

Integrus G2

Adding, Editing, Transferring & Deleting Student Records

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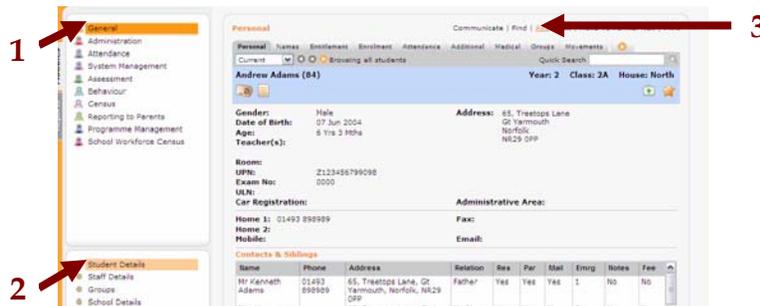
(Int. 88881)

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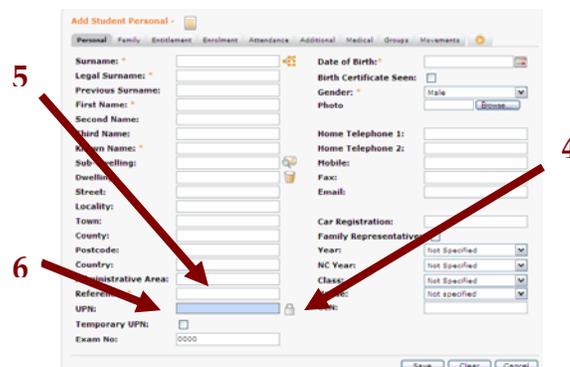
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Adding a Student Record

To add a new student go to **General (1) > Student Details (2) > Add (3)**



The following screen will appear....



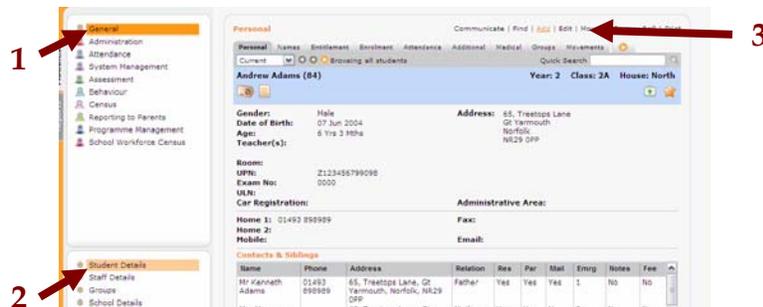
The Name/Surname/DOB/Gender fields are mandatory fields. Work through the tabs until you have entered all of the necessary information.

If the child has previously been on the roll of another school or nursery, they will already have a UPN. Therefore you must enter this into the UPN field by clicking on the **Pad Lock (4)** then typing the UPN into the **UPN field (5)**. If you know the student has a UPN but you have not yet received the information, you must check the **Temporary UPN box (6)**, you can then come back to edit this at a later stage. If the child has not attended a School/nursery before then you should leave this box blank so that the system can automatically generate a UPN for the new Student.

Then click Save at the bottom right of the screen. Your new Student record can now be found on the Current Roll of your Database.

Editing a Student Record

To edit an existing student record go to **General (1)** > **Student Details (2)** > Search for the pupil record you wish to edit & click **Edit (3)**

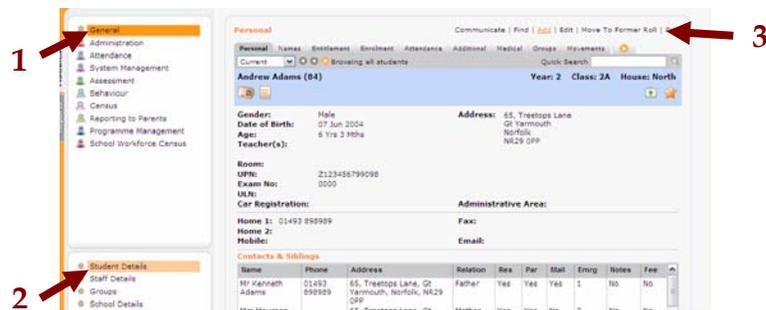


Existing data in each field can simply be deleted and replaced with new information, working through the tabs as seen in the previous section of this document.

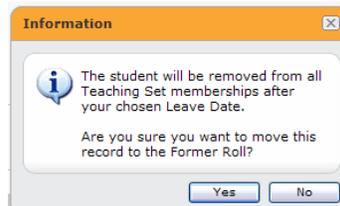
Once the necessary changes have been made, click **Save** at the bottom right of the screen. Your changes will now be saved to the Student record.

Transferring a Student Record to Former Roll

To Transfer a student record to the former roll, go to **General (1) > Student Details (2) > Search for the pupil record you wish to transfer & click Move to Former Roll (3)**



Say **Yes** to the message that follows....



The following screen will appear. A Leave Date and Destination **must** be entered (if you do not know the destination, please select Unknown Other). A reason for leaving is not necessary but this can be recorded if you wish.

A dialog box titled 'Current Roll To Former Roll'. It contains a section for 'Leaving Details' with the following fields: 'Leaving Date' (text box with '28 Sep 2010'), 'Destination' (dropdown menu with 'The Primary School'), and 'Reason For Leaving' (dropdown menu with 'Unknown'). Below these fields is the text 'Please confirm that these details are correct'. At the bottom right are 'OK' and 'Cancel' buttons.

...then click **OK**. Say **Yes** to the message that follows and the Student record will now be moved to Former Roll.

Reinstating a Student Record

If a former pupil returns to your school, you must reinstate their record from the Former role. Please do not create a new record for these students as this will cause duplicate student records on your database which will in turn affect your Census.

To re instate a pupil go to **General (1) > Student Details(2) > Select Former (3) > Use the Quick Search (4) to search for the student in question > Click Reinstare to Current Roll (5)**

The screenshot shows the Integris G2 software interface. On the left is a navigation menu with 'General' selected (1) and 'Student Details' (2) highlighted. The main area shows the 'Personal' details for a student named Andrew Adams (84), who is currently in the 'Former' role. A 'Quick Search' field (4) is visible. At the top right, the 'Reinstare to Current Roll' button (5) is highlighted with a red arrow.

Say **Yes** to the message that follows...

The new **Entry Date** must be entered on the following screen. The Previous School can also be recorded if you wish...

The dialog box is titled 'Reinstare To Current Roll'. It has an 'Entry Details' section with two fields: 'Entry Date' (05 Sep 2005) and 'Previous School' (Not Specified). There are 'OK' and 'Cancel' buttons at the bottom.

Once you have entered these details click **OK** and say **Yes** to the message that follows.

The record has now been moved to the Current Roll.

Deleting a Student Record

Due to the changes in the way that your datafile is stored, the **Delete Student** function has been deactivated. For the foreseeable future, any records that need deleting will need to be done by RM.

If you need a student record deleted from your database, please Email me the following information, Student Name, Admission/Reference number and the roll that the record is currently sitting on, and then I can have RM delete it for you.