



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Introduction to Denbigh

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Macarthur Anglican School
Cobbitty Road
Cobbitty NSW 2570

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Australia



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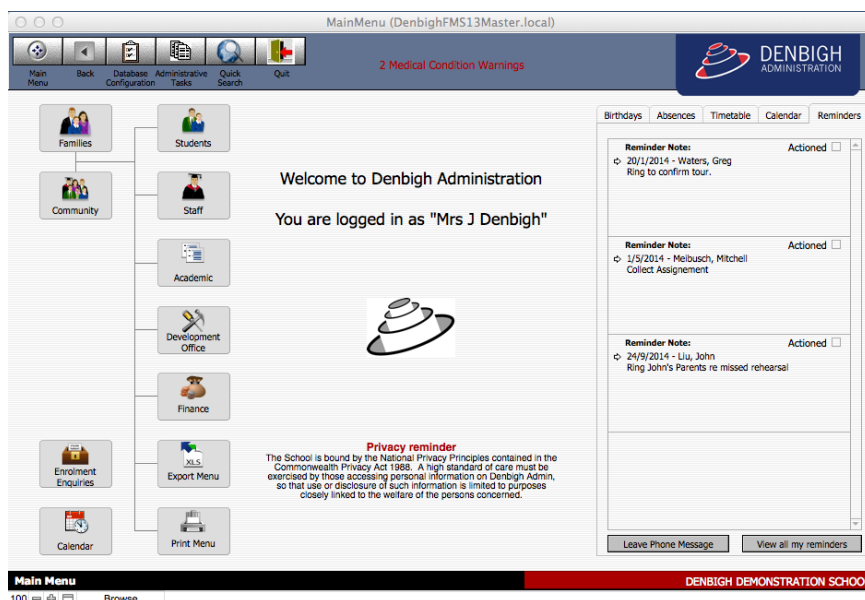
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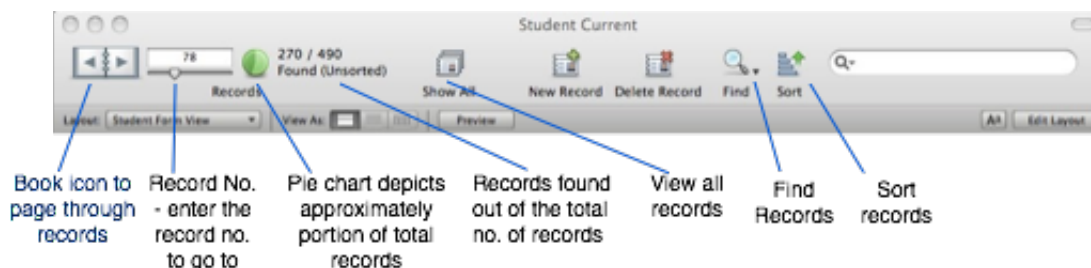
Getting Familiar with the Database

MainMenu



When logging in ensure that your name is not in red when logging into the system. You may not have all the correct permissions if Denbigh does not know who you are.

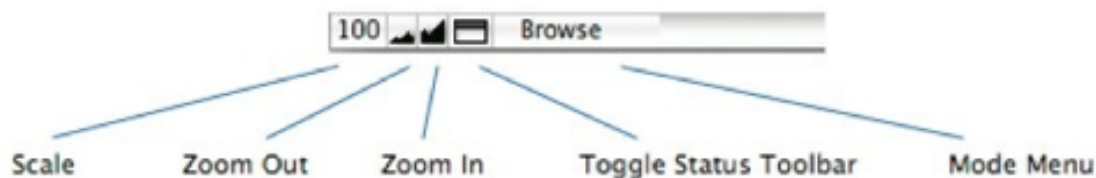
Toolbars



1 - Click to scroll record to record, 2 - Record Number (can enter a number to go to a record), 3 - Pie Chart depicts approximately the portion of total records (click to see converse result), 4 - Records Found out of total number of records, 5 - View all records (after finished with a find) 6 - Find Records in any field, 7 - Sort Records on any field

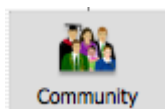


Buttons and Icons



1 - Scale size of window, 2 - Zoom out, 3 Zoom in, 4 - Status Toolbar toggle, 5 - Mode Menu (Browse, Find, Layout and Preview).

Community File



Denbigh is based around a community file, only 1 community record per person. A person may be a member of different files, Staff, Students Current, Former, Further and Family, which will give them a status.

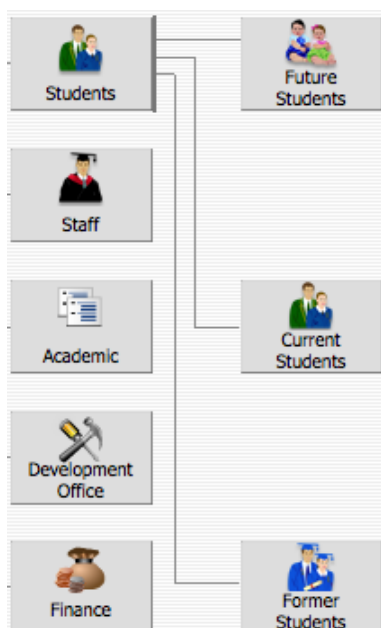
Family File



All families are attached to students either Current, Former or Future.

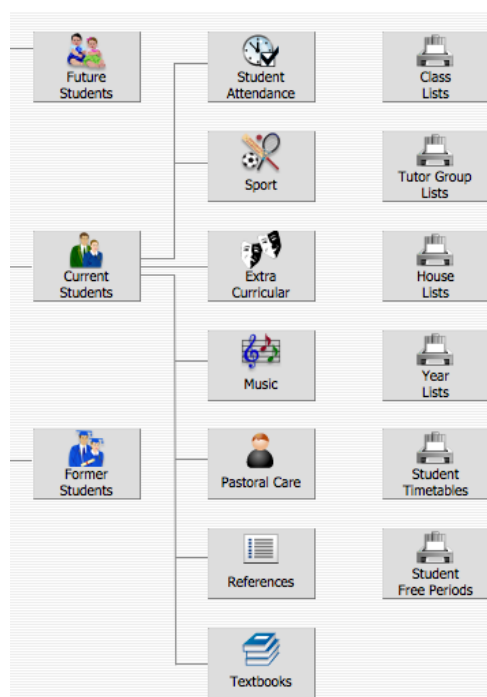


Students Files - Future, Current and Former



There should only be one student record either Future, Current or Former.

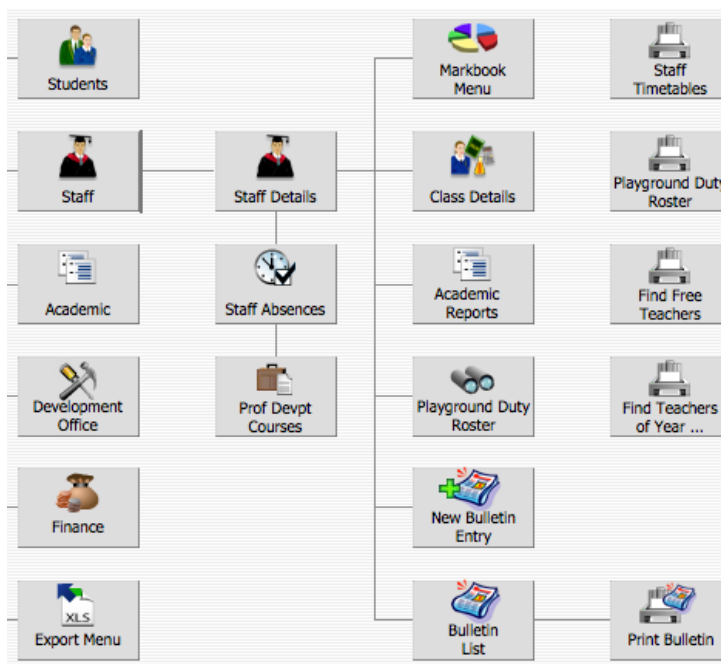
Current Students - Related Files



Student Attendance, Sport, Extra Curricular, Music, Pastoral Care, Reference and Textbooks are all files that relate to the current students.



Staff File



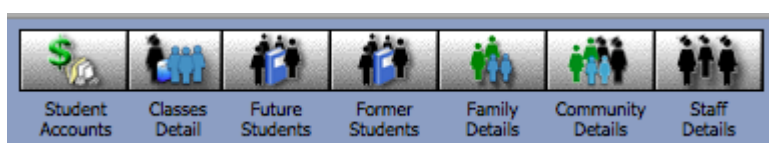
Staff absence, Professional Development, Daily Bulletin, Playground Duty are all files that relate to the Staff File.

Working with Records

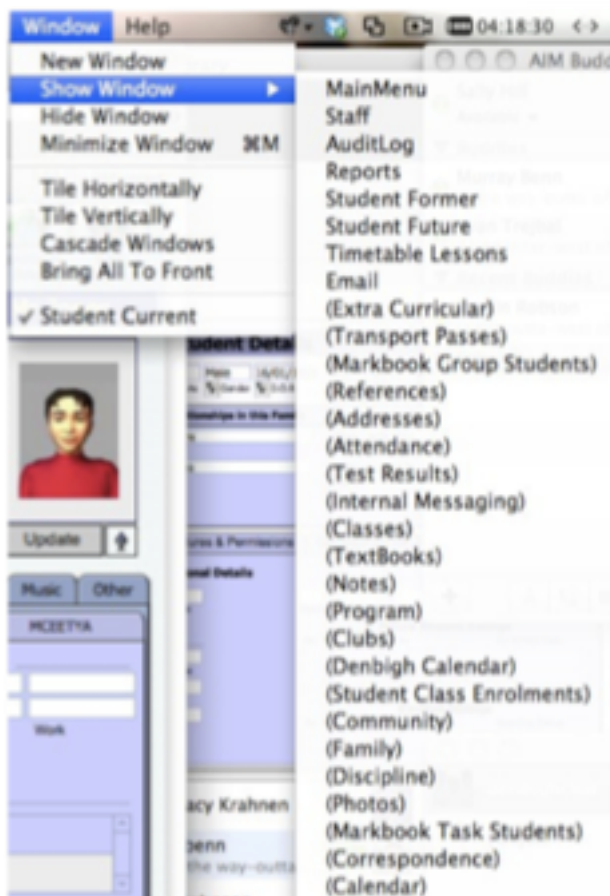


Click the pages of the teledex button to view each record, or drag the scroll bar.

Moving from one file to another

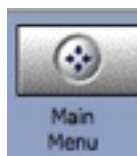


Click to go to a file. Also click on the Window Menu and choose a file from the Show Window option.

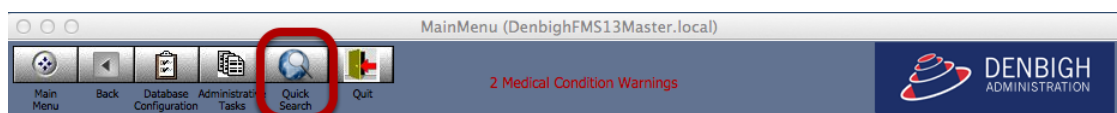




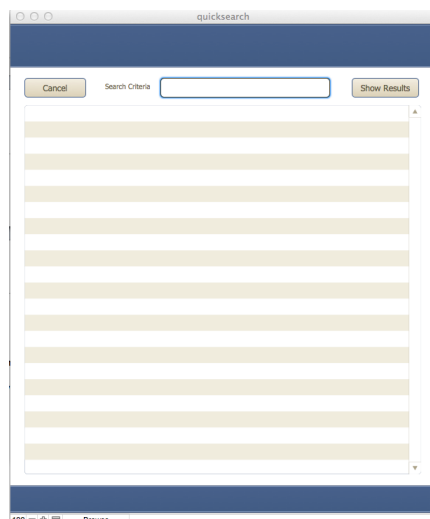
Click on the Main Menu button to go back to the main menu at any time, to also go to another file.



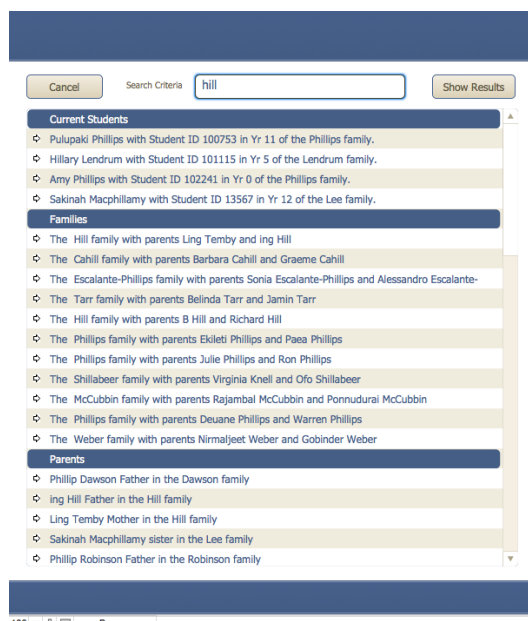
Quick Search



Click the Quick Search button on the Main Menu to search any person in the database.



Enter the search criteria and press the tab, enter keys or click the "Show Results" button.



List of matching data will display, grouped in type of person. Click on the arrow to go to that person's record.



Click the Mainmenu button at any time to back to the Mainmenu. The Back button will take you back to the previous layout that you were on. View as list displays records in a list view. Find Student will to into Find for searching. Search Assistant will display options for quick searches (e.g. finding all primary or secondary students).



Viewing records as forms or lists

Layout: Student Form View View As: [Form View Icon] [List View Icon] [Table View Icon] Preview [Aa] Edit Layout

Main Menu Back **View As List** Find Student Search Assistant Print Menu Move to Alumni Academic Report Student Accounts Classes Detail Future Students Former Students Family Details Community Details Staff Details

Medic Alert **Student Details** **PC Alert: See Mr Smith**

100013 **Jobson** Alexander Peter Alex Male 19 Dec 1992 12 12.2 Blue

Family Details: ALLARS01 Price 02 3456 7890 Denbigh 1 John St Sydney NSW 2000

Parents / Guardians: Geoffrey Price (Father), Julie Price (Mother), Michael Phillips (Uncle)

General Info | Notes | Medical Info | Classes | Timetable | Academic Record | Attendance | Discipline | CoCurricular | Music | Other

Personal Details: Australia, Strathfield South, Belgian, 1

School Detail: Blue 12.2 Mr G Schmidt Day

Enrolment Info:

| Reg Date | Ac. Yr | Enrol Date | Dept Date | Term | Status | Current |
|------------|--------|------------|------------|------|--------|---------|
| | | 30/01/2001 | | | | |
| 08/02/2012 | | 30/01/2001 | 01/04/2008 | | | |

Privacy / Info Release: Photo on website Photo in print

SMS: Both SMS Messages go to 0414123456 0414123456

Click the View as List button to view the current records in list view

View records as list

Layout: Student List View View As: [Form View Icon] [List View Icon] [Table View Icon] Preview [Aa] Edit Layout

Main Menu Back **View As Form** Find Student Find All Print Menu Print List Print Pupil Master List Letters Student Accounts Classes Future Students Former Students Family Details Community Details Staff Details

Current Student List

| Student ID | Surname | Given Names | Gender | Date of Birth | Yr | TGroup | House | Codes | Boarding Status | Currently Reported | | |
|--------------------------|---------|-------------|--------------------|---------------|------------|--------|-------|---------|-----------------|--------------------|-----|------------------------|
| <input type="checkbox"/> | 100013 | Jobson | Alexander Peter | Male | 19/12/1992 | 12 | 12.2 | Blue | 3 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100014 | Price | William Hugh | Male | 12/6/1993 | 12 | 12.1 | Green | 4 | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 100023 | Worrell | Cameron James | Male | 16/5/1992 | 12 | 12.2 | Puce | 2 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100025 | Deak | Ryan Weech | Male | 5/6/1993 | 12 | 12.2 | Magenta | 1 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 106374 | Leerdam | Belinda | Female | 23/12/1992 | 12 | 12.3 | Blue | | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 106745 | Bhargava | Rahul George | Male | 11/1/1993 | 12 | 12.3 | Puce | | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 103297 | Meibusch | Mitchell Christian | Male | 8/5/1996 | 9 | 9.1 | Magenta | | Boarder | No | Add to current reports |
| <input type="checkbox"/> | 100030 | Roche | Alexander Scott | Male | 14/12/2000 | 4 | 4R | Blue | 0 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 103334 | Yusof | Portia Ashley | Female | 15/9/1997 | 7 | 7.5 | Puce | | Boarder | No | Add to current reports |
| <input type="checkbox"/> | 100035 | Seidl | Reini | Female | 22/7/1993 | 12 | 12.3 | Magenta | 1 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100036 | Sarris | Georgina | Female | 16/11/1992 | 12 | 12.2 | Puce | 2 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100039 | Graham | Amy Tahlia | Female | 28/2/1996 | 9 | 9.1 | Yellow | | Day | No | Add to current reports |
| <input type="checkbox"/> | 100040 | Graham | James Lawrence | Male | 17/3/1998 | 7 | 7.5 | Yellow | | Day | No | Add to current reports |
| <input type="checkbox"/> | 105529 | McNicol | Shaun William | Male | 24/5/2003 | 1 | 1K | Red | | Boarder | No | Add to current reports |
| <input type="checkbox"/> | 105197 | Curran | Alexandra | Female | 19/4/1993 | 12 | 12.1 | Puce | | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 105196 | Curran | Karl Courtenay | Male | 19/4/1993 | 12 | 12.3 | Blue | | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 100058 | Johnson | Kieren Alan Muir | Male | 1/1/1993 | 12 | 12.2 | Magenta | 3 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100059 | Johnson | Jarrold Benjamin | Male | 25/10/1994 | 10 | 10.3 | Blue | | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100060 | Johnson | Kanish | Male | 5/9/1997 | 7 | 7.4 | Puce | 0 | Day | No | Add to current reports |



Click to view records in form view

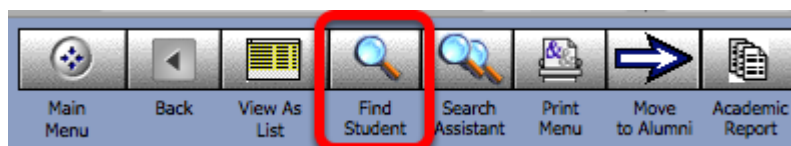
Finding Records - Quick Find

The screenshot shows the 'Current Student List' interface. At the top, there is a search bar containing '12.2'. Below the search bar, there are navigation buttons: Main Menu, Back, View As Form, Find Student, Find All, Print Menu, Print List, Print Pupil Master List, Letters, Student Accounts, Classes, Future Students, Former Students, Family Details, Community Details, and Staff Details. The main table has columns for Student ID, Surname, Given Names, Gender, Date of Birth, Yr, Tutor Group, House, Codes, Boarding Status, and Currently Reported. The 'Tutor Group' column is highlighted with a red box, and the value '12.2' is visible in the first few rows.

| Student ID | Surname | Given Names | Gender | Date of Birth | Yr | Tutor Group | House | Codes | Boarding Status | Currently Reported |
|------------|---------------|--------------------|--------|---------------|----|-------------|---------|-------|-----------------|--------------------|
| 100013 | Jobson | Alexander Peter | Male | 19/12/1992 | 12 | 12.2 | Blue | 3 | Day | Yes |
| 100023 | Worrell | Cameron James | Male | 16/5/1992 | 12 | 12.2 | Puce | 2 | Day | Yes |
| 100025 | Deak | Ryan Weech | Male | 5/6/1993 | 12 | 12.2 | Magenta | 1 | Day | Yes |
| 100036 | Sarris | Georgina | Female | 16/11/1992 | 12 | 12.2 | Puce | 2 | Day | Yes |
| 100058 | Johnson | Kieren Alan Muir | Male | 1/1/1993 | 12 | 12.2 | Magenta | 3 | Day | Yes |
| 100144 | Atkin | Alyssa | Female | 6/7/1993 | 12 | 12.2 | Green | 2 | Day | Yes |
| 100152 | Macintyre | Swetha Alana | Female | 10/3/1993 | 12 | 12.2 | Green | 3 | Day | Yes |
| 100169 | Webb | David George | Male | 22/9/1992 | 12 | 12.2 | Magenta | 4 | Day | Yes |
| 100283 | Do | Alissa Renee | Female | 24/3/1993 | 12 | 12.2 | Blue | 2 | Day | Yes |
| 100373 | Kumar | Joseph Darcy | Male | 29/9/1992 | 12 | 12.2 | Red | 3 | Day | Yes |
| 104905 | Thomson | Hannah Jessica | Female | 1/6/1993 | 12 | 12.2 | Yellow | | Boarder | Yes |
| 100448 | Gallop | Kimberly Gabrielle | Female | 30/1/1993 | 12 | 12.2 | Blue | 3 | Day | Yes |
| 100476 | Saunders | Rachel Abbey | Female | 7/4/1993 | 12 | 12.2 | Red | 3 | Day | Yes |
| 100627 | Meyer | Edward Charles | Male | 6/10/1992 | 12 | 12.2 | Green | 1 | Day | Yes |
| 100725 | McCulloch | Rosanna Emma | Female | 22/3/1993 | 12 | 12.2 | Green | 4 | Day | Yes |
| 100927 | Noble | Hannah Riki | Female | 24/9/1993 | 12 | 12.2 | Red | 4 | Day | Yes |
| 100966 | Russell-Jones | Samanthi | Female | 15/9/1992 | 12 | 12.2 | Puce | 3 | Day | Yes |
| 100976 | Tridgell | Stephen G | Male | 7/10/1992 | 12 | 12.2 | Magenta | 3 | Day | Yes |
| 101011 | Robertson | Roopam | Female | 6/7/1993 | 12 | 12.2 | Green | 4 | Day | Yes |
| 105516 | Bishop | Shriya | Female | 4/3/1993 | 12 | 12.2 | Red | | Boarder | Yes |
| 101123 | Borger | Siu Melissa | Female | 13/7/1992 | 12 | 12.2 | Red | 1 | Day | Yes |

Using the Quick Find feature you are able to search across any field on a layout without needing to enter Find mode or specify the value in more than one field. This will depend on which fields have been set for this feature and in which layout. This example show finding tutor group 12.2.

Finding Records



Click on the Find Student button to Find or use the keyboard short cut Command (Windows) or ⌘ (Mac) F. All fields appear blank so that you can search on any fields or multiple fields.

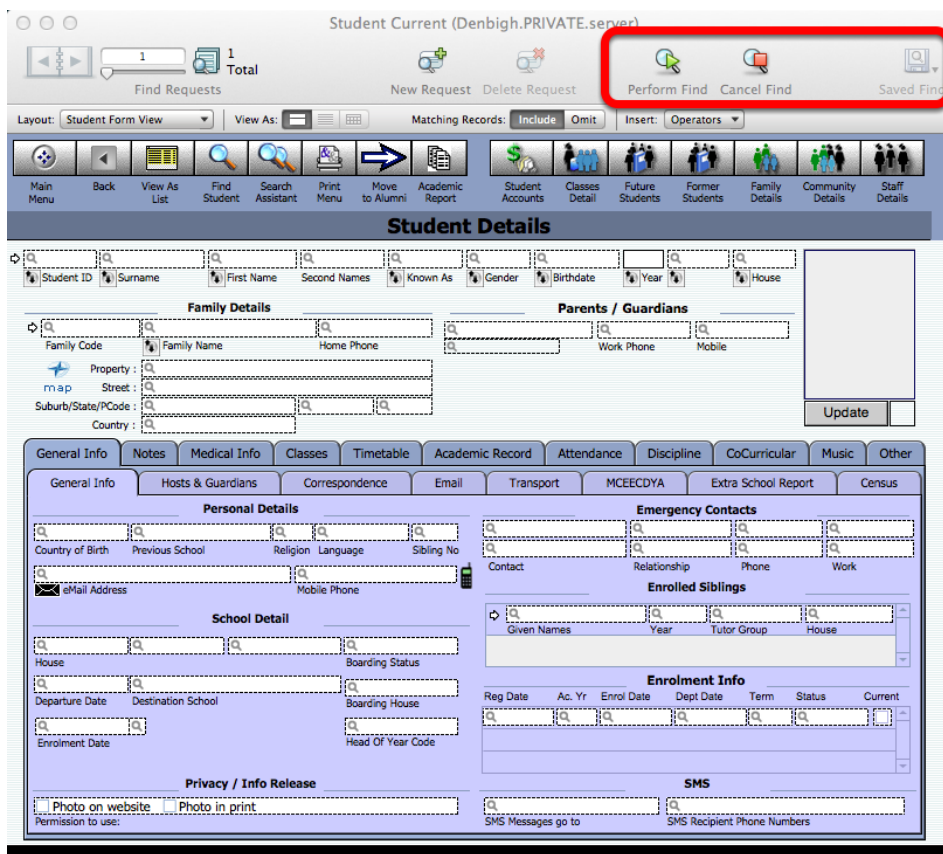
Mode Button





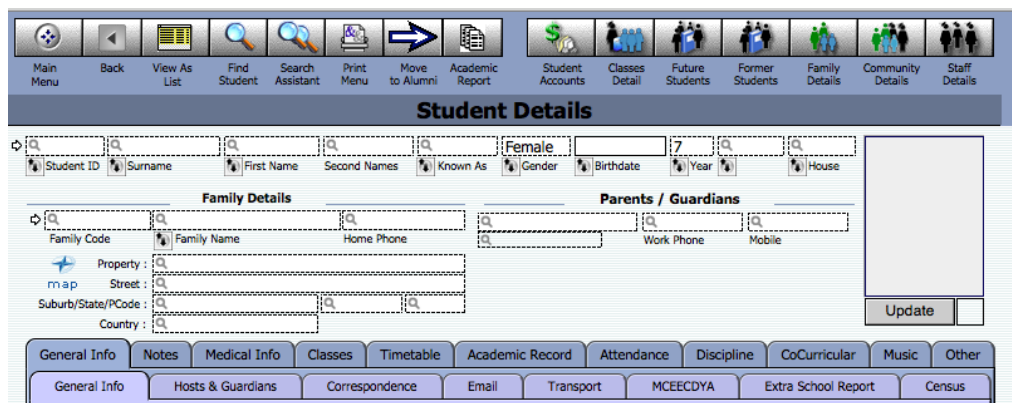
The mode displays on the bottom left of all screens. To change the Mode button to Find. All fields appear blank so that you can search on any fields or multiple fields.

Perform Find



Click the "Perform Find" or the Enter key to perform the find. To cancel the find click the "Cancel Find" or to view previous Finds, click on the Saved Finds button.

Performing an "And" Find





Enter data in multiple fields. In this example it will find all females in year 7.

Performing an "Or" find

The screenshot shows the 'Student Current' interface. At the top, there is a search bar with '1' and 'Total' next to it. Below the search bar, there are buttons for 'New Request', 'Delete Request', 'Perform Find', and 'Cancel Find'. The 'New Request' button is highlighted with a red box. Below the buttons, there is a 'Layout' dropdown set to 'Student Form View' and a 'View As' dropdown. There are also 'Matching Records' options for 'Include' and 'Omit', and an 'Insert: Operators' dropdown. Below these are several icons for navigation and search. The main content area is titled 'Student Details' and contains various form fields for student information, including 'Student ID', 'Surname', 'First Name', 'Second Names', 'Known As', 'Gender', 'Birthdate', 'Year', and 'House'. There are also sections for 'Family Details', 'Parents / Guardians', 'Personal Details', 'Emergency Contacts', 'Enrolled Siblings', 'Enrolment Info', and 'SMS'. The 'New Request' button is highlighted with a red box.

Click find enter the details of the first criteria to search, then Click "New Request".



Student Current (Denbigh.PRIVATE.server)

Find Requests: 2 Total

Perform Find

Student Details

Female

Family Details

Parents / Guardians

General Info

Personal Details

Emergency Contacts

School Detail

Enrolment Info

Privacy / Info Release

SMS

Enter the second Criteria, then click Perform Find.

Find Result

Student Current (Denbigh.PRIVATE.server)

Records: 295 / 489 Found (Unsorted)

Family Alert: Father First contact

106374 Leerdam Belinda Belinda Female 23 Dec 1992 12 12.3 Blue

Family Details

Parents / Guardians

Personal Details

Emergency Contacts

School Detail

Enrolment Info

Privacy / Info Release

SMS

This will find all females and all year 7 students.



Constraining the Found Set

The screenshot shows the 'Student Current (Denbigh.PRIVATE.server)' application. At the top, there's a 'Find Requests' section with a search bar and buttons for 'New Request', 'Delete Request', 'Perform Find', and 'Cancel Find'. Below this is a toolbar with various navigation and action icons. The main area is titled 'Student Details' and contains a form with multiple sections: 'Family Details', 'Parents / Guardians', 'Personal Details', 'Emergency Contacts', 'School Detail', 'Enrolled Siblings', 'Enrolment Info', 'Privacy / Info Release', and 'SMS'. The 'House' field in the 'School Detail' section is highlighted with a red box, showing the value 'Blue'. The 'Find Requests' section at the top indicates '1 Total' results.

Click find enter the details to constrain the found set to, in this example we had found all females and year 7 students. We are now going to just find those in this found set that are in the Blue House.

This screenshot shows the same 'Student Current (Denbigh.PRIVATE.server)' application, but with the 'Requests' menu open. The menu options are: 'Add New Request' (⌘N), 'Duplicate Request' (⌘D), 'Delete Request' (⌘E), 'Go to Request', 'Show All Records' (⌘J), 'Perform Find', 'Constrain Found Set' (highlighted), 'Extend Found Set', and 'Revert Request...'. The 'Student Details' form is visible in the background, with the 'House' field still showing 'Blue'.



Enter the data (Blue) in the House field, go to the Requests menu and choose "Constrain Found Set".

Find Result

Student Current (Denbigh.PRIVATE.server)

Records: 76 / 489 Found (Unsorted)

Layout: Student Form View View As: Preview

Family Alert: Father First contact

106374 Leerdam Belinda Belinda Female 23 Dec 1992 12 12.3 Blue

Family Details: 100744 Leerdam 02 3456 7890 Bernard Leerdam 0414 123 456

Parents / Guardians: Bernard Leerdam (Father), Emmy Barsdell (Mother)

Property: 1 John St, Sydney NSW 2000

Personal Details: Indonesia, Cathol, 1, bleerda@denbighdemo.com.au, 0414 123 456

School Detail: Blue 12.3 House, Mrs K Robertson Boarder, 1/01/2011

Enrolment Info: 11/10/2004

This has now found within the previous find, only students in the Blue house.

Extend the Found Set

Student Current (Denbigh.PRIVATE.server)

Find Requests: 1 Total

Matching Records: Include Omit Insert Operators

Student Details

Family Details: Family Code, Family Name, Home Phone, Work Phone, Mobile

Parents / Guardians: Bernard Leerdam, Emmy Barsdell

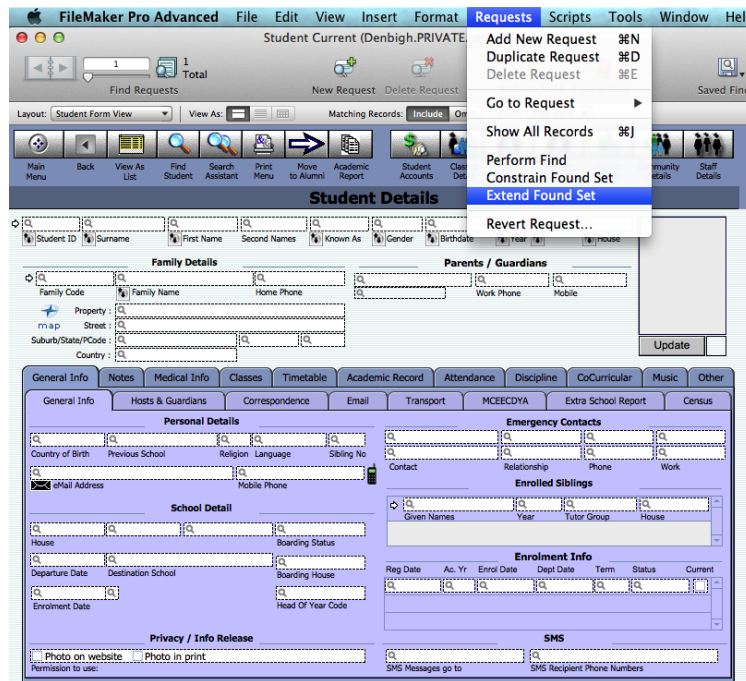
Personal Details: Country of Birth, Previous School, Religion, Language, Sibling No, eMail Address, Mobile Phone

School Detail: House, Boarding Status, Departure Date, Destination School, Boarding House, Enrolment Date, Head Of Year Code

Enrolment Info: Reg Date, Ac. Yr, Enrol Date, Dept Date, Term, Status, Current

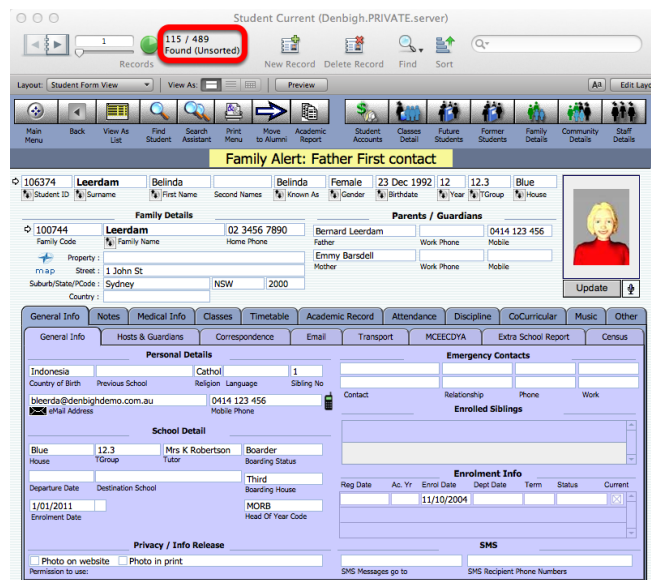


Click Find and enter the criteria. Add year 7 in the academic field.



From the requests menu choose "Extend Found Set".

Find Results



Added all students in year 7 to the previous find.



Omitting data in a Find

Student Current (Denbigh.PRIVATE.server)

45 / 489 Found (Unsorted)

Layout: Student Form View View As: [Icons] Preview

Main Menu Back View As List Find Student Search Assistant Print Menu Move to Alumni Academic Report Student Accounts Classes Detail Future Students Former Students Family Details Community Details Staff Details

Student Details

103297 Meibusch Mitchell Christian Male 8 May 1996 9 9.1 Magenta

Family Details: ANTONI01 Meibusch 02 3456 7890 Home Phone

Parents / Guardians: Joanna Meibusch 02 1234 5678 0414 123 456 Mother; Cleo Verrell 02 1234 5678 0414 123 456 Father

General Info: Personal Details, Emergency Contacts, School Detail, Enrolment Info, Privacy / Info Release, SMS

In this example we have found all students in year 9, but need to exclude all students that are in 9.2 Roll Class. First perform a find of year 9 students. Click Find enter 9 in the Year field, then Click to Perform Find.

Student Current (Denbigh.PRIVATE.server)

1 Total

Find Requests: [Icons] Matching Records: [Icons] Include Omit

Main Menu Back View As List Find Student Search Assistant Print Menu Move to Alumni Academic Report Student Accounts Classes Detail Future Students Former Students Family Details Community Details Staff Details

Student Details

Country of Birth: Australia Previous School: Connells Pt PS Religion: Ortho Sibling No: 1

School Detail: House: Magenta Year: 9.1 Tutor: Mr C Wilson Boarding Status: Boarder

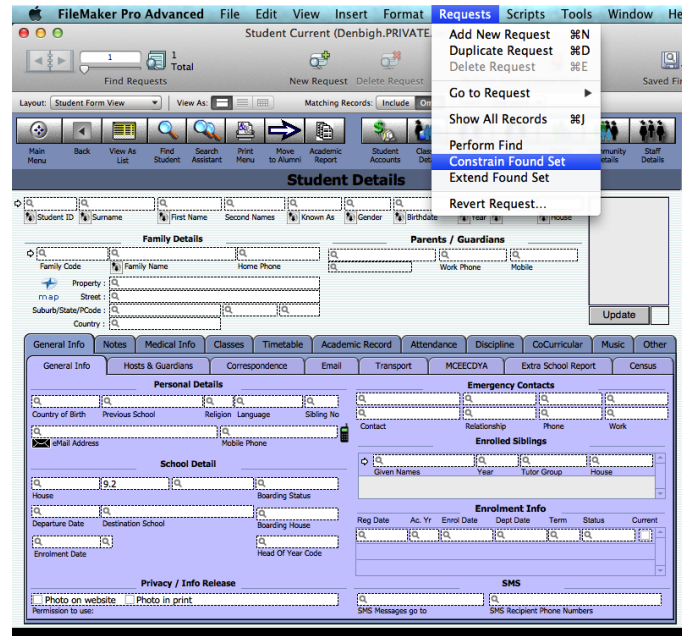
Enrolment Info: Reg Date: 1/01/2011 Ac. Yr: 9 Enrol Date: 02/02/2004 Dept Date: ANGC Term: Head Of Year Code

Click the the Find button. Enter 9.2 in the tutor group field and then click the "Omit" button. The Omit button on the status area, causes the found results to be Omitted from the results rather than displayed, which is useful when you wish to eliminate data from



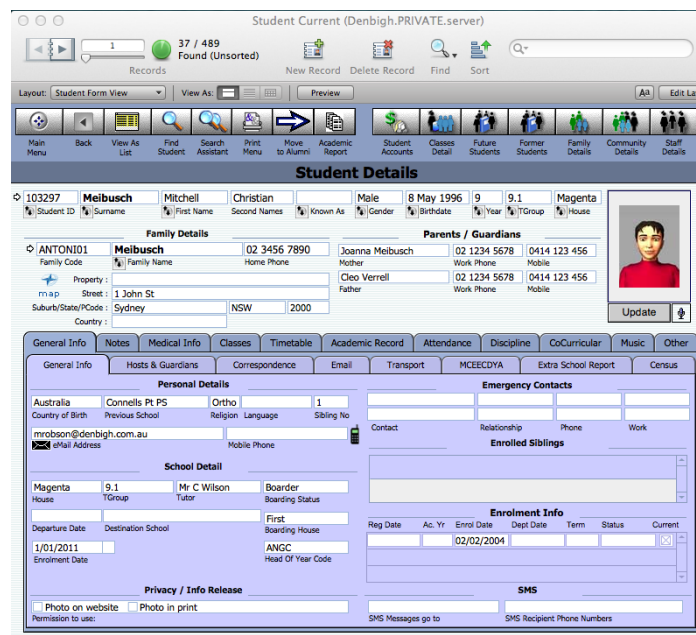
displaying in a list.

Constrain the found Set



From the Requests menu, choose Constrain Found Set.

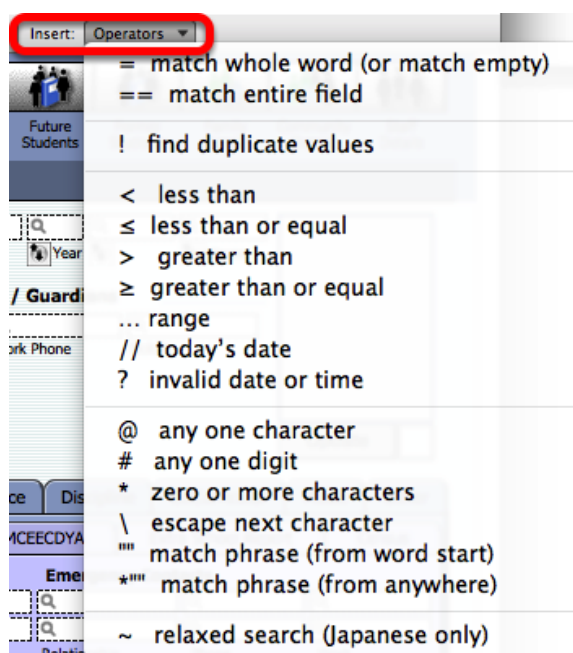
Find Results



This finds all students in year 9 except 9.2 tutor group.



Find using Operators

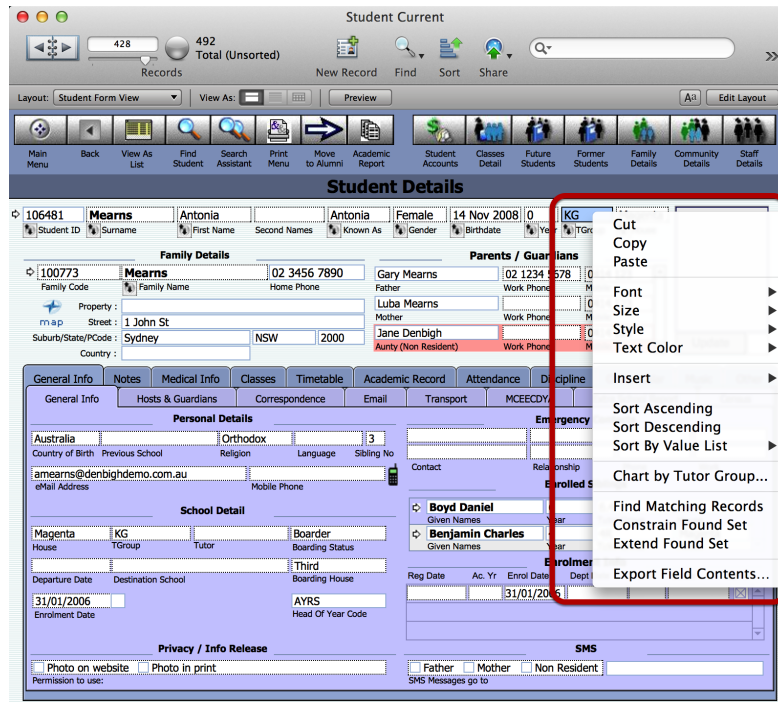


More advanced searches can be run using an Operator. It is a symbol or instruction that allows you to make your find request specific or apply some logic to the find.

Clicking on the operators box to show the menu of operators that can be used in the search criteria. For example to find all students above year 9, you would enter ">9" (greater than 9). To find a range of students from year 9 to 12 enter "9...12".

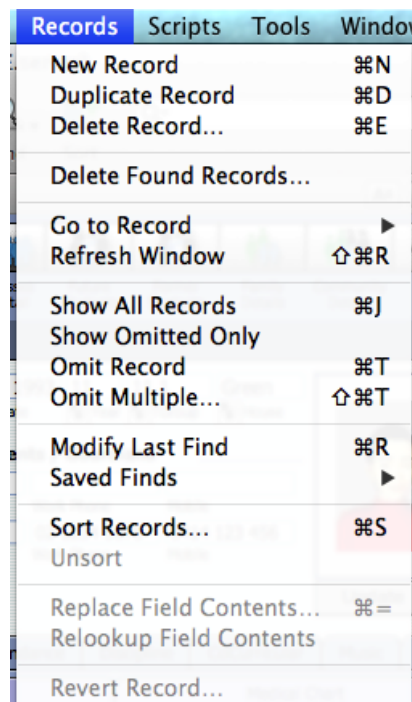


Find in any Field - Right mouse click



In any field, use the mouse to right click in the field. Choose either Find Matching records, or Constrain Found set to Find with in a Find.

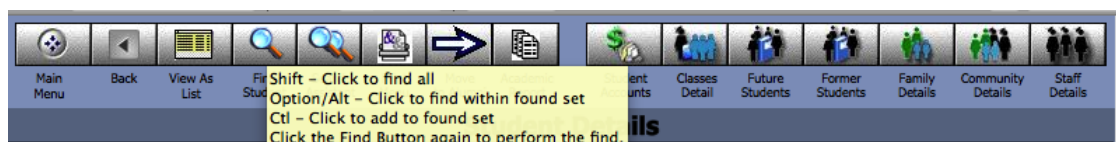
Using Shortcuts or function keys





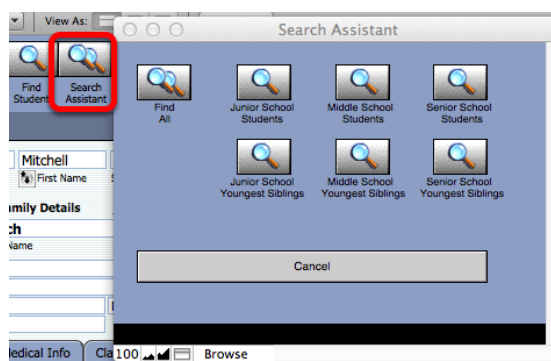
Some of the functions available in the Filemaker menus also have shortcuts usually using the Command(⌘ Apple) key. For example to Show all records hold down the ⌘ key and the letter "J".

Find Student (New Versions of Denbigh 2014)



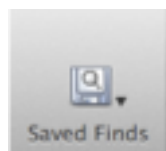
Find all - hold down the shift key and click the Find Student button
Find within in a found set - Hold down the Options/Alt key
Find and add to the found set - Hold down the Control key
Click the Find button or the Continue button to perform the find
This function is available for Current, Future and Former Students.

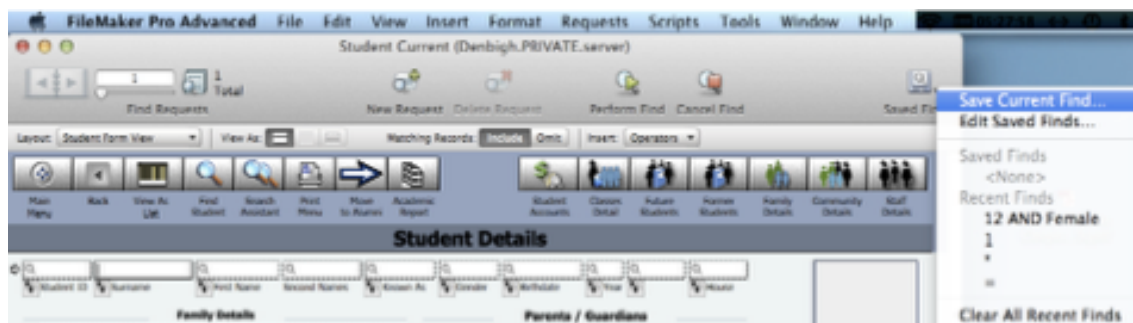
Search Assistant



Clicking the Search Assistant button will display a popup menu with a choice of Search functions. (This may vary depending on the school).

Saved and Recent Finds





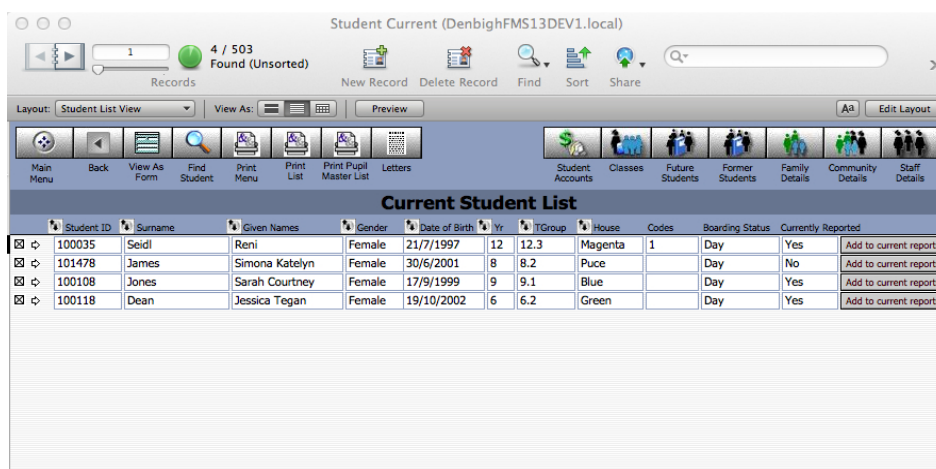
You can see your last several finds in the Recent Finds list. Also if you have a complex find request that you want to use on a regular basis, you can name it and have it for later use.

Finding random records with Mark Function

| | | | | | | | | | | | | |
|-------------------------------------|--------|----------|------------------|--------|------------|----|------|---------|---|---------|-----|------------------------|
| <input type="checkbox"/> | 106374 | Leerdam | Belinda | Female | 22/12/1996 | 12 | 12.3 | Blue | | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 103334 | Yusof | Portia Ashley | Female | 14/9/2001 | 7 | 7.5 | Puce | | Boarder | No | Add to current reports |
| <input checked="" type="checkbox"/> | 100035 | Seidl | Reni | Female | 21/7/1997 | 12 | 12.3 | Magenta | 1 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100036 | Sarris | Georgina | Female | 15/11/1996 | 12 | 12.2 | Puce | 2 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100039 | Graham | Amy Tahla | Female | 27/2/2000 | 9 | 9.1 | Yellow | | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 105197 | Curran | Alexandra | Female | 18/4/1997 | 12 | 12.1 | Puce | | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 100072 | Jones | Ashleigh | Female | 9/11/1997 | 11 | 11.2 | Red | | Day | Yes | Add to current reports |
| <input checked="" type="checkbox"/> | 101478 | James | Simona Katelyn | Female | 30/6/2001 | 8 | 8.2 | Puce | | Day | No | Add to current reports |
| <input type="checkbox"/> | 100088 | Brice | Sunali | Female | 8/3/1999 | 10 | 10.2 | Magenta | | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 101489 | Winder | Kate Amanda | Female | 8/3/2003 | 6 | 6.2 | Magenta | | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100095 | Bowler | Justine April | Female | 28/10/2004 | 4 | 4F | Blue | | Day | No | Add to current reports |
| <input type="checkbox"/> | 105120 | Lawson | Arissa | Female | 29/8/1998 | 10 | 10.1 | Red | | Boarder | Yes | Add to current reports |
| <input checked="" type="checkbox"/> | 100108 | Jones | Sarah Courtney | Female | 17/9/1999 | 9 | 9.1 | Blue | | Day | Yes | Add to current reports |
| <input checked="" type="checkbox"/> | 100118 | Dean | Jessica Tegan | Female | 19/10/2002 | 6 | 6.2 | Green | | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100119 | Anderson | Alexia Elizabeth | Female | 14/10/1996 | 12 | 12.3 | Blue | 2 | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 100121 | Scandret | Amelia Jessica | Female | 25/3/1998 | 11 | 11.2 | Red | | Day | Yes | Add to current reports |
| <input type="checkbox"/> | 103123 | Crisp | Belinda Eleise | Female | 15/2/1998 | 10 | 10.1 | Green | | Boarder | Yes | Add to current reports |
| <input type="checkbox"/> | 100141 | Croker | Angela Madison | Female | 22/10/2003 | 6 | 6.1 | Puce | | Day | No | Add to current reports |

By clicking the checkbox beside a record, then clicking the find marked button will find just those records.

Find Results



Found just the checked records.



Sort Records

| | | | | | | | | | |
|------------|---------|------------|--------------|----------|--------|-------------|------|----------|-------|
| 106374 | Leerdam | Belinda | | Belinda | Female | 22 Dec 1996 | 12 | 12.3 | Blue |
| Student ID | Surname | First Name | Second Names | Known As | Gender | Birthdate | Year | IT Group | House |

Most of the layouts have a sort button on the main fields within that layout to simply sort on those fields.

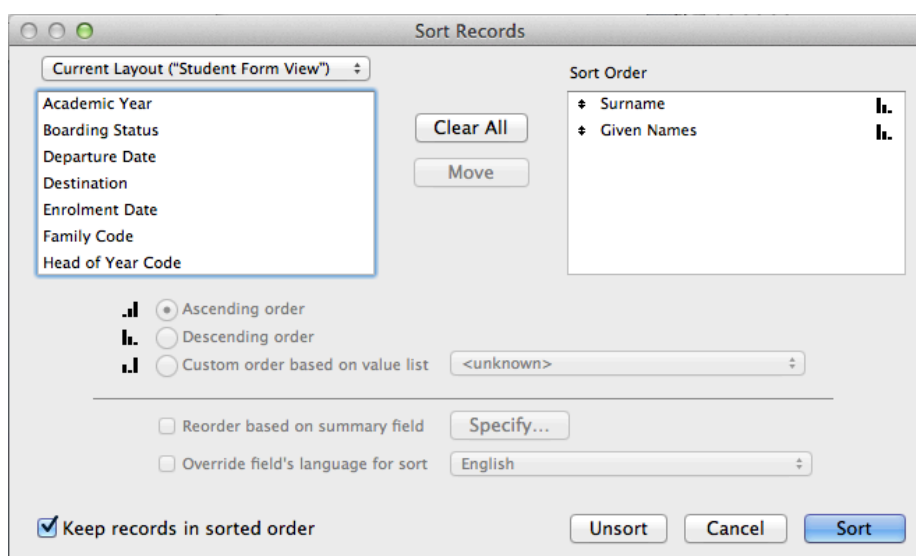


Wherever that button appears click to sort. Numeric fields are usually sorted lowest to highest and alpha fields a to z. To sort in descending holding down the Options key (Alt key on Windows).

Any fields that have the "sort icon" can be sorted on. To sort on any other fields or multiple fields, go to the records menu, choose Sort.

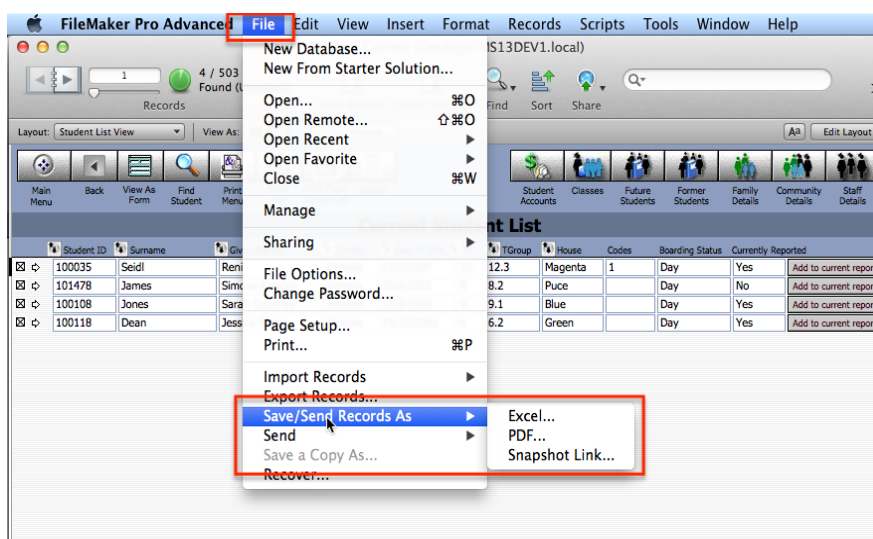


Click on the field/s that are to be sorted.

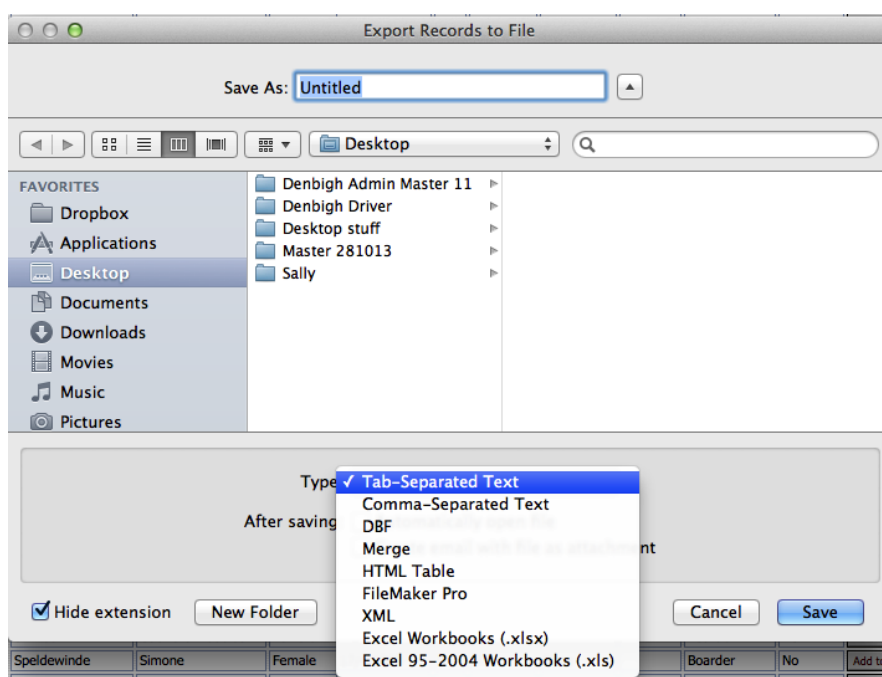




Export Records

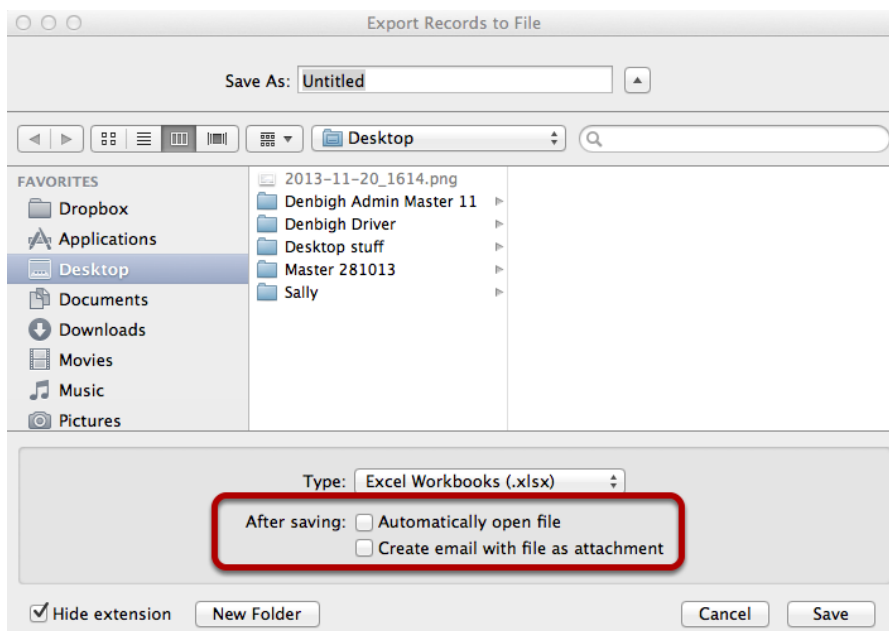


There are quite a few ways to export or save records out of Denbigh. One option is to find the data required and choose the Save/Send Records As - either Excel, PDF or a Snapshot Link. Choose excel to export the current data and field names to excel. Save as PDF will create a pdf of the layout. Snapshot link creates a shortcut to this file so if you have a found set of records, this will create a link file that can be opened at a later time with the same found set.

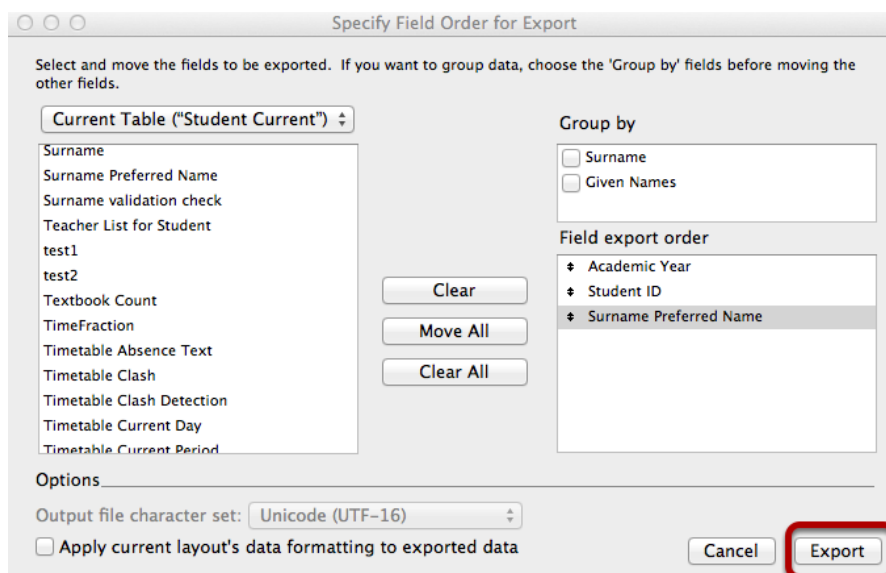




The other option is to choose to export many more fields that may not necessarily be on the current layout. Choose File Menu - Export records. Give the file a name and then choose the file type



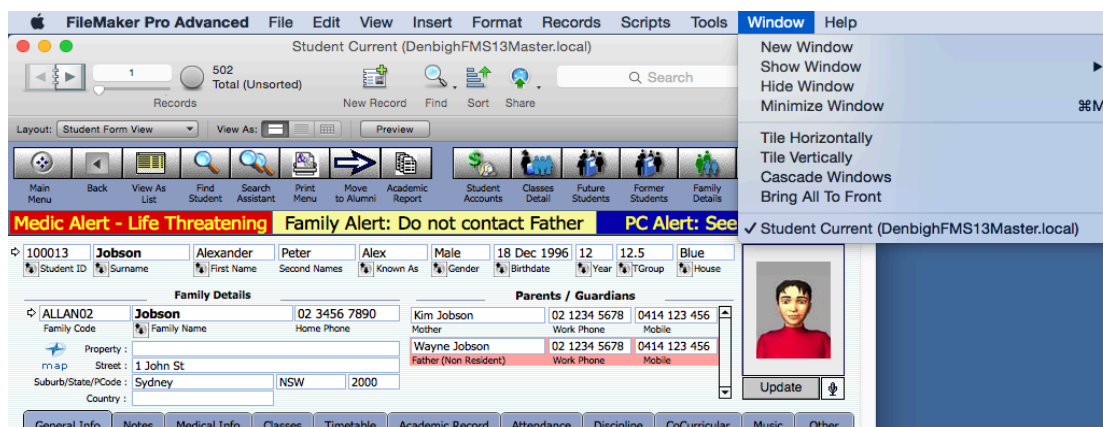
When choosing to export records, check the Automatically open the file or choose to add it to an email as an attachment.



This dialog box allows the user not only to choose the fields but also the files to export data required. Once all fields are chosen, click the Export button.



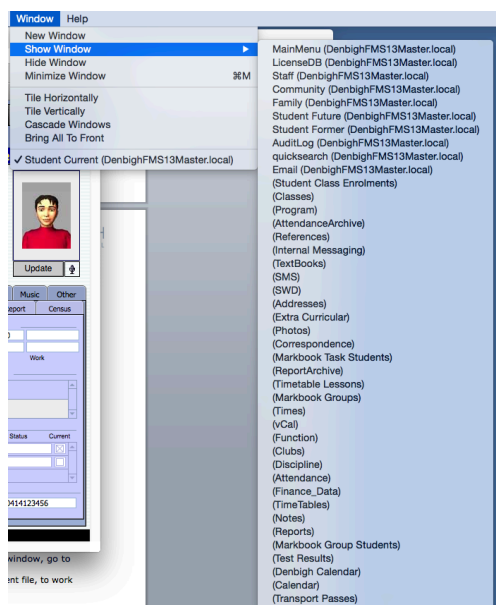
Windows



To move between multiply files or open a new window, go to the Window Menu.

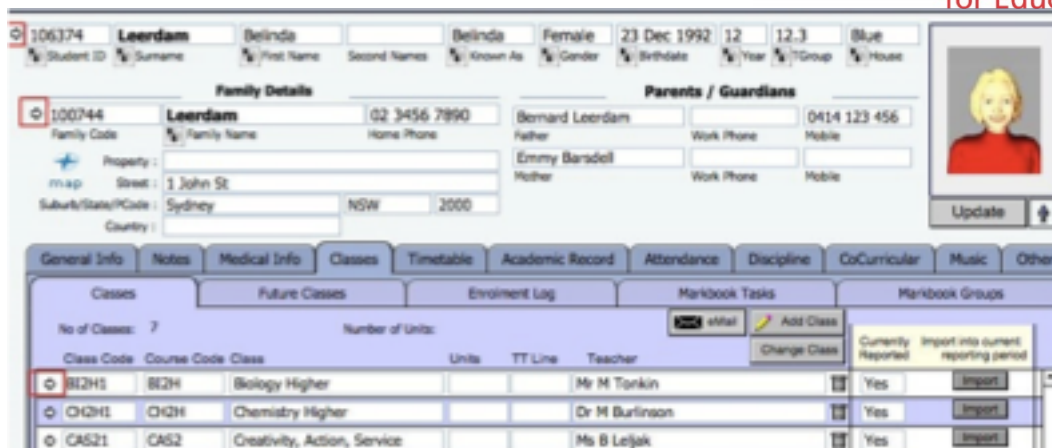
New Window will create a new window for the current file, to work in multiply windows at the same time.

Show Window will display all files open, select a window to move to that file.



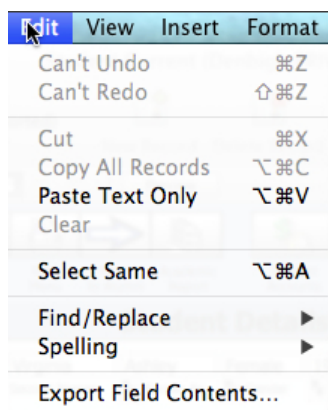
Jump button

The jump button is used to jump to the related record.



When used beside the student id field, will take you to that student in the community file. When used on the family id will take you to that family in the family file. When clicked on the classes list, will take you to that class in the classes file

Paste without formatting



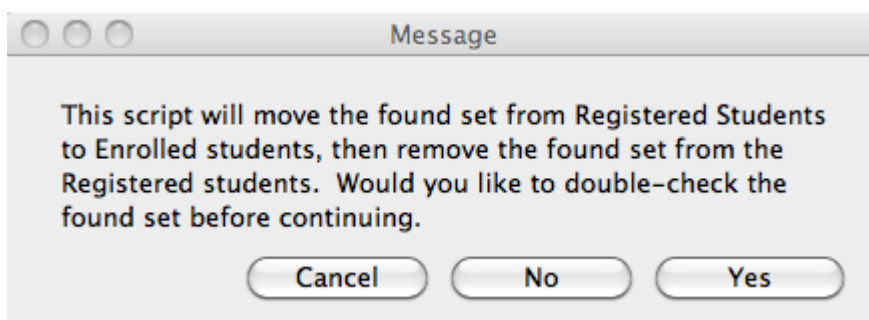
To paste any text without including any formatting, eg Bold, Italics etc. Press Command Option V on a Mac, or Control Shift V on a Windows computer. Also from the Edit menu, hold down the Option (alt) key and you will get the Paste Text Only option. This will paste any copied text without any formatting attached. This function should always be used when copying any text from another program, eg MS Word.

Student Movements – Enrolling, Re-enrolling, Alumni

There should only ever be one student record either in Future, Current or Former. If a student leaves the school they should remain in Former students until they return to the School, then they can be moved back into Current Students.



For all student movements, go to the Administrative Tasks on the Main Menu. IMPORTANT always find the students that are moving first, then click to choose your requirements.



Click Cancel to check if and find the correct student, Click yes to move students to Enrolled.

Enrolling Future Students

Firstly Find the Student or Students to be enrolled. To move students from Future to Current either click the "Enroll Student" button in the future students file or in the Administrative Tasks on the main menu.



Future Student Details

109231 Styles John 31/12/0002 10 2012 Accept

Family Code: 100003

Family Name: Styles Home Phone: Greg Styles 02 1234 5678 0414 123 456

Property: 18 Home Street Belfield NSW 2191

Parents / Guardians: Greg Styles (Father), James Kerrisk (Non Resident)

Enrolment Application: 11 Mar 2010

Future Student Siblings: Alana (2003)

Message

There is more than one student in the found Set. Move just this student or the Found Set of 2 students?

Cancel Found Set Student

Click to choose the Current student or the found set of students.

Former Students Returning

Former Student Details

AHMEDA4 Chapman Aysha Miss Female 6/02/1984

Contact Details: 2 bob street, Sydney NSW 2000

Former Student Details: 1999, Register Number 12, Member Type

Enrolment Options: 8 Feb 2012, 4, 01/01/1991, 01/04/2008, 1999

Re-enrolment Options: Intention to Re-Enrol Re-Enrolment Date 31/1/2013 Re-Enrolment Academic Year 11 Re-Enrolment Calendar Year 2013 Re-Enrolment Status Re-Enrolment

Interview: Interview Date, Interview Time, Interviewer Title, Interviewer Name



When a student has left the school use the Re-enrolment options.