

Integrus G2

Searching for a pupil

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(Int. 88881)

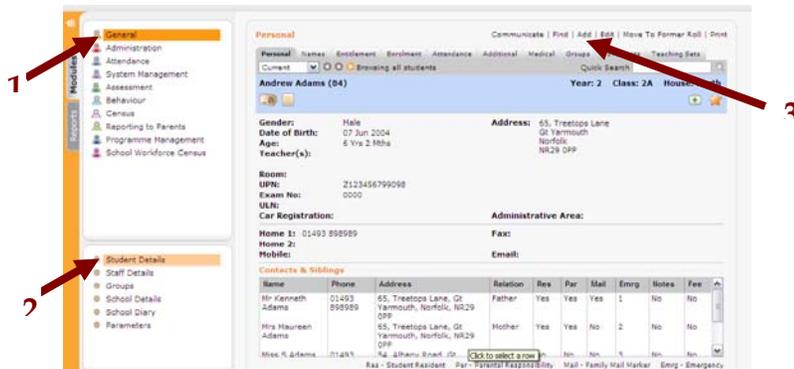
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Find

Using the 'Find' feature, you can search for a pupil using a variety of criteria.

Go to **General (1)** > **Student Details (2)** > **Find (3)**



The following screen will appear, allowing you to filter students who match various possible options selected throughout the available tabs. There is no limit to the number of fields that can be used to filter your search. Simply select from the drop-down lists, check boxes or type into the fields as appropriate, and then click Find. (Appendix A shows a table of available filter options and the Tabs in which they can be found.)

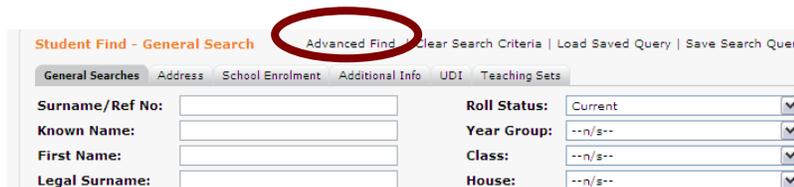
The screenshot shows the 'Student Find - General Search' form. It includes various search criteria fields and drop-down menus. The form is organized into sections: 'General Searches', 'Global Name Search', and 'Key Stage'. The 'General Searches' section includes fields for Surname/Ref No, Known Name, First Name, Legal Surname, Contact Surname, Roll Status, Year Group, Class, House, and Gender. The 'Global Name Search' section includes a dropdown for 'All Names (Excluding History)', 'Date of Birth Between' fields, and 'Student Age' fields. The 'Key Stage' section includes 'Current Key Stage', 'Key Stage', 'Year of Assessment', 'End of Statutory Assessment', and 'Assessed at Another School' fields. At the bottom, there is a checkbox for 'Show Inactive Parameters in drop-down lists' and 'Find' and 'Cancel' buttons.

If the selected criteria match one record only, that record will now be displayed in the work area. Should the criteria match multiple records; a list of students will now be displayed for you to choose from. Alternatively, select all and click **Find** again in order to display the listed records in a **Browse Set** (see page 9).

Advanced Find Function

If you would like to incorporate multiple searches into one search result, you can do this via the **Advanced Find**. For instance... if you would like a list of children with two different SEN codes you would search for one code and then the other bringing them together as one group in a Browse Set or printable list.

Navigate into the normal **Find** function, **General (1) > Student Details (2) > Find (3)** and then click **Advanced Find** at the top of the screen...



Student Find - General Search | **Advanced Find** | Clear Search Criteria | Load Saved Query | Save Search Query

General Searches | Address | School Enrolment | Additional Info | UDI | Teaching Sets

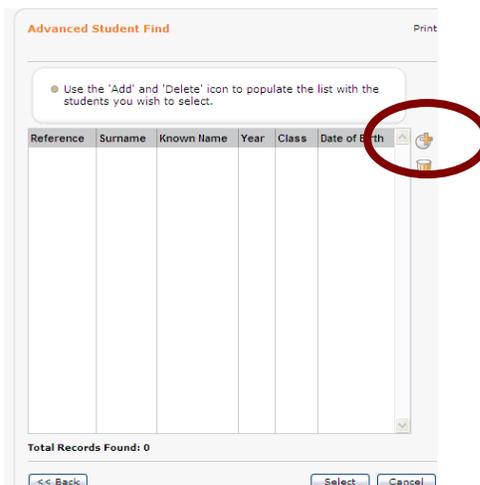
Surname/Ref No: Roll Status:

Known Name: Year Group:

First Name: Class:

Legal Surname: House:

You will then be taken to the **Advanced Student Find** screen. Click on the **Add Student** button



Advanced Student Find | Print

Use the 'Add' and 'Delete' icon to populate the list with the students you wish to select.

Reference	Surname	Known Name	Year	Class	Date of Birth
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Total Records Found: 0

<< Back | Select | Cancel

You will then be taken to the General Search page which looks and works in exactly the same way as the Find function shown in the previous section.

Make your selections and click **Find**.

The Students matching your selection will be added to the Advanced Student Find list...

Reference	Surname	Known Name	Year	Class	Date of Birth
24	Bailey	Amanda	4	4A	12 Jun 2001
110	Bateson	Afet	6	5A	05 Mar 2000
31	Bell	Arthur	3	3A	16 Oct 2002
2	Brain	Susan	1	Rec B	06 Oct 2004
26	Davies	Janice	4	4A	10 Mar 2002
62	Dooley	Simon	5	4B	08 Aug 2000
140	Fitzwater	Nanaba	2	2A	03 Jul 2003
150	Irvine	Zeor	6	5B	19 May 1999
168	Marson	Alesha	5	4B	28 Jan 2001
185	Sanzogni	Paris	5	4A	13 Feb 2001
191	Stein	Dominique	1	Rec B	20 Jan 2005

Click the **Add Student** button  again to be taken back to the **General Search** page, make your second filter selection and click **Find** again. You can repeat this as many times as is necessary. Once the **Advanced Student Find** list is complete, click **Select** at the bottom of the screen, say **'Yes'** to the message that follows. The completed Browse Set should now appear in the work area.

Quick Search

Go to **General (1)** > **Student Details (2)** > and click in the **Quick Search (3)** box...

The screenshot shows the Integris G2 interface. On the left, a navigation menu has 'General' highlighted with a red arrow labeled '1'. Below it, 'Student Details' is also highlighted with a red arrow labeled '2'. On the right, the 'Personal' page for 'Andrew Adams (84)' is displayed. At the top of this page, there is a 'Quick Search' box with a magnifying glass icon, highlighted with a red arrow labeled '3'. Below the search box, the student's details are shown, including gender, date of birth, address, and contact information. A table titled 'Contacts & Siblings' is also visible, listing family members like Mr. Kenneth Adams and Mrs. Maureen Adams.

You can use the Quick Search to search by the following...

- **Surname** – either the Initial, partial or full surname.
- **Surname & First name** – again using either the Initials, partial or full names in the following format **Surname, First name**.

...and press enter.

If the name/initials match just one record, that record will be displayed in the work area automatically. If more than one record matches the search criteria, a list will be displayed for you to choose from. Alternatively, select all and click **Find** again in order to display the listed records in a **Browse Set**.

Appendix

A.

<u>Tab</u>	<u>Field</u>	<u>Description</u>
General Searches	Surname/Ref: No	Enter either the Pupil Surname (can also use partial Surname) or the Reference Number (the number found to the right of the student name on the Student Details screen) of the student(s) to be found.
	Known name	Enter the known name of a student when this is different to the First Name (a partial name can be used here also).
	First name	Enter the first name of the student(s) to be found.
	Legal Surname	Enter the Legal Surname (if different to the known Surname) of the student(s) to be found.
	Contact Surname	Enter the Surname of a contact when Surname differs from that of the child's.
	Roll Status	Enter the appropriate Roll status, Current/Former/Admissions) for the student(s) to be found.
	Year Group	Enter the Year Group of the student to be found.
	Class	Enter the Class of the student to be found.
	House	Not Generally used in Primary Schools, Classes can be sorted in to additional groups of a schools Choice.
	Gender	Specify the Gender of the student to be found.
	Global Name Search	Choose from All Names (Excluding History) / All Names (Including History) / Name History Only
	Date of Birth Between	Enter the date of birth of the student to be found.
	Student Age	Enter the Age of the student to be found.
	UPN	Enter the UPN of the student to be found.
	Exam Number	(NOT USED IN PRIMARY SCHOOLS)
	ULN	(NOT USED IN PRIMARY SCHOOLS)
	Car Registration	(NOT USED IN PRIMARY SCHOOLS)
	Group Type	When searching by Group you must first select the Group Type.
	Group	Select a group that the student to be found is a member of.
Family Rep	Select True to display those that are Family Representatives and False for those who are not.	

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	Current Key Stage	<i>Enter the Key Stage of the student to be found.</i>
	Year of Assessment	<i>When searching by Key Stage enter the Year that the student will have been Assessment at that level.</i>
	End of statutory assessment	<i>Select Yes/No to specify whether they have taken End of Statutory Assessments for the specified Key Stage.</i>
	Assessed at another School	<i>Select Yes/No to specify whether the student was Assessed at another school for the specified Key Stage.</i>
	Show Inactive Parameters in drop-down lists	<i>(appears at the bottom of each Tab) When ticked, old Parameters i.e. old Classes etc, will be available for selection.</i>
Address	Sub-dwelling Contains	<i>Enter part of the specified Address line.</i>
	Dwelling contains	<i>Enter part of the specified Address line.</i>
	Street contains	<i>Enter part of the specified Address line.</i>
	Locality contains	<i>Enter part of the specified Address line.</i>
	Town begins with	<i>Enter part of the specified Address line.</i>
	County begins with	<i>Enter part of the specified Address line.</i>
	Post code begins with	<i>Enter part of the specified Address line.</i>
	Country begins with	<i>Enter part of the specified Address line.</i>
	Telephone begins with	<i>Enter Telephone No.</i>
School Enrolment	Entry Date	<i>The date the student Enrolled at the school.</i>
	Leave Date	<i>The date the student left.</i>
	Records sent	<i>Specify whether the records for the student have been sent.</i>
	Previous School	<i>The school the student was previously enrolled in.</i>
	Destination	<i>The school the student will be moving to.</i>
	Attendance Type	<i>Specify the Attendance Type of the student to be found using the drop down list.</i>
	Part Time status	<i>Specify whether the student to be found is a Part-time or Full-time student.</i>
	Terms in this school	<i>Enter the number of Terms the Student has been enrolled for.</i>
Additional Info	Ethnicity	<i>Enter the Ethnicity of the student(s) to be found.</i>
	Nationality	<i>Enter the Nationality of the student(s) to be found.</i>
	Religion	<i>Enter the Religion of the student(s) to be found.</i>
	SEN Stage	<i>Elect the SEN Stage of the student(s) to be found.</i>
	Out of LEA	<i>Select True/False to specify whether the student to be found lives in or outside the Borough.</i>

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	Traveller	Select True/False to specify whether the student to be found is a Traveller.
	Entitled to FSM	Select True/False to specify whether the student to be found is entitled to Free School Meals.
	Entitled to Transport	Select True/False to specify whether the student to be found is Entitled to Transport.
	Entitled to EMA	(NOT USED IN PRIMARY SCHOOLS)
	Medical Condition	Select the Medical Condition of the student(s) to be found. (Conditions must first be entered in to the Parameters area).
	Doctor	Enter the name of the Student(s) Doctor.
	Gifted & Talented	Select True/False to specify whether the student to be found is recorded as Gifted and Talented.
	Mother Tongue	Select the Mother Tongue of the Student(s) to be found.
	Lang. Spoken at Home	Select the Language the Student speaks at Home
	Language of Tuition	Select the Language that the Child is taught in at your School. (Not usually used in Primary Schools)
	English as an Addn. Lang	Select True/False to specify whether English is an additional language to the student to be found.
	Child Protection Reg	Select True/False to specify whether the student to be found is on the child protection Register or not.
	Care Order	Select True/False to specify whether the student to be found is under Court Order.
	Meal Type	Specify the Meal Type of the Student to be found.
	Mode of Travel	Enter the Student to be founds Mode of Travel.
	Connexions Assent	(NOT USED IN PRIMARY SCHOOLS)
	Medical Practice	Select the Medical Practice that the student(s) to be found are registered with. (Practices must first be entered in to the Parameters area).
UDI	User Defined Information to be added to parameters by Users	Depending on the Values added by users, options available in this area will vary.
Teaching Sets	N/A	(NOT USED IN PRIMARY SCHOOLS)

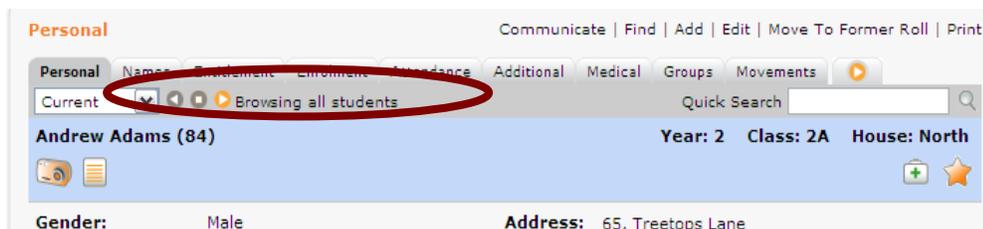
Introduction to Browse Sets

What is a 'Browse Set'?

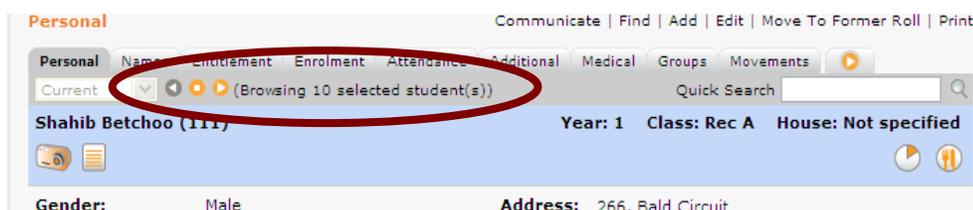
If the criteria searched using the find tool matches more than one record, a list will appear in order for you to select one or more records to be viewed. If you wish to view just the one record, that chosen record will display in the work area. If, however you select multiple records to view, the records displayed in the work area will be displayed in what is known as a Browse Set.

How can I tell whether I am viewing records in Normal or Browse Set mode?

When viewing records in normal mode the display will simply read “**Browsing all students**”

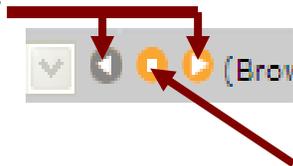


When viewing records in a Browse Set, the number of students in that particular set will be displayed to the right of the browse buttons (as shown below)...



Navigating a Browse Set

To navigate through the selected records in a Browse set, simply click the left and right navigation arrows



To exit the browse set simply click the .