

Alumni User Guide



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Alumni

Path: Scholastic → Other Modules → Alumni

The Alumni module consists of three views;

<u>Alumni View</u>	<u>Alumni Reports</u>	<u>Identity</u>
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Alumni View

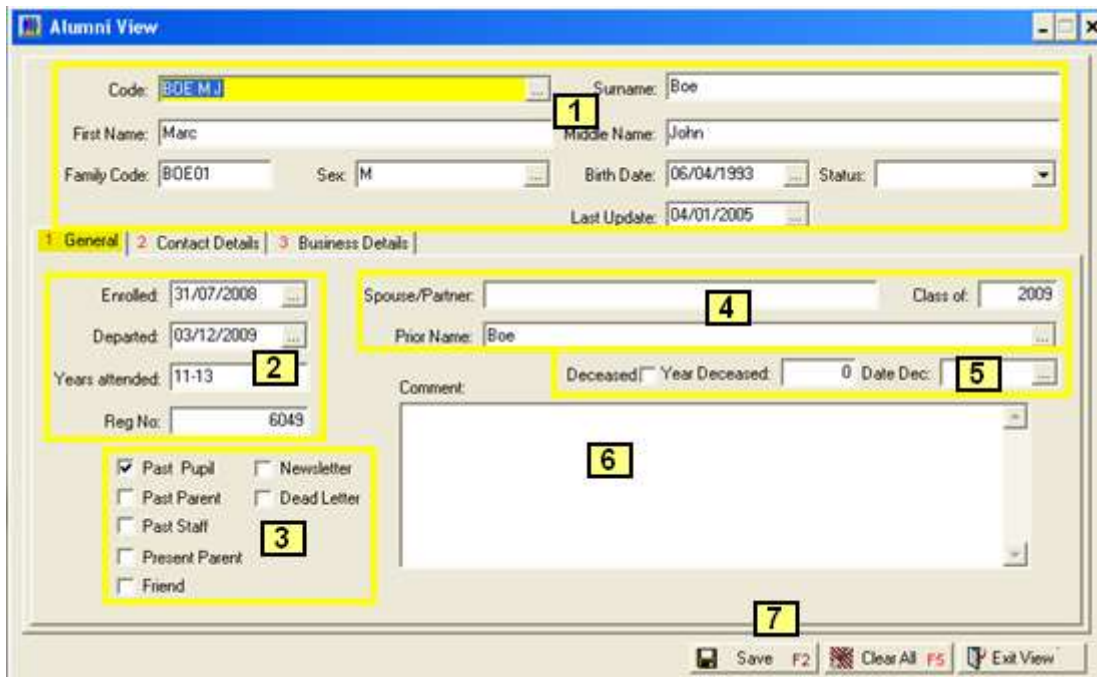
Path: Scholastic → Other Modules → Alumni → Alumni View

When Students are being departed from PCSchool you have the option of them being sent to the Alumni. Alumni View holds information appertaining to the Student and if the Foundation is being implemented this information can be used for creating mailing lists enabling contact to be available with departed Students. Within the Alumni module information such as marital status, spouse details and employment details can be recorded.

Most of the details within the Alumni will be transferred from the Student file when running the Year End Routine. When running this routine you have the option to transfer Family details and retain the family in the Alumni. Within the Alumni View you are also able to add Friends of the School.

General tab

In the General tab you can View and Edit details of members in the Alumni, and also add new members.



1.	View, edit or add details of Students, Families or Friends.
2.	These enrolment details of the Student are transferred when the Student is departed from PCSchool and they are sent to the Alumni.
3.	Past Pupil will be automatically selected as the departed Students are sent to the Alumni, you can edit these boxes as required; <ul style="list-style-type: none"> • Newsletter can be selected if a newsletter is sent out • Dead Letter can be used if letters are returned
4.	You have the option to update details for Past Pupils; <ul style="list-style-type: none"> • Class of displays the Year the enrolled student would have normally left in either year 12 or 13 • This is not necessarily the year the Student left the school but the year that would

	have been their final year if they had stayed
5.	This is a freeform area for your comment.
6.	If the Student passes away details can be selected.
7.	Click Save when finished.

Contact Details tab

Contact details can be added or edited, once the Students have been sent to the Alumni these details do not update automatically from PCSchool.

The screenshot shows the 'Alumni View' window with the following data:

- Code: BOE M J
- Surname: Boe
- First Name: Marc
- Middle Name: John
- Family Code: BOE01
- Sex: M
- Birth Date: 06/04/1993
- Status: [Dropdown]
- Last Update: 17/10/2011

The 'Contact Details' tab is active, showing:

- Mailing title: Mr Marc Boe
- Postal Address: 33 Riverlinks Lane
- Address: RD1
- Town: Yeppoon
- State: QLD
- Postcode: 4703
- Country: [Empty]
- Email: marc@pcschool.com.au
- Region: [Empty] (with 'Set to Postal Address' button)
- Res. Address: 33 Riverlinks Lane
- Address: RD1
- Town: Yeppoon
- Home Phone: 03 425 44555
- Home Fax: 03 425 44555
- Mobile Phone: [Empty]

Business Details tab

Enter any Relevant Details

The screenshot shows the 'Alumni View' window with the following data:

- Code: BOE M J
- Surname: Boe
- First Name: Marc
- Middle Name: John
- Family Code: BOE01
- Sex: M
- Birth Date: 06/04/1993
- Status: [Dropdown]
- Last Update: 17/10/2011

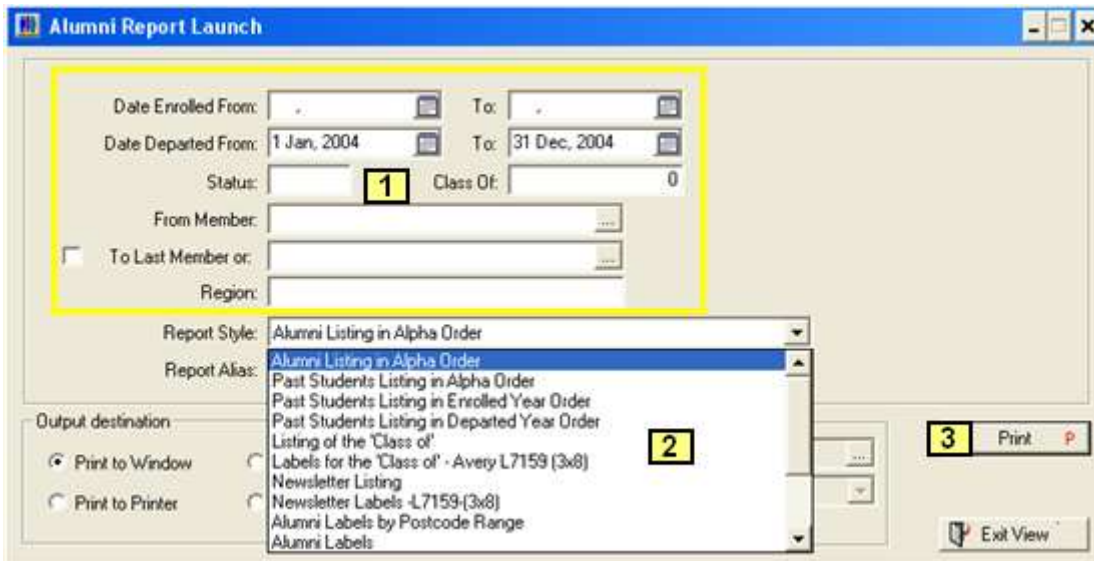
The 'Business Details' tab is active, showing:

- Occupation: School Leaver
- Business Address: [Empty]
- Business Address: [Empty]
- Town: [Empty]
- Business Phone: [Empty]
- Business Fax: [Empty]

Alumni Reports

Path: Scholastic → Other Modules → Alumni → Alumni Reports

Reports can be created from the Alumni database.



- | | |
|----|---------------------------------------------------|
| 1. | Enter or Select filters for printing the Reports. |
| 2. | Select a Report. |
| 3. | Click Print. |

Sample Reports

Alumni Listing in Alpha Order – Name (Alias) ALMEMB1.RPT

Member Listing						
Name	Address	19/06/2009	Enroled	Departed	Years	Class of
Bell, Harriette	PO Box 307 Tokoroa 2392		01/02/03	03/12/04	12-13	2004
Blake, Shameli	53 Polunakawa Drive Pakete Fethershill QLD 2001		01/02/03	03/12/04	12-13	2004
Boe, Marc John	123 River Lane Yepoon QLD 4703		31/07/03	03/12/04	11-13	2004
Dyer, Renee	77 Urquharts Bay Road RD4 Pineshaws QLD 121		03/03/04	03/12/04	12-13	2004
Gilbert, Bob	PO Box 5559 Wellington NZ		01/02/03	27/06/04	9-10	2007
Gilbert, Nick	C/- PO Box 79 593 Manukau City NZ 1701		01/02/03	12/04/04	11-12	2005
Gunn, Kylie Amber	PO Box 535 Huntly 2191		01/02/03	03/12/04	12-13	2004
Jolly, Andrew Dudley	Hingia Road RD4 Te Wharai 2400		03/02/00	03/12/04	9-13	2004

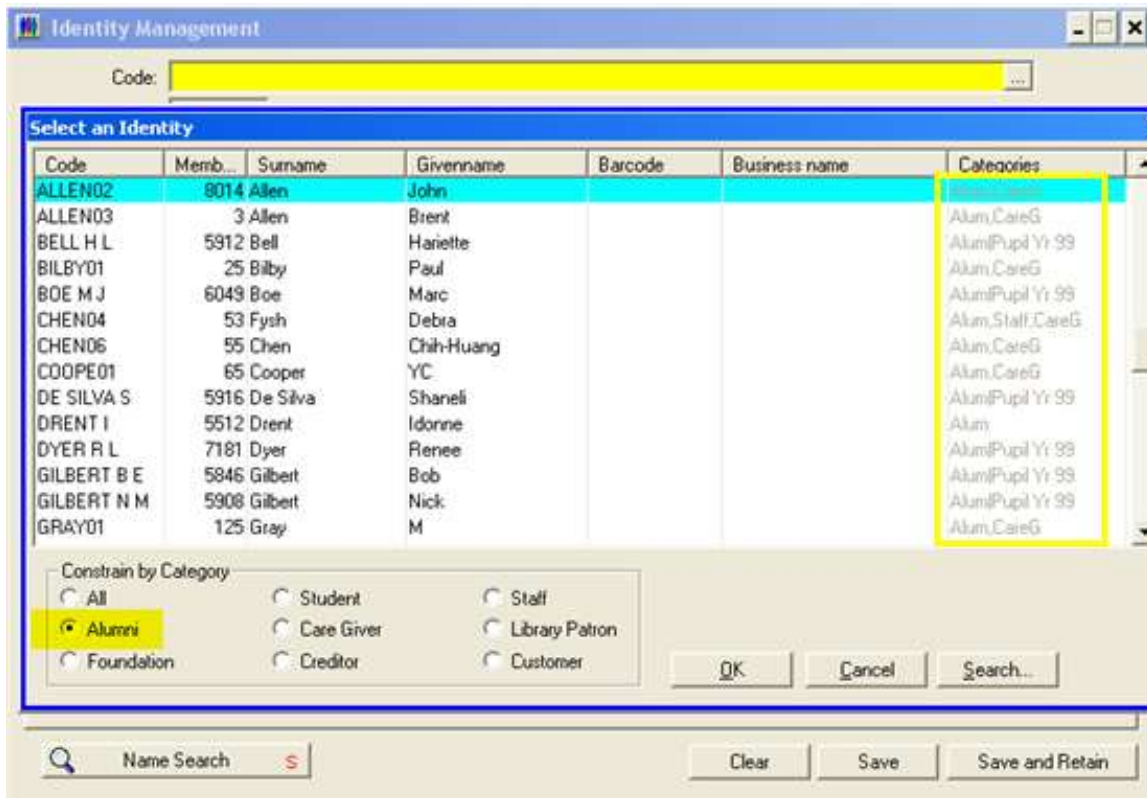
Alumni Data Check – Name (Alias) ALEMBD.RPT

Full Database Listing												
19/06/2009												
Demond	Name	Phone Name	Address	Hm Phone	Mobile	Region	Enroled	Departed	Year	Class of	Foundation	Parent
	Bell, Harriette	943	PO Box 307 Tokoroa 2392				01/02/03	03/12/04	12-13	2004	Y	Y
	Boe, Marc John	906	123 River Lane Yepoon QLD 4703	07 5551933			31/07/03	03/12/04	11-13	2004	Y	Y
	Blake, Shameli	945 504	53 Polunakawa Drive Pakete Fethershill QLD 2001	05 3333999		ms	01/02/03	03/12/04	12-13	2004	Y	Y
	Dyer, Renee	946	77 Urquharts Bay Road RD4 Pineshaws QLD 121	05 434 6030		ms	03/03/04	03/12/04	12-13	2004	Y	Y
	Gilbert, Bob	946 411	PO Box 5559 Wellington NZ	04 3244111		ms	01/02/03	27/06/04	9-10	2007	Y	Y
	Gilbert, Nick	946 411	C/- PO Box 79 593 Manukau City NZ 1701	05 3044111		ms	01/02/03	12/04/04	11-12	2005	Y	Y
	Gunn, Kylie Amber	946 411	PO Box 535 Huntly 2191	05 3044111		ms	01/02/03	03/12/04	12-13	2004	Y	Y
	Jolly, Andrew Dudley	946	Hingia Road RD4 Te Wharai 2400				03/02/00	03/12/04	9-13	2004	Y	Y
	Kim, Eun-Hae Cindy	946	C/- Dong 100 Kang 81 Chedworth Avenue Fethershill 2001	08 962 343			20/07/02	03/12/04	13-13	2004	Y	Y

Identity

Path: Scholastic → Other Modules → Alumni → Identity

Identity holds a record of every Student, Family, Teacher, Creditor etc entered into PCSchool consequently if a Teacher is also a Parent and set up as a creditor they will be in Identity three time. If you are only using this view to look at the Alumni you need to make sure that Alumni is selected.



Details

Important: Before deleting any Identities make a Backup of the file first via Utilities Backup;

- Never delete a current Student, Family, Creditor, Teacher or any other current Identity
- To delete a member select them, and if you are certain they are to be deleted you can use the X on the top toolbar.
- You are advised to check with your system administrator before deleting any Identity

For further information on Identity Management please read the appropriate section or Manual.

Identity Records can be Deleted, Updated or Created, Identity members do not need to be a part of PCSchool's database.

1.	If this is a new member enter a unique Code, if an existing member, select the member.
2.	Details can be entered and updated and will reflect in the Foundation and Alumni.
3.	Boxes will reflect the Status of the member these can be ticked or unticked as required.