
Introduction

The Students module is, by far, the most used module within this database.

All ‘current’ students, registered in your student program, are recorded here. When the student completes their schooling, they will become a ‘past’ student with all relevant data maintained in the database.

Any ‘prospect’ students should also be recorded here whether they eventually enrol with you or not.

Each current student will be assigned a homestay and school for each school year that they attend your program. Although their name, address and contact information will only exist once in the database, several ‘annual’ entries (homestay and home) may exist, one for each school year. This annual data can be viewed at anytime, giving a historical picture of the student.

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Adding a new agent to *Adminware™* is straightforward:

- ① open the Student module. This can be either from the Main Switchboard or via the Toolbar.
 - * Student module button from Main Switchboard: 
 - * Student icon on Toolbar: 
- ② add a new record. There are three options:
 - * click the New record button at the bottom left of the screen: 
 - * click the New record icon on the Toolbar: 
 - * select **Insert | New Record** from the pull-down menu.
- ③ fill in the appropriate data in the desired fields. See page 7 for a list of fields and relevant data.

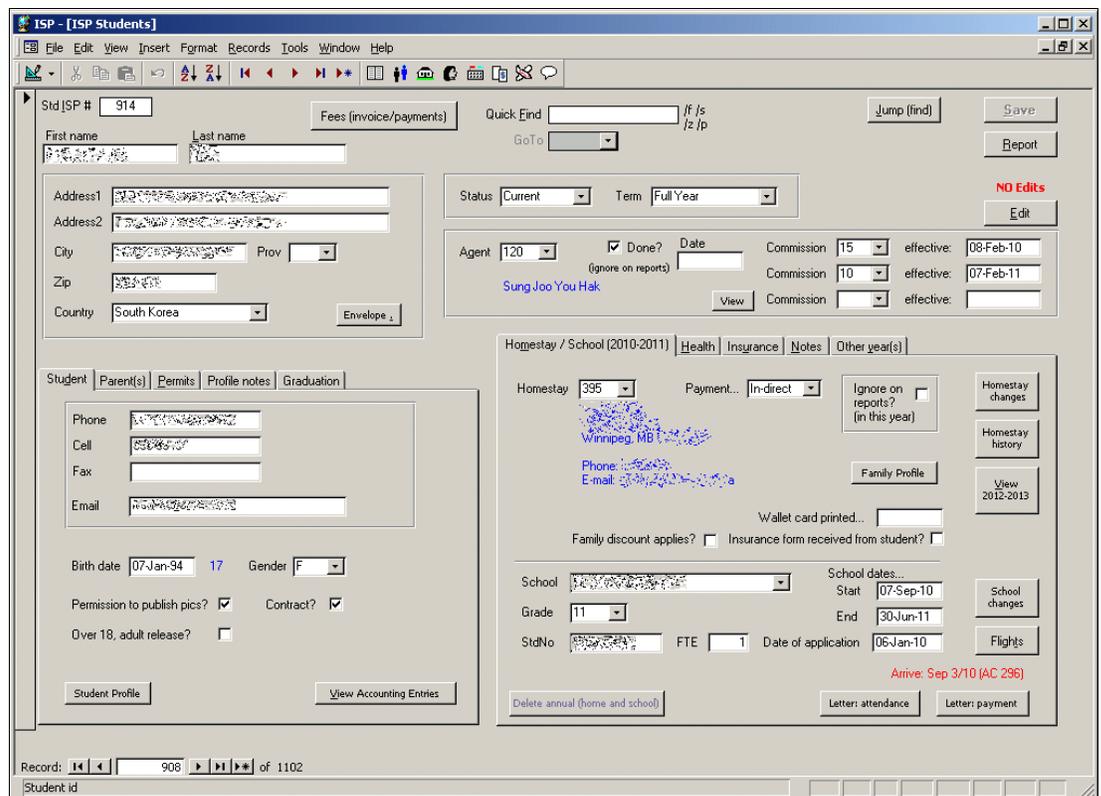


Figure 5
Students screen

The list of students shown in the Student list on the bottom part of the screen is based on the current school year only and is based on “up-to-the-minute” data. It cannot be modified on this screen; you must move to the student module to add or edit this information.

Double-clicking on the **StdId** field will move you to the selected entry in the student module.

Buttons

The various buttons found on the Homestay Family form.



The **Save** button becomes “enabled” when the current entry has being modified. That is, as soon as a change is made to any of the specific Homestay fields, the Save button will enable and be clickable.

Clicking the Save button will Save any changes.

If you move from one homestay entry to another, the data is automatically saved, regardless of whether you have clicked the Save button.



The **Report** button will open the Homestay Family Report form. See page 21 for full details.

Any data for the current homestay is automatically saved when the Report button is selected.



When you first open the Homestay Family module, the default setting for making changes to the data is “No editing”, for safety purposes. That is, you must click the Edit button in order to make modifications to the current entry.

Once the Edit button has been clicked, the Editing mode remains ‘on’ until you stop editing.

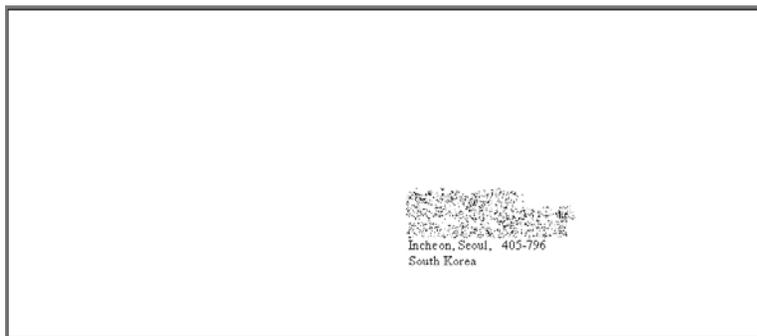


When adding a new homestay record, this button has no effect.



The **Envelope** button is used to generate a standard size 10 envelope for the current student.

This will preview the address on the screen.



The **Fees** button opens up a dialog box to record and manage invoicing and payments for this specific student. See page 20 for details.

Find a student

In order to modify a specific student's data, the student must be displayed on the screen. There are three specific methods available at the top of the Student screen to find a student:

- ▶ Quick find
- ▶ GoTo
- ▶ Jump (find)

Quick Find

Use the **Quick Find** text box to type in a few characters of a student you wish to find; *Adminware*TM will then present a filtered list of students matching that criteria.



The text you enter and subsequently find is *not* case sensitive.

There are 6 ways of finding a student with Quick Find:

- * the *default* find is by **last name**; type a group of characters and any last names with that sequence of characters will be displayed. For example, searching for “kim” will find “Kim”, “Kimberly”, “San Kim”, etc.
- * if you type a *number* (by itself; see **lp** option below), Adminware will search for a *single* specific **student id**. Searching for “3” will only look for student id 3, *not* 30, 31, 300, 301, 3000, etc.
- * adding **lf** to the end of your search characters will locate those characters within the student's **first name**. For example, searching for “kim/lf” will search for “kim” anywhere in the First name field.
- * adding **ls** to the end of your search characters will locate those characters within the student's street **address**. For example, searching for “main/s” will search for “main” anywhere in the Address1 field.
- * adding **lz** to the end of your search characters will locate those characters within the student's **zip code**. For example, searching for “830/z” will search for “830” anywhere in the Zip code field.
- * adding **lp** to the end of your search characters will locate those characters within the student's **phone number**. For example, searching for “4451/p” will search for “4451” anywhere in the Phone field.

Type what you want into the Quick find text box and press <Enter>. One of three things will happen:

No Match

If there are no matches found of the text you are searching, a message will be displayed.

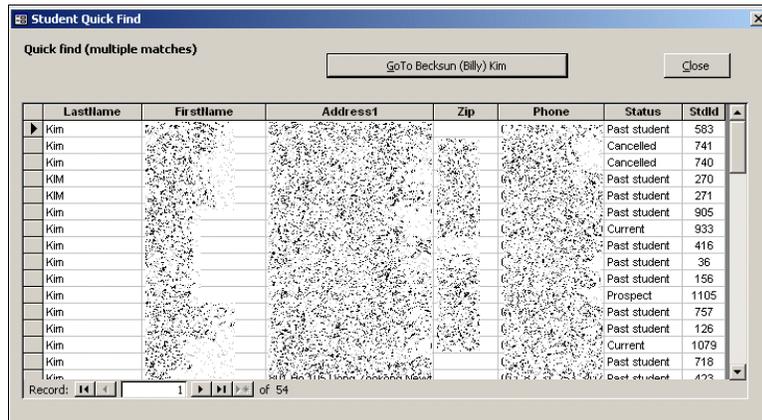


One match found

If only one student was found that matched the text you were searching, that particular student will be displayed to the screen.

Multiple matches found

When multiple students are found that match the text you were searching, a dialog box will be presented with the matching students from which you can then select the desired student.



Click on the student you wish to work with (or press the Up/Down arrows on the keyboard to move through the list) and then select the **GoTo...** button at the top of the dialog box.

GoTo

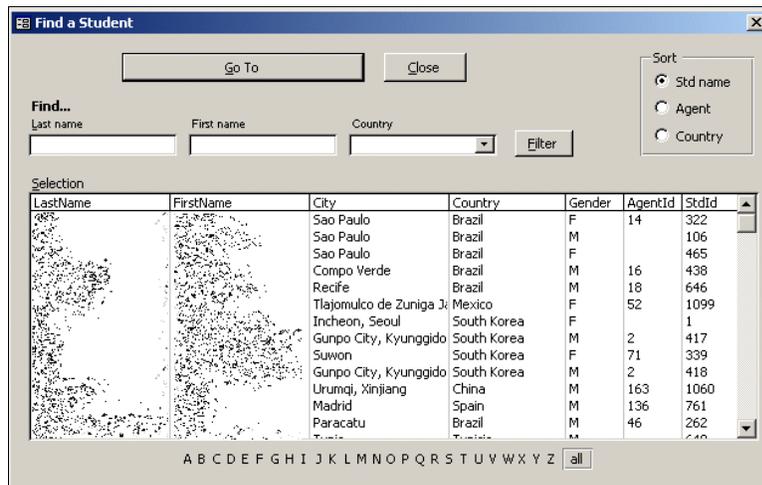
The **GoTo** drop down list presents a list of the previous student's who you have viewed, with the most recent student at the top of the list.



This method of finding a student is useful if you wish to jump back and forth between certain students.

Jump (find)

Use the **Jump (find)** button to select and move to the desired student.



Click on the home to select it, then press the **Go To ...** button to move to the selected student.



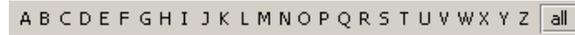
Filter:



The image shows a dialog box titled "Find...". It contains three input fields: "Last name", "First name", and "Country". The "Country" field is a dropdown menu. To the right of these fields is a button labeled "Filter".

Enter sample data that you wish to find in either the **Last name, First name or Country** criteria fields and **Filter**. A selected list of students matching the criteria will be displayed.

Student last name filter:



The image shows a dialog box for filtering by student last name. It features a horizontal bar with the letters A through Z. To the right of this bar is a button labeled "all".

Click on the first letter of the last name you wish to find along the bottom of the dialog box. Only those students with a last name starting with the selected letter will be displayed.

Student Fields

The fields are listed in the order they appear as you **Tab** through the screen.

Std ISP# The Student ISP# is automatically assigned by *Adminware*TM, in numerical sequential order. This number cannot be modified. Std ISP # 1085

This number is used by *Adminware* to relate data from the various other tables.

First name Enter the first name for this student First name Maria

Last name Enter the last name of this student. Last name Webster

Residence

Address1 Enter the student's home address in their originating country.

Address1 Enter a second home address, if required.

City Enter the city for this student.

Prov This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new province/state that is not showing in the current list of allowable values, you will need to *add* a new province/state to the list via the Look-up Tables module.

Zip The zip code for this address.

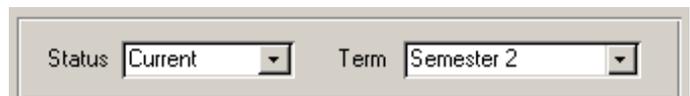
Lowercase letters are converted to uppercase when you leave the field. In addition, if exactly 6 characters are entered, a space is automatically inserted into the middle.

Country This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new country that is not showing in the current list of allowable values, you will need to *add* a new country to the list via the Look-up Tables module.

Student status

Status What is the current status of this student?



The screenshot shows a form with two dropdown menus. The first dropdown is labeled 'Status' and has 'Current' selected. The second dropdown is labeled 'Term' and has 'Semester 2' selected.

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new status that is not showing in the current list of allowable values, you will need to *add* a new status to the list via the Look-up Tables module.

Term What term is this student attending school this year?

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new term that is not showing in the current list of allowable values, you will need to *add* a new term to the list via the Look-up Tables module.

Agent

Agent 128 Done? (ignore on reports) Date Commission 15 effective: 07-Feb-11
Hanmaum Emigration Co., Ltd. View Commission effective: Commission effective:

Agent If an agent was involved in placing this student with your ISP, select the agent from the drop-down list.

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new agent that is not showing in the current list of allowable values, you will need to *add* a new agent via the Agents module.

Double-clicking on the **Agent** field will move you to the selected entry in the agent module.

Done? (ignore on reports) If this agent is no longer involved with this student, click the Done? check box. Certain student reports that include agent information will now ignore this student.

Date Record the date that the agent was “Done?”.

Commission Effective List up to three different commission values and the dates they became effective. Four default values are provided in the drop-down list but you can enter any value you require.

Student

The **Student** tab control at the lower left corner of the screen is used to record contact and basic personal information about this student.

The screenshot shows a web-based form for student information. At the top, there are five tabs: 'Student', 'Parent(s)', 'Permits', 'Profile notes', and 'Graduation'. The 'Student' tab is selected. The form contains several input fields: 'Phone' with the value '011-62-3334-3838', 'Cell', 'Fax', and 'Email'. Below these are 'Birth date' (14-Mar-95) and 'Age' (16), and a 'Gender' dropdown menu set to 'F'. There are three checkboxes: 'Permission to publish pics?' (unchecked), 'Contract?' (unchecked), and 'Over 18, adult release?' (unchecked). At the bottom of the form are two buttons: 'Student Profile' and 'View Accounting Entries'.

Figure 29
Student | Student

Phone The phone number for this student in their originating country.

If exactly 7 digits are entered into the phone number, a dash will automatically be inserted when you leave the field.

Cell The cell number for this student.

If exactly 7 digits are entered into the fax number, a dash will automatically be inserted when you leave the field.

Fax The fax number for this student.

If exactly 7 digits are entered into the fax number, a dash will automatically be inserted when you leave the field.

Email The general contact e-mail address for this student.

As you exit this field, a check is made to ensure the validity of the information that was entered. For example, every e-mail address must have the @ symbol.

Birth date The student's birth date. The age of the student, as of *today*, is shown to the right in blue.

Gender Select either F or M from the drop-down list.

Parent(s)

The **Parent(s)** tab control at the lower left corner of the screen is used to record contact information for one or both parents of this student.

The screenshot shows a software interface with a tabbed menu at the top containing 'Student', 'Parent(s)', 'Permits', 'Profile notes', and 'Graduation'. The 'Parent(s)' tab is active. Below the tabs, there is a form with the following fields: 'Student lives with...' (a dropdown menu showing 'Both parents'), 'Name(s)' (a text input field), 'phone' (a text input field), and 'Custodial' (a dropdown menu). Below these are two sections for 'Parent 1' and 'Parent 2'. Each section contains fields for 'Address', 'Phone', 'Birth', 'Fax', and 'Email'.

Figure 30
Student | Parent(s)

Student lives with...

Who does the student live with?

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new value that is not showing in the current list of allowable values, you will need to *add* a new value to the list via the Look-up Tables module.

Name(s)

Enter both parents names here, such as “Robert and Mary”.

Phone

What is the home phone number for this student’s parents in their originating country?

Custodial

Select either Private or Not required from the drop-down list.

Permits

The **Permits** tab control at the lower left corner of the screen is used to record details about this student's passport, visa, study permit, etc.

The screenshot shows a web form with a tabbed interface. The 'Permits' tab is selected. The form contains the following fields:

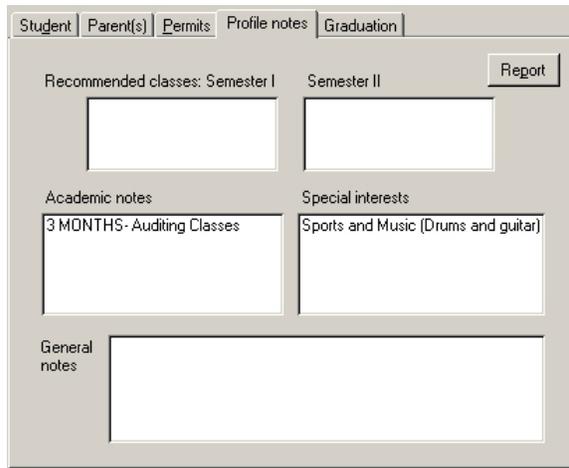
- Passport#: [text input] Expires: [date input]
- US Visa#: [text input] Expires: [date input] Multiple visa?:
- Study permit?: Expires: [date input]
- Visitor's Visa?: Expires: [date input]
- Citizenship: [dropdown menu] (Current selection: German)

Figure 31
Student | Permits

Passport# Expires	The student's current passport number, and expiration date.
US Visa# Expires	The student's current US Visa number, and expiration date. If the student has multiple visas, check off the Multiple visa? checkbox.
Study permit# Expires	If the student has a study permit, check off the check box and provide an expiration date.
Visitor's visa# Expires	If the student has a visitor's visa, check off the check box and provide an expiration date.
Citizenship	This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list. If you require a new country that is not showing in the current list of allowable values, you will need to <i>add</i> a new country to the list via the Look-up Tables module.

Profile notes

The **Profile notes** tab control at the lower left corner of the screen is used to record certain academic notes that print on a student's Profile report.

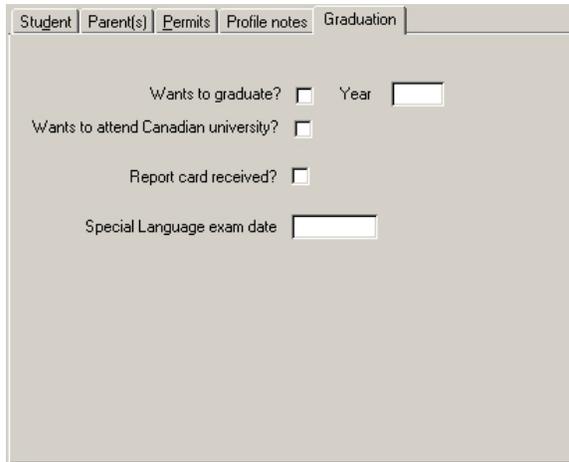


The screenshot shows a web interface with a tabbed menu at the top containing 'Student', 'Parent(s)', 'Permits', 'Profile notes', and 'Graduation'. The 'Profile notes' tab is active. Below the tabs, there are two empty boxes for 'Recommended classes: Semester I' and 'Semester II', with a 'Report' button to the right. Underneath, there are two columns: 'Academic notes' containing the text '3 MONTHS- Auditing Classes' and 'Special interests' containing 'Sports and Music (Drums and guitar)'. At the bottom, there is a large empty box labeled 'General notes'.

Figure 32
Student | Profile notes

Graduation

The **Graduation** tab control at the lower left corner of the screen is used to record certain graduation information for this student.



The screenshot shows a web interface with a tabbed menu at the top containing 'Student', 'Parent(s)', 'Permits', 'Profile notes', and 'Graduation'. The 'Graduation' tab is active. Below the tabs, there are four form elements: a checkbox for 'Wants to graduate?' followed by a 'Year' text input field; a checkbox for 'Wants to attend Canadian university?'; a checkbox for 'Report card received?'; and a text input field for 'Special Language exam date'.

Figure 33
Student | Graduation

The **Homestay / School** tab control at the lower right corner of the screen is used to record the current school year's homestay placement and school placement.

The data on this tab is different each year, although all past year's data is unchanged and still available for viewing.

Figure 34
Student | Homestay / School

- Homestay Select the homestay where this student is staying for the current year from the drop-down list.

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new homestay that is not showing in the current list of allowable values, you will need to *add* a new agent via the Homestays module.

The name, address and contact information of the homestay is noted in blue beneath this field.

Double-clicking on the **Homestay** field will move you to the selected entry in the homestay module.
- Payment How does this student make homestay payments? Three choices are available:

 - Direct
 - In-direct
 - Private

◁ a certain value determines what happens for homestay payments ▷
- Ignore on report? If the homestay would prefer to not be printed on certain reports that are made available to other homestays, select this check box.
- Wallet card printed The date the student's wallet card (report) was printed. This field is updated automatically when the report is printed.
- Family discount Check this off if the international student is entitled to a discount due to multiple people in their

family attending your program.

Insurance form received If the insurance form from the student has been received, check this off.

School Select the school this student is attending in the current year from the drop-down list.

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new school that is not showing in the current list of allowable values, you will need to *add* a new agent via the Schools module.

Double-clicking on the **School** field will move you to the selected entry in the school module

Grade Select the grade the student is in for the current year from the drop-down list.

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new grade that is not showing in the current list of allowable values, you will need to *add* a new agent via the Look-up Tables module.

StdNo What is the student number assigned by your divisional student database?

FTE What is the Full-Time Equivalent for this student?

Full year = 1.0

6 months = 0.5

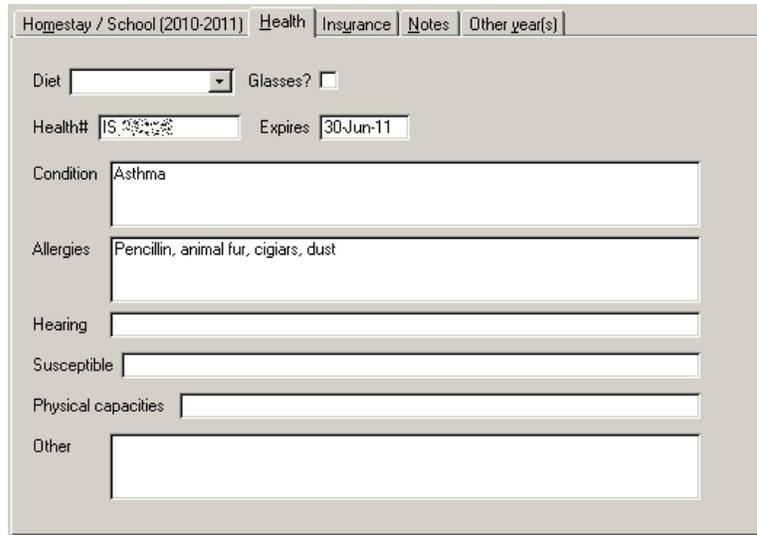
School dates What is the start (first day) and end (last day) dates of school for this student?

Date of application What date did this student apply for your program?

Flight dates The student's flight arrival and departure dates, if entered in the Flights module, are listed in red at the lower right corner of the screen. **Arrive: Mar 14/11 (AC 296) Depart: Sep 28/11 (AC 295)**

Health

The **Health** tab control at the lower right corner of the screen is used to record specific health information for the current student.



The screenshot shows a web-based form for recording student health information. At the top, there are navigation tabs: "Homestay / School (2010-2011)", "Health", "Insurance", "Notes", and "Other year(s)". The "Health" tab is active. Below the tabs, the form contains several fields: "Diet" with a dropdown menu, "Glasses?" with a checkbox, "Health#" with a text input field containing "1523456789" and a refresh icon, and "Expires" with a date input field containing "30-Jun-11". There are six text input fields for "Condition" (containing "Asthma"), "Allergies" (containing "Pencillin, animal fur, cigiars, dust"), "Hearing", "Susceptible", "Physical capacities", and "Other".

Figure 36
Student | Health

Insurance

The **Insurance** tab control at the lower right corner of the screen is used to record certain insurance details, which is then printable on a provincial wide insurance form.

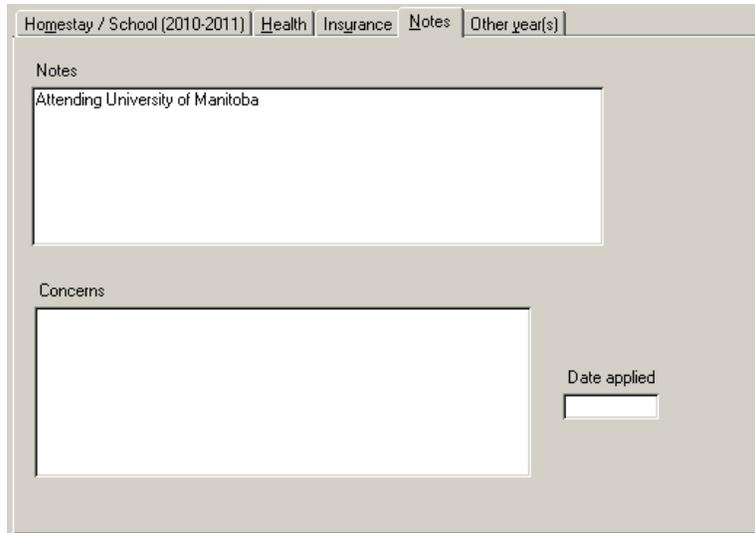
The screenshot shows a software interface with a tabbed menu at the top: "Homestay / School (2010-2011)", "Health", "Insurance", "Notes", and "Other year(s)". The "Insurance" tab is active. The form contains the following elements:

- Checkboxes for "Have you been covered by this health plan before?", "Are you or your spouse eligible for MB Health?", and "Are you eligible for other insurance?".
- An input field for "If yes, ID#" next to the first checkbox.
- An input field for "If yes, name of other plan" next to the third checkbox.
- Date pickers for "Date of arrival in Canada" (05-Feb-11), "Date educational program begins" (07-Feb-11), and "Coverage required starting" (01-Feb-11 to 30-Jun-11).
- A dropdown menu for "Coverage required".
- A button labeled "AON/GWL Insurance form" in the bottom right corner.

Figure 37
Student | Insurance

Notes

The **Notes** tab control at the lower right corner of the screen is used to record random notes and concerns about the current student.

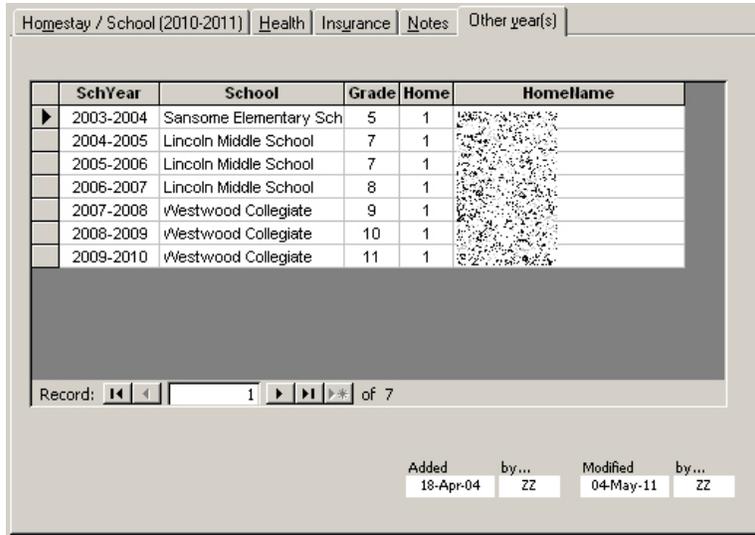


The screenshot shows a web interface with a tabbed menu at the top containing 'Homestay / School (2010-2011)', 'Health', 'Insurance', 'Notes', and 'Other year(s)'. The 'Notes' tab is active. Below the tabs, there are two main sections: 'Notes' and 'Concerns'. The 'Notes' section contains a text area with the text 'Attending University of Manitoba'. The 'Concerns' section contains an empty text area. To the right of the 'Concerns' text area is a label 'Date applied' above a small empty input field.

Figure 38
Student | Notes

Other year(s)

The **Other year(s)** tab control at the lower right corner of the screen lists any other year that this student was present in your international student program. The data in this spreadsheet-like format is not editable here. It is used for display purposes only.



SchYear	School	Grade	Home	HomelName
2003-2004	Sansome Elementary Sch	5	1	
2004-2005	Lincoln Middle School	7	1	
2005-2006	Lincoln Middle School	7	1	
2006-2007	Lincoln Middle School	8	1	
2007-2008	vWestwood Collegiate	9	1	
2008-2009	vWestwood Collegiate	10	1	
2009-2010	vWestwood Collegiate	11	1	

Record: 1 of 7

Added	by...	Modified	by...
18-Apr-04	ZZ	04-May-11	ZZ

Figure 39
Student | Other year(s)

Fees

All Student reports are selected and generated from the Student Report module.

Fees (invoice/payments)

The screenshot shows a software window titled "Student Fees (accounting)" for "Std ISP # 1". It features a "School year" dropdown set to "2010" and a "Close" button. A table of transactions is displayed with the following data:

TranDate	TranType	Description	Amount	AR	Posted	Trans	Invlo
27-Apr-10	Billing (A/R)	Billing	10,500.00	10,500.00	<input type="checkbox"/>	2698	A
09-Aug-10	Payment (A/P)	Scholarship	500.00	-500.00	<input type="checkbox"/>	3039	
27-Sep-10	Payment (A/P)	Payment	10,000.00	-10,000.00	<input type="checkbox"/>	3191	

Below the table, there are navigation controls for records (1 of 3) and a "Details listing" button. On the right side, there are buttons for "Add", "Invoice # 1A", "Agent Invoice", "Payment record", "Statement", and "Delete # 2698". At the bottom, the "A/R \$" is displayed as "\$0.00".

Figure 41
Student | Fees

All Student reports are selected and generated from the Student Report module.

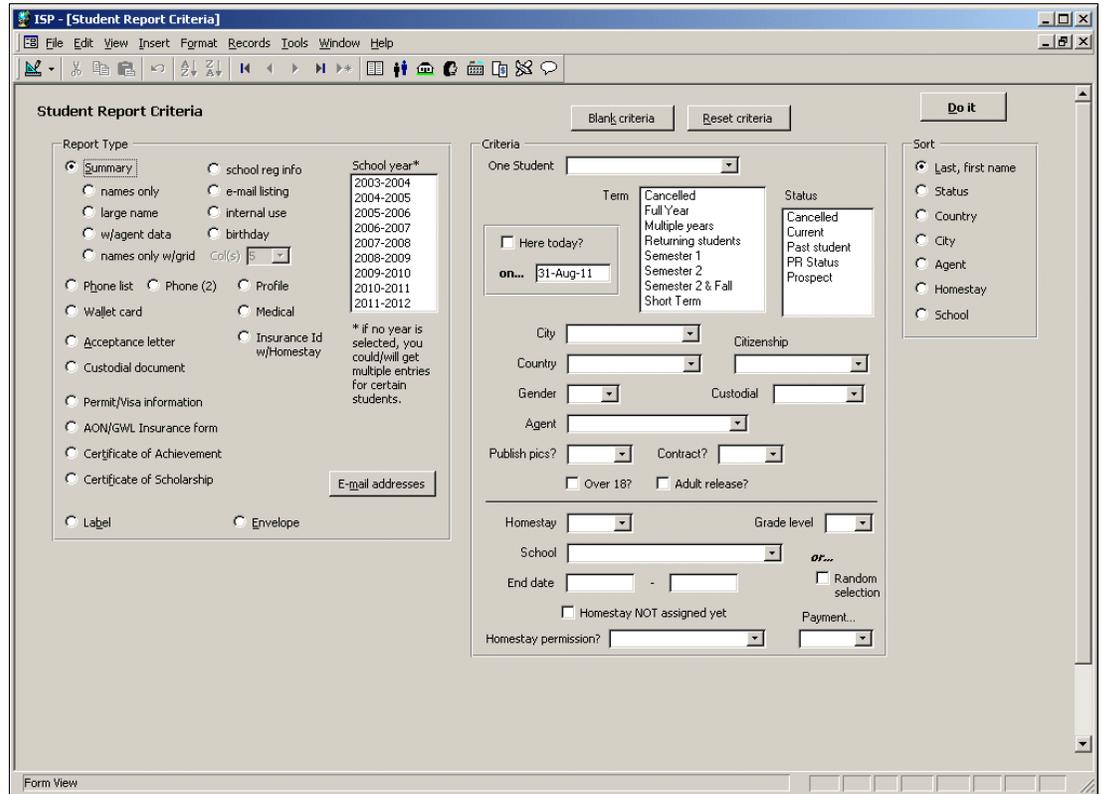


Figure 42
Students report screen