

Enquiry User Guide



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Introduction

Path: Scholastic → Other Modules → Enquiry

The Enquiry module is designed to monitor all enquiries made to the school regarding enrolments. This module can store the reason why the enquiry was made and allows you to generate follow-up dates and listings thus enabling the enquiries to be responded to and not be neglected or forgotten. Full reporting is available enabling school management to trace which activities or advertising are effective in attracting Student enquiries. Reports can represent Student's region/geographic location. Where a school or college is eager to build numbers or simply maintain present populations in a very competitive marketplace this module is a must.

In this module you can store incoming students separate from the normal Student database.

Currently there is no way of transferring the future Student's to PCSchool's database.

Overview

Fill in as many details as possible; these details are used when running reports.

1.	<p>Enter as much of the parents details as are known;</p> <ul style="list-style-type: none"> • Checking Tag is an added filter when running reports. • You will be asked to save the details when going to add the children.
2.	<p>Enter the Children's details as known;</p> <ul style="list-style-type: none"> • Checking the Tag column allows further filtering when running reports. • Click Save when finished.
3.	<p>The Parents tab holds address, contact details and the availability to enter a Region/Geographical Location;</p> <ul style="list-style-type: none"> • Additional Regions can be entered via Utilities/Maintenance Codes by selecting region. The screen must be refreshed to view the entries. • Click Save when finished.
4.	<p>The comments tab allows for Dated Freeform Comments;</p> <ul style="list-style-type: none"> • A Date can be entered. • A preset Category can be selected.

Reports

Reports can be based on Family, Student or Comment.

Family Based

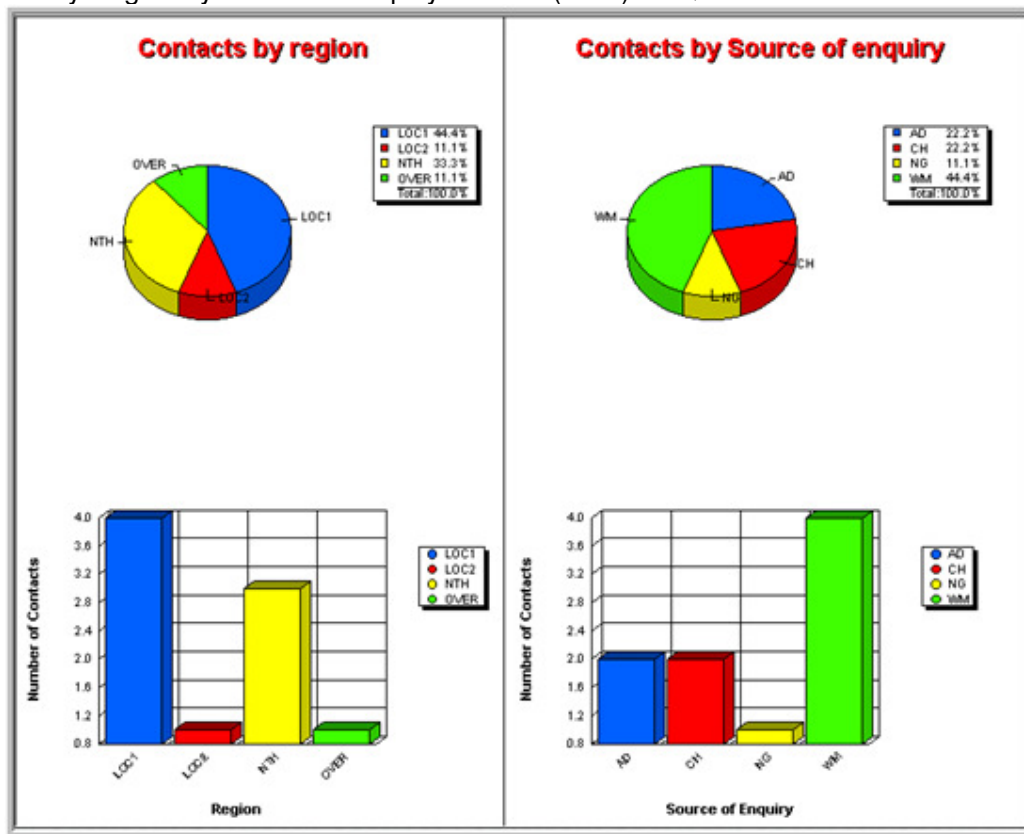
The screenshot shows the 'Enquiry Module' window with the 'Reports' tab selected. Under 'Family Based', the 'Surname' field contains 'XANDA'. The 'Source of Enquiry' and 'Region' are both set to 'All'. There are three contact sections: 'Initial Contact', 'Last Contact', and 'Next Contact', each with 'From' and 'To' fields. The 'Report Style' dropdown is open, showing options like 'Family Students & Comments - Landscape' (selected), 'Family Students & Comments-Landscape by Region', 'Family & Comments - Landscape', 'Graphical - by Region by Source of Enquiry', 'Family Student - No comments', 'Family - No Comments - No Students', 'Addresses- DL Envelopes', 'Addresses - C5 Envelopes', and 'Family Students Comments and Addresses-Landscape'. The 'Output destination' has 'Print to Window' selected. There are 'Print', 'Reselect Printer', and 'Exit View' buttons.

Family Students & Comments – Landscape – Name (Alias) ENQFAM.RPT

Enquiry - Family Detailed Report

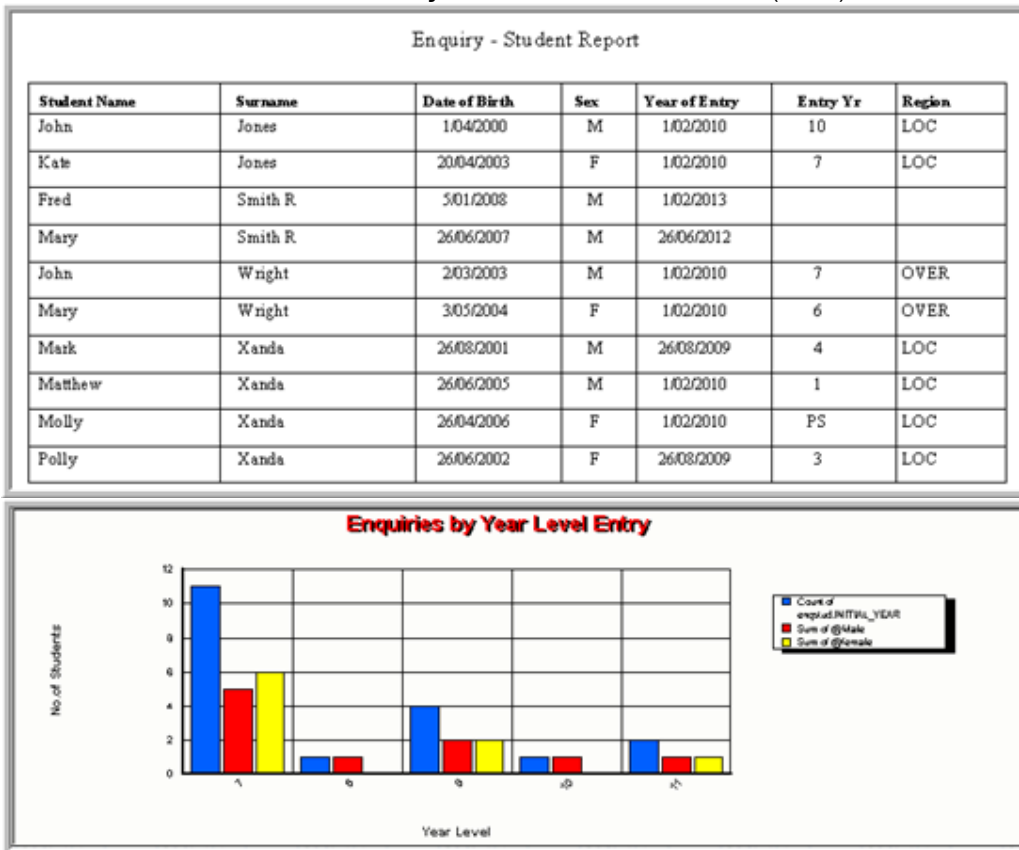
#	Surname	Mailing Title	Contact Phone	Postcode	Region	Initial Contact	Student Name	Enquiry Date	Comments
1	XANDA	Mrs F Xanda	0409555333	4703	L.O.C	26/06/2009	Mark Xanda Matthew Xanda Molly Xanda Polly Xanda	26/06/2009	Mark and Phebe attended our open day and will be sending all their children to the school.

Graphical – by Region by Source of Enquiry – Name (Alias) ENQGRAPH.RPT

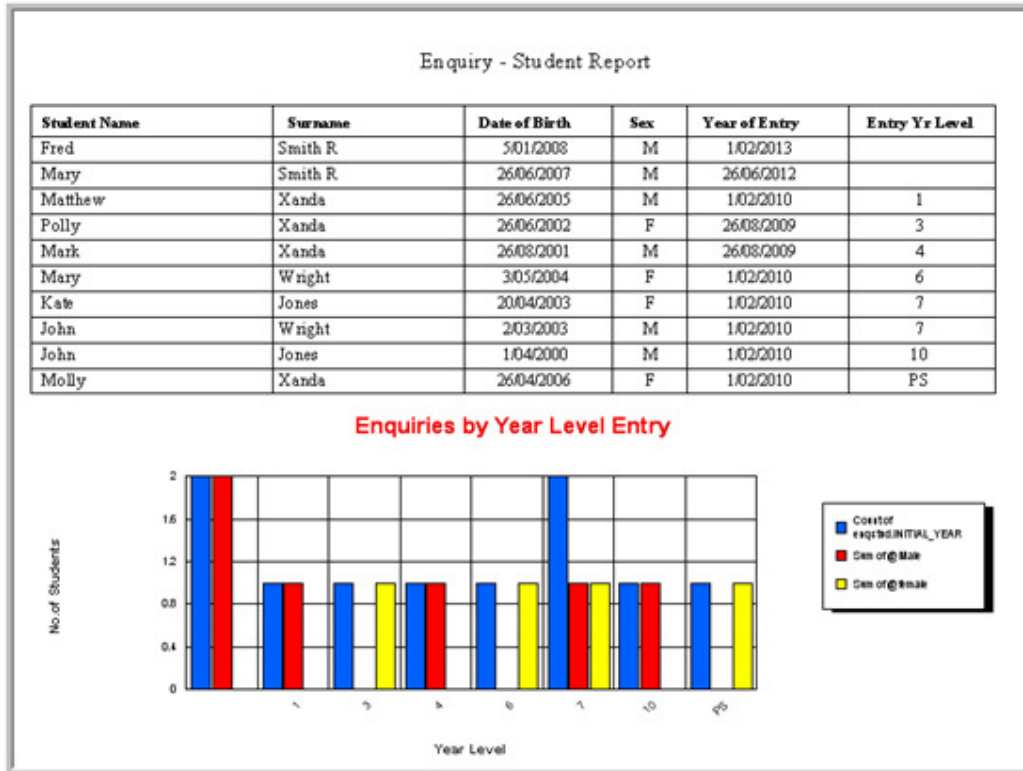


Student Based

Students with Year Levels and Date entry – Student Order – Name (Alias) ENQSTUD.RPT



Students in Year Level Order – Name (Alias) ENQSTUYR.RPT



Comment Based

Family Report with Comment – Name (Alias) ENQCOM.RPT

Enquiry - Comment Report

Mrs J Jones		Ph: 49726254
24/07/2005	IC	Family moving to the area.
26/07/2005	PROSPECTUS	Email prospectus
Ph:		
27/01/2006	PROSPECTUS	Emailed
27/02/2006	FOLLOWUP	Rang
Mrs Wright		Ph: 34262524
26/07/2005	PROSPECTUS	Prospectus sent via eMail
Mrs F Xanda		Ph: 0409555333
26/06/2009	IC	Felix and Flossie attended out open Day and will be sending all their children to the school.