

## How to update student details more efficiently

We are aware at this time of year schools are adding contact details, emergency contact details and addresses to students.

When you are doing this via the Student Enquiry we are receiving help desk calls that this is inefficient as the system keeps taking you off the maintenance screen and back to the 'little buttons'. This does NOT have to be the case.

In my example I am adding some contact details for Mr Jones. So I click on the green phone and choose create, I add a new home phone number for Mr Jones. If I now press SAVE and EXIT it will take me to the Little Button Screen. However if I press SAVE (to save the data) and then press BACK I can now add a second contact detail for Mr Jones.

Now, indeed, I can press Save for this entry and then use the spinner at the top right hand of the screen to navigate to the next student I need to manage details for.

So firstly I student enquiry I select perhaps Year 3 to work on (this will load the spinner with all the students in year 3). Obviously if I'm working on a single student only I simply type their last name into student enquiry and quickly locate them.

Now in my example I'm adding two more phone number for the Father Neil Ernie.

So I click on the green phone, select the father and press CREATE enter my new details, then I press SAVE (not save and exit) and then press BACK

NSW Public Schools [TRAIN2] - Windows Internet Explorer provided by ITD DET NSW

Student: (432529894) (Year 6) Ernie, Billy; Family : The Ernies

Family Details | Student Details | Others | Reg. His. | Search Again

Contact Details

Family/Parent/Carer	Contact Type	Contact Data	Priority
Family	Phone (Home)	43530676	1
Family	E-Mail	bethneil@bigpond.com	2
Father - Ernie, Neil	Phone (Mobile)	0422871703	1
Mother - Ernie, Elizabeth	Phone (Business/Work)	43505727	1
Mother - Ernie, Elizabeth	Phone (Mobile)	0439023771	2
Mother - Ernie, Elizabeth	Daytime Phone Number	43505727	3

Once you have entered the details press the SAVE key THEN press the back key

Family/Parent/Carer: Father - Ernie, Neil

Contact Type: PHDAY - Daytime Phone Number

Cancel Create

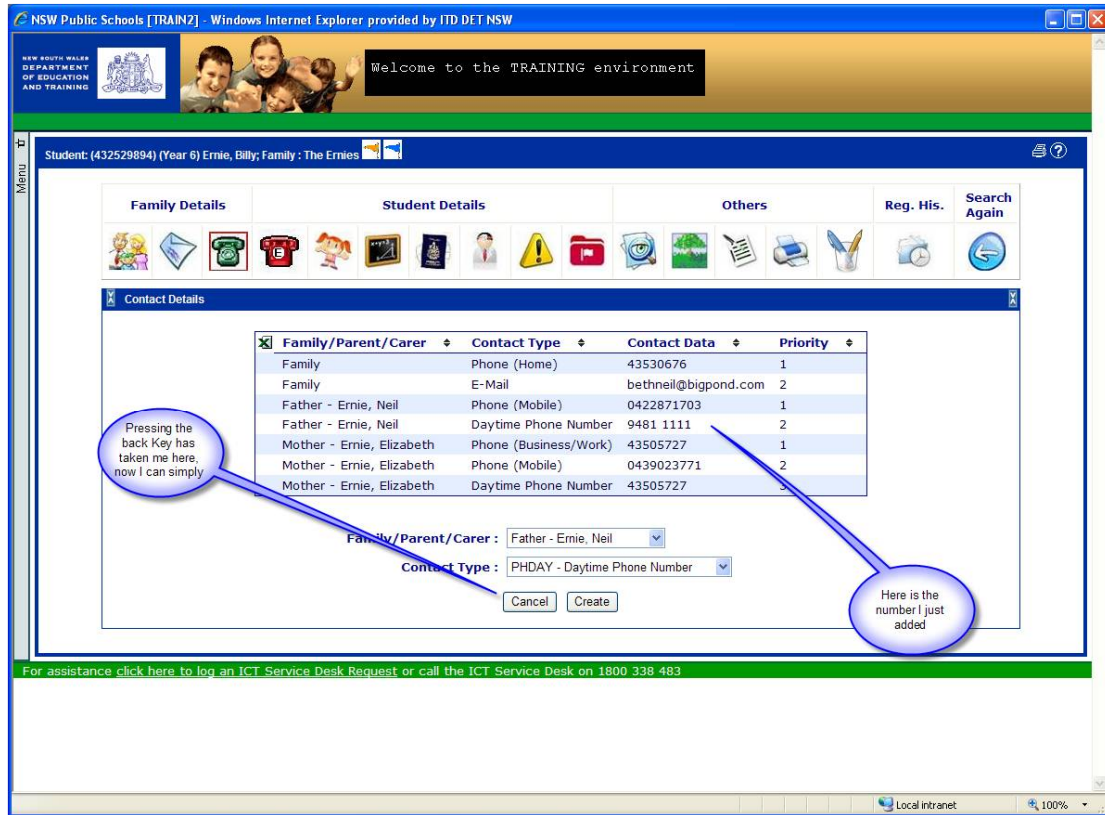
Save Contact Details: Father - Ernie, Neil; Daytime Phone Number

\*Contact Data: 9481 1111

\*Priority: 2

Back Cancel Save Save & Exit

The new phone number has been added to the list and I can now add more numbers. When I am finished either press Save and Exit (or cancel...although cancel will not save any current detail) to return to the student details little button screen



Once on the little button screen (or from this screen once you have saved your last change) you can use the 'spinner' to quickly move to the next student

