Birthday	SIRS Admin	12:00:PM
ST	Abbasi, Beau (4971)	Feb 24, 2006	Counselor Appointment	Mrs. Z. Adle	10:00:AM
ST	Abbasi, Beau (4971)	Feb 24, 2006	Doctor Appointment	SIRS Admin	03:00:PM
ST	Abbasi, Beau (4971)	May 19, 2006	Basketball Tournament	SIRS Admin	08:00:AM
ST	Baker, Carmen (5938)	Feb 17, 2006	Leaving Early Friday	SIRS Admin	11:00:AM

Tips

- The grid will be sorted according to the time the notes were added
- Clicking on the header of a column will change the sort to that column
- The order of the columns in the grid can be changed by clicking and dragging a column header

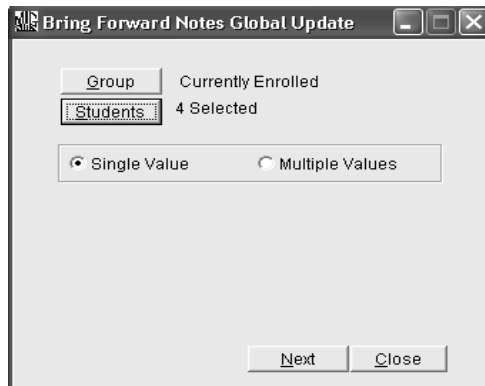
BF Notes Global Update

- Under the Events Menu, select
- Bring Forward Notes Global Update



Update Groups of Students

- The global update form will allow you to update BF Notes for a group of students



Single Value

- Single Value means each selected student will be get the same BF Note with the same time stamp
- Example: Students will be involved in an afternoon assembly in the gym

Multiple Values

- Multiple Values gives users the opportunity to modify each entry with individual times
- Example: Students are booked in for Flu Shots at variable times throughout the day

Bring Forward Notes Report

- The BF Notes Report provides a printout of all notes information
- Student, Contact or Staff notes can be printed individually or as a set on one report

- Go to Events - Bring Forward Notes Report

Bring Forward Notes Report

Report Options

Start Date

End Date

Reminder Date

Client Type

Student Contact Staff

One page per User / Recipient

Sort/Group

Users

<input checked="" type="checkbox"/>	PRINCIPAL
<input checked="" type="checkbox"/>	SECRETARY
<input checked="" type="checkbox"/>	SIRS
<input checked="" type="checkbox"/>	SYSADMIN
<input checked="" type="checkbox"/>	School User
<input checked="" type="checkbox"/>	TEACHER
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Select All Toggle

Print
Preview
To File
Adjust
Edit...
Select

Report Options

- Use the Start Date, End Date and Reminder Date fields to enter a date range or a specific date that you want to report on
- Include Student, Contact and/or Staff BF Notes by selecting the Client Type (group on this type on the Sort/Group tab)
- Select Users to report on

Conclusion of Notes

- Questions and Discussion