DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

DENBIGH ADMINISTRATION

Introduction to Denbigh

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Australia

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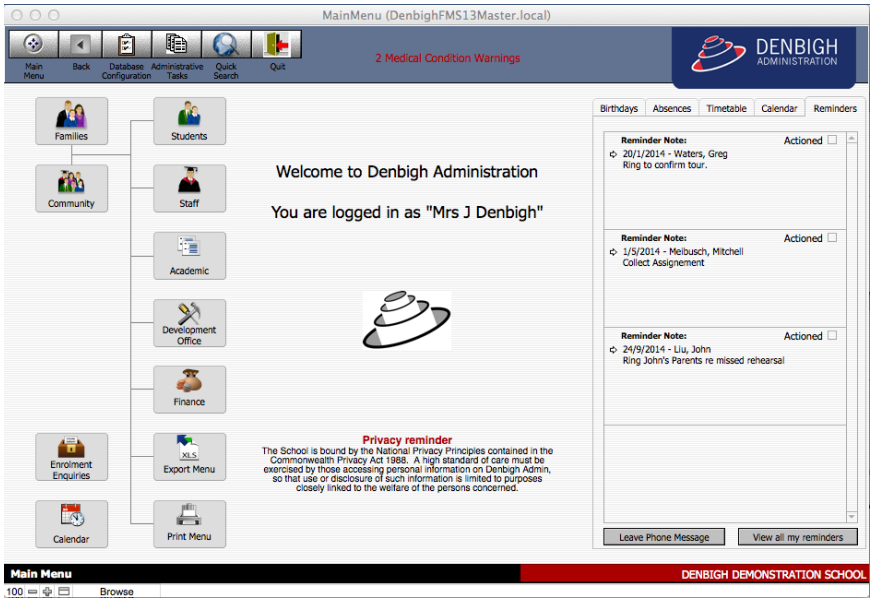
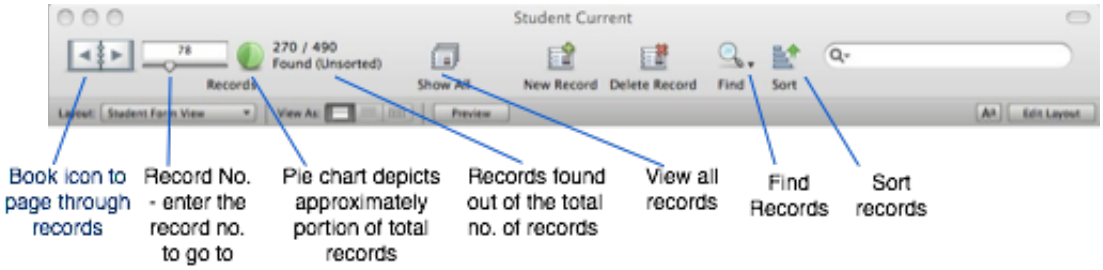
Getting Familiar with the Database

MainMenu



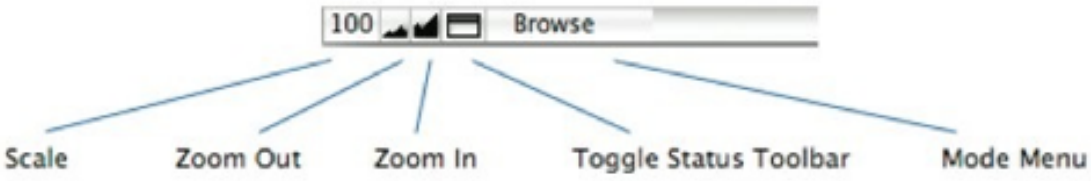
When logging in ensure that your name is not in red when logging into the system. You may not have all the correct permissions if Denbigh does not know who you are.

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).

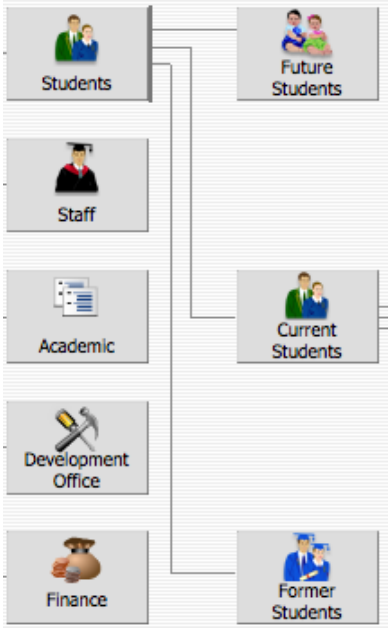
Community File

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

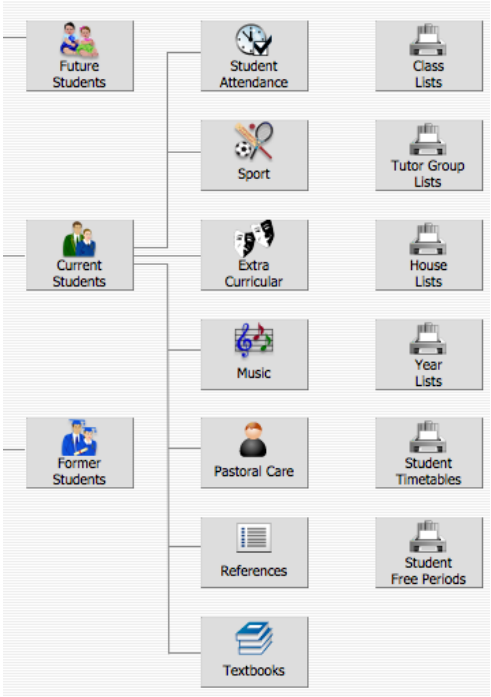
All families are attached to students either Current, Former or Future.

Students Files - Future, Current and Former



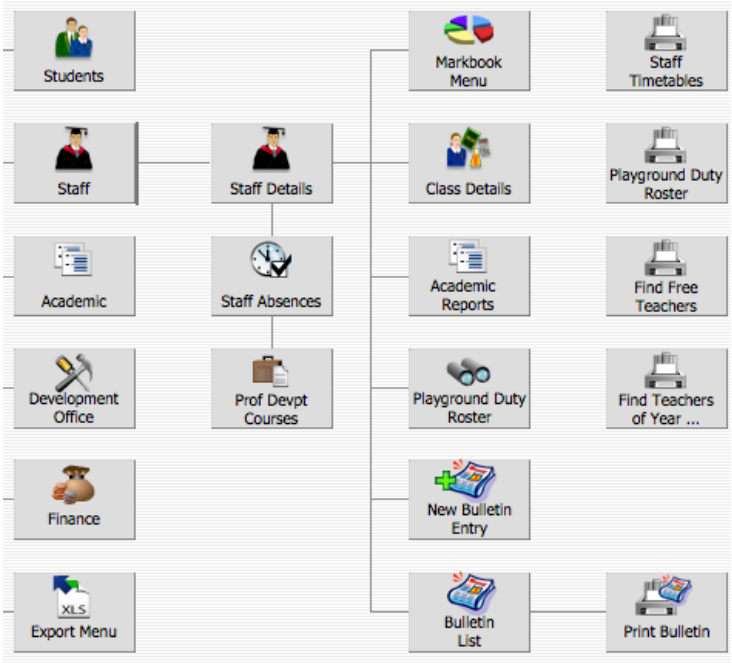
There should only be one student record either Future, Current or Former.

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

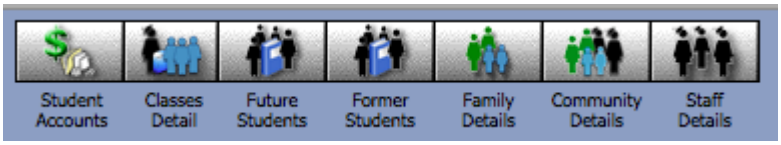


Staff absence, Professional Development, Daily Bulletin, Playground Duty are all files that relate to the Staff File.

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



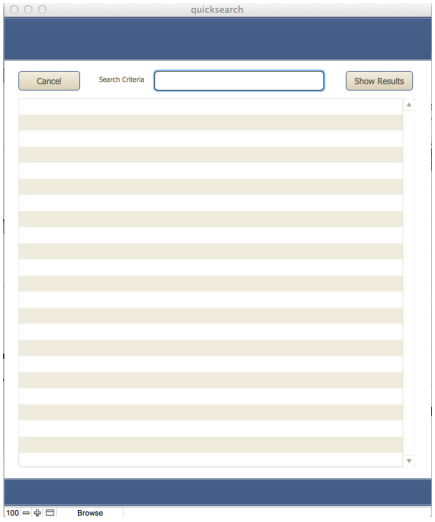
Click to go to a file. Also click on the Window Menu and choose a file from the Show Window option.

Window
Help
04:18:30
New Window
Show Window
Hide Window
Minimize Window ⌘M
Tile Horizontally
Tile Vertically
Cascade Windows
Bring All To Front
✓ Student Current
AIM Budd
MainMenu
Staff
AuditLog
Reports
Student Former
Student Future
Timetable Lessons
Email
(Extra Curricular)
(Transport Passes)
(Markbook Group Students)
(References)
(Addresses)
(Attendance)
(Test Results)
(Internal Messaging)
(Classes)
(TextBooks)
(Notes)
(Program)
(Clubs)
(Denbigh Calendar)
(Student Class Enrolments)
(Community)
(Family)
(Discipline)
(Photos)
(Markbook Task Students)
(Correspondence)
(Calendar)
Update
Music
Other

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

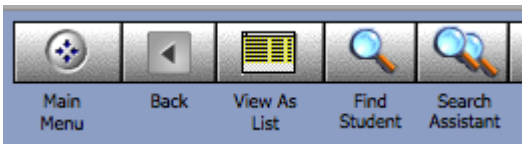
Quick Search

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.

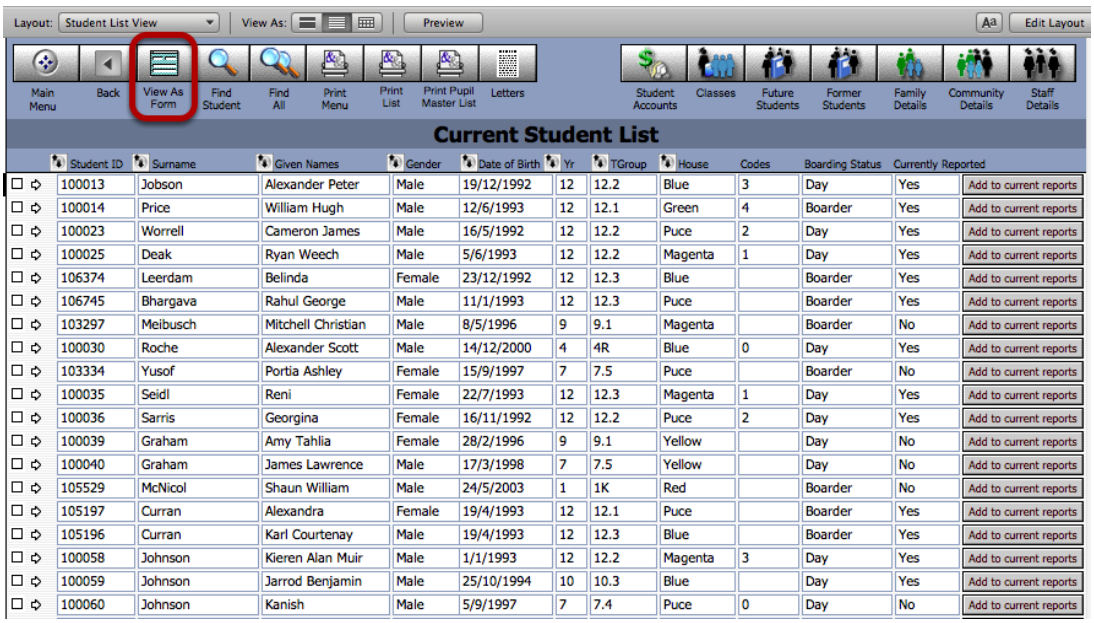


Click the Mainmenu button at any time to back to the Mainmenu. The Back button will take you back to the previous layout that you were on. View as list displays records in a list view. Find Student will to into Find for searching. Search Assistant will display options for quick searches (e.g. finding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

Viewing records as forms or lists

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

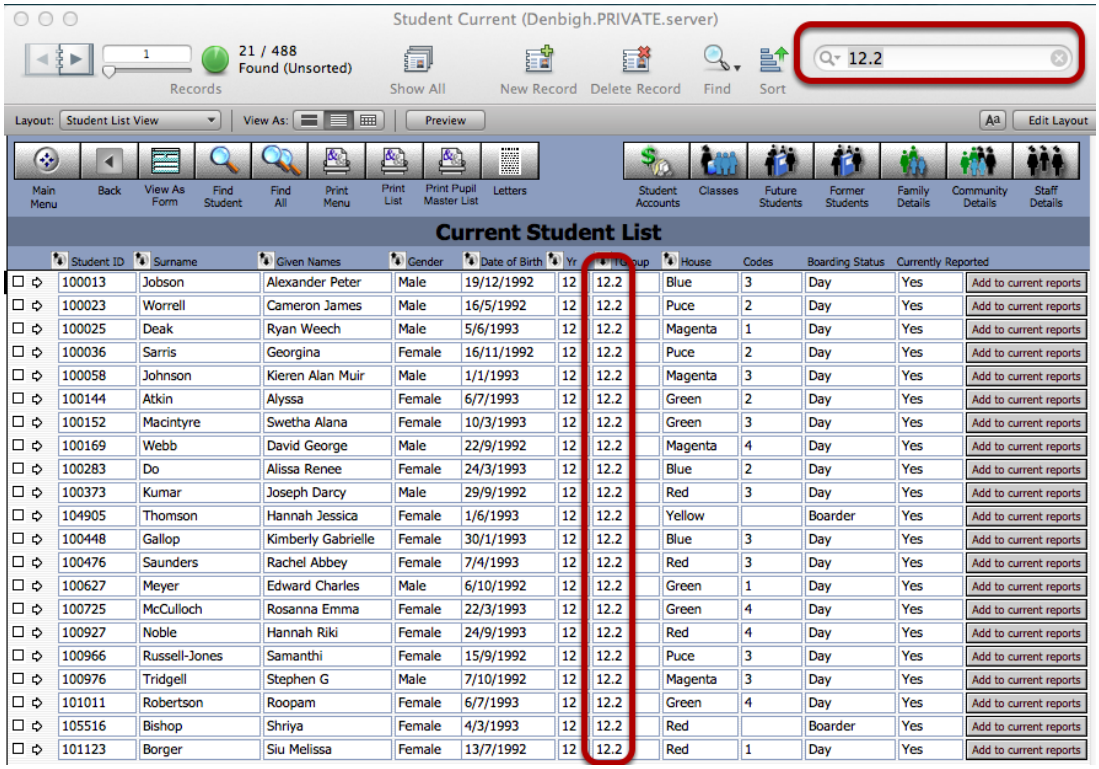
View records as list



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

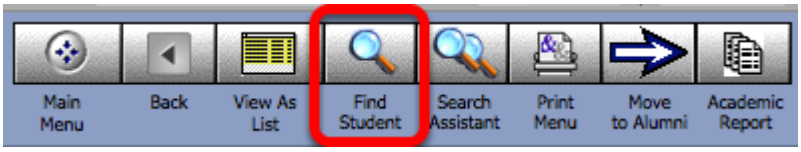
Finding Records - Quick Find



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

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

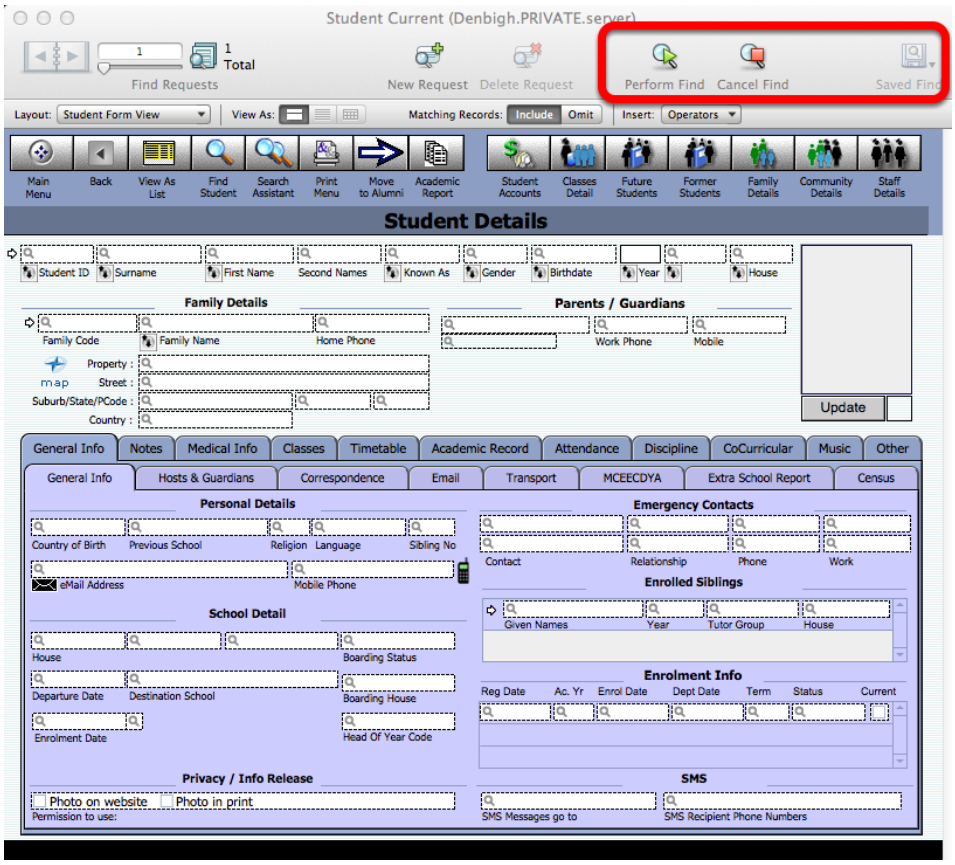


Click on the Find Student button to Find or use the keyboard short cut Command (Windows) or ⌘ (Mac) F. All fields appear blank so that you can search on any fields or multiple fields.

Mode Button

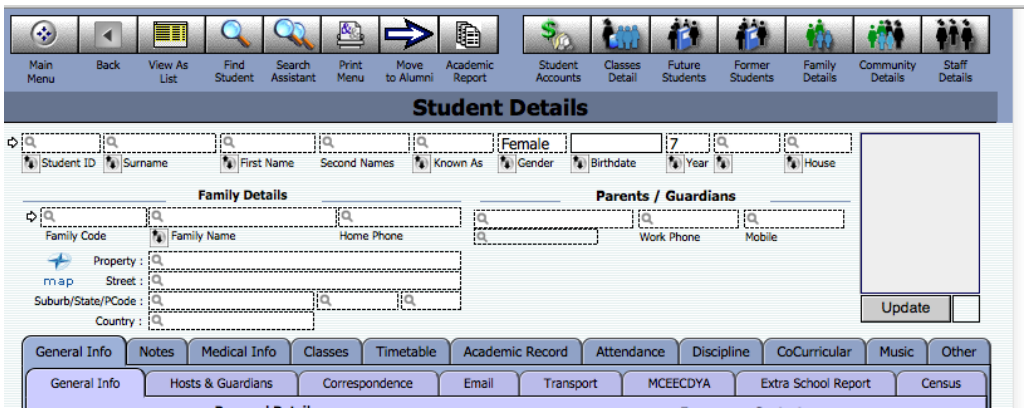
The mode displays on the bottom left of all screens. To change the Mode button to Find. All fields appear blank so that you can search on any fields or multiple fields.

Perform Find



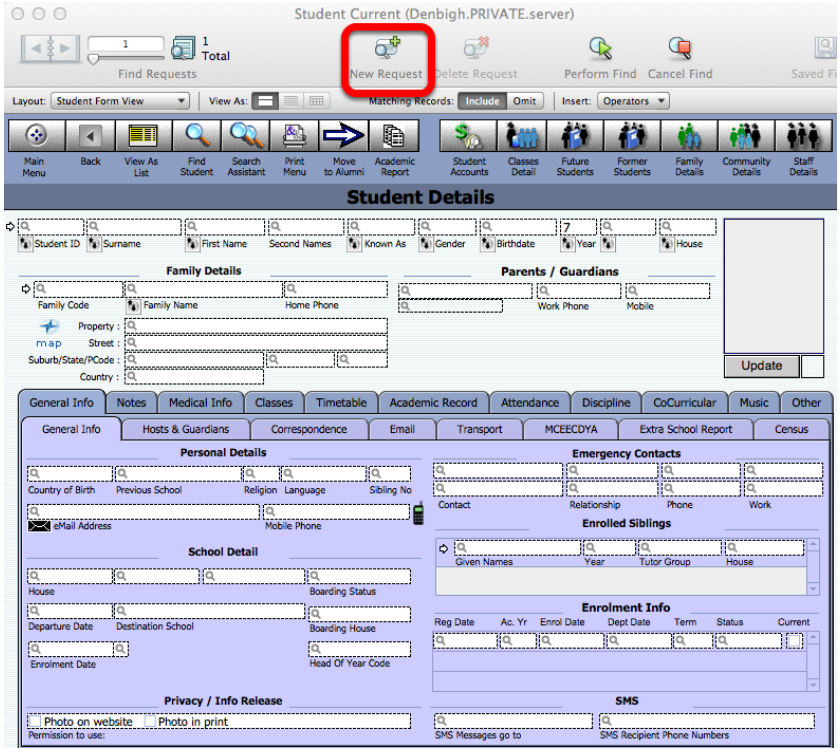
Click the "Perform Find" or the Enter key to perform the find. To cancel the find click the "Cancel Find" or to view previous Finds, click on the Saved Finds button.

Performing an "And" Find

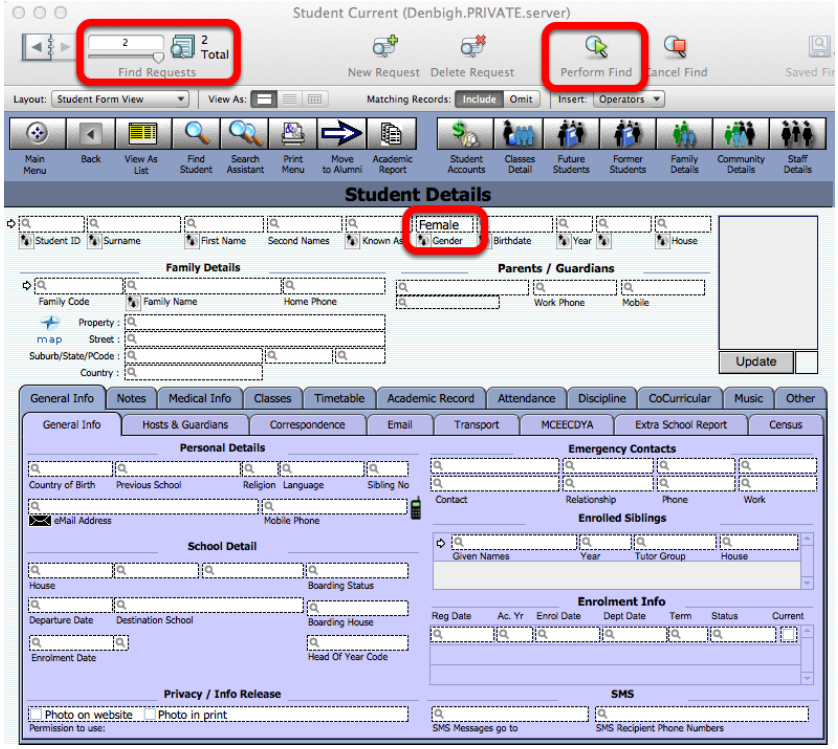


Enter data in multiple fields. In this example it will find all females in year 7.

Performing an "Or" find

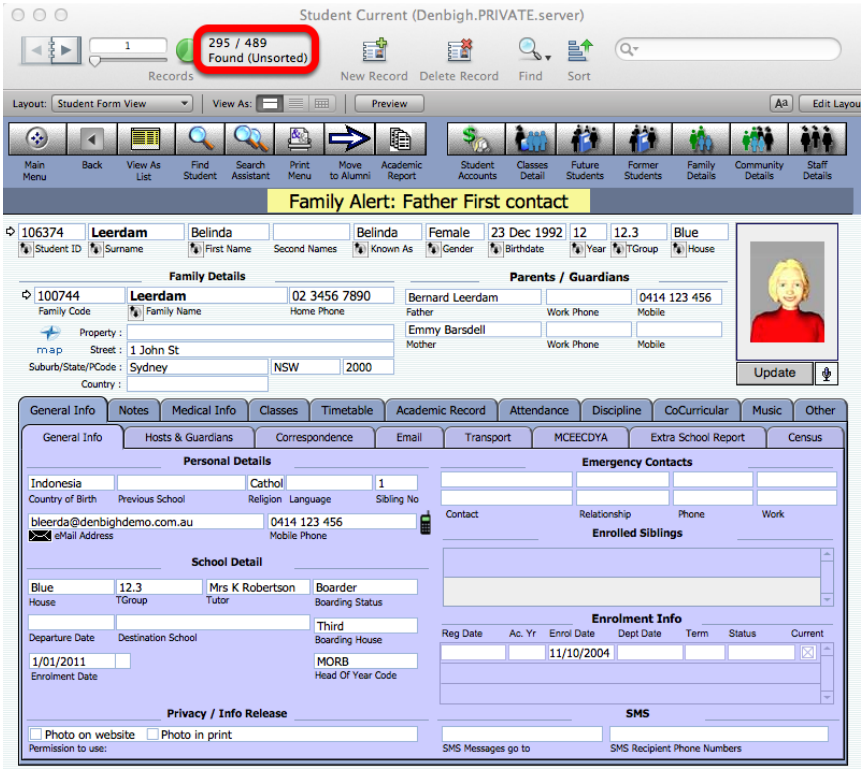


Click find enter the details of the first criteria to search, then Click "New Request".



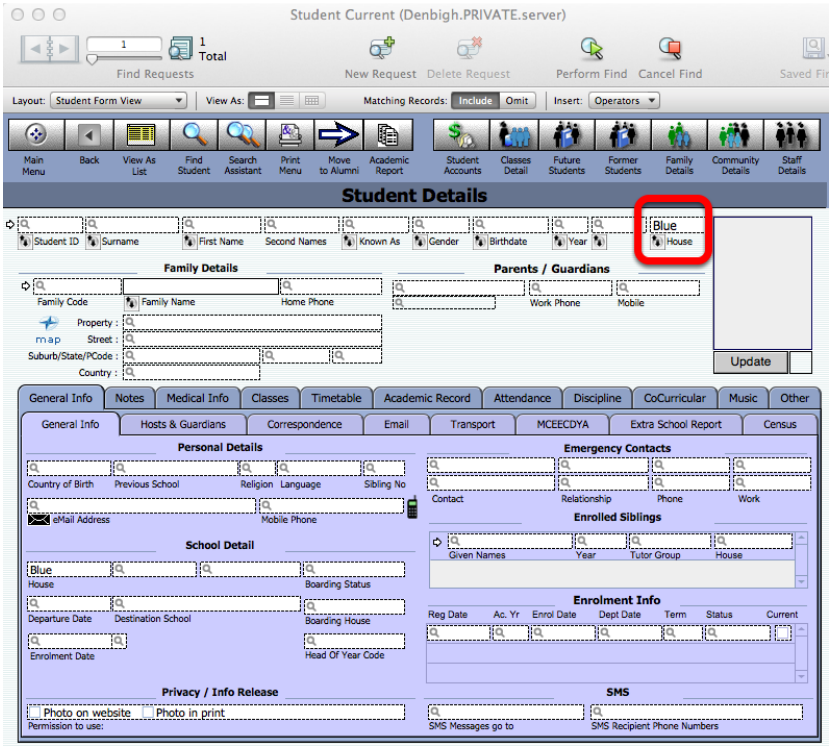
Enter the second Criteria, then click Perform Find.

Find Result

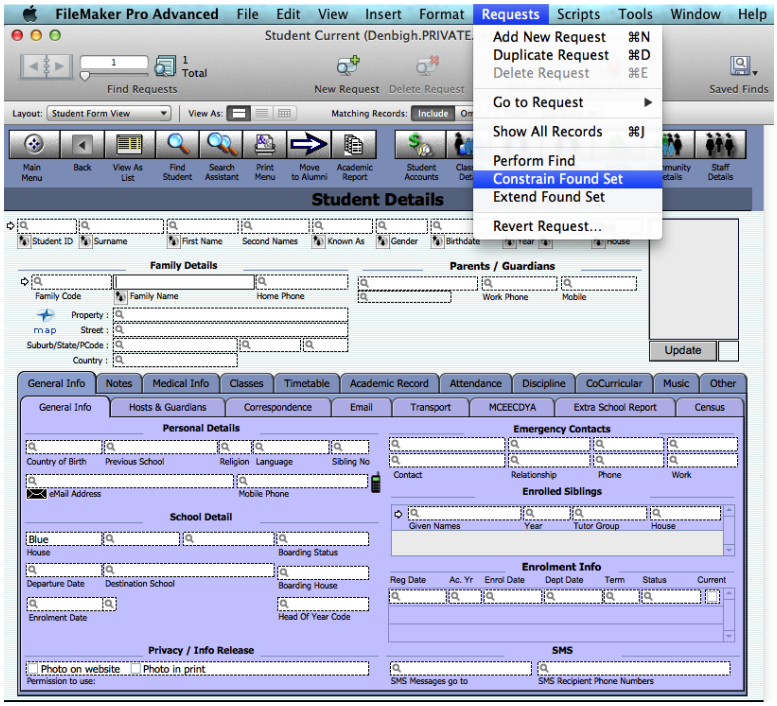


This will find all females and all year 7 students.

Constraining the Found Set

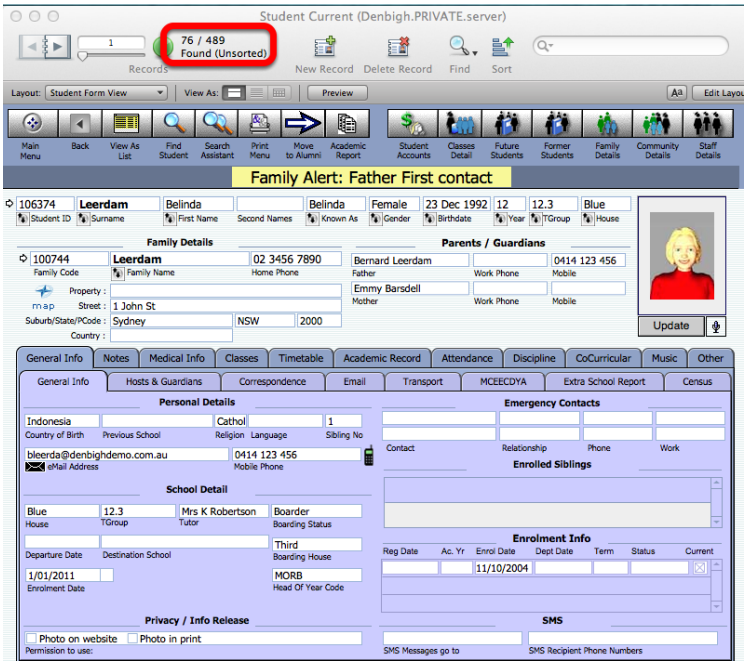


Click find enter the details to constrain the found set to, in this example we had found all females and year 7 students. We are now going to just find those in this found set that are in the Blue House.



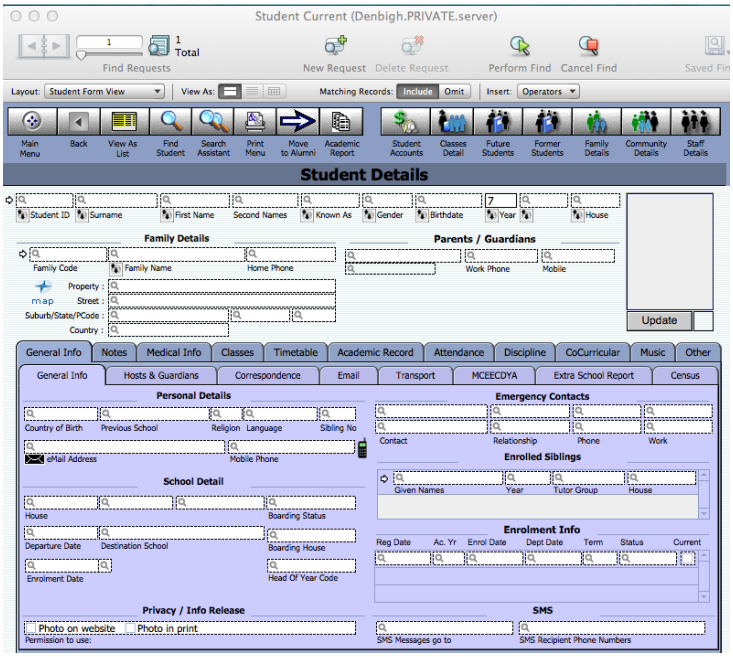
Enter the data (Blue) in the House field, go to the Requests menu and choose "Constrain Found Set".

Find Result

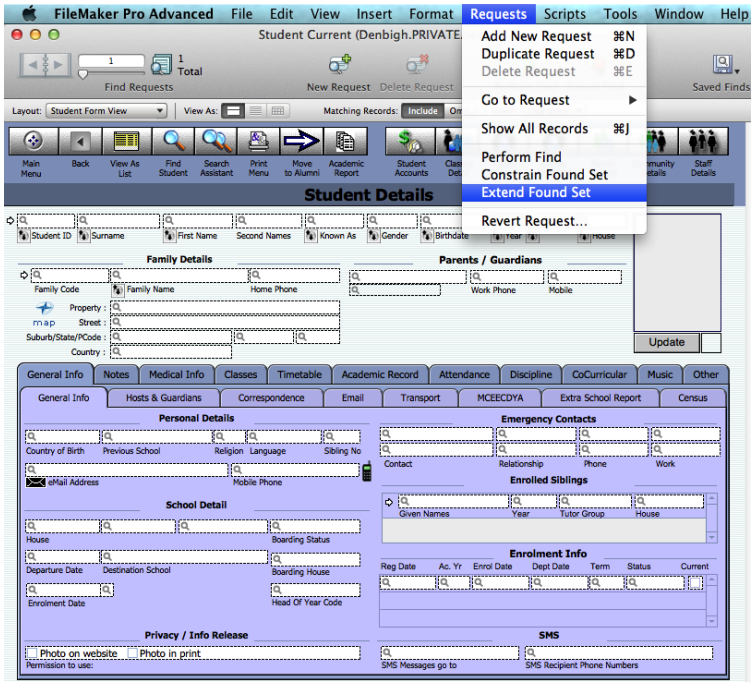


This has now found within the previous find, only students in the Blue house.

Extend the Found Set

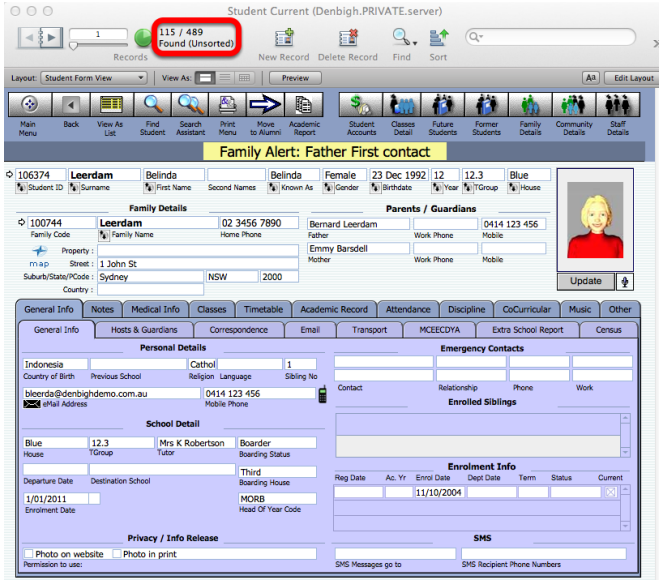


Click Find and enter the criteria. Add year 7 in the academic field.



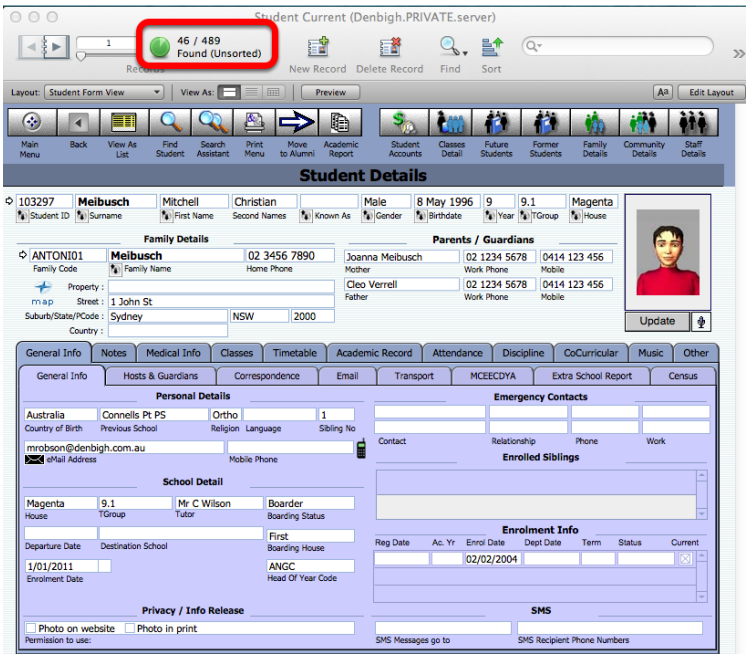
From the requests menu choose "Extend Found Set".

Find Results

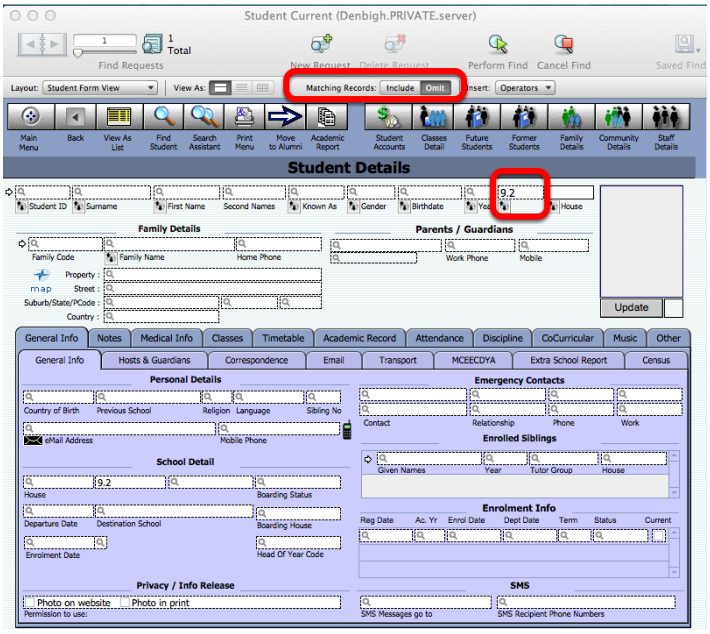


Added all students in year 7 to the previous find.

Omitting data in a Find



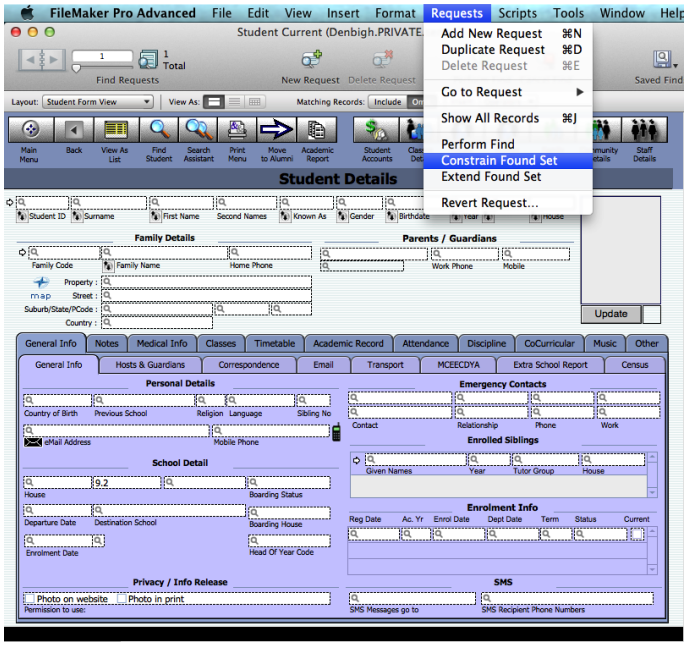
In this example we have found all students in year 9, but need to exclude all students that are in 9.2 Roll Class. First perform a find of year 9 students. Click Find enter 9 in the Year field, then Click to Perform Find.



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

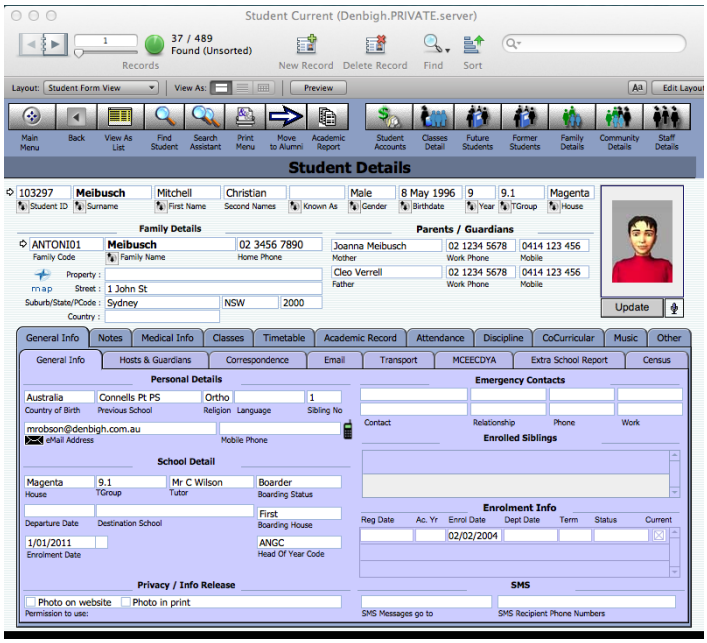
displaying in a list.

Constrain the found Set



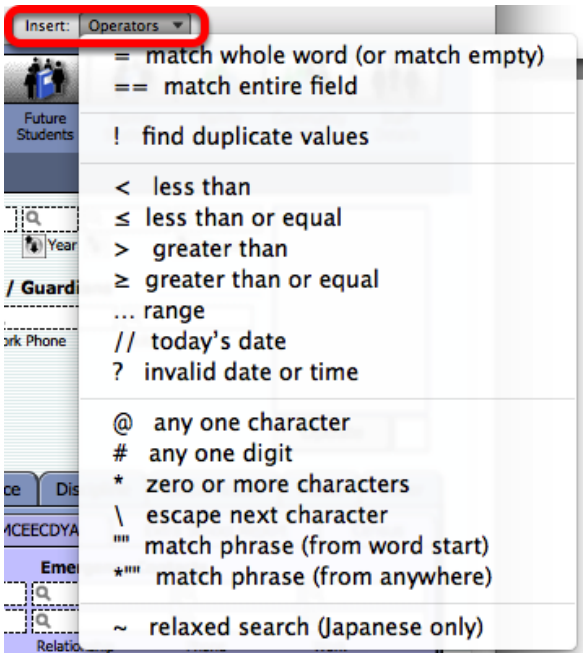
From the Requests menu, choose Constrain Found Set.

Find Results



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

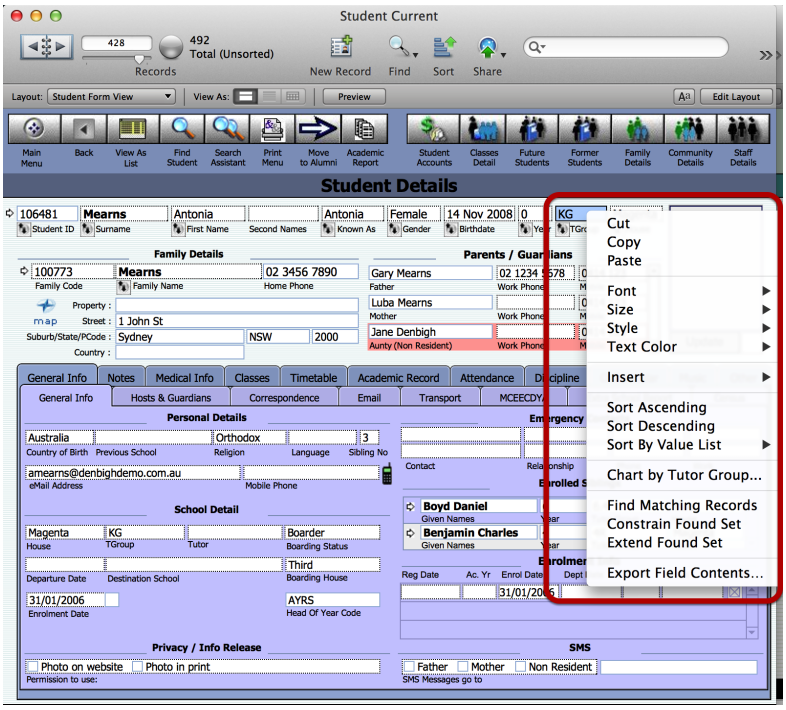
Find using Operators



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.

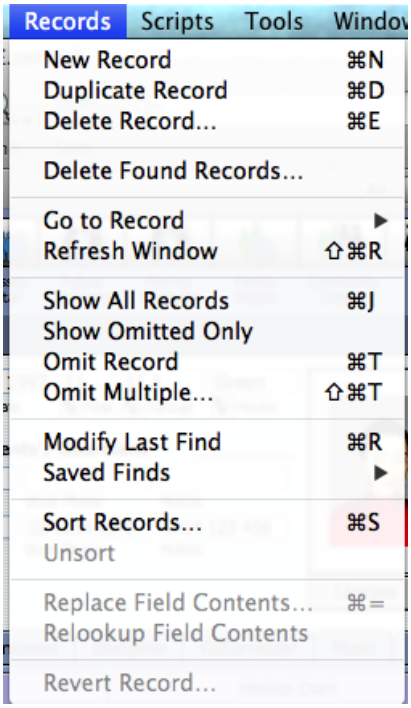
Clicking on the operators box to show the menu of operators that can be used in the search criteria. for example to find all students above year 9, you would enter ">9" (greater than 9). To find a range of students from year 9 to 12 enter "9...12".

Find in any Field - Right mouse click



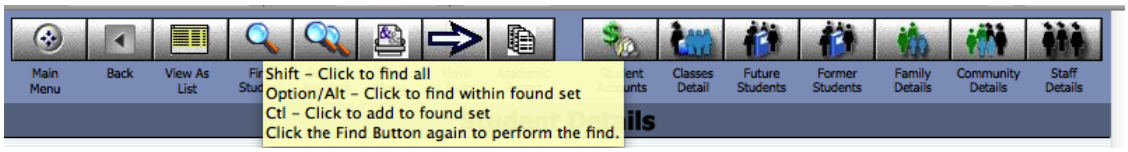
In any field, use the mouse to right click in the field. Choose either Find Matching records, or Constrain Found set to Find with in a Find.

Using Shortcuts or function keys



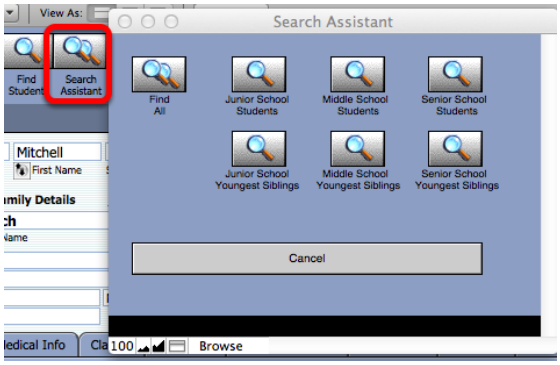
Some of the functions available in the Filemaker menus also have shortcuts usually using the Command(⌘ Apple) key. For example to Show all records hold down the ⌘ key and the letter "J".

Find Student (New Versions of Denbigh 2014)



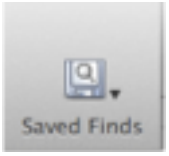
Find all - hold down the shift key and click the Find Student button
Find within in a found set - Hold down the Options/Alt key
Find and add to the found set - Hold down the Control key
Click the Find button or the Continue button to perform the find
This function is available for Current, Future and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

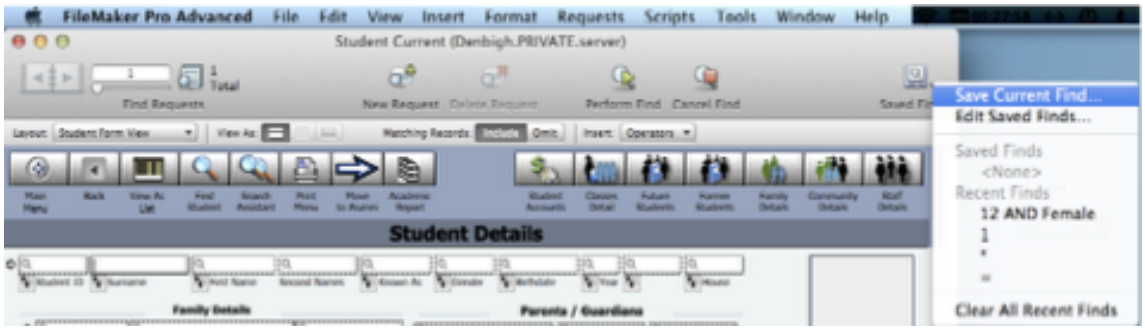
Search Assistant



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

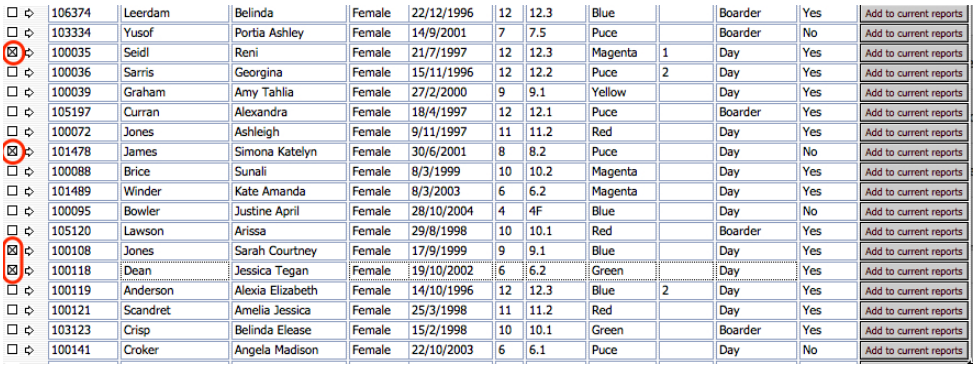
Saved and Recent Finds





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.

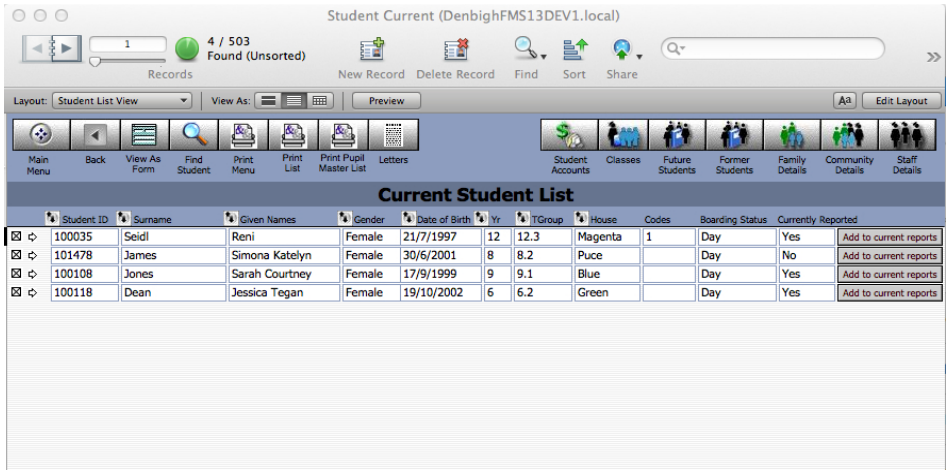
Finding random records with Mark Function



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

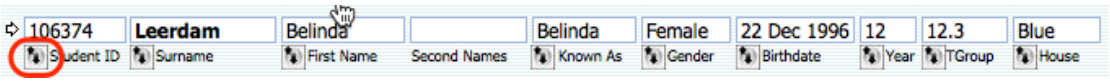
By clicking the checkbox beside a record, then clicking the find marked button will find just those records.

Find Results



Found just the checked records.

Sort Records

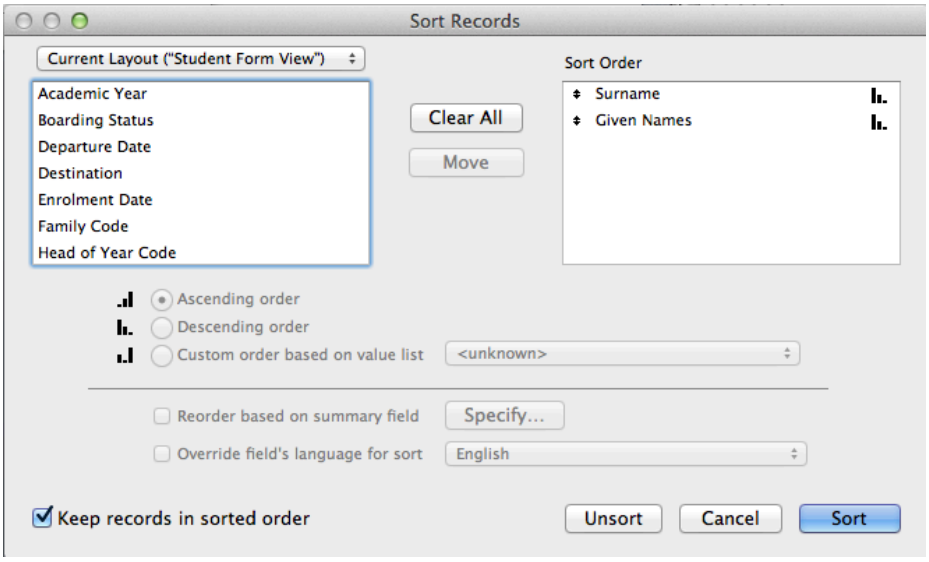


Most of the layouts have a sort button on the main fields within that layout to simply sort on those fields.

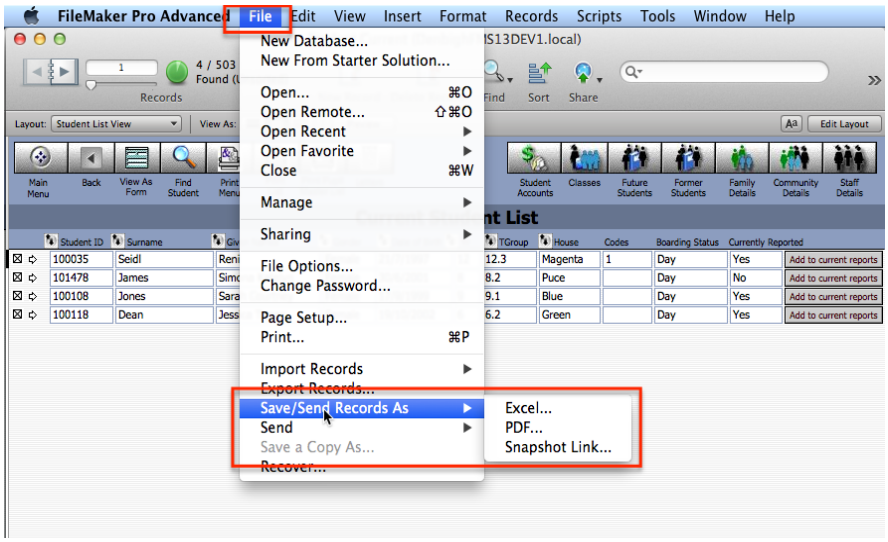
Wherever that button appears click to sort. Numeric fields are usually sorted lowest to highest and alpha fields a to z. To sort in descending holding down the Options key (Alt key on Windows).

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.

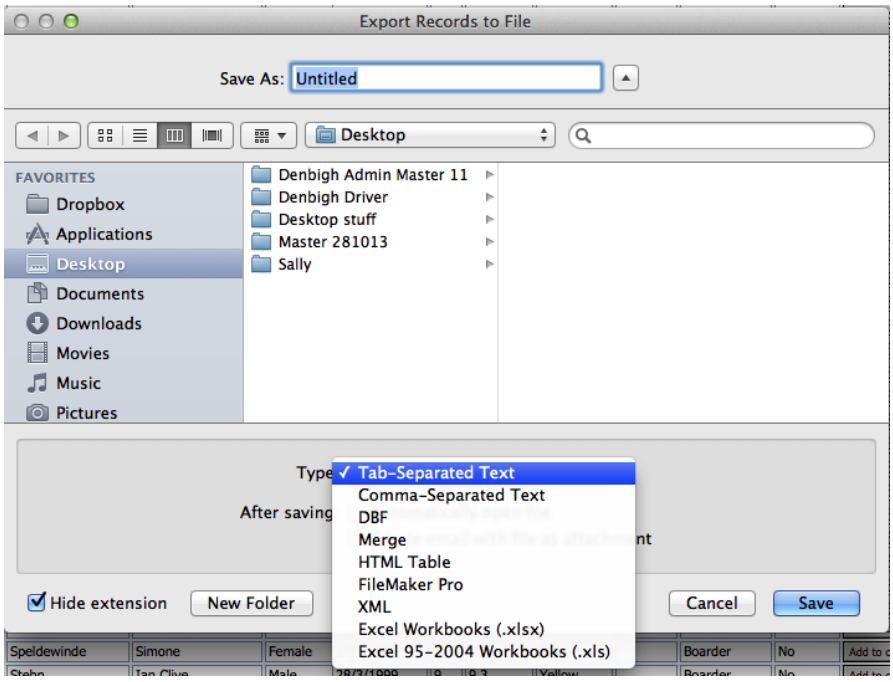
Click on the field/s that are to be sorted.



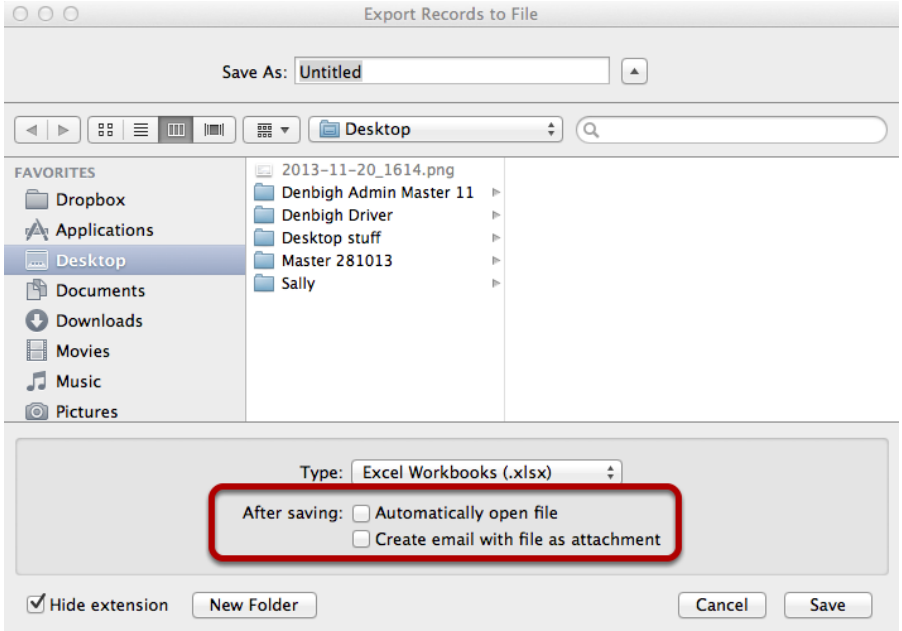
Export Records



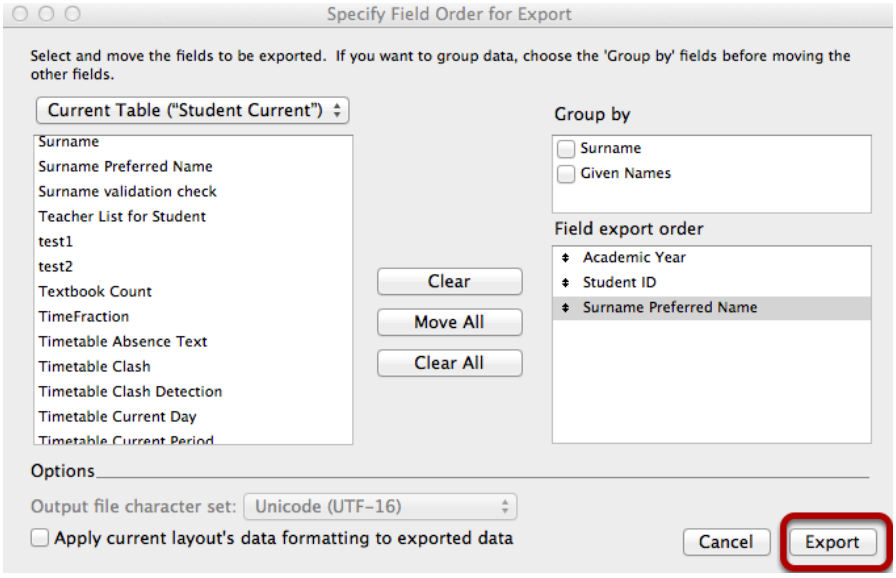
There are quite a few ways to export or save records out of Denbigh. One option is to find the data required and choose the Save/Send Records As - either Excel, PDF or a Snapshot Link. Choose excel to export the current data and field names to excel. Save as PDF will create a pdf of the layout. Snapshot 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

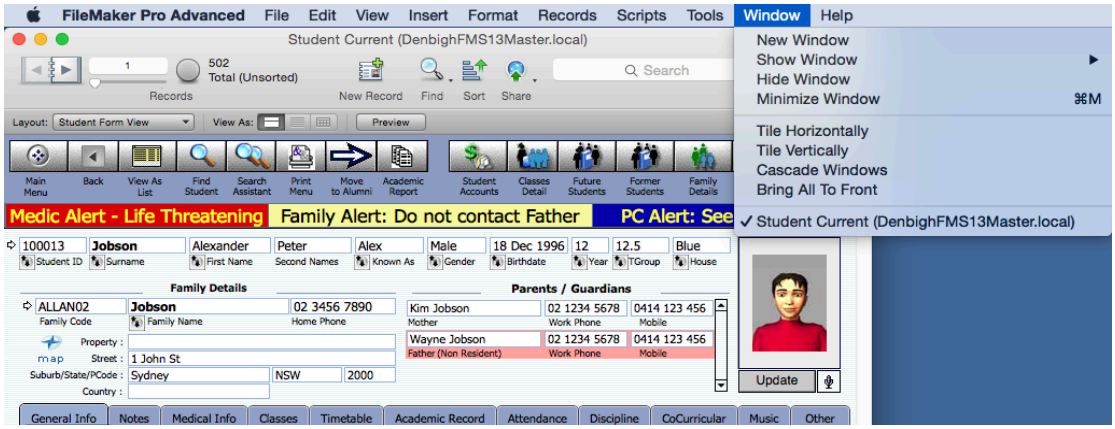


When choosing to export records, check the Automatically open the file or choose to add it to an email as an attachment.



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.

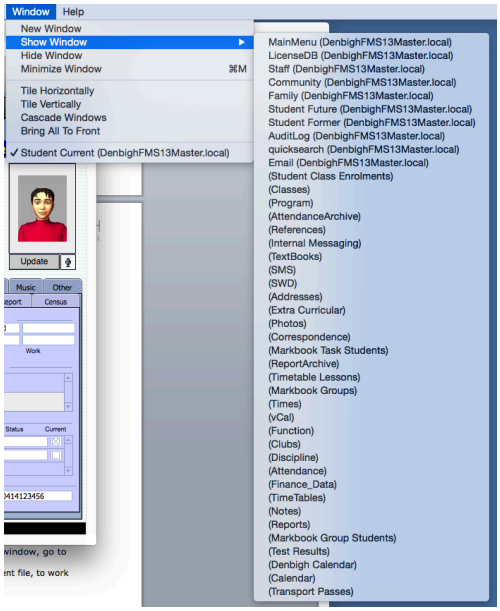
Windows



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

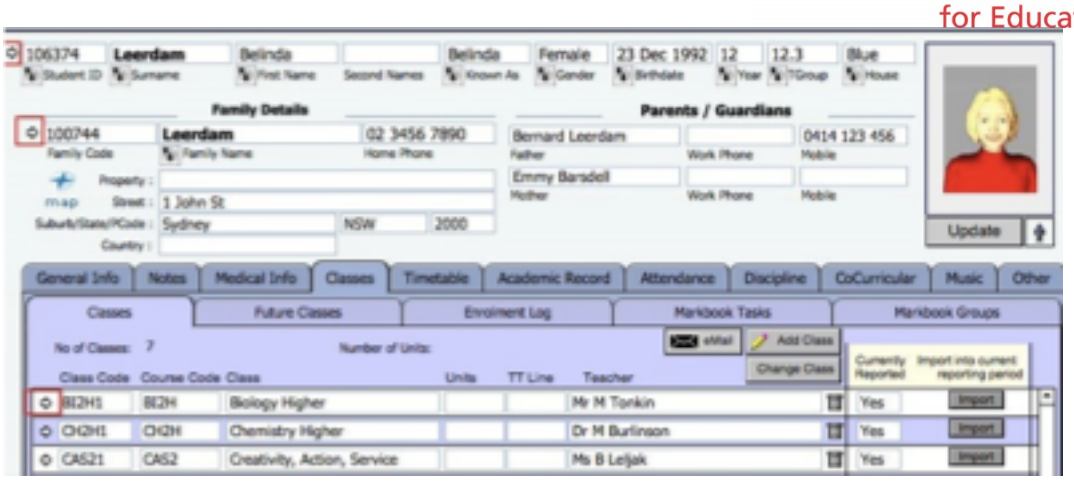
New Window will create a new window for the current file, to work in multiply windows at the same time.

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



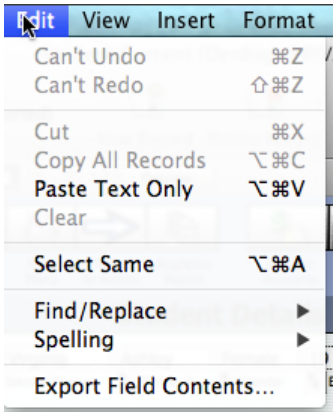
Jump button

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

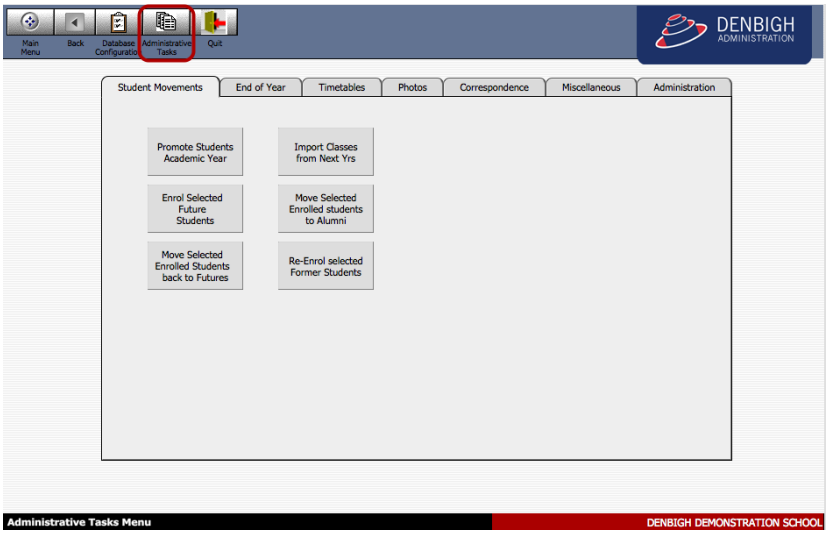
Paste without formatting



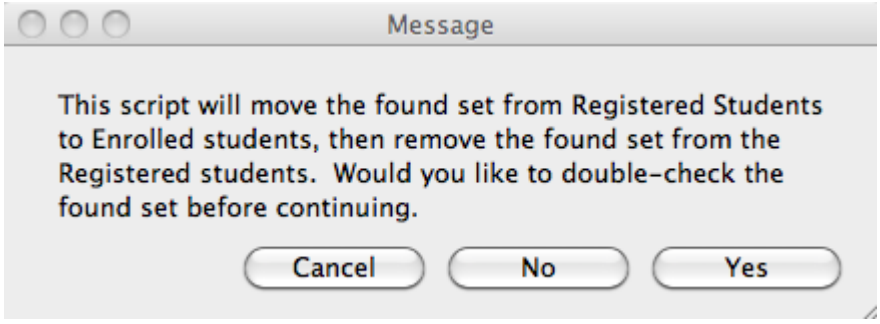
To paste any text without including any formatting, eg Bold, Italics etc. Press Command Option V on a Mac, or Control Shift V on a Windows computer. Also from the Edit menu, hold down the Option (alt) key and you will get the Paste Text Only option. This will paste any copied text without any formatting 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.



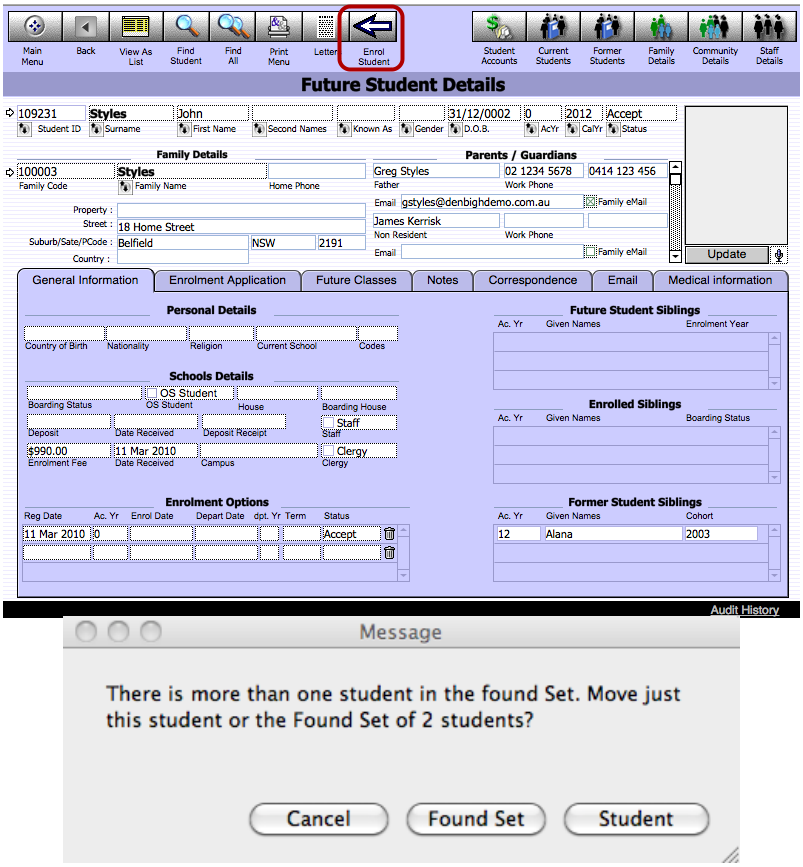
For all student movements, go to the Administrative Tasks on the Main Menu. IMPORTANT always find the students that are moving first, then click to choose your requirements.



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

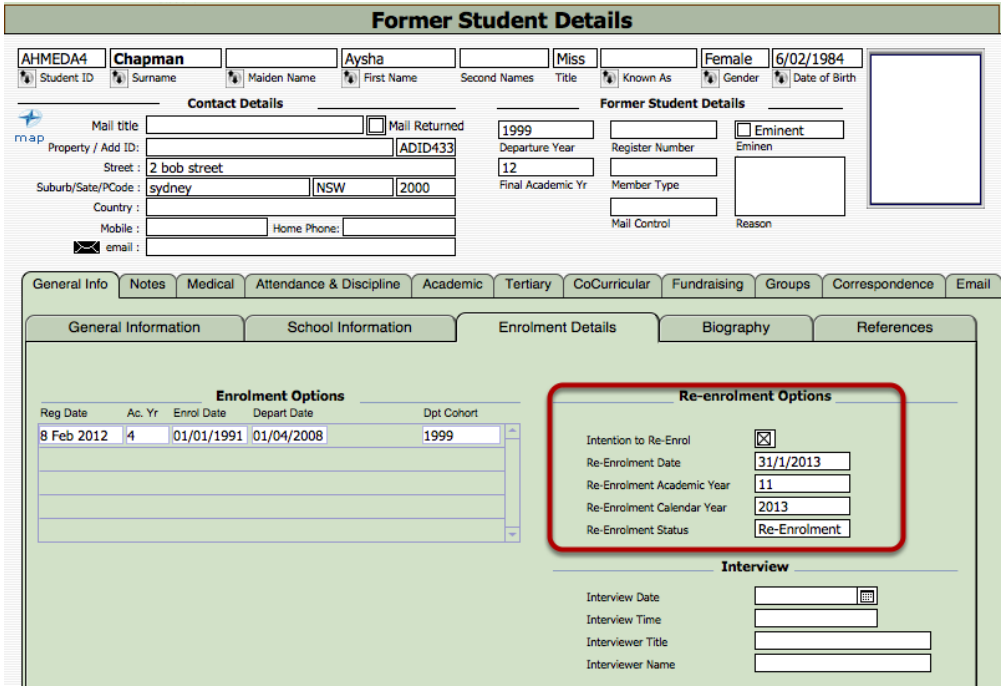
Enrolling Future Students

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.



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

Former Students Returning



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