



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Denbigh Intro

www.denbigh.com.au

Tel +61 2 4647 1375
Fax +61 2 4647 3410

ABN 99 167 352 749

Macarthur Anglican School
Cobbitty Road
Cobbitty NSW 2570

PO Box 3166
Narellan NSW 2567
Australia

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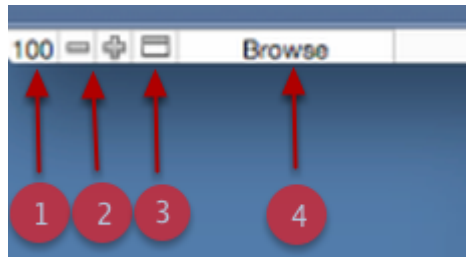
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Getting Familiar with the Database

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 opposite of find)
4. Records Found out of total number of records (after finished with a find)
5. Find Records in any field
6. Sort Records on any field
7. Quick Find

Buttons and Icons



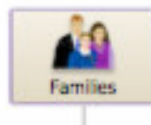
1. Scale size of window
2. Zoom out/in buttons
3. Status Toolbar toggle
4. Mode Menu (Browse, Find, Layout and Preview).

Community File



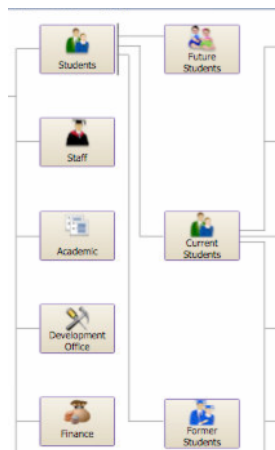
Denbigh is based around a community file, only 1 community record per person. A person may be a member of different files, Staff, Students Current, Former, Further and Parents.

Family File



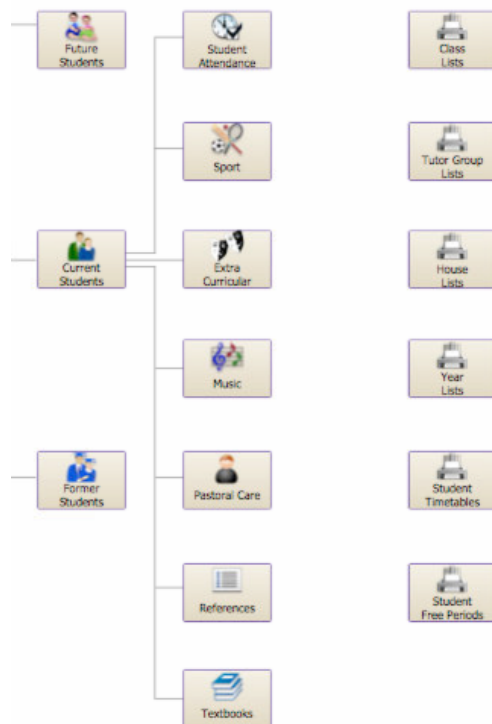
All families are attached to students Current, Former or Future.

Students Files - Future, Current and Former



There should only be one student record 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



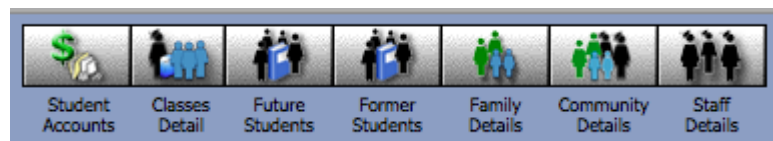
Staff absence, Professional Development, Daily Bulletin, Playground Duty are all files that relate to the Staff File.

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



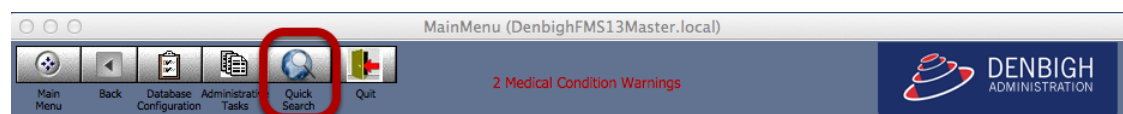
Click to go to a file.

Moving around Denbigh



Click the Main menu button at any time to back to the Main menu. 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 take you into Find for searching. Search Assistant will display options for quick searches (e.g. finding all primary or secondary students).

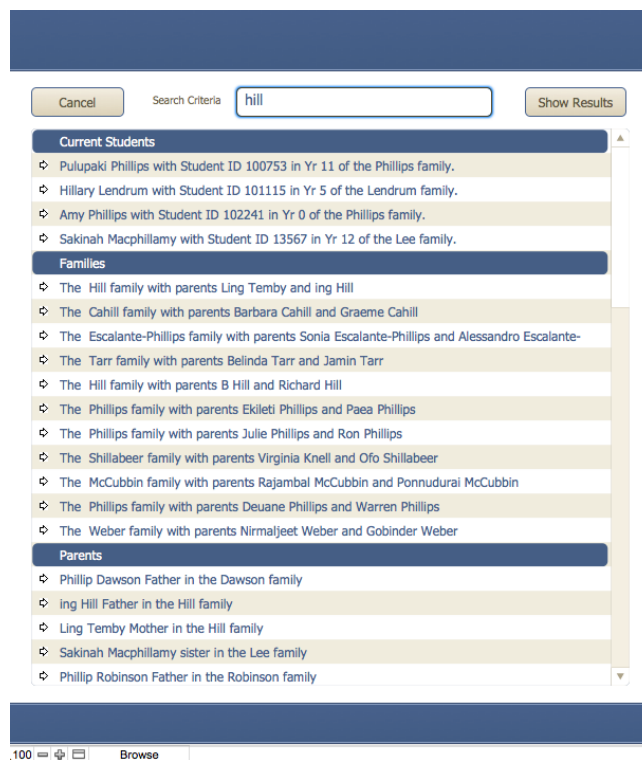
Quick Search



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

Viewing records as forms or lists

Student Details

Student ID: 100013 | Surname: Graham | First Name: Amy | Second Names: Tahlia | Gender: Male | Birthday: 18 Dec 1997 | Year: 12 | TGroup: 12.5 | House: Blue

Family Details

Family Code: ALLAN02 | Family Name: Denbigh | Home Phone: 02 3456 7890

Property: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: shill@denbigh.com.au

Parents / Guardians

Kim Jobson	02 1234 5678	0414 123 456
Wayne Jobson	02 1234 5678	0414 123 456

General Info > General Info

Personal Details: Country of Birth: Australia, Previous School: Strathfield South, Religion: Arabic (ind), Sibling No: 1

Emergency Contacts: Contact: John Jobson, Relationship: Uncle, Phone: 9743-2400

Enrollment Info: Reg Date: 8/2/2012, Ac. Yr: 30/1/2001, Dept Date: 1/4/2008

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

View records as list

Current Student List

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported	
100013	Graham	Amy Tahlia	Male	18/12/1997	12	12.5	Blue		Day	Yes	Add to current reports
100014	Price	William Hugh	Male	11/6/1997	12	12.1	Green		Boarder	Yes	Add to current reports
100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce		Day	Yes	Add to current reports
100025	Deak	Ryan Weech	Male	4/6/1997	12	12.2	Magenta		Day	Yes	Add to current reports
106374	Leerdam	Belinda	Female	22/12/1997	12	12.3	Blue	Third	Boarder	Yes	Add to current reports
106745	Bhargava	Rahul George	Male	10/1/1997	12	12.3	Puce	Fourth	Boarder	Yes	Add to current reports
103297	Meibusch	Mitchell Christian	Male	7/5/2000	9	9.1	Magenta	First	Boarder	No	Add to current reports
100030	Roche	Alexander Scott	Male	13/12/2005	4	4R	Blue		Day	No	Add to current reports
103334	Yusof	Portia Ashley	Female	14/9/2002	7	7.5	Puce	First	Boarder	No	Add to current reports
100035	Seidl	Reni	Female	21/7/1997	12	12.3	Magenta		Day	Yes	Add to current reports
100036	Sarris	Georgina	Female	15/11/1997	12	12.2	Puce		Day	Yes	Add to current reports

Click to view records in form view

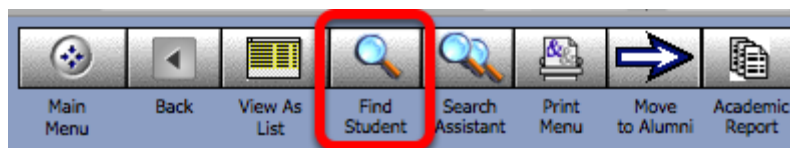
Finding Records - Quick Find

The screenshot shows the 'Student Current' interface with a search bar at the top right containing '12.2'. Below the search bar, the 'Current Student List' table is displayed. The 'TGroup' column is highlighted with a red box, and the value '12.2' is visible in the first row of the table. The table has columns for Student ID, Surname, Given Names, Gender, Date of Birth, Yr, TGroup, House, Codes, Boarding Status, and Currently Reported.

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported
100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce		Day	Yes
100025	Deak	Ryan Weech	Male	4/6/1997	12	12.2	Magenta		Day	Yes
100036	Sarris	Georgina	Female	15/11/1997	12	12.2	Puce		Day	Yes
100058	Johnson	Kieren Alan Muir	Male	31/12/1997	12	12.2	Magenta		Day	Yes
100144	Atkin	Alyssa	Female	5/7/1997	12	12.2	Green		Day	Yes
100152	Macintyre	Siwetha Alana	Female	9/3/1997	12	12.2	Green		Day	Yes
100169	Webb	David George	Male	24/9/1997	12	12.2	Magenta		Day	Yes
100283	Do	Alissa Renee	Female	23/3/1997	12	12.2	Blue		Day	Yes
100373	Kumar	Joseph Darcy	Male	28/9/1997	12	12.2	Red		Day	Yes
104905	Thomson	Hannah Jessica	Female	31/5/1997	12	12.2	Yellow	Second	Boarder	Yes
100448	Gallop	Kimberly Gabrielle	Female	29/1/1997	12	12.2	Blue		Day	Yes
100476	Saunders	Rachel Abbey	Female	6/4/1997	12	12.2	Red		Day	Yes
100627	Meyer	Edward Charles	Male	5/10/1997	12	12.2	Green		Day	Yes
100725	McCulloch	Rosanna Emma	Female	21/3/1997	12	12.2	Green		Day	Yes
100927	Noble	Hannah Riki	Female	23/9/1997	12	12.2	Red		Day	Yes
100966	Russell-Jones	Samanthi	Female	14/9/1997	12	12.2	Puce		Day	Yes
100976	Tridoell	Stephen G	Male	6/10/1997	12	12.2	Magenta		Day	Yes

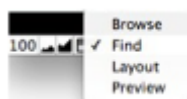
Using the Quick Find feature you are able to search across any field on a layout without needing to enter Find mode or specify the value in more than one field. This will depend on which fields have been set for this feature and in which layout. This example show finding tutor group 12.2.

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



Or Change the Mode button to find. All fields appear blank so that you can search on any fields or multiple fields.

Perform Find

The screenshot shows the 'Student Current (FN)' form. At the top, there is a search bar with a magnifying glass icon and a 'Perform Find' button, which is highlighted with a red rectangular box. To the right of the search bar is a 'Cancel Find' button and a 'Saved Finds' button. Below the search bar, there are navigation buttons: 'Main Menu', 'Back', 'View As List', 'Find Student', 'Search Assistant', 'Print Menu', 'Move to Alumni', and 'Academic Report'. The main content area is titled 'Student Details' and contains various input fields for student information, including 'Student ID', 'Surname', 'First Name', 'Second Names', 'Know As', 'Gender', 'Birthday', 'Year', and 'House'. There are also sections for 'Family Details', 'Parents / Guardians', and 'General Info > General Info'. The 'General Info' section has tabs for 'General Information', 'Hosts & Guardians', 'Correspondence', 'Email', 'Comms List', 'Transport', 'MCEECDYA', 'Extra School Report', and 'Census'. The 'General Information' tab is selected, showing fields for 'Country of Birth', 'Previous School', 'Religion', 'Language', 'Sibling No', 'eMail Address', 'Mobile Phone', 'Boarding Information', 'Overseas Information', 'Privacy / Info Release', 'Emergency Contacts', 'Enrolled Siblings', and 'Enrolment Info'.

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

The screenshot shows the 'Student Current (FN)' form with search criteria entered. The 'Gender' field is set to 'Female' and the 'Year' field is set to '7'. A dropdown menu is open for the 'Year' field, showing a list of years from 10.1 to 12.3. The 'Perform Find' button is highlighted in a red box. The rest of the form is the same as in the previous screenshot.

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 (FMS13-Master-Staging.local)' interface. At the top, there is a search bar with '1' and 'Total'. Below it, a 'New Request' button is highlighted with a red box. The interface includes a navigation menu with options like 'Main Menu', 'Back', 'View As List', 'Find Student', 'Search Assistant', 'Print Menu', 'Move to Alumni', and 'Academic Report'. The main content area is titled 'Student Details' and contains various form fields for personal and family information. A dropdown menu is visible on the right side of the form.

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

The screenshot shows the 'Student Current (FMS13-Master-Staging.local)' interface after the first search criteria has been entered. The search bar now shows '3' and 'Total'. The 'Perform Find' button is highlighted with a red box. The 'Student Details' form is visible, with the 'Gender' field highlighted in red. The interface includes the same navigation menu and form fields as the previous screenshot.

Enter the second Criteria, and then click Perform Find.

Find Result

The screenshot shows the 'Student Current' interface with a search bar containing '12.2'. The search results show '29 / 502 Found (Unsorted)'. The 'Gender' dropdown menu is open, showing 'Female' selected. The student details for student ID 103334 are visible, including family details and parents/guardians.

This will find all females and all year 7 students.

Constraining the Found Set

The screenshot shows the 'Student Current' interface with a search bar containing '12.2'. The search results show '30 / 503 Found (Unsorted)'. The 'House' dropdown menu is open, showing 'Blue' selected. The student details for student ID 103334 are visible, including family details and parents/guardians.

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.

Find Result

The screenshot shows a web application interface for student management. At the top, there is a search bar with the text '30 / 503 Found (Unsorted)' highlighted in a red box. Below the search bar, there are navigation tabs for 'Student Details', 'Family Details', and 'Parents / Guardians'. The 'Student Details' tab is active, showing a form with various fields for personal, medical, and academic information. The 'Family Details' section includes fields for family name, address, and contact information. The 'Parents / Guardians' section includes fields for work and mobile phone numbers. The 'General Info > General Info' section is expanded, showing tabs for 'General Info', 'Hosts & Guardians', 'Correspondence', 'Email', 'Comms List', 'Transport', 'MCEECDYA', 'Extra School Report', and 'Census'. The 'General Info' tab is selected, showing fields for personal details, emergency contacts, enrolled siblings, and overseas information.

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

Extend the Found Set

The screenshot shows the same web application interface as above. The search bar at the top is empty, and the 'Find' button is visible. The 'Student Details' tab is active, and the 'Family Details' section is expanded. The 'General Info > General Info' section is also expanded, showing the 'General Info' tab selected. The 'Personal Details' section includes fields for country of birth, previous school, religion, language, and sibling number. The 'Emergency Contacts' section includes fields for contact name, relationship, phone, and work. The 'Enrolled Siblings' section includes fields for given names, year, tutor group, and house. The 'Overseas Information' section includes fields for nationality, visa, passport number, agent, citizenship, visa expiry, and passport expiry. The 'Privacy / Info Release' section includes fields for permission to use photos on the website and in print. The 'SMS' section includes fields for SMS messages to go to, with options for Father, Non Resident, and Mother.

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

Find Results

Student Current (FMS13-Master-Staging.local)

Records: 2 / 503 Found (Unsorted)

Layout: Student Form View View As: Preview

Student Details

Student ID: 106374 Surname: Leerdam First Name: Belinda Second Names: Belinda Know As: Belinda Gender: Female Birthday: 22 Dec 1997 Year: 12 TGroup: 12.3 House: Blue

Family Details

Family Code: 100744 Family Name: Leerdam Home Phone: 02 3456 7890

Property: 1 John St Suburb/State/PCode: Sydney NSW 2000 Country: Australia Email: blearda@denbighdemo.com.au

Parents / Guardians

Bernard Leerdam (Father) Work Phone: Mobile: 0414 123 456 Email: blearda@denbighdemo.com.au

Emmy Barsdell (Mother) Work Phone: Mobile: Email: ebarsde@denbighdemo.com.au

General Info > General Info

Country of Birth: Indonesia Previous School: Religion: Catholic Language: Sibling No: 1

Boarding Information: Boarding Status: Boarder Boarding House: Third Room No.: Bed No.: Head of House: Mr C Wilson

Enrolment Info: Reg Date: 11/10/2001 Ac. Yr: Enrol Date: Dept Date: Term: Status: Current

Added all students in year 7 to the previous find.

Omitting data in a Find

Student Current (FMS13-Master-Staging.local)

Records: 1 / 503 Found (Unsorted)

Layout: Student Form View View As: Preview

Student Details

Student ID: 103297 Surname: Meibusch First Name: Mitchell Second Names: Christian Know As: Christian Gender: Male Birthday: 7 May 2000 Year: 9.1 House: Magenta

Family Details

Family Code: ANTONI01 Family Name: Meibusch Home Phone: 02 3456 7890

Property: 1 John St Suburb/State/PCode: Sydney NSW 2000 Country: Australia Email: mrobson@denbigh.com.au

Parents / Guardians

Joanna Meibusch (Mother) Work Phone: Mobile: 0414 123 456 Email: jmeibus@denbighdemo.com.au

Cleo Verrell (Father (Non Resident)) Work Phone: Mobile: 0414 123 456 Email:

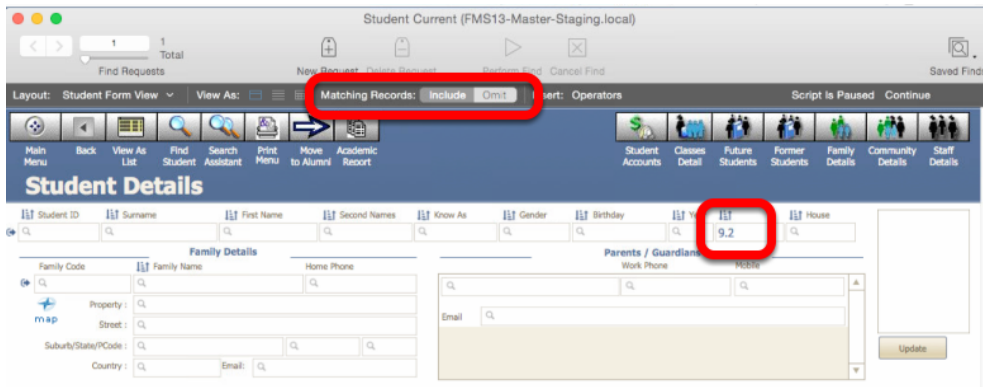
General Info > General Info

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

Boarding Information: Boarding Status: Boarder Boarding House: First Room No.: Bed No.: Head of House: Mr W MacIntosh

Enrolment Info: Reg Date: 2/2/2004 Ac. Yr: Enrol Date: Dept Date: Term: Status: Current

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.

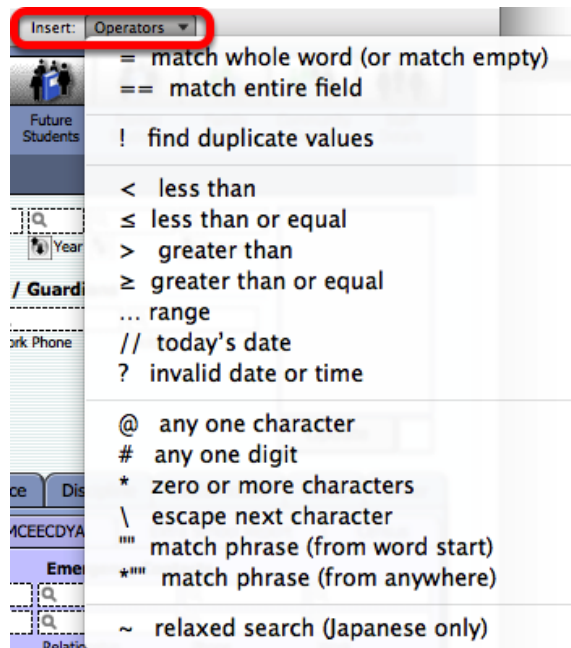


Click the Find button. Enter 9.2 in the tutor group field and then click the "Omit" button.

Find Results

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

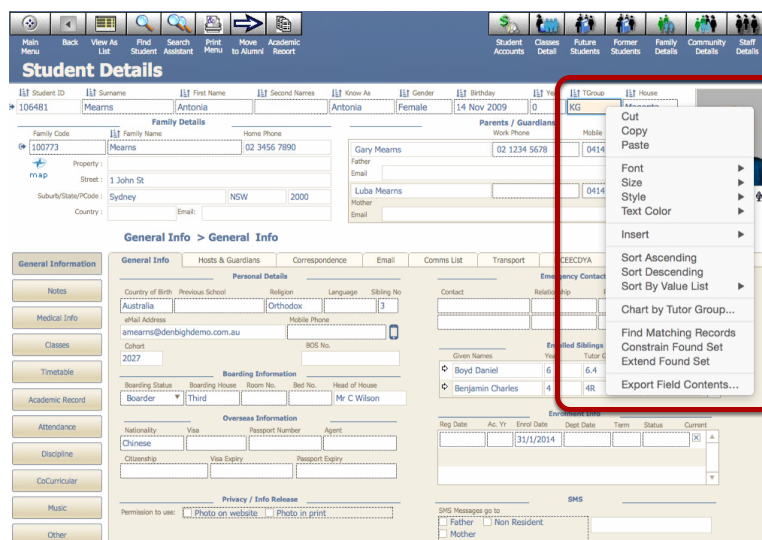
Find using Operators



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.

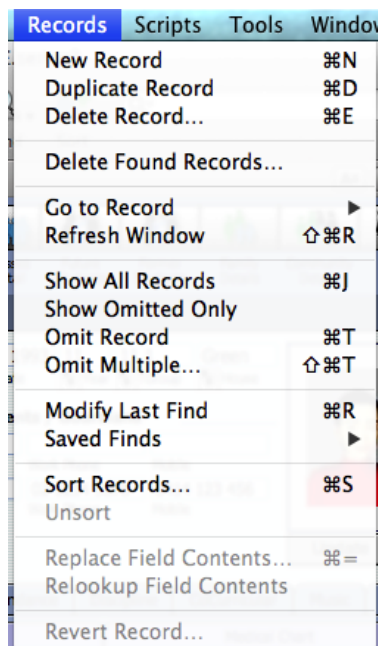
Clicking on the operators box to show the menu of operators that can be used in the search criteria. For example to find all students above year 9, you would enter ">9" (greater than 9). To find a range of students from year 9 to 12 enter "9...12".

Find in any Field - Right mouse click



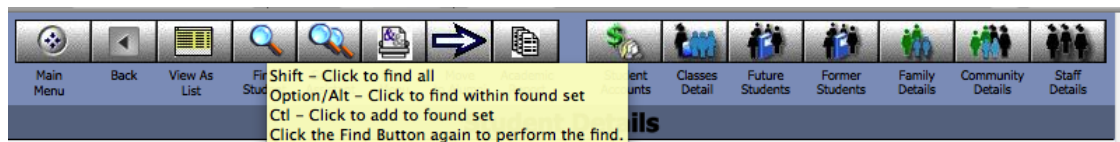
In any field, use the mouse to right click in the field. Choose either Find Matching records, or Constrain Found set to find with in a Find.

Using Shortcuts or function keys



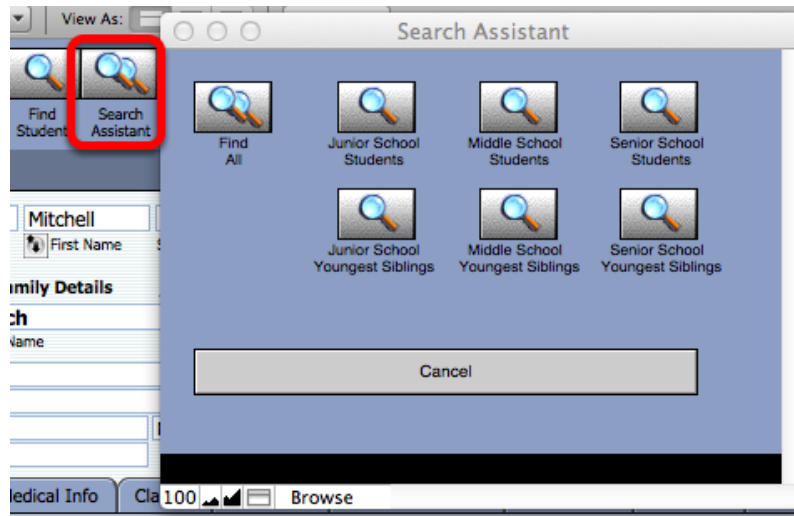
Some of the functions available in the Filemaker menus also have shortcuts usually using the Command (⌘ Apple) key. For example to Show all records hold down the ⌘ key and the letter "J".

Find Student (New Versions of Denbigh 2014)



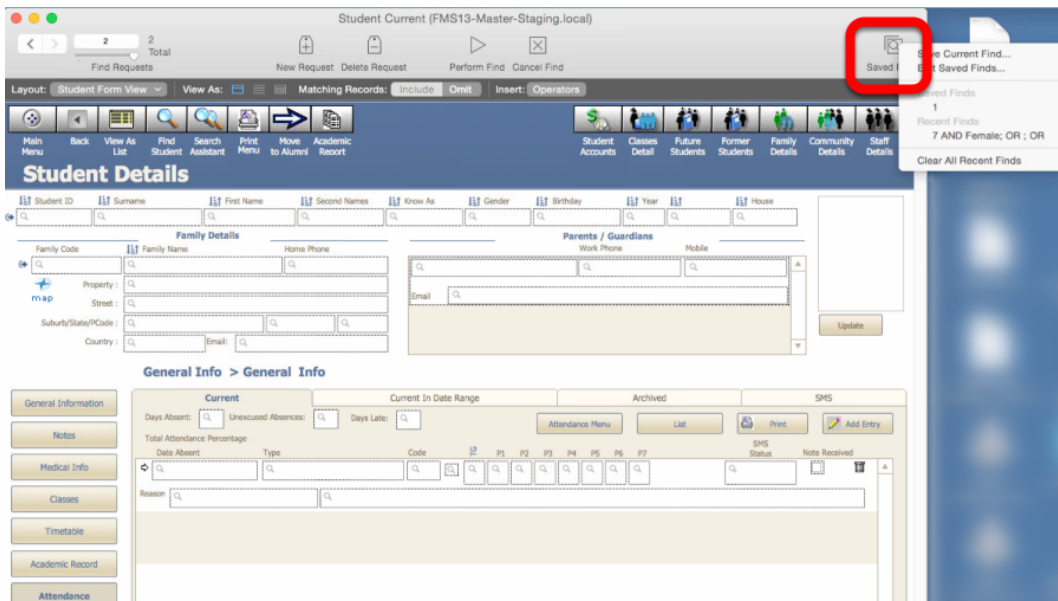
Find all - hold down the shift key and click the Find Student button
Find within in a found set - Hold down the Options/Alt key
Find and add to the found set - Hold down the Control key
Click the Find button or the Continue button to perform the find

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 a 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

Student Current (FMS13-Master-Staging.local)

Records: 503 Total (Unsorted)

Layout: Student List View View As: Preview

Current Student List

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported		
<input checked="" type="checkbox"/>	100013	Graham	Amy Tahla	Male	18/12/1997	12	12.5	Blue		Day	Yes	Add to current reports
<input checked="" type="checkbox"/>	100014	Price	William Hugh	Male	11/5/1997	12	12.1	Green		Boarder	Yes	Add to current reports
<input checked="" type="checkbox"/>	100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce		Day	Yes	Add to current reports
<input type="checkbox"/>	100025	Deak	Ryan Weech	Male	4/6/1997	12	12.2	Magenta		Day	Yes	Add to current reports
<input type="checkbox"/>	106374	Leerdam	Belinda	Female	22/12/1997	12	12.3	Blue	Third	Boarder	Yes	Add to current reports
<input type="checkbox"/>	106745	Bhargava	Rahul George	Male	10/1/1997	12	12.3	Puce	Fourth	Boarder	Yes	Add to current reports
<input type="checkbox"/>	103297	Melbusch	Mitchell Christian	Male	7/5/2000	9	9.1	Magenta	First	Boarder	No	Add to current reports
<input type="checkbox"/>	100030	Roche	Alexander Scott	Male	13/12/2005	4	4R	Blue		Day	No	Add to current reports
<input type="checkbox"/>	103334	Yusof	Portia Ashley	Female	14/9/2002	7	7.5	Puce	First	Boarder	No	Add to current reports
<input type="checkbox"/>	100035	Seidl	Reni	Female	21/7/1997	12	12.3	Magenta		Day	Yes	Add to current reports
<input type="checkbox"/>	100036	Sarris	Georgina	Female	15/1/1999	12	12.2	Puce		Day	Yes	Add to current reports
<input type="checkbox"/>	100039	Graham	Amy Tahla	Female	27/2/2000	9	9.1	Yellow		Day	No	Add to current reports
<input type="checkbox"/>	100040	Graham	James Lawrence	Male	16/3/2002	7	7.5	Yellow		Day	No	Add to current reports
<input type="checkbox"/>	105529	McNicol	Shaun William	Male	23/5/2008	1	1K	Red	Third	Boarder	No	Add to current reports
<input type="checkbox"/>	105197	Curran	Alexandra	Female	18/4/1997	12	12.1	Puce	Second	Boarder	Yes	Add to current reports
<input type="checkbox"/>	105196	Curran	Karl Courtenay	Male	18/4/1997	12	12.3	Blue	Second	Boarder	Yes	Add to current reports
<input type="checkbox"/>	100058	Johnson	Kieren Alan Muir	Male	31/12/1997	12	12.2	Magenta		Day	Yes	Add to current reports
<input type="checkbox"/>	100059	Johnson	Jarrod Benjamin	Male	24/10/1999	10	10.3	Blue		Day	No	Add to current reports
<input type="checkbox"/>	100060	Johnson	Kanish	Male	4/9/2002	7	7.4	Puce		Day	No	Add to current reports
<input type="checkbox"/>	100069	Hyslop	Stephen Richard	Male	11/5/2001	8	8.1	Red		Day	No	Add to current reports
<input type="checkbox"/>	100072	Jones	Ashleigh	Female	9/11/1998	11	11.2	Red		Day	No	Add to current reports
<input type="checkbox"/>	100073	Jones	Nicholas Florian	Male	20/3/1999	10	10.2	Magenta		Day	No	Add to current reports
<input type="checkbox"/>	101478	James	Simona Katelyn	Female	30/6/2001	8	8.2	Puce		Day	No	Add to current reports
<input type="checkbox"/>	100078	Condoleon	James Tobias	Male	11/5/2000	9	9.2	Puce		Day	No	Add to current reports
<input type="checkbox"/>	100079	Hunter	Ronan Edmund	Male	18/3/2000	9	9.1	Magenta		Day	No	Add to current reports
<input type="checkbox"/>	100080	Hunter	Herorge Wishan	Male	29/7/1997	12	12.3	Yellow		Day	Yes	Add to current reports
<input type="checkbox"/>	100082	Thaung	Jesse Simon Andrew	Male	6/9/1999	10	10.1	Puce		Day	No	Add to current reports
<input type="checkbox"/>	100087	Hewson	Abayomi Ike-Oba	Male	12/2/1999	10	10.3	Puce		Day	No	Add to current reports
<input type="checkbox"/>	100088	Brice	Sunali	Female	8/3/1999	10	10.2	Magenta		Day	No	Add to current reports
<input type="checkbox"/>	101489	Kinder	Kate Amander	Female	16/1/2003	6	6.2	Magenta		Day	Yes	Add to current reports
<input type="checkbox"/>	100095	Bowler	Justine April	Female	28/10/2005	4	4F	Blue		Day	No	Add to current reports
<input type="checkbox"/>	105120	Lawson	Arissa	Female	29/8/1999	10	10.1	Red	Second	Boarder	No	Add to current reports
<input type="checkbox"/>	105162	Lawson	Angus John	Male	8/3/2000	9	9.1	Puce	Second	Boarder	No	Add to current reports
<input type="checkbox"/>	101494	Haridemos	Albert	Male	4/12/2003	6	6.2	Green		Day	Yes	Add to current reports
<input type="checkbox"/>	103157	Reinhardt	Cameron Percival	Male	25/9/2000	9	9.2	Magenta	First	Boarder	No	Add to current reports
<input type="checkbox"/>	100107	Jones	Christopher John	Male	29/5/2002	7	7.3	Magenta		Day	No	Add to current reports
<input type="checkbox"/>	100108	Jones	Sarah Courtney	Female	17/9/2000	9	9.1	Blue		Day	No	Add to current reports
<input type="checkbox"/>	100118	Dean	Jessica Teagan	Female	19/10/2003	6	6.2	Green		Day	Yes	Add to current reports

Find Marked | Unlink all found | Unlink all

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

Find Results

Student Current (FMS13-Master-Staging.local)

Records: 3 / 503 Found (Unsorted)

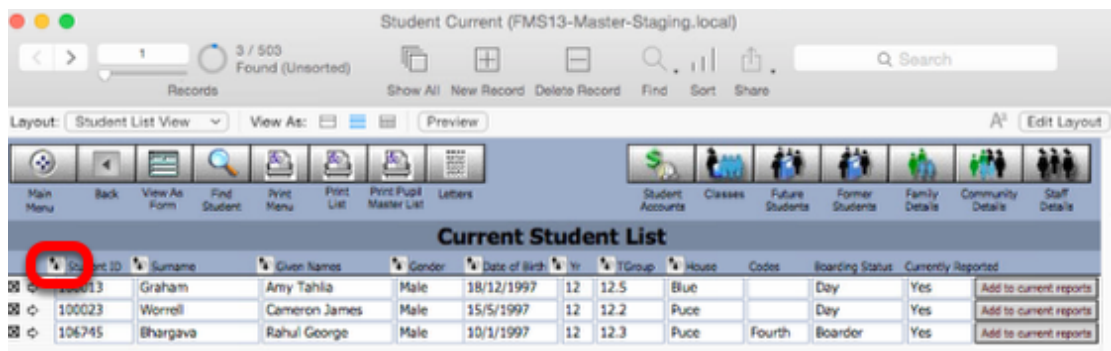
Layout: Student List View View As: Preview

Current Student List

Student ID	Surname	Given Names	Gender	Date of Birth	Yr	TGroup	House	Codes	Boarding Status	Currently Reported		
<input checked="" type="checkbox"/>	100013	Graham	Amy Tahla	Male	18/12/1997	12	12.5	Blue		Day	Yes	Add to current reports
<input checked="" type="checkbox"/>	100023	Worrell	Cameron James	Male	15/5/1997	12	12.2	Puce		Day	Yes	Add to current reports
<input checked="" type="checkbox"/>	106745	Bhargava	Rahul George	Male	10/1/1997	12	12.3	Puce	Fourth	Boarder	Yes	Add to current reports

Found just the checked records.

Sort Records

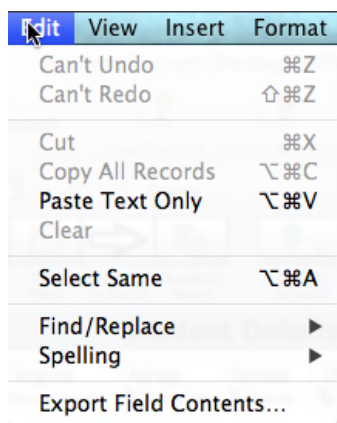


Any fields that have the "sort icon" can be sorted on.



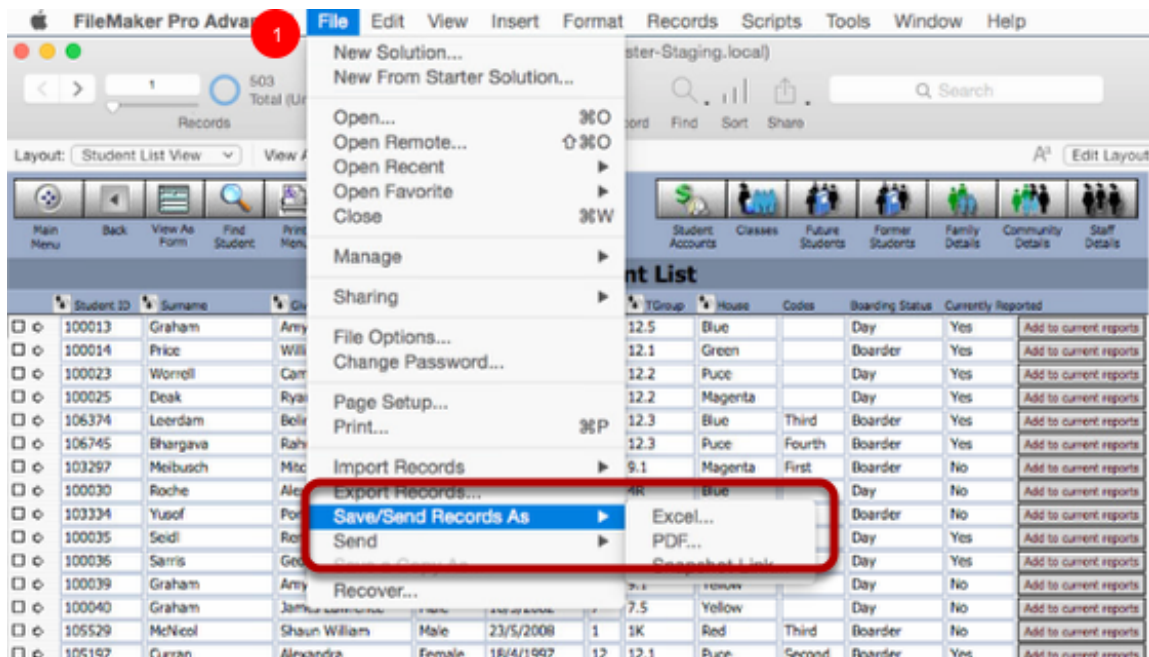
When sorting on numeric fields they are usually lowest to highest and Alpha fields are A - Z (ascending). To sort in descending holding down the Alt key (option key on Windows).

Paste without formatting

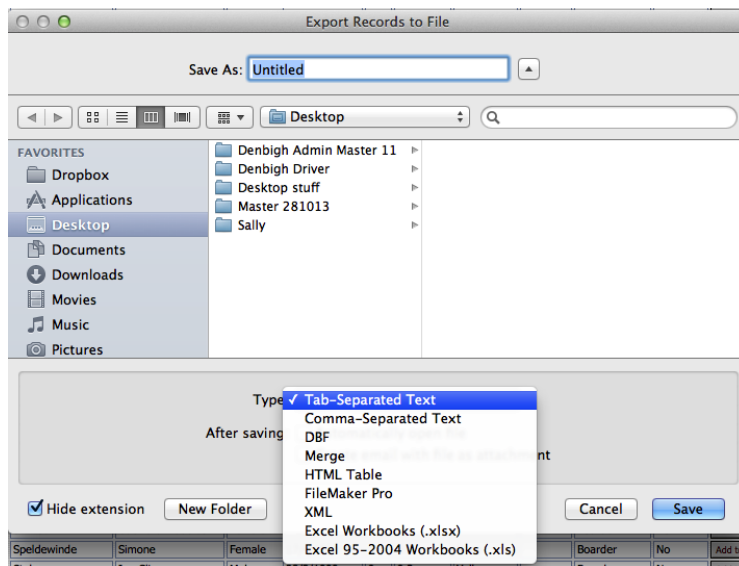


To paste any text without including any formatting, eg Bold, Italics etc.. Press Command Option V on a Mac, or Control Shift V on a Windows computer. Also from the Edit menu, hold down the Option (alt) key and you will get the Past Text Only option. This will paste any copied text without any formatting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

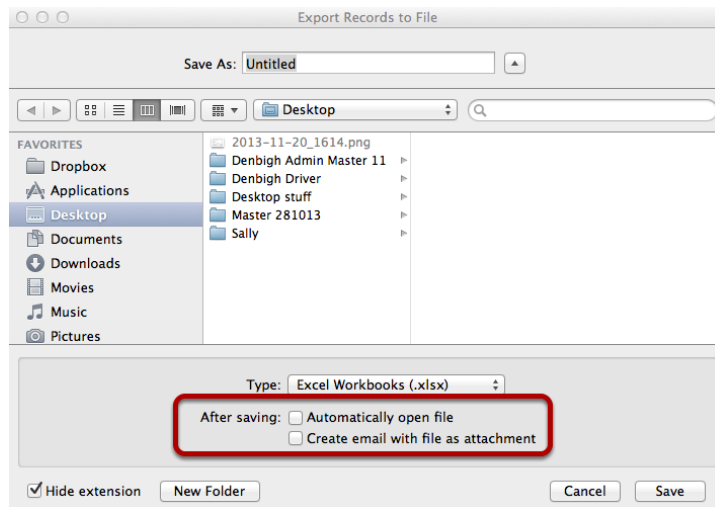
Export Records



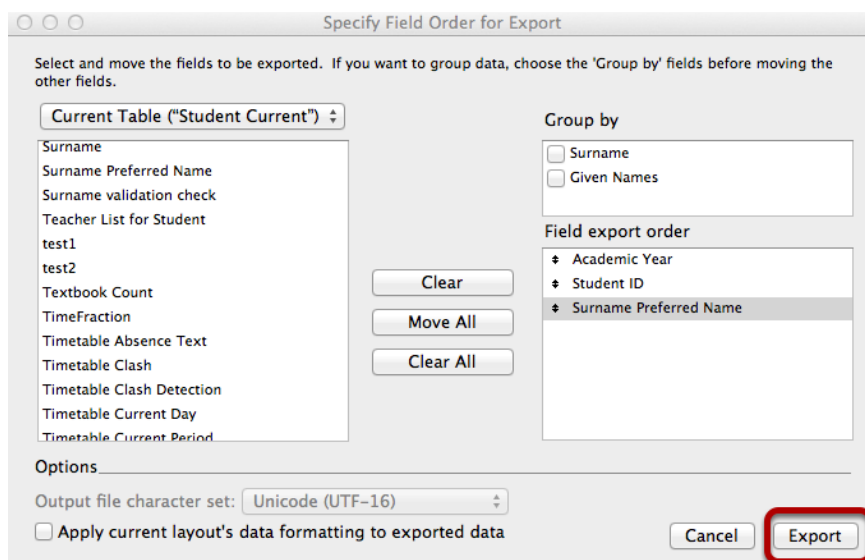
There are quite a few ways to export or save records out of Denbigh. One option is to find the data required and choose the Save/Send Records As - Excel, PDF or a Snapshot Link. Choose excel to export the current data and field names to excel. Save as PDF will create a pdf of the layout. Snapshot link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



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.

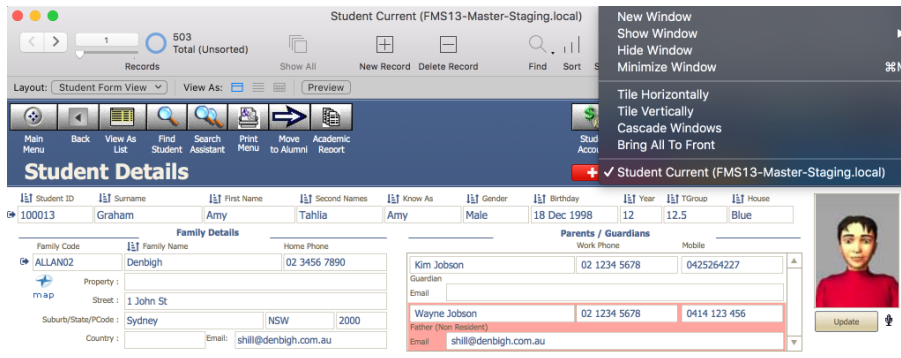


When choosing to export records, check the Automatically open the file or choose to add it to an email as an attachment.



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.

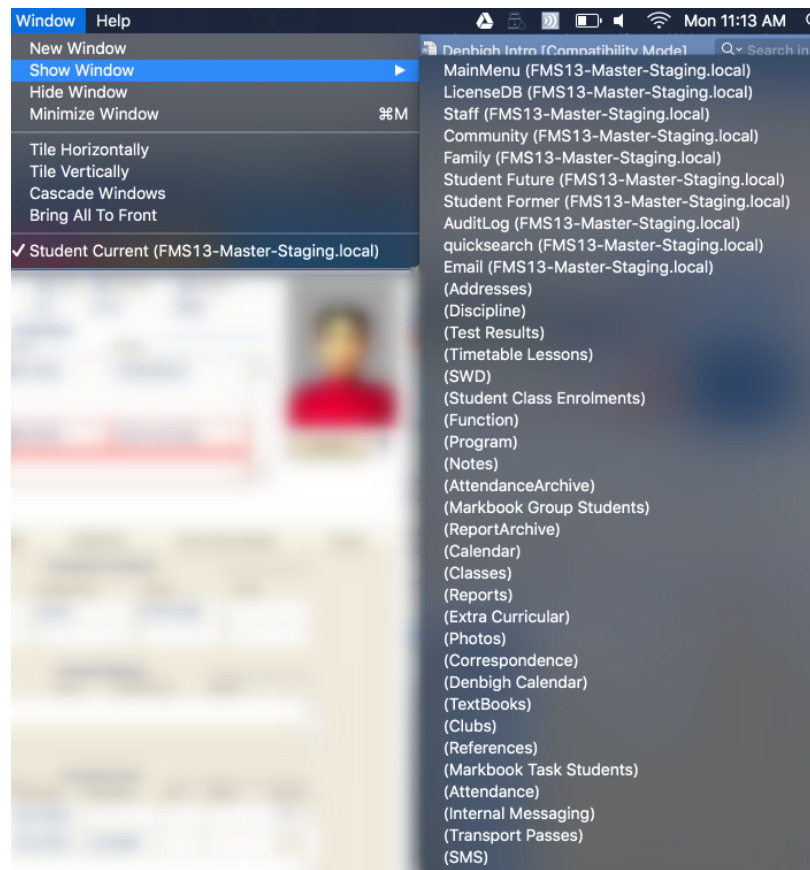
Windows



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.



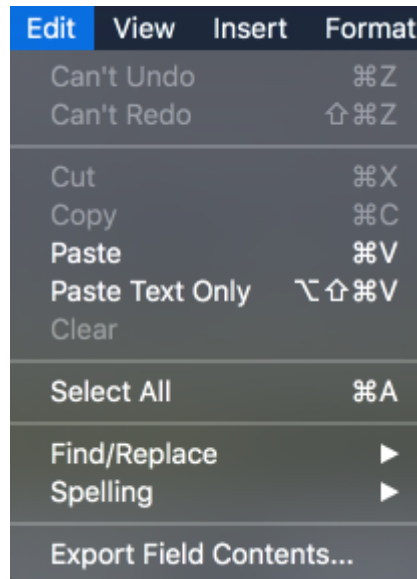
Jump Button

Student ID	Surname	First Name	Second Names
100013	Graham	Amy	Tahlia

Family Details		
Family Code	Family Name	Home Phone
ALLAN02	Denbigh	02 3456 7890
Property :		
map	Street : 1 John St	
Suburb/State/PCode :	Sydney	NSW 2000
Country :	Email: shill@denbigh.com.au	

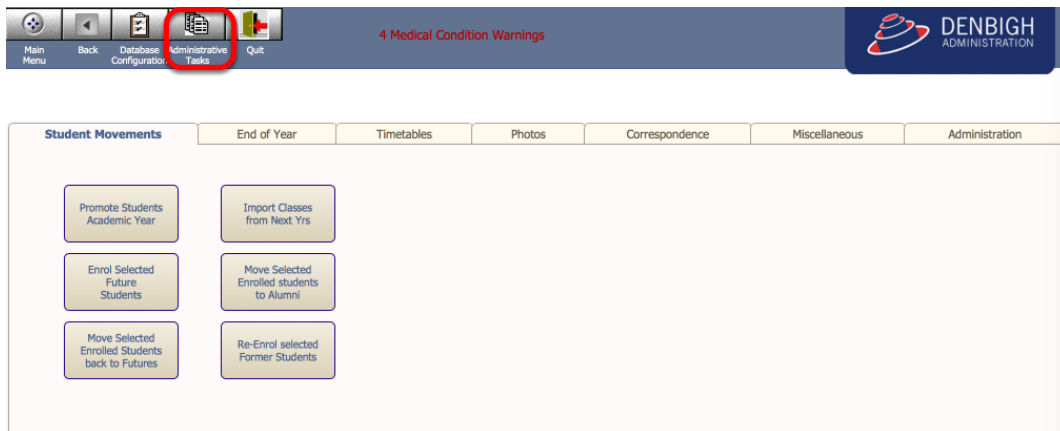
The jump button is used to jump to the related record. When used beside the student id field, will take you to that student in the community file. When used on the family id will take you to that family in the family file. When clicked on the classes list, will take you to that class in the classes file.

Paste Without Formatting



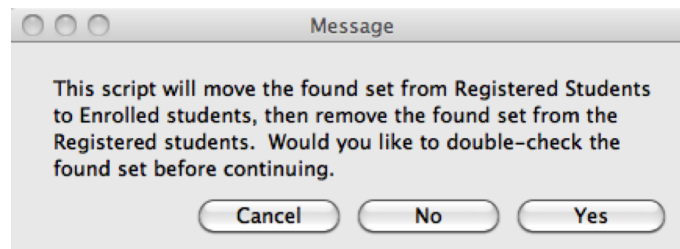
To paste any text without including any formatting, eg Bold, Italics etc. Press Command Option V on a Mac, or Control Shift V on a Windows computer. Also from the Edit menu, hold down the Option (alt) key and you will get the Paste Text Only option. This will paste any copied text without any formatting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

Future Student Details

101485 **Kite** Georgia Katherine Female 12/03/1999 11 2016 Accepted

Family Details **Parents / Guardians**

Bird01 **Kite** 02 3456 7890 Gregory Kite 02 1234 5678 0414 123 456
 Family Code Family Name Home Phone Father Work Phone
 Property : Email gkite@denbighdemo.com.au Family eMail
 Street : 1 John St Allyson Kite 02 1234 5678 0414 123 456
 Suburb/State/PCode : Sydney NSW 2000 Mother Work Phone
 Country : Email akite@denbighdemo.com.au Family eMail

Update

General Information Enrolment Application Future Classes Notes Correspondence Comms List Email Medical information

Personal Details Country of Birth Nationality Uniting Religion Current School 65 Codes

Schools Details Boarding Status OS Student House Boarding House Deposit Date Received Deposit Receipt Staff Enrolment Fee Date Received Campus Clergy

Enrolment Options

Reg Date	Ac. Yr	Enrol Date	Depart Date	dpt. Yr	Term	Status
25 Oct 2000	11					Accepted

Future Student Siblings

Ac. Yr	Given Names	Enrolment Year

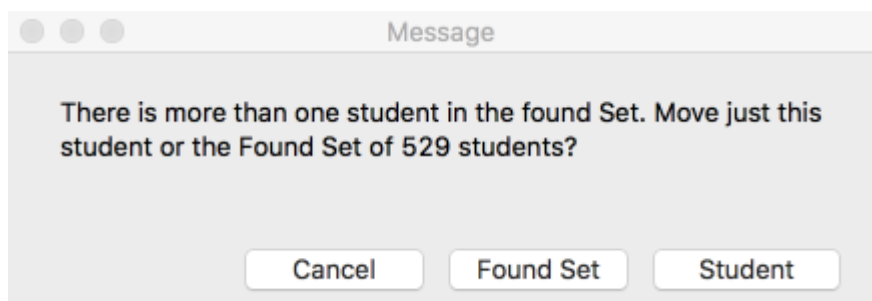
Current Student Siblings

Ac. Yr	Given Names	Boarding Status

Former Student Siblings

Ac. Yr	Given Names	Cohort
10	Allyson	2027
12	Elizabeth Ashleigh	?

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

Former Student Details

ALCALAA Toop Anica Hou Doi Miss Female 21/08/1984

Student ID Surname Maiden Name First Name Second Names Title Known As Gender Date of Birth

Contact Details

Mail title Mail Returned

Property / Add ID: AALCALA

Street: 1 John St

Suburb/State/PCode: Sydney NSW 2000

Country:

Mobile: Home Phone: 02 3456 7890

email:

Former Student Details

1999 Departure Year Register Number Eminent Eminent

10 Final Academic Yr Member Type

Mail Control Reason

General Info Notes Medical Attendance & Discipline Academic Tertiary CoCurricular Fundraising Groups Correspondence Email Comms List

General Information Hosts & Guardians School Information Enrolment Details Biography References

Enrolment Options

Reg Date	Ac. Yr	Enrol Date	Depart Date	Dpt Cohort
8 Feb 2012	10	?	01/04/2008	?
4 Sep 2015	0	04/09/2015		2027

Re-enrolment Options

Intention to Re-Enrol

Re-Enrolment Date

Re-Enrolment Academic Year

Re-Enrolment Calendar Year

Re-Enrolment Status

Interview

Interview Date

Interview Time

Interviewer Title

Interviewer Name

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