Adminware™ for ISP — Schools

Introduction

Although seldom used, the Schools module is still important. Information collected in other modules (Student and Homestay) is based on the data found in the Schools module.

A School is defined as a site location that a Homestay student attends.

The majority of schools will be those found within your division. From time to time though, there may be a need to identify a school from outside of your division.

Other "schools" may include:

> * Non-attending
> * Out of unit

Procedure

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

① open the Schools module. This can be either from the Main Switchboard of via the Toolbar.

     * Schools module button from Main Switchboard: [Schools]
     * Schools 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 5 for a list of fields and relevant data.
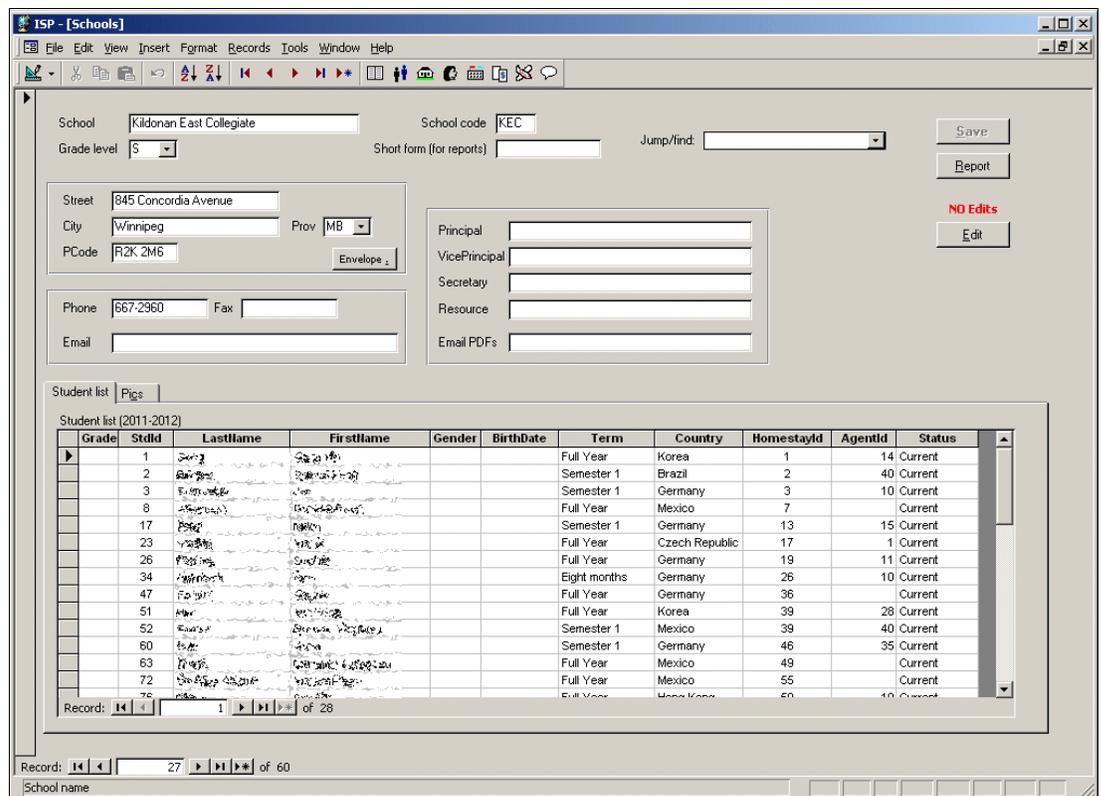
Figure 5
Schools screen

The list of students shown in the Student list 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 following three fields will move you to the selected entry in the respective module: **StdId**, **HomestayId**, **AgentId**.

Buttons

The various buttons found on the Schools 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 School fields, the Save button will enable and be clickable.

Clicking the Save button will Save any changes.

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

The **Report** button will open the Schools Report form. See page 8 for full details.

Any data for the current school is automatically saved when the Report button is selected.
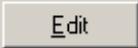
When you first open the Schools module, the default setting for making changes to the data is "No editing", for safety purposes. That is, you must click the Edit button in order to make modifications to the current entry.

Once the Edit button has been clicked, the Editing mode remains 'on' until you stop editing.
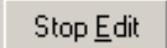
When adding a new school record, this button has no effect.

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

This will preview the address on the screen.
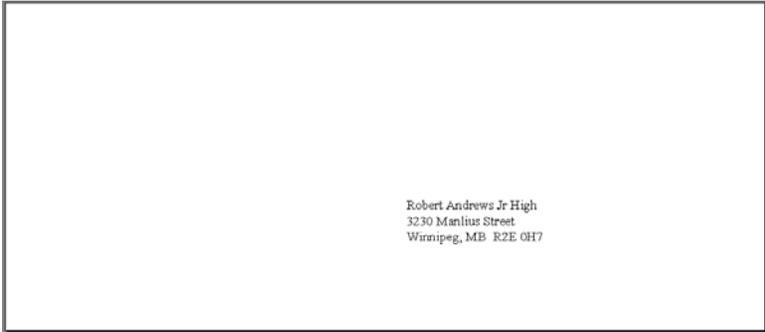
Robert Andrews Jr High
3230 Manlius Street
Winnipeg, MB R2E 0H7

Jump/Find

In order to modify a specific school's data, the school must be displayed on the screen.

Use the **Jump/find** drop-down box to select and move to the desired school.

The list of existing schools are presented alphabetically by school name.

Jump/find:	
Angus McKay Elementary	E
Anola Elementary	E
Arthur Day Middle School	M
Bernie Wolfe	
Bertrun E. Glavin Elementary	E
Birds Hill Elementary	E
Calvin Christian School	
Chief Peguis Jr. High	M
College Pierre E. Trudeau	S
Donwood Elementary	E
Dr. F. W. Hamilton Elementar	E
Ecole Centrale	
ECOLE DUGALD SCHOOL	
Ecole Margaret Underhill	
Ecole Regent Park	
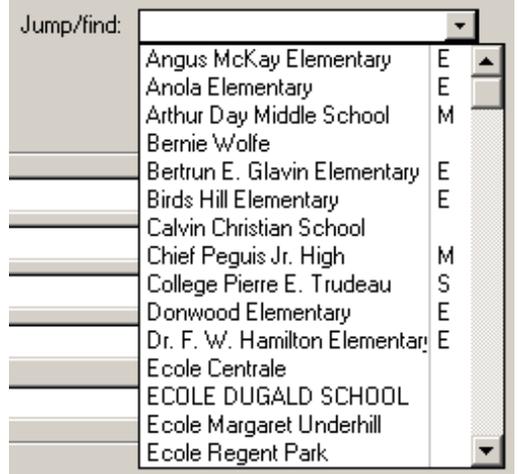
School Fields

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

School — The full name of the school.

School John Pritchard

This name will appear on specific reports, including a student's acceptance of application form.

School code — A four-letter code. This could be numerical or an abbreviation.

School code JP

Grade level — Each school is identified into a general grade level:

Grade level S

Elementary
Middle
Senior

A single-letter abbreviation is used to identify this.

[Within the Homestay module, a set of Nearest school fields are used to identify the nearest Elementary, Middle and Senior school. The available choices are based on the Grade level field identified in the Schools module.]

Short form (for reports) — A 10-letter short form of the full school name, used on selected reports when the report's formatting space is at a premium.

Short form (for reports)

Address

Street — Enter the street address for this school.

Street 845 Concordia Avenue

City — Enter the city for this school.

City Winnipeg

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.

Prov MB

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.

PCode — The postal code for this school.

PCode R2K 2N4

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.

Phone — The phone number for this school.

Phone 667-5727

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

Fax   The fax number for this school.

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 school.

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.

Contacts

Principal   The principal's full name.

VicePrincipal   The vice principal's full name.

Secretary   The secretary's full name.

Resource   The resource contact for this school.

Email PDFs   The e-mail address to which *Adminware*™ generated PDF reports should be sent to.

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.

Pics

Report

All School reports are selected and generated from the School Report module.
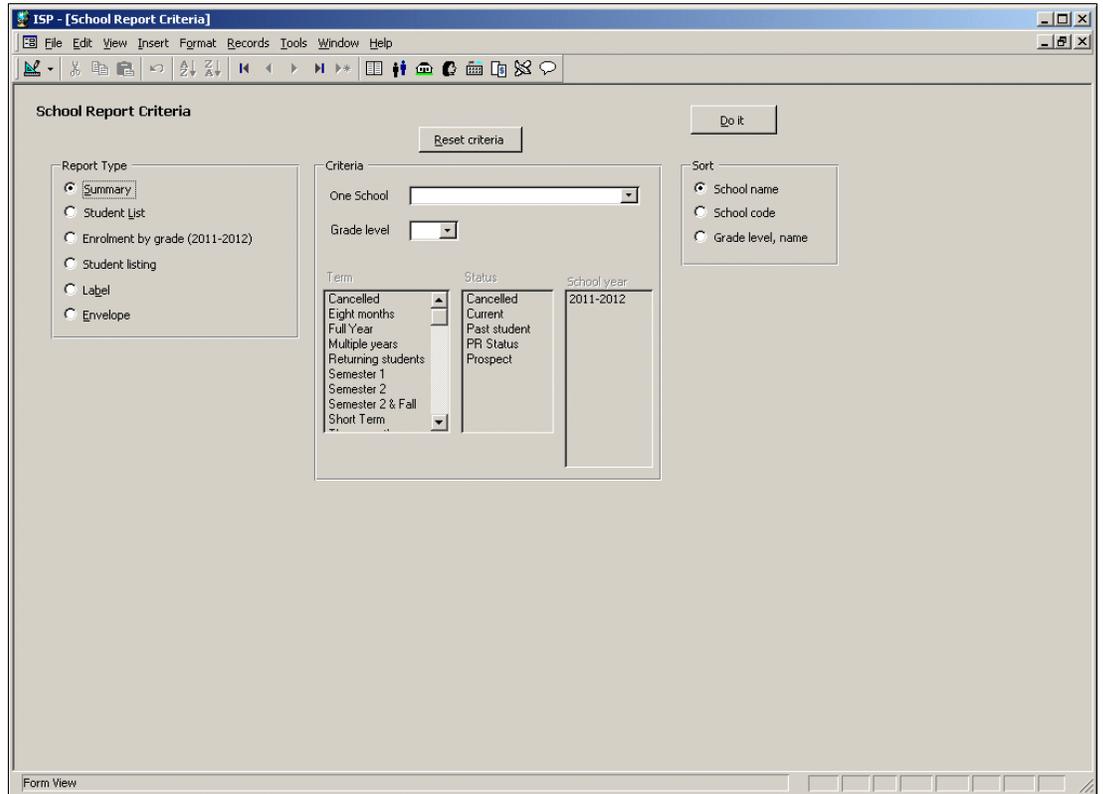
Figure 26
Schools report screen