

# Splash V6

Working with Student Data

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Software Developed By: Computerize Limited

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## Defining Student Details

Personal information about each student is maintained in this module. It includes a history of all bookings and details the student progress towards class goals. This module can be used to generate birthday lists and correspondence. Custom fields in this module enable you to store additional information outside the system defaults.

### The Student Record

Each student record contains generic information about the student and their family. On the right of the screen you will see five tab cards; Bookings, Achievements, Waiting List, Correspondence, and Custom Fields.

The screenshot shows the 'Splash Students' module interface. On the left is a list of students with columns for Name and Age. The center panel displays the student record for 'Nicholas Smith', including fields for Name, Date of Birth, Age, Gender, Medical, and Comments. Below these are tabs for 'Primary Contact', 'Other Contact', 'Emergency Contact', and 'Siblings'. The 'Primary Contact' tab is selected, showing contact details for 'Lucas Smith'. On the right is a table of bookings with columns for Time, Date, Day, Activity, Status, and Total Enrolments. A blue arrow points from the 'Primary Contact' tab to a detailed view of the primary contact information.

**NB:** Display family information or access the family file by clicking the Primary Contact tab card.

This form displays the details for the primary contact, 'Barbara Smith'. It includes fields for Name (First Name and Last Name), Relationship (Mother), Address (6A Erlestoke Crescent, Churton Park, Wellington 4001), Email (barbaras@xtra.co.nz), Telephone (Home: 04 478 4616, Work, Mobile: 0272222082), and an SMS icon next to the mobile number.

**NB:** Send a SMS directly to the selected family by clicking the SMS icon to the left of the Mobile telephone number.

**Student Bookings** – The Bookings tab card within the student file displays a list of all bookings made for the selected student. Each booking line displays the payment status, day, time, class name, and block. Catchups and exits are also displayed in the list, however they are colour coded to represent future catchups, current catchups, past catchups or exited bookings.

Navigate quickly to a selected booking by clicking the magnifier to the left of the required booking.

The screenshot shows the 'Students' interface in the 'Splash' application. The 'Bookings' tab is selected, displaying a list of bookings for student Nicholas Smith (ID 17). The interface includes a sidebar with a list of students, a central student profile form, and a main area for bookings. A blue box highlights a magnifying glass icon next to a booking on 13/07/14 at 9:30 AM for the 'Dolphins' class.

Time	Date	Day	Class	Block	Total Enrolments (5)
1:00 PM	7/01/15	Wed	Seals	BS	1 2015
1:00 PM	7/01/15	Wed	Seals	BS	1 2015
1:00 PM	15/10/14	Wed	Seals	BS	4 2014
9:30 AM	13/07/14	Sun	Dolphins	BS	3 2014
1:00 PM	9/07/14	Wed	Seals	BT	3 2014
9:30 AM	10/02/14	Mon	Turtles	BS	1 2014

**Student Achievements** – Displayed in the second tab card, Achievements displays a history of the goals associated with all classes the student has been scheduled to attend. Within the achievements list you can monitor the students' progress towards each of the assigned goals.

The screenshot shows the 'Students' interface in the 'Splash' application. The 'Achievements' tab is selected, displaying a list of achievements for student Nicholas Smith (ID 17). The interface includes a sidebar with a list of students, a central student profile form, and a main area for achievements. The achievements listed are: 'Bubble and breathe 10 metres', 'Kick on Back 10 metres', 'Breaststroke Kick 5 metres', and 'Butterfly Arms 5 metres'.



**Student Waiting List** – Displayed in the third tab card, the Waiting List displays a record of any waitlisted session the student has been placed on. Remove the student from a waiting list by clicking the red cross on the right of the row you wish to remove.

The screenshot shows the 'Students' interface in the 'Splash' application. The date is 28 September 2014. The 'Waiting List' tab is selected. On the left, a list of students is shown, with 'Nicholas Smith' selected. The main area displays the student's details: Student ID 17, Name Nicholas Smith, Date of Birth 6/11/2006, Age 7, Gender Male, Medical Glasses. Below this, there are tabs for Primary Contact, Other Contact, Emergency Contact, and Siblings. The 'Waiting List' tab shows a table with columns: Session, Block, Year, and a red cross icon. The table contains two rows: 15/07/14, 10:30 AM, Sat, Seals, BS, 3, 2014; and 10/06/14, 9:30 AM, Sun, Dolphins, BS, 3, 2014.

**Student Correspondence** – The fourth tab card on the student file; Correspondence displays a list of all communication with the student or the student's family in direct relation to the selected student. Correspondence may be email, SMS, letter or a file note. Click the Create Correspondence button to create a new correspondence item.

The screenshot shows the 'Students' interface in the 'Splash' application. The date is 10 June 2014. The 'Correspondence' tab is selected. On the left, a list of students is shown, with 'Nicholas Smith' selected. The main area displays the student's details: Student ID 17, Name Nicholas Smith, Date of Birth 6/11/2006, Age 7, Gender M, Medical Glasses. Below this, there are tabs for Primary Contact, Other Contact, Emergency Contact, and Siblings. The 'Correspondence' tab shows a table with columns: Type, Recipient, and a green plus icon. The table contains several rows of correspondence items, including reminders, bookings, and account notices.

**Student Custom Fields** – The Custom Fields tab card within the student file displays seven additional fields for storing information about the student. Five text fields and two date fields have been created for custom use. Define the labels for your custom fields in the Preferences area of Splash.

The screenshot shows the Splash Students application window. The title bar reads "Splash". The top right corner shows the date "10 June 2014" and a settings icon. The main interface is divided into several sections:

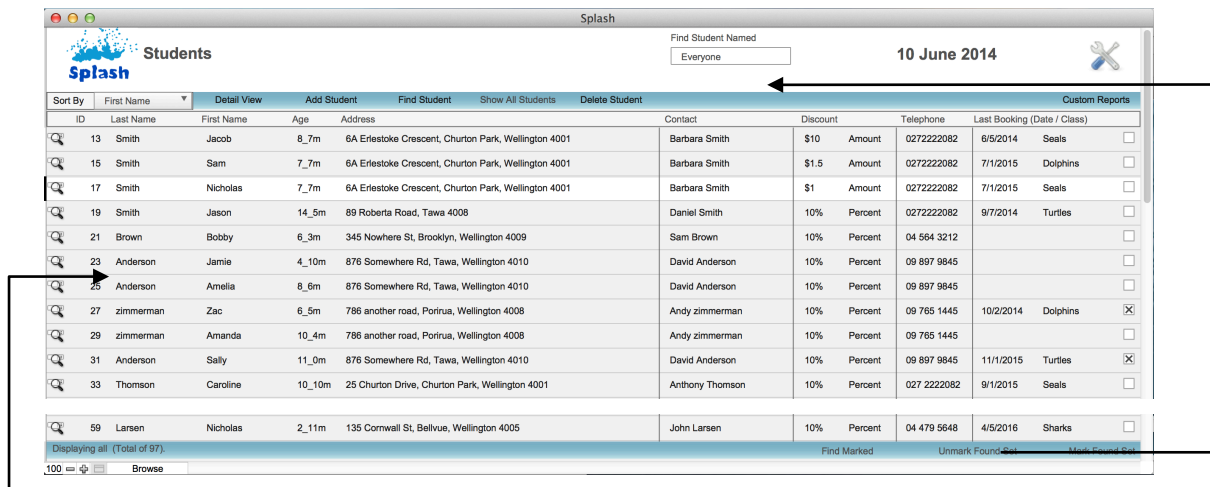
- Filter By Student Name:** A search bar with "nl" entered and a "Show All" button.
- Sort By:** A dropdown menu set to "First Name".
- Student List:** A table with columns for Name and Age. The list includes:
 

Name	Age
Benjamin Nightingale	8_1m
Brendon Nightingale	12_3m
Nicholas Larsen	2_11m
Nicholas Smith	7_7m
Sarah Nightingale	11_9m
- Student Details:**
  - Student ID:** 17
  - Name:** Nicholas Smith
  - Date of Birth:** 6/11/2006
  - Age:** 7
  - Gender:** M
  - Medical:** Glasses
  - Comments:** A large text area for notes.
  - Siblings:** A list of siblings with search icons:
 

Name	Age
Lucas Smith	2_0m
Sam Smith	7_7m
Jacob Smith	8_7m
  - Address Correspondence To:** Guardian
  - Automatically Rollover Bookings:** Yes
  - Preferred Client:** Yes
  - Credits Owning:** (empty)
  - Discount Rate:** \$1
  - Type:** Amount
  - Payment by Direct Debit:** (empty)
- Custom Fields:** A section with five text fields and two date fields, labeled Custom Field 1 through Custom Date 2.

## Listing Student Records

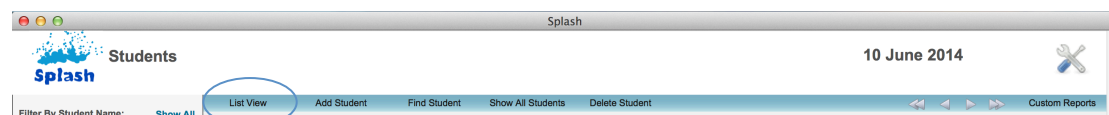
Each record in your database can be displayed in either the entry screen or list view. List view will display all records in the found set – see the bottom left corner of the screen for the size of the current found set.



**NB:** Click magnifier to the left of the Student ID to display the data entry screen.

### Displaying a List of Students (from Student Details)

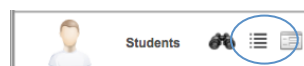
1. Click once on the **List View** button displayed in the blue stripe at the top of your screen.



2. The Student List View screen will be displayed.

### Displaying a List of Student (from outside Student screen)

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Student List** icon



3. The Student List View screen will be displayed

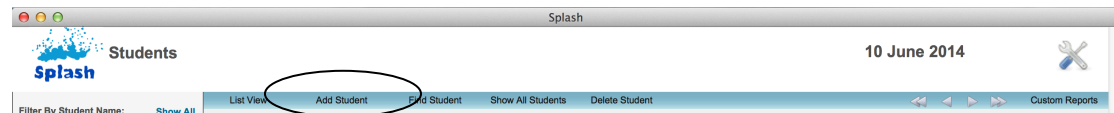
## Adding a New Student to an Existing Family

A new student record must be created whenever a new student joins the swim school. A student cannot be booked in to a session unless they have been registered in Splash. New students may be added through the Students module or via the Family file.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Student** icon



3. The Student data entry screen will be displayed
4. Click once on the **Add Student** button displayed in the blue stripe at the top of your screen.



5. The **Add New Student** dialog will be displayed.

A screenshot of the 'Add New Student' dialog box. It has a title bar 'Add New Student' and a header 'Enter New Student Details' with a green plus icon. The form is divided into two sections: 'Personal Details' and 'Family Details'. The 'Personal Details' section includes fields for 'Name' (split into 'First Name' and 'Last Name'), 'Date of Birth', 'Age', 'Gender' (with radio buttons for Female and Male), 'Medical' (a dropdown menu), 'Comments', 'Discount Rate', 'Type' (a dropdown menu), 'Rollover Bookings' (a dropdown menu set to 'Yes'), and 'Preferred Client' (a dropdown menu). The 'Family Details' section includes fields for 'Family Name', 'Contact', 'Address', 'Telephone', and 'Email'. At the bottom are 'Cancel' and 'Done' buttons. A blue arrow points from the 'Add Student' button in the previous screenshot to this dialog box.

6. Enter the Students' First Name and Surname along with any other personal details you may have.
7. Click the Family icon to select the family the student should be linked to.
8. The **Select a Family** dialog will be displayed on your screen. The student surname will automatically be copied to the filter field and all existing families with a matching surname will be displayed.

Select a Family

Enter all or part of the family name to display fewer records.  
Select the family name from the list below...

Filter: Rim

Rim	Gladys	027 543 2287	322 New Horizon Blvd., Johnsonville, Wellington	Fletcher, George
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Cancel

- If the family you require is displayed, simply click the line containing the required family name.

*If the required family is not displayed, Cancel this entry and go to the family file to create the family file first.*

- You will be returned to the Add New Student dialog, complete the remaining student details and click **Done**.

- The information will be saved and you will be returned to the Student data entry screen.

Students

28 September 2014

Filter By Student Name: Everyone

Sort By: First Name

Amanda Brown	12_3m
Amanda zimmerman	10_8m
Amelia Anderson	8_9m
Amelia Harper	9_9m
Andy O'Donnell	14_3m
Ann Patterson	9_9m
Anthony Apollo	6_7m
Barry Robinson	12_3m
Benjamin Nightingale	8_4m
Benjamin Williams	5_11m
Billy Jones	2_4m
Bobby Brown	6_6m
Bobby Thomson	7_5m
brenda thomson	4_2m
Brendon Nightingale	12_7m
Bridgette Robinson	14_0m
Bruce Taylor	11_5m
Cameron McDougal	3_8m
Caroline Thomson	11_1m
Celia Brown	13_5m
Corey Morrison	12_6m
Craig King	6_2m
David Jones	13_3m
David King	12_3m
debra Patterson	5_1m
denise taylor	1_3m
Fletcher Rim	
Frederick Buchanan	11_6m
Gareth Buchanan	10_6m
Gaylene Patterson	13_11m

List View Add Student Find Student Show All Students Delete Student

Student ID: 2143 Allow Photo: No

Name: Fletcher Rim

Date of Birth: 5/12/2003 Age: 10

Gender: Male

Medical:

Comments:

Primary Contact Other Contact Emergency Contact Siblings

George Rim 6\_7m

Sarah Rim 8\_2m

Address Correspondence To: Guardian

Automatically Rollover Bookings: Yes

Preferred Client:

Credits Owing:

Discount Rate: Type:

Payment by Direct Debit: No

Bookings Achievements Waiting List Correspondence Custom Fields

Total Enrolments: 0

First Booking: Last Booking:

## Finding a Student

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Student Find** icon



3. The **Search for a Student** dialog box will be displayed on your screen.

A screenshot of the 'Search for a Student' dialog box. The dialog has a title bar with 'Splash' and a search icon. The main area contains various search criteria fields: Student ID, Name, Address, Email, Guardian Name, Telephone, Family Alert, Medical, Status, Gender, Allow Photo, Student Birthday (Month, Day of Month, Date of Birth, Age), Automatically Rollover Booking, Discount Rate, Discount Type, Credits Owing, Payment by Direct Debit, and Comments. There are also tabs for 'Bookings' and 'Custom Fields' with sub-fields like First Booking Date, Latest Booking Date, Total Family Bookings, and Highest Booking Level. At the bottom, there are buttons for 'Cancel', 'New Request', 'Omit Records', 'Constrain Set', 'Extend Set', and 'Find Now'.

4. Enter the criteria for your find by typing your request in the corresponding field/s.
5. Click the **Find Now** button.
6. If one record is located the record will be displayed on the Student entry screen. If multiple records are located the found set will be displayed in the list view.

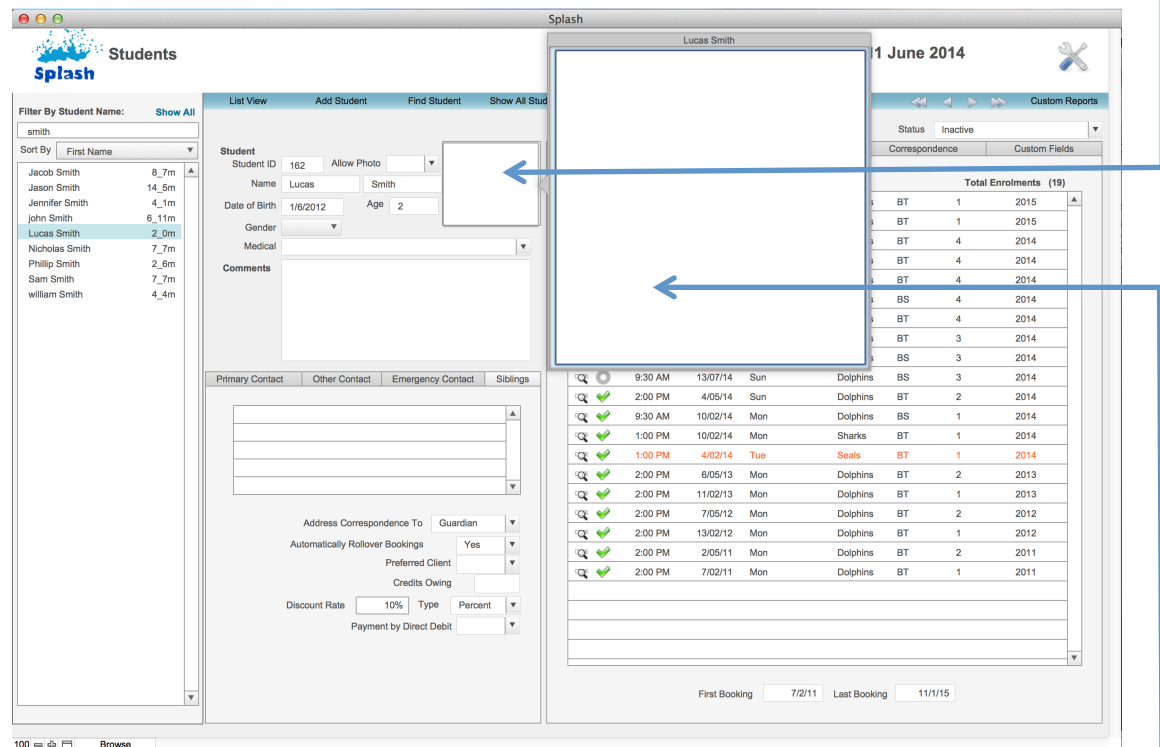
**NB:** See *Advanced Find Techniques* within this guide for assistance with Constraining or Extending the found set.

## Updating Student Details

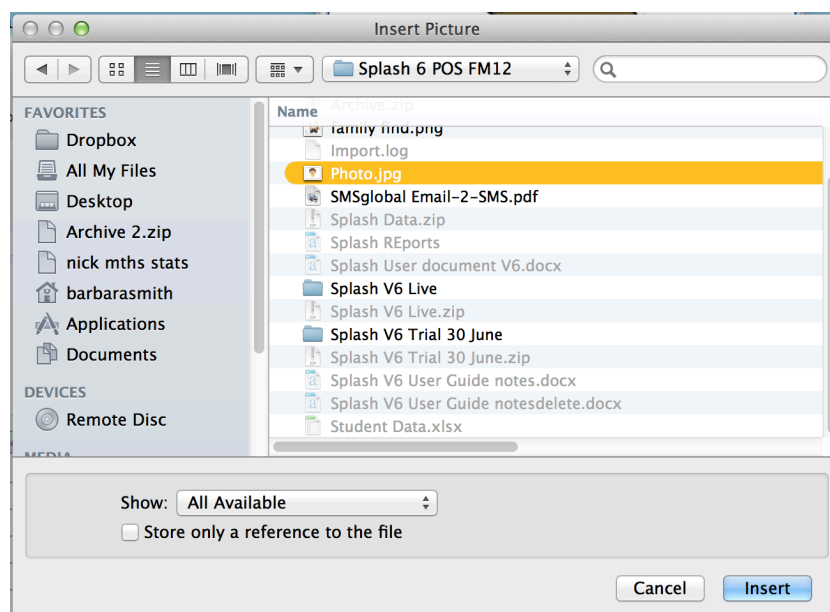
1. Use the **Finding a Student** function to locate the student record you wish to update.
2. When the correct student screen is displayed simply overwrite any of the information to update the information that has been stored.

## Inserting a Photograph

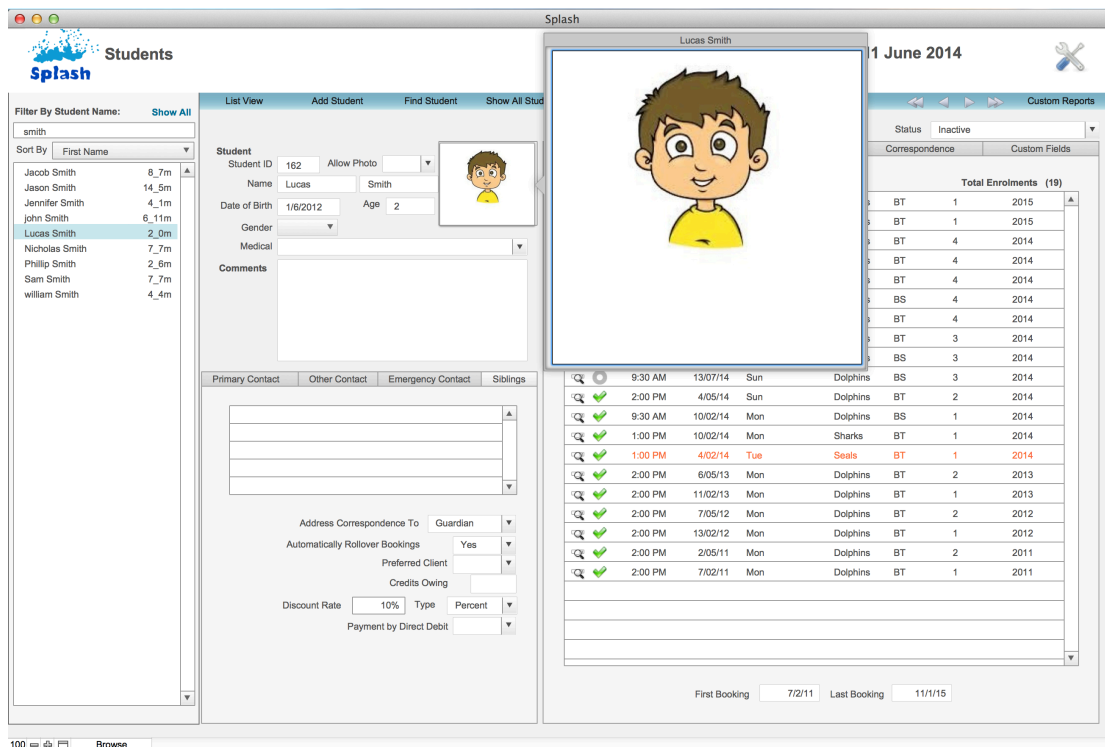
1. Use the **Finding a Student** function to locate the student record you wish to update.
2. When the correct student screen is displayed click once in the Photo field.



3. Click once inside the large photo field.
4. Select **Picture** from the **Insert** menu.



5. Locate and select the student photograph.
6. Click **Insert** to place the photograph on the student file.



### Removing a Student Photograph

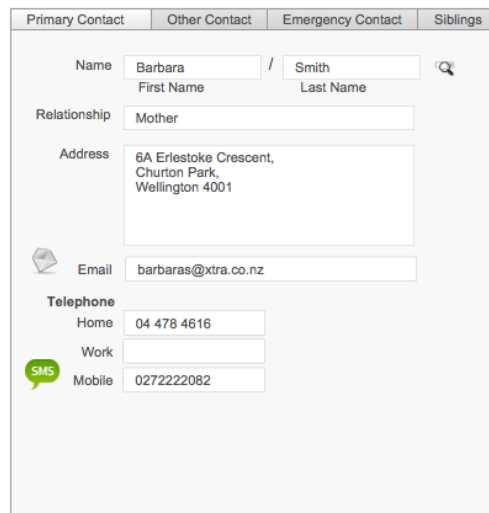
1. Use the **Finding a Student** function to locate the student record you wish to update.
2. When the correct student screen is displayed click once in the Photo field.
3. Click once inside the large photo field.
4. Press the **Delete** key on your keyboard.



## Sending a SMS Message

SMS messages can be sent to individual recipients or all recipients in the found set. This command outlines the process for sending an SMS message to the current students' family. This command will only be successful if you have configured your system defaults to send SMS messages and you have created an account with SMSGlobal.

1. Use the **Finding a Student** function to locate the student record you wish to update.
2. When the correct family screen is displayed simply click Primary Contact card to display the family contact details.
3. Click once on the SMS button displayed to the left of the Mobile telephone number.

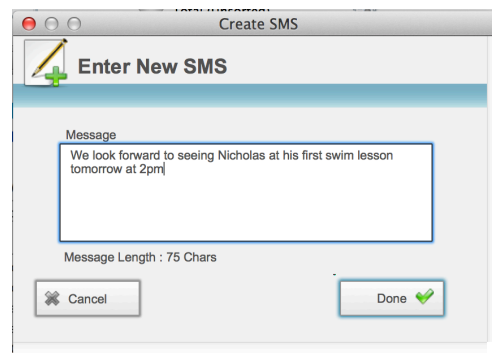


The screenshot shows a 'Primary Contact' form with the following fields:

- Name:** Barbara Smith (First Name, Last Name)
- Relationship:** Mother
- Address:** 6A Eriestoke Crescent, Churton Park, Wellington 4001
- Email:** barbaras@xtra.co.nz
- Telephone:**
  - Home: 04 478 4616
  - Work: (empty)
  - Mobile: 0272222082

A green 'SMS' button is located to the left of the Mobile telephone number field.

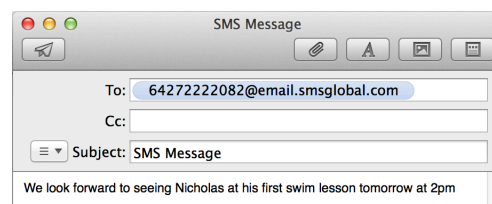
4. The **Enter New SMS** dialog will be displayed on your screen.



The 'Enter New SMS' dialog box contains a text area with the message: 'We look forward to seeing Nicholas at his first swim lesson tomorrow at 2pm'. Below the text area, it indicates 'Message Length : 75 Chars'. At the bottom, there are 'Cancel' and 'Done' buttons.

5. Enter the message you wish to send.
6. Click the **Done** button to send your message and return to the family entry screen.

**NB:** Each SMS message is sent via your email application as per the sample below.



The screenshot shows an email client window titled 'SMS Message'. The 'To:' field is filled with '6427222082@email.msglobal.com'. The 'Subject:' field is 'SMS Message'. The body of the email contains the message: 'We look forward to seeing Nicholas at his first swim lesson tomorrow at 2pm'.

## Creating a Record of Achievement

1. Use the **Finding a Student** function to locate the required student record.
2. When the correct student is displayed on your screen; select the **Scripts** menu... choose **Send Record of Achievement**.

The screenshot shows the 'Find Student' screen in the Splash software. The student 'Gareth Buchanan' is selected. The 'Scripts' menu is open, and 'Send Record of Achievement' is highlighted. The 'Status' panel at the top right shows 'Active' and 'Continue' button.

3. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

The screenshot shows the report preview screen. The 'Continue' button is highlighted in the status panel at the top right.

4. The **Print Report** dialog will be displayed on your screen.

The screenshot shows the 'Print Report' dialog box. It asks 'Do you want to PRINT or EMAIL the Record of Achievement?' with buttons for 'Cancel', 'Email', and 'Print'.

5. Click **OK** to print the report, **PDF** to save the report as a PDF, or **Cancel** to return to your original screen without printing.

The screenshot shows the 'Record of Achievement for Gareth Buchanan' report. It shows a list of swimming activities with their status and dates.

Activity	Status	Date
1 Bubble and breathe 10 metres	Mastered	4/4/2014
2 Kick on Back 10 metres	Mastered	4/4/2014
3 Breaststroke Kick 5 metres	Learning	28/4/2014
<i>Needs to work on xxxxx</i>		
4 Butterfly Arms 5 metres	Learning	28/4/2014

## Moving a Student from One Family to Another

Use these instructions when you have created a student record, however the student has accidentally been linked to an incorrect family module. Alternatively you may need to consolidate two family records where multiple children from the same family have been created under different family records.

6. Use the **Finding a Student** function to locate the student record you wish to update.
7. When the correct student screen click once on the **Primary Contact** tab card.
8. Hold down the **Shift** key while you click the **magnifier** to the right of the primary contact name.

The screenshot shows the 'Students' interface in the 'Splash' application. The top navigation bar includes 'List View', 'Add Student', 'Find Student', 'Show All Students', and 'Delete Student'. The 'Find Student' tab is active. On the left, there is a 'Filter By Student Name' dropdown set to 'Everyone' and a 'Sort By' dropdown set to 'First Name'. A list of students is displayed, including Amanda Brown, Amanda Zimmerman, Amelia Anderson, Andy O'Donnell, Ann Patterson, Anthony Apollo, Barry Robinson, Benjamin Nightingale, Benjamin Williams, Billy Jones, Bobby Brown, Bobby Thomson, Brenda Thomas, Brendon Nightingale, Bridgette Robinson, Bruce Taylor, Cameron McDougal, Caroline Thomson, Celia Brown, Corey Morrison, Craig King, David Jones, David King, Debra Patterson, Denise Taylor, Fletcher Rim, Frederick Buchanan, Gareth Buchanan, Gaylene Patterson, George Rim, Georgia Taylor, Gregory Hargreaves, Hamish McDougal, and Harry Williams. The main area shows the details for Student ID 162, Lucas Smith, born 1/6/2012, age 2. The 'Primary Contact' tab is selected, showing details for Barbara Smith, Mother, at 6A Erlestoke Crescent, Churton Park, Wellington 4001. A blue arrow points to the magnifier icon next to the Primary Contact name. The right side shows a table of 'Total Enrolments (19)' with columns for time, date, day, location, and count.

9. The **Select a Family** dialog box will be displayed on your screen

The screenshot shows the 'Select a Family' dialog box. It has a search filter set to 'Smith'. Below the filter, there is a table of families with matching surnames. The table has columns for Surname, First Name, Telephone, Address, and Family Members.

Surname	First Name	Telephone	Address	Family Members
Smith	Unknown	999. 999		
Smith	Barbara	0272222082	6A Erlestoke Crescent, Churton Park, Wellington	Jacob, Sam, Nicholas, Lucas
Smith	Daniel	0272222082	89 Roberta Road, Tawa 4008	Jason, Phillip, Jennifer, John
Smith	Bridget	478 4616	1243 Any Street, Wellington	

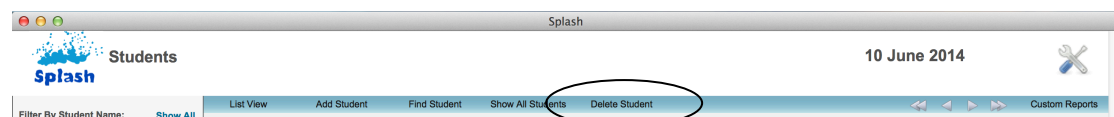
10. The student surname will automatically be copied the filter field and all existing families with a matching surname will be displayed.
11. Simply click the record representing the family you wish to move the child into.

## Deleting a Student Record

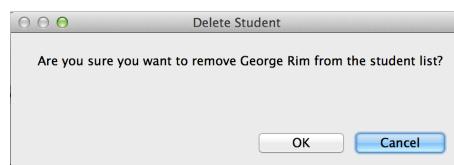
As a rule a record should only be deleted if it was made in error. To ensure data integrity a student record can only be deleted if there are no bookings. Student records can be deleted from either the Student entry screen or the list view.

### Deleting a Student from List View

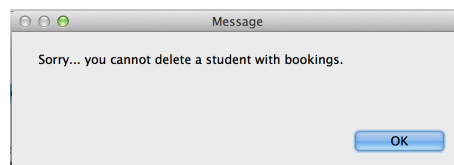
1. Use the **Finding a Student** function to locate the student record you wish to delete.
2. When the correct student entry record is displayed on your screen click once on the row containing the relevant student record.
3. Click once on the **Delete Student** button displayed in the blue tripe at the top of your screen.



1. A dialog will be displayed asking you to confirm the student record should be deleted.



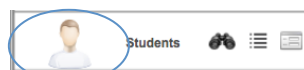
2. Click **OK** to delete the record or **Cancel** to return to the student screen without making a change.



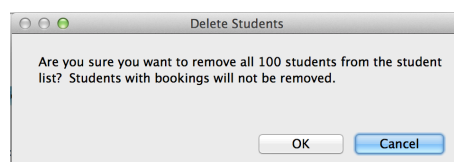
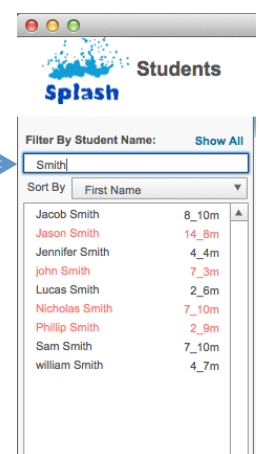
**NB:** You cannot delete a student with bookings attached.

### Deleting a Student from the Student Entry Screen

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Student** icon



3. The Student data entry screen will be displayed, enter the name of the student you wish to remove in the filter field at the top of the portal list on the left of your screen.
4. Using the portal on the left of the screen, click once on student you wish to delete.
5. The portal row will be highlighted to indicate the active record. The details of the selected student will be displayed on the right of your screen.
6. Click once on the **Delete Student** button.
7. You will be asked to confirm the selected student is to be deleted.



## Generating Student Documents

The Correspondence tab card within the student file displays a list of all correspondence created for the selected student (with the exception of broadcast email or SMS messages).

1. Use the **Finding a Student** function to locate the student record you wish to create a document for.
2. Click once on the **Correspondence** tab card displayed on the right of the screen.

The screenshot shows the 'Splash Students' application window. The 'Correspondence' tab is active, displaying a list of correspondence items for student Nicholas Smith. The interface includes a student list on the left, a student profile in the center, and a correspondence list on the right.

Type	Recipient
27/04/14 Reminder	Barbara Smith
Swim School Account Reminder Notice	
9/03/14 Booking	Barbara Smith
Swim School Holiday Confirmation Letter	
9/03/14 Booking	Barbara Smith
Swim School Multiple Booking Confirmation	
20/05/11 Reminder	Barbara Smith
Account Reminder Notice	
20/05/11 Reminder	Barbara Smith
Account Reminder Notice	
28/06/07 Email	Nicholas Smith
Happy Birthday	

3. Click once on the **Add Correspondence** button to display the **Create Document** dialog box.

Create Correspondence

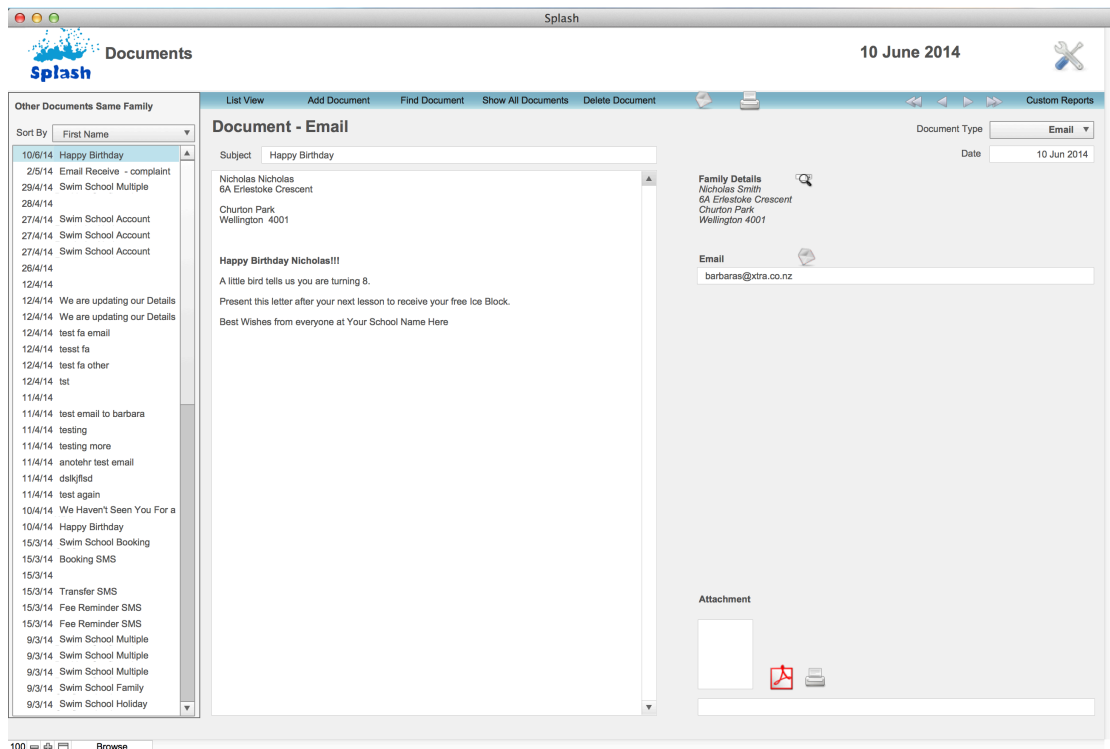
4. Choose the type of document you want to create and click the **Done** button.

The 'Create Document' dialog box is shown. The 'Email' option is selected in the dropdown menu. The 'Done' button is highlighted with a green checkmark.

5. The **Create Document** dialog box will be displayed on your screen. Select the document you wish to use or click Use Blank Document and click **Done**.

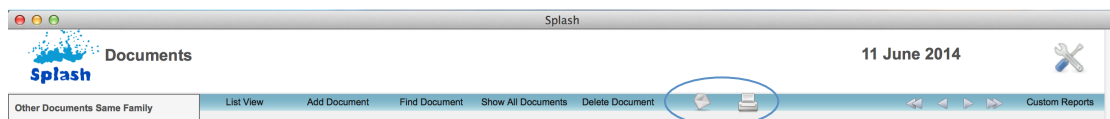
The 'Create Document' dialog box is shown. The 'Happy Birthday' option is selected in the dropdown menu. The 'Done' button is highlighted with a green checkmark.

6. The selected document will be displayed on your screen.



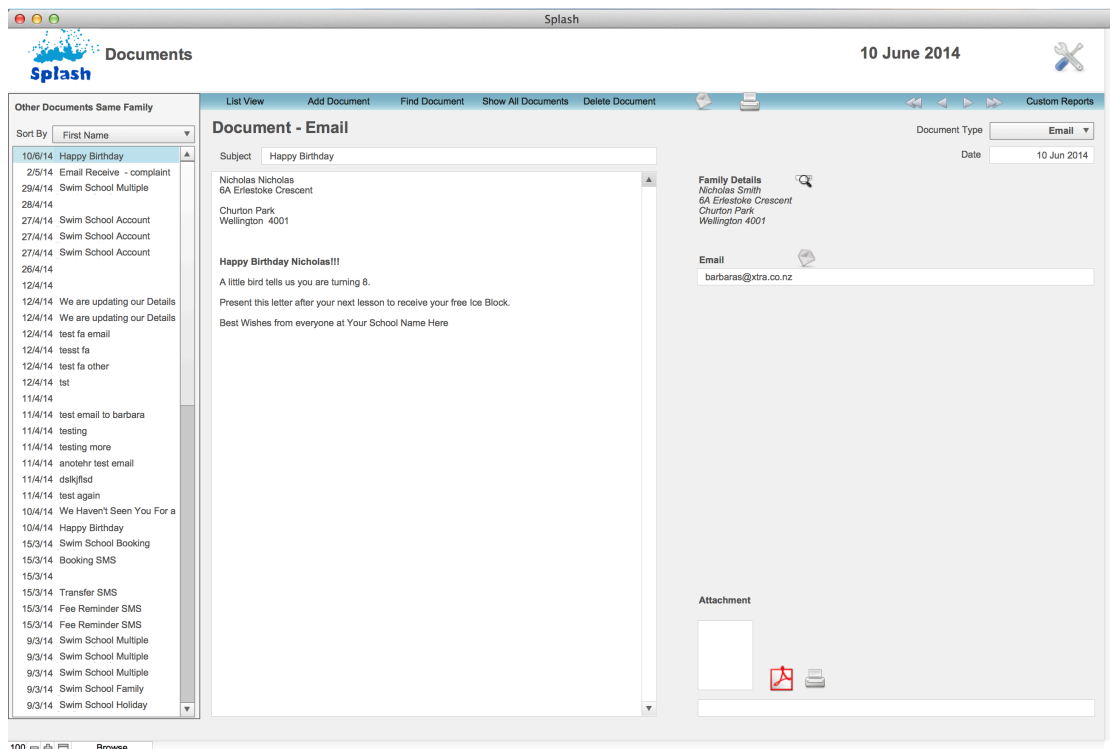
7. Edit the document as necessary.

8. Click the **Print** or **Email** button.



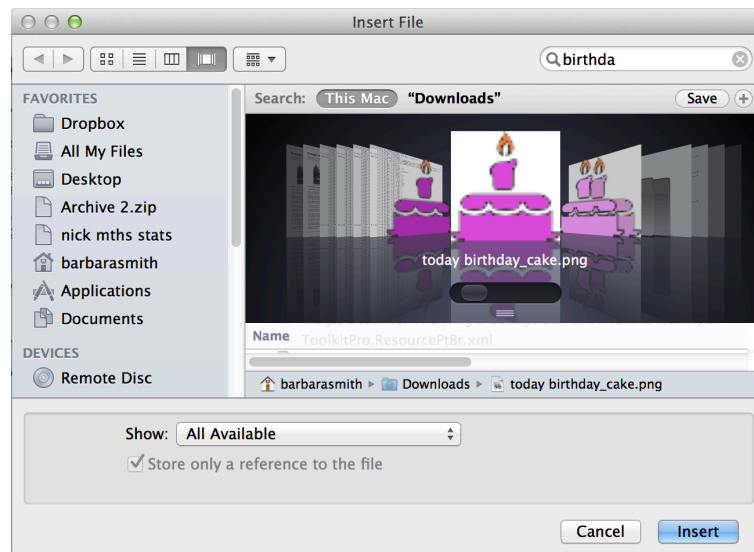
### Adding an Attachment to an Email

When an email is created you have the option of including an attachment with your message. Although the attachment icon is displayed as a pdf symbol any document type can be attached.

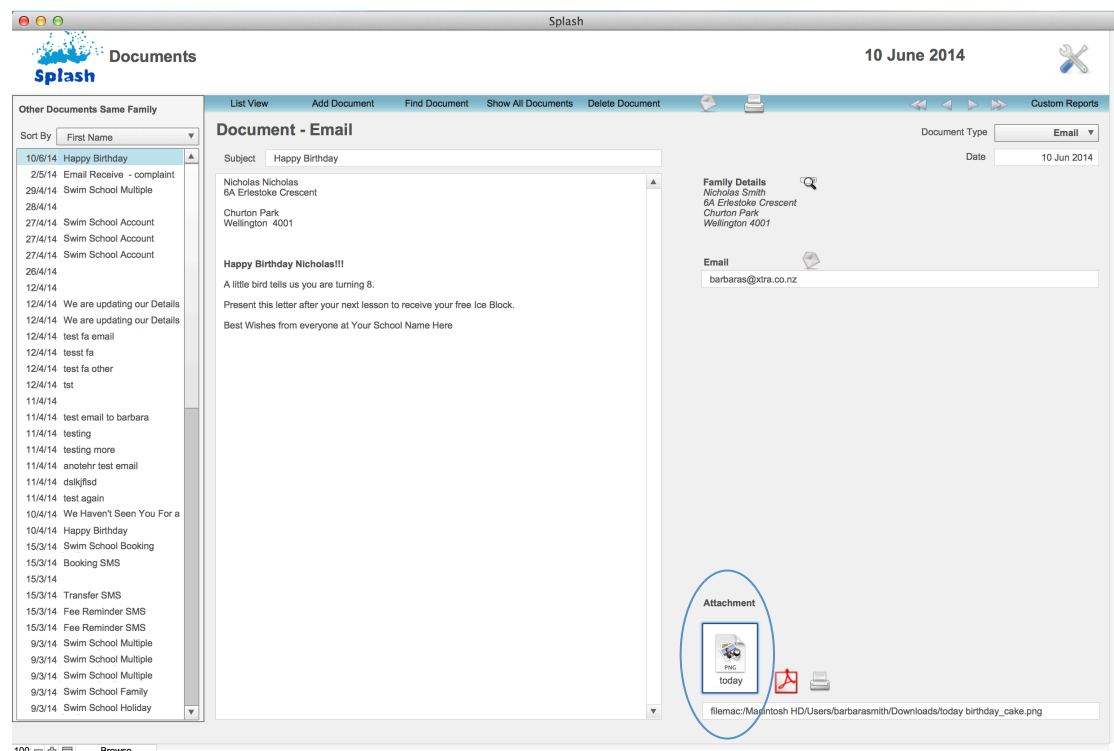


**NB:** The Attachment field and buttons are only displayed on screen for email documents.

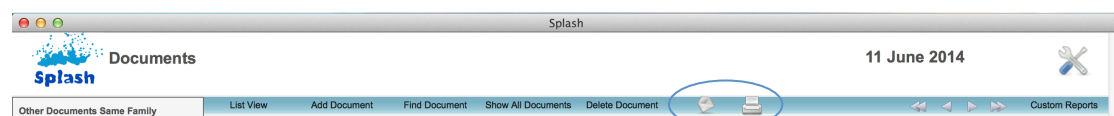
1. Ensure the correct email document is displayed on your screen.
2. Click once on the **Insert PDF** button.
3. The Insert File dialog will be displayed on your screen. Locate the file you wish to attach and click the Insert button.



4. The inserted document will appear in the Attachment field on the selected record.



5. Click the **Print** or **Email** button.



**NB:** The attachment is not printed if the print button is selected.

## Changing the Status of a Student

Student records are all created with a status of Active. Over time however some students may leave the swim school either permanently or temporarily. Locating students based on term dates can be a little slower than using the active or inactive status field. After rollover and periodically during the term it is a good idea to update the student records to identify whether they are active or inactive. The following two commands reset the student status quickly for you.

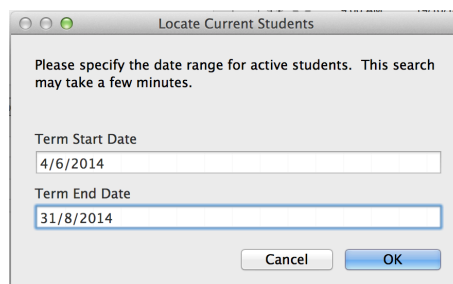
### Changing a Group of Students to Active

This command identifies all students with a booking within a specified timeframe and sets the status to active. To use this command you simply need to know the start and end date of the current term.

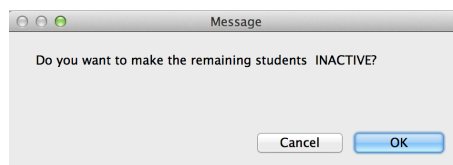
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Student** icon



3. Select **Set Students with Bookings to Active** from the Scripts menu.
4. The Locate Current Students dialog will be displayed on your screen. Simply enter the start date and end date of the term and click the OK button.
5. Splash will locate all of the students with a booking within the specified dates and set their status to "Active".

A screenshot of the 'Locate Current Students' dialog box. It has a title bar with standard window controls. The main text says 'Please specify the date range for active students. This search may take a few minutes.' Below this are two date input fields: 'Term Start Date' with the value '4/6/2014' and 'Term End Date' with the value '31/8/2014'. At the bottom right are 'Cancel' and 'OK' buttons.

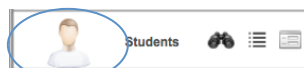
6. A dialog will then be displayed asking if you wish to set all the remaining students to "Inactive". Click OK if you wish to update the remaining records or Cancel to continue without amending the records.

A screenshot of a 'Message' dialog box. It has a title bar with standard window controls. The main text asks 'Do you want to make the remaining students INACTIVE?'. At the bottom right are 'Cancel' and 'OK' buttons.

### Changing a Group of Students to Inactive

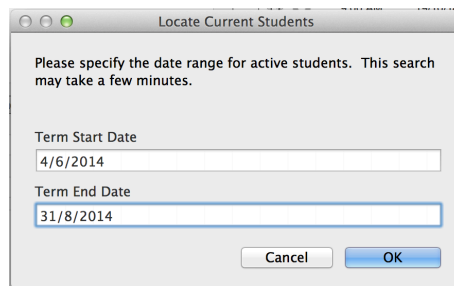
The reverse of the command above; this command identifies all students with a booking within a specified timeframe and sets the remaining students to a status to active. To use this command you simply need to know the start and end date of the current term.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Student** icon

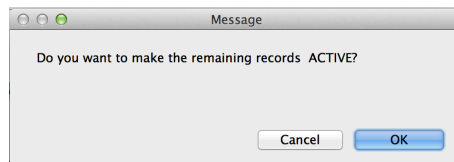


3. Select **Set Students with Bookings to Active** from the Scripts menu.
4. The Locate Current Students dialog will be displayed on your screen. Simply enter the start date and end date of the term and click the OK button.
5. Splash will hide all of the students with a booking within the specified dates and set the remaining records to status "Active".





6. A dialog will then be displayed asking if you wish to set all the remaining students to "Active". Click OK if you wish to update the remaining records or Cancel to continue without amending the records.



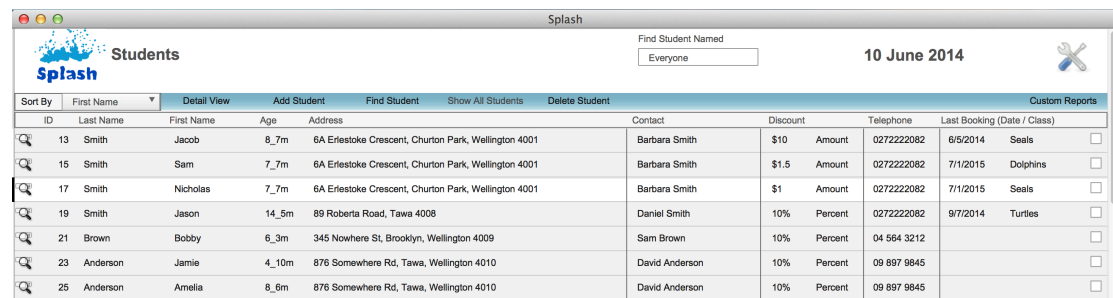
## Sending a Broadcast SMS Message

A broadcast SMS is a single message sent to multiple recipients. A SMS message sent in this way will not be recorded on the student or family file.

Group SMS messages are sent to all recipients in the found set that have a valid mobile telephone number stored on file.

This function will only be successful if you have configured your system defaults to send SMS messages and you have created an account with SMSGlobal.

1. Use the **Finding a Student** function to locate the group of records you wish to send a message to. Locate only students with a mobile telephone number by placing an asterisk (\*) in the mobile field along with any other find criteria.
2. The found set of records will be displayed in a list on your screen (if the list is incorrect repeat step 1).

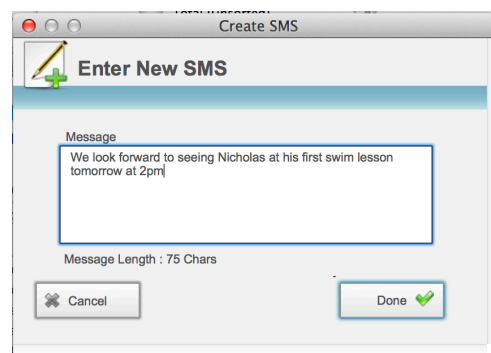


Sort By	Last Name	First Name	Age	Address	Contact	Discount	Telephone	Last Booking (Date / Class)
13	Smith	Jacob	8_7m	6A Erlestoke Crescent, Churton Park, Wellington 4001	Barbara Smith	\$10 Amount	0272222082	6/5/2014 Seals
15	Smith	Sam	7_7m	6A Erlestoke Crescent, Churton Park, Wellington 4001	Barbara Smith	\$1.5 Amount	0272222082	7/1/2015 Dolphins
17	Smith	Nicholas	7_7m	6A Erlestoke Crescent, Churton Park, Wellington 4001	Barbara Smith	\$1 Amount	0272222082	7/1/2015 Seals
19	Smith	Jason	14_5m	89 Roberta Road, Tawa 4008	Daniel Smith	10% Percent	0272222082	9/7/2014 Turtles
21	Brown	Bobby	6_3m	345 Nowhere St, Brooklyn, Wellington 4009	Sam Brown	10% Percent	04 564 3212	
23	Anderson	Jamie	4_10m	878 Somewhere Rd, Tawa, Wellington 4010	David Anderson	10% Percent	09 897 9845	
25	Anderson	Amelia	8_6m	878 Somewhere Rd, Tawa, Wellington 4010	David Anderson	10% Percent	09 897 9845	

3. Select the **Scripts** menu... choose **Send SMS**...choose **Send SMS to Family [Found Set]**.
4. A dialog will be displayed on your screen warning that you are about to send multiple SMS messages. Click **OK** to continue or Cancel or exit the script.

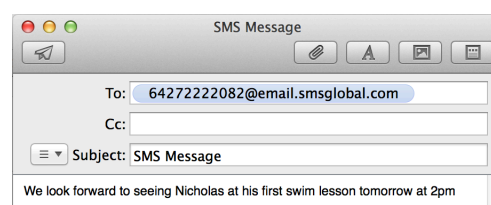


5. The **Enter New SMS** dialog will be displayed on your screen.



6. Enter the message you wish to send.
7. Click the **Done** button to send your message and return to the student entry screen.

**NB:** Each SMS message is sent via your email application as per the sample below.

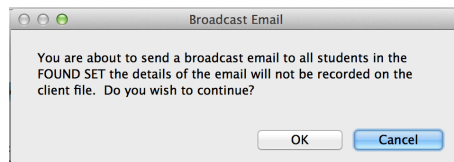


## Sending a Broadcast Email

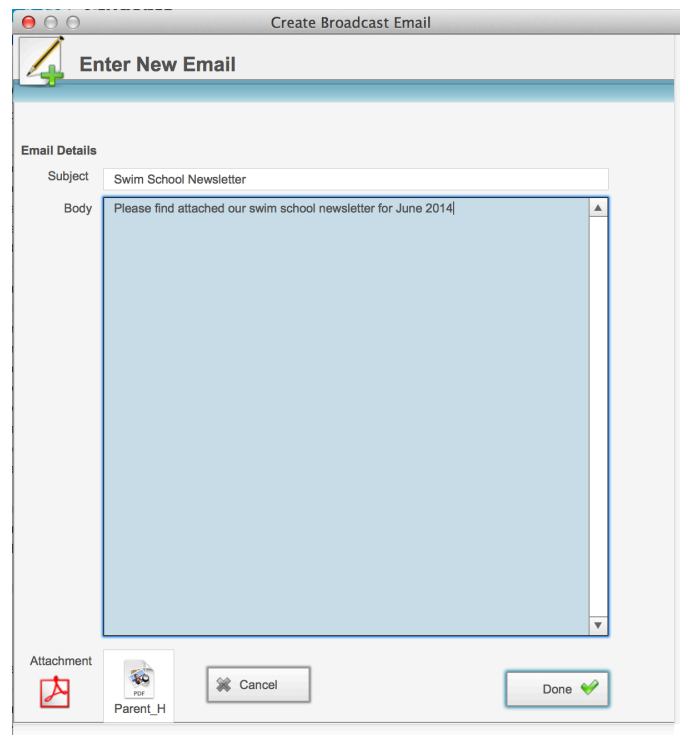
A broadcast email is a single email sent to multiple recipients. An email sent in this way will not be recorded on the family file.

Group email messages are sent to all recipients in the found set that have a valid email address stored on file.

1. Use the **Finding a Student** function to locate the group of records you wish to send a message to. Locate only students with an email address by placing an asterisk (\*) in the email field along with any other find criteria.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Send Broadcast Email** from the **Scripts** Menu.



4. A dialog will be displayed on your screen warning that you are about to send multiple email messages. Click **OK** to continue or Cancel or exit the script.
5. The **Enter Broadcast Email** dialog will be displayed on your screen.

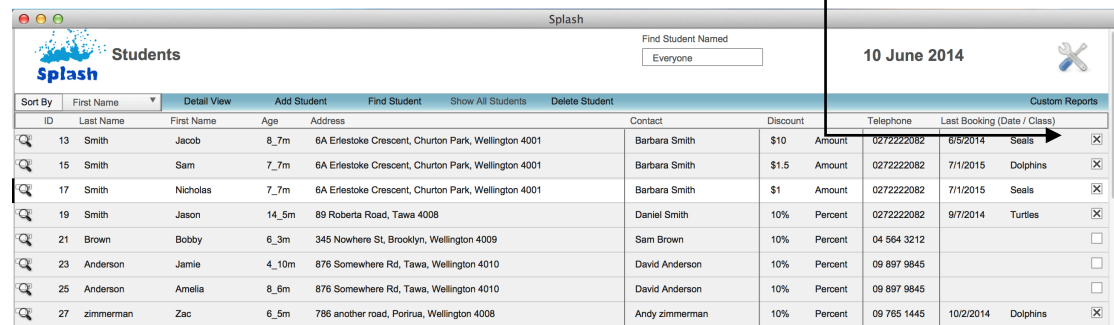


6. Enter the message you wish to send and attach a document if required.
7. Click the **Send** button.

**NB:** To ensure the privacy of all clients the email address will automatically be placed in the BCC box. You can view the messages that have been sent if you look within the Sent Items folder of your email application.

## Generating a Student Mail Merge

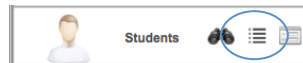
The mail merge function within Splash operates using a marked record system. All marked records will be included in the mail merge. Marked students appear in the Student listing with a cross in the box on the far right of the screen.



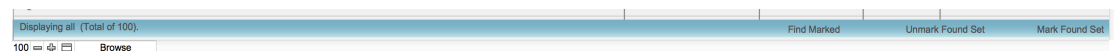
Sort By	First Name	Detail View	Add Student	Find Student	Show All Students	Delete Student	Custom Reports			
ID	Last Name	First Name	Age	Address	Contact	Discount	Amount	Telephone	Last Booking (Date / Class)	
13	Smith	Jacob	8_7m	6A Eriestoke Crescent, Churton Park, Wellington 4001	Barbara Smith	\$10	Amount	0272222082	6/5/2014	Seals
15	Smith	Sam	7_7m	6A Eriestoke Crescent, Churton Park, Wellington 4001	Barbara Smith	\$1.5	Amount	0272222082	7/1/2015	Dolphins
17	Smith	Nicholas	7_7m	6A Eriestoke Crescent, Churton Park, Wellington 4001	Barbara Smith	\$1	Amount	0272222082	7/1/2015	Seals
19	Smith	Jason	14_5m	89 Roberta Road, Tawa 4008	Daniel Smith	10%	Percent	0272222082	9/7/2014	Turtles
21	Brown	Bobby	6_3m	345 Nowhere St, Brooklyn, Wellington 4009	Sam Brown	10%	Percent	04 564 3212		
23	Anderson	Jamie	4_10m	876 Somewhere Rd, Tawa, Wellington 4010	David Anderson	10%	Percent	09 897 9845		
25	Anderson	Amelia	8_6m	876 Somewhere Rd, Tawa, Wellington 4010	David Anderson	10%	Percent	09 897 9845		
27	zimmerman	Zac	6_5m	786 another road, Porirua, Wellington 4008	Andy zimmerman	10%	Percent	09 765 1445	10/2/2014	Dolphins

Creating a mail merge is a two step process; the first step involves identifying the students you wish to receive the merge document, the second step involved writing the document you wish to send.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Student List** icon

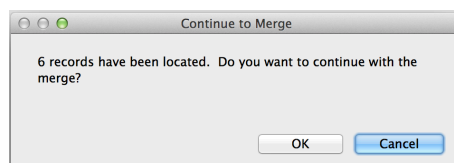


3. The Student List View screen will be displayed.
4. Click once on the **Find Marked** button displayed at the bottom right of the screen. This command will display a list of all students that are currently marked.
5. Click once on the **Unmarked Found Set** button. This will clear all settings for previously marked records.

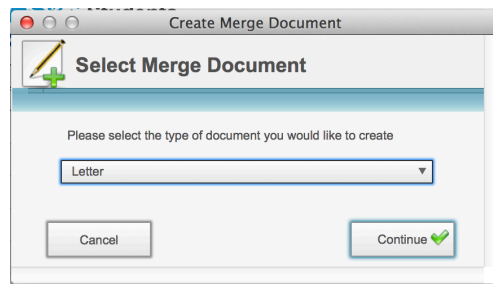


Displaying all (Total of 100)	Find Marked	Unmark Found Set	Mark Found Set
-------------------------------	-------------	------------------	----------------

6. Use the **Finding a Student** function to locate the group of records you wish to send a message to.
7. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 4)
8. Click once on the **Mark Found Set** button to select the records for the mail merge. A cross should appear for each student in the Mark column on the right of the screen.
9. Repeat steps 4 to 6 above until all required students have been marked.
10. Select **Perform Mail Merge** from the Scripts menu.
11. A dialog will be displayed advising the number of records which have been selected for the mail merge. Click OK if this number is correct, or click Cancel to exit the script and begin again at step 1.



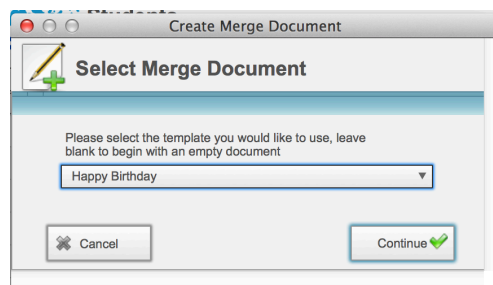
12. The **Create Merge Document** dialog will be displayed asking you to define the type of document you wish to create. Select the required type of document from the drop-down menu provided.



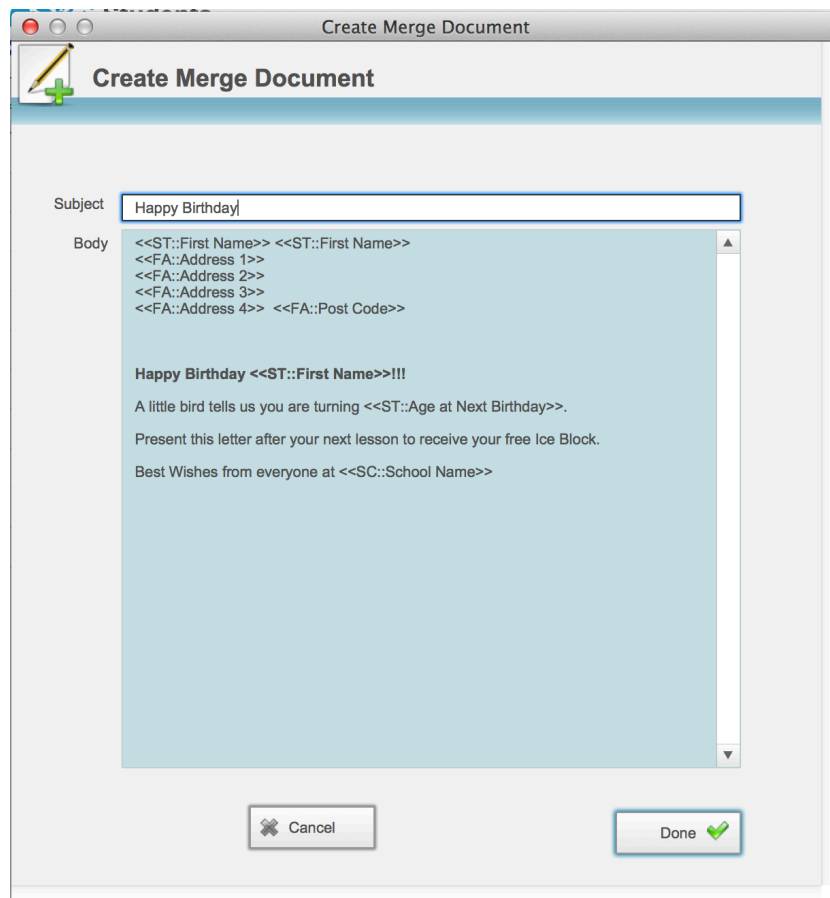
13. Click the **Continue** button.

14. The **Create Merge Document** dialog box will be displayed on your screen. Select the template you wish to use or click Use Blank Document

15. Click the **Continue** button.



16. The selected template will be displayed on your screen. Edit the content of the template as required.



17. Click the **Done** button to complete the merge or Cancel to exit the script with making a change.

**NB:** If Done was selected at step 17 a personalised document will be created for each family, it will automatically be printed or emailed. A copy of each document will be placed on the respective Family record.

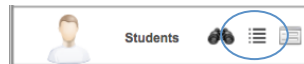
## Importing Student Data

When you import data, you're bringing data from another file into Splash. When you import data into an existing FileMaker Pro file, you can:

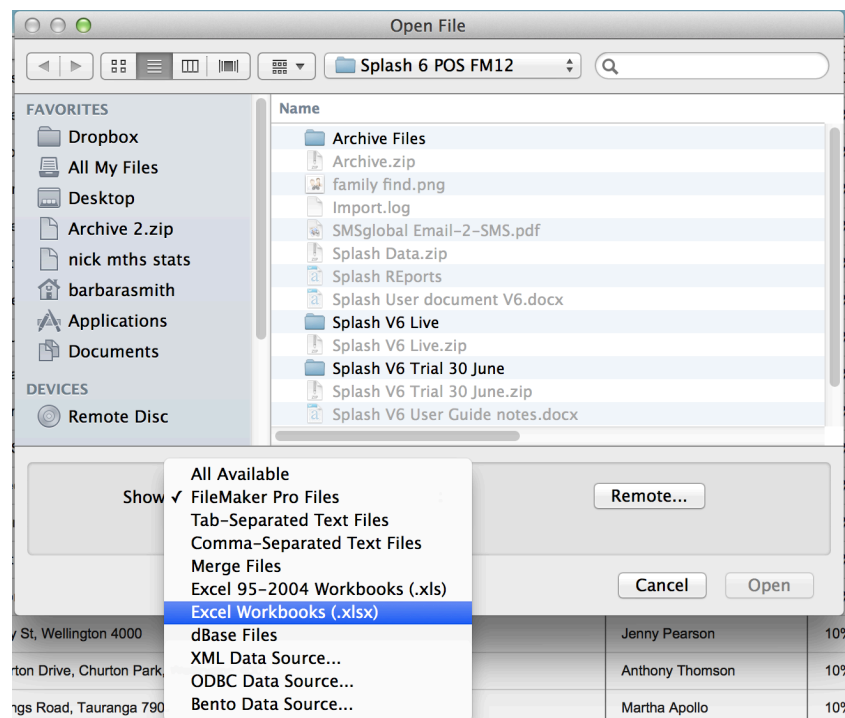
- add new records from the source file
- update records with information from the source file
- update matching records with information from the source file

### Importing Records from Excel

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Students List** icon



3. The Student List View screen will be displayed.
4. Select **Import Student Data** from the **Scripts** menu.
5. The **Open File** dialog will be displayed on your screen.
6. Locate the file containing the data you wish to import and click the **Open** button.



7. The Import Field Mapping dialog will be displayed on your screen.

Source: Student Data.xlsx Target: Current Table ("ST\_Students")

Source Fields	Target Fields
Student ID	Student ID
First Name	First Name
Last Name	Last Name
Full Name	Full Name
ST_FA_Families on ID::Family Name	Age at Next Birthday
Guardian Name	Guardian Name
Address 1	Address 1
Address 2	Address 2
Address 3	Address 3
Address 4	Address 4
PostCode	PostCode
Telephone	Source
Email	Email
DOB	DOB
Age at Next Birthday	First Enrolment Date
Highest Level	Highest Level
Highest Level Name	Highest Level Name
Latest Enrolment Date	Latest Enrolment Date
Last Class Enrolment	Medical Conditions
SE_BO_Bookings::StartTime	Type
	Mobile
	Credits Owing
	Age
	Emergency Contact Name
	Birthday Month
	Reliever bookings

Record 1 of 27 Arrange by: custom import order

**Import Action**

☒ Add new records

☐ Update existing records in found set

☐ Update matching records in found set

☐ Add remaining data as new records

☐ Don't import first record (contains field names)

**Field Mapping**

☒ Import this field

☐ Don't import this field

☐ Match records based on this field

☐ Target cannot receive data

Manage Database... Cancel Import

8. In the **Import Action** area, choose the type of import to perform.

To add new records to the end of the target file – select **Add New Records**



To update the found set of records in the target file with the records you're importing – select **Update existing records in found set**.

To update data in the target file with the data from matching records in the source – select **Update matching records in the found set**.

9. If the first record of the data you're importing contains field names (column headings) instead of data, select **Don't import first record (contains field names)**.

Selecting **Don't import first record (contains field names)** skips the first record during import.

10. Drag fields in the Target Field column to align with fields in the Source Field column to indicate where data will be imported or updated.

To align a field, move the pointer over the  icon next to a target field name in the list. When the pointer changes to a double arrow , drag the field to a new location.

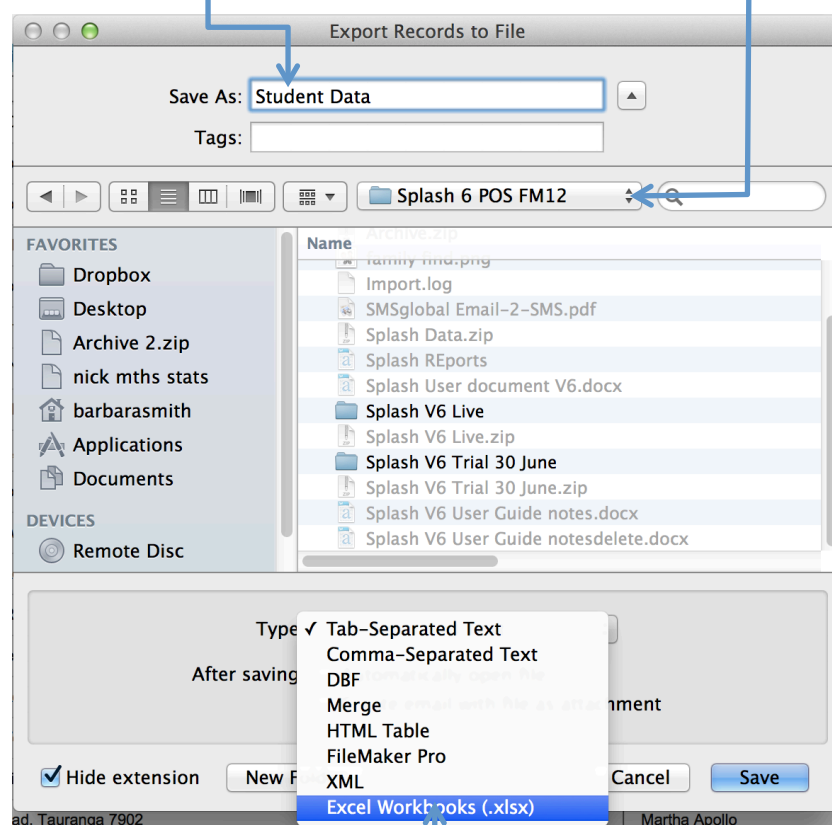
11. When all fields have been aligned correctly, click the **Import** button.

## Exporting Student Data

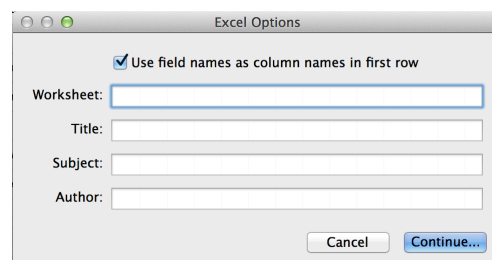
You can export Splash data to a new file and then open it in another application. For example, you can export Splash data as a spreadsheet for use in Microsoft Excel. Use the export function when you want to export records in the found set of records.

### Exporting Records to Excel

1. Use the **Finding a Student** function to locate the group of records you wish to export.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Export Student Data** from the **Scripts** menu.
4. The **Export Records to File** dialog will be displayed on your screen.
5. Enter the name you wish to call your file and choose a location to store the file.



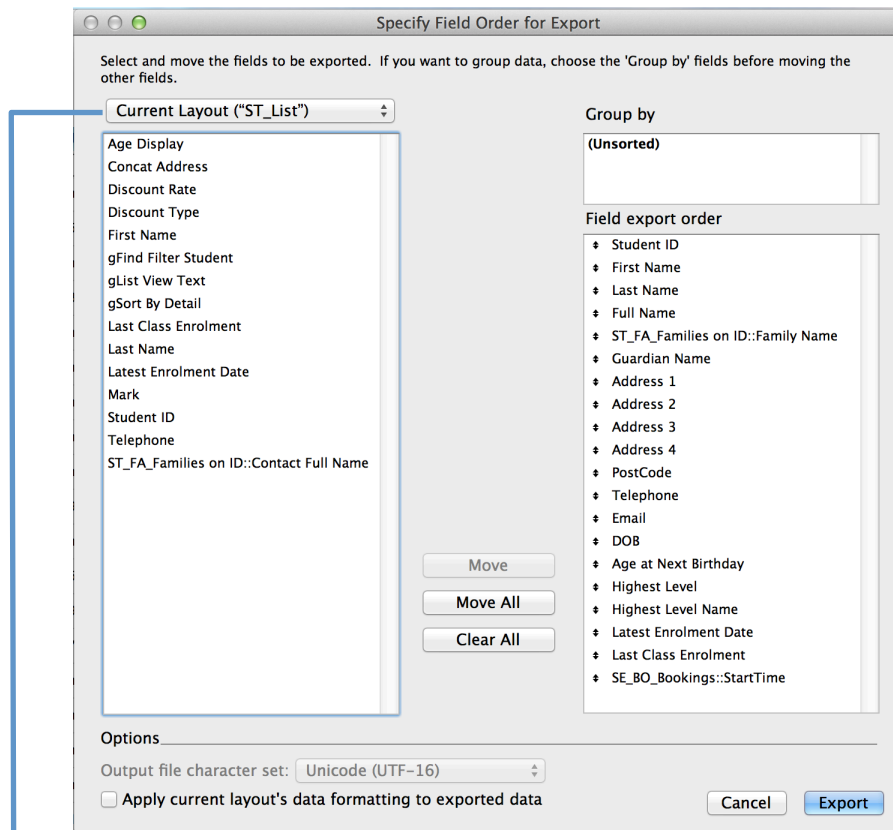
6. Choose a file type from the **Save as Type (Type)** field and click the **Save** button.
7. The Excel Options dialog box will be displayed on your screen. If you wish to name the worksheet the data is being exported to enter it in the Worksheet field. Click **Continue**.



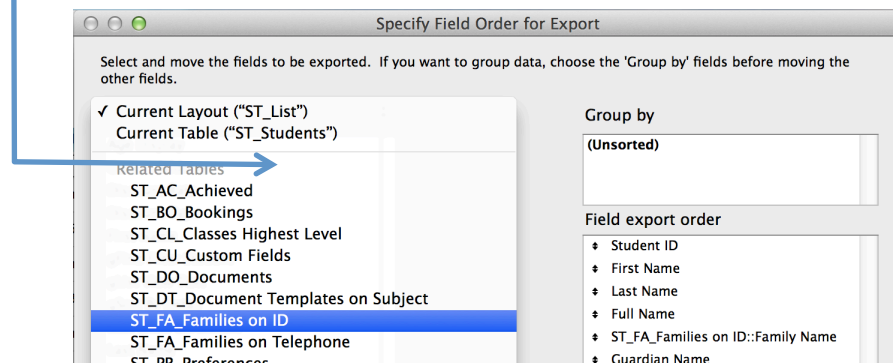
8. The **Specify Field Order for Export** dialog will be displayed on your screen. Use this dialog to indicate the order of the fields in which Splash will export the data.



9. All fields displayed in the **Field Export Order** list will be exported.
10. To move a field to the **Field Export Order** simply double-click the field name on the left of the screen.



11. To include a related field choose the name of the related table from the list in the upper left of the dialog, then double-click the required field.



12. When all the required fields are displayed in the Field Export Order list click the **Export** button.

13. The Excel file will be saved to your computer ready for use.

Student ID	First Name	Last Name	Full Name	FA_Families on ID::Family Name	Guardian Name	Address 1	Address 2	Address 3	Address 4
13	Jacob	Smith	Jacob Smith	Smith	Barbara Smith	6A Eriestoke Crescent			
19	Jason	Smith	Jason Smith	Smith	Daniel Smith	89 Roberta Road	Tawa		
27	Zac	zimmerman	Zac zimmerman	zimmerman	Andy zimmerman	786 another road	Porirua		
39	Jane	White	Jane White	White	Julie White	76 Moonfield Road	Johnsonville		
41	Phillip	Smith	Phillip Smith	Smith	Daniel Smith	89 Roberta Road	Tawa		
43	Jonathan	Fairbrother	Jonathan Fairbrother	Fairbrother	Mark Fairbrother	56 Watt St	Tatahi Bay		
47	Hayden	Hughson	Hayden Hughson	Hughson	Ngaire Hughson	98 Barrett St	Ngalo		
49	Hamish	McDougal	Hamish McDougal	McDougal	Mary McDougal	118 South St	Newlands		
53	Benjamin	Williams	Benjamin Williams	Williams	Malcolm Williams	171 Chapel St	Khandallah		
69	Bridgette	Robinson	Bridgette Robinson	Robinson	Nicole Robinson	46 Hillcrest Road	Johnsonville		
75	Stuart	Sinclair	Stuart Sinclair	Sinclair	Linley Sinclair	3 Main St	Tawa		
81	Tracey	O'Donnell	Tracey O'Donnell	O'Donnell	Patricia O'Donnell	87 Alfreton Rd	Kelburn		
87	Sarah	Nightingale	Sarah Nightingale	Nightingale	Barbara Nightingale	15 Albert St	Redwood		
97	Gaylene	Patterson	Gaylene Patterson	Patterson	Mary Patterson	76 Kent St	Newlands		
99	Amelia	Harper	Amelia Harper	Harper	Edith Harper	76 Colombo Road	Tawa		
119	stuart	pearson	stuart pearson	Pearson	Jenny Pearson	456 Any St	Wellington		

## Printing Student Reports

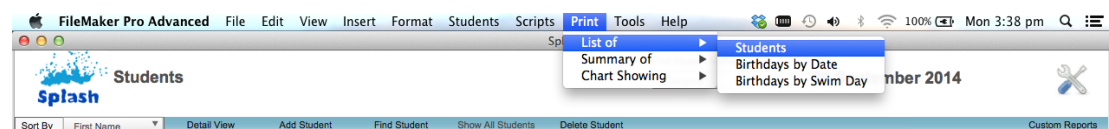
You must be in the Student module of Splash to generate the following reports: All reports are displayed in the Print menu.

### Printing a List of Students

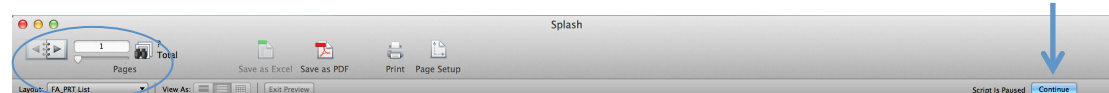
This report provides a listing of student ID, address and contact details, it should be printed and kept as a reference guide and backup of your system.

This report provides a listing of family ID, address and contact details, it should be printed and kept as a reference guide for making bookings.

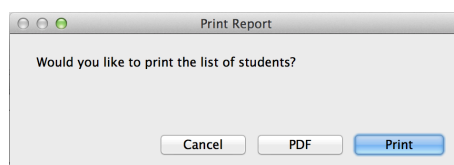
1. Use the **Finding a Student** function to locate the group of records you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **List of ...** from the Print menu and select **Students** from the pop-out menu displayed.



4. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



5. The **Print Report** dialog will be displayed on your screen.



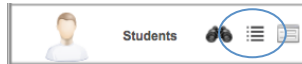
6. Click **OK** to print the report, **PDF** to save the report as a PDF, or **Cancel** to return to your original screen without printing.

List of Students			Last Enrolment	Last Class	Total Number of Bookings
David King	46 Brooklyn Rd, Brooklyn, Wellington 4008	05 678 4564	9/1/15	Dolphins	20
Hamish McDougal	118 South St, Newlands, Wellington 4006	04 478 3156	10/2/14	Turtles	7
Hayden Hughson	98 Barrett St, Ngaio, Wellington 4007	04 654 9524	9/7/14	Seals	0
Jacob Smith	6A Erlestoke Crescent, Churton Park, Wellington 4001	0272222082	6/5/14	Seals	18
Jane White	76 Moorefield Road, Johnsonville, Wellington 4001	04 675 1432	28/5/14	Turtles	1
Jason Smith	89 Roberta Road, Tawa 4008	0272222082	9/7/14	Turtles	0
Nicholas Smith	6A Erlestoke Crescent, Churton Park, Wellington 4001	0272222082	7/1/15	Seals	5
Phillip Smith	89 Roberta Road, Tawa 4008	0272222082	6/2/14	Turtles	7
Sally Anderson	876 Somewhere Rd, Tawa, Wellington 4010	09 897 9845	11/1/15	Turtles	19
Sam Smith	6A Erlestoke Crescent, Churton Park, Wellington 4001	0272222082	7/1/15	Dolphins	23
Zac Zimmerman	786 another road, Porirua, Wellington 4008	09 765 1445	10/2/14	Dolphins	8

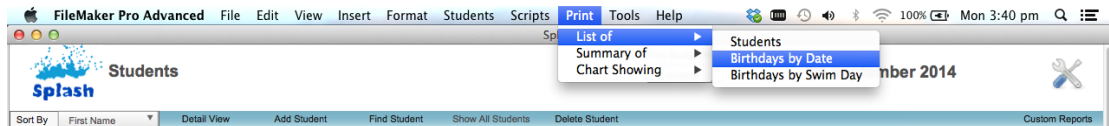
## Printing a Birthday List by Date

This report displays a list of student birthdays. The report will be sorted by the date of each child's birthday.

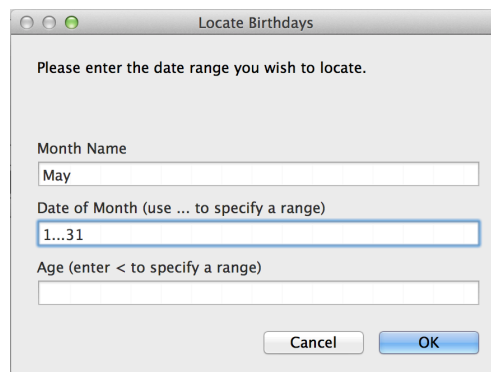
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Students List** icon



3. The Student List View screen will be displayed.
4. Select **List of ...** from the Print menu and select **Birthdays by Date** from the pop-out menu displayed.



5. The Locate Birthdays dialog will be displayed on your screen. Enter the Month Name, Date(days) of the month, and age criteria for who should be included in the report..



Please enter the date range you wish to locate.

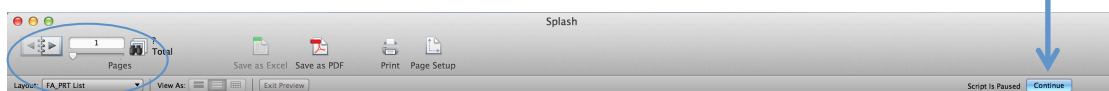
Month Name  
May

Date of Month (use ... to specify a range)  
1...31

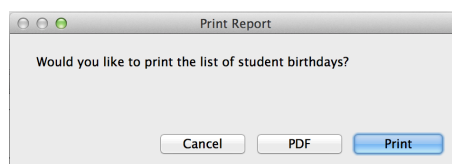
Age (enter < to specify a range)

Cancel OK

6. Click OK to locate the swimmers with birthdays and preview the report.
7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



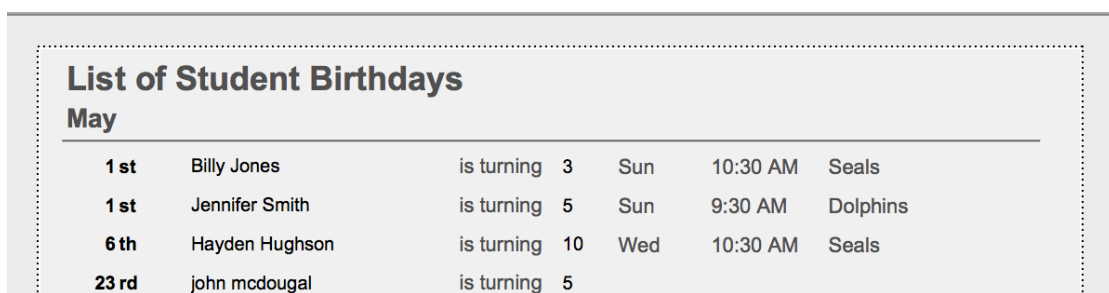
8. The **Print Report** dialog will be displayed on your screen.



Would you like to print the list of student birthdays?

Cancel PDF Print

9. Click OK to print the report or Cancel to return to your original screen without printing.

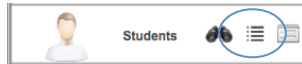


List of Student Birthdays						
May						
1 st	Billy Jones	is turning	3	Sun	10:30 AM	Seals
1 st	Jennifer Smith	is turning	5	Sun	9:30 AM	Dolphins
6 th	Hayden Hughson	is turning	10	Wed	10:30 AM	Seals
23 rd	john mcdougal	is turning	5			

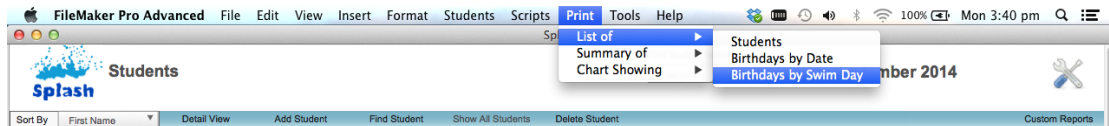
## Printing a Birthday List by Swim Day

This report displays a list of student birthdays. The students in the report are grouped by the day each child swims.

1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Students List** icon



3. The Student List View screen will be displayed.
4. Select **List of ...** from the Print menu and select **Birthdays by Swim Day** from the pop-out menu displayed.



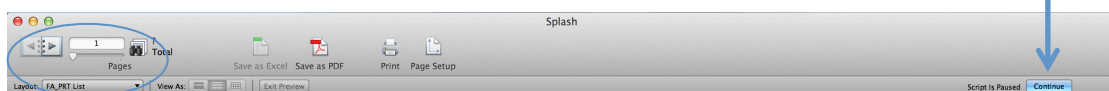
5. The Locate Birthdays dialog will be displayed on your screen. Enter the Month Name, Date (days) of the month, and age criteria for who should be included in the report..

A screenshot of the 'Locate Birthdays' dialog box. It contains the following fields:

- Month Name: A text field with 'May' entered.
- Date of Month (use ... to specify a range): A text field with '1...31' entered.
- Age (enter < to specify a range): An empty text field.

At the bottom are 'Cancel' and 'OK' buttons.

6. Click OK to locate the swimmers with birthdays and preview the report.
7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



8. The **Print Report** dialog will be displayed on your screen.

A screenshot of the 'Print Report' dialog box. It contains the text 'Would you like to print the list of student birthdays?' and three buttons: 'Cancel', 'PDF', and 'Print'.

9. Click OK to print the report or Cancel to return to your original screen without printing.

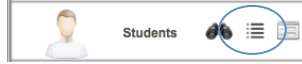
A screenshot of the 'List of Student Birthdays' report. The report is titled 'List of Student Birthdays' and 'May'. It is divided into two sections: 'Swims on Wednesday' and 'Swims on Sunday'. Each section lists a student's name, age, and the time they are swimming.

List of Student Birthdays					
May					
<b>Swims on Wednesday</b>					
6 th	Hayden Hughson	is turning	10	10:30 AM	Seals (BS)
<b>Swims on Sunday</b>					
23 rd	Sally Anderson	is turning	12	9:00 AM	Turtles (BS)

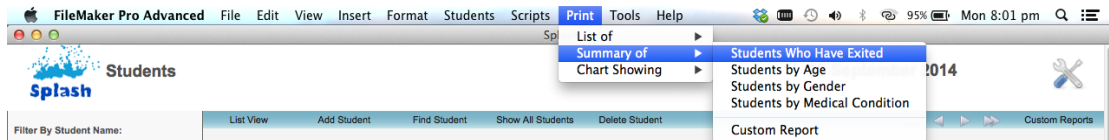
### Printing a Summary of Students Who Have Exited

This report displays a list of students whose last booking was within a specified timeframe. This search compares the last booking date which is stored on the client file with the date range you have specified.

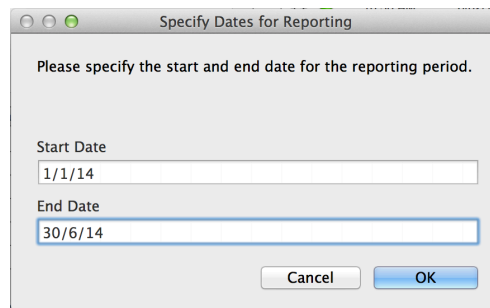
1. Click once on the **Splash** icon on the top left corner of your screen.
2. Select the **Students List** icon



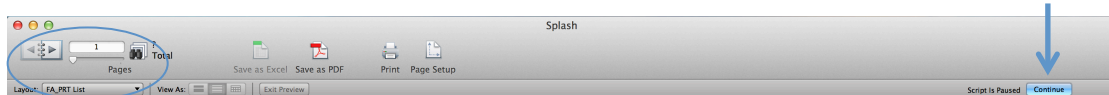
3. The Student List View screen will be displayed.
4. Select **Summary of ...** from the Print menu and select **Students by Date Exited** from the pop-out menu displayed.



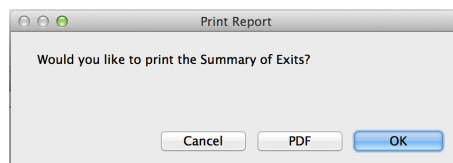
5. The Specify Dates for Reporting dialog will be displayed on your screen. Start Date and End Date criteria for who should be included in the report..



6. Click OK to locate the swimmers exited in the specified timeframe and preview the report.
7. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



8. The **Print Report** dialog will be displayed on your screen.



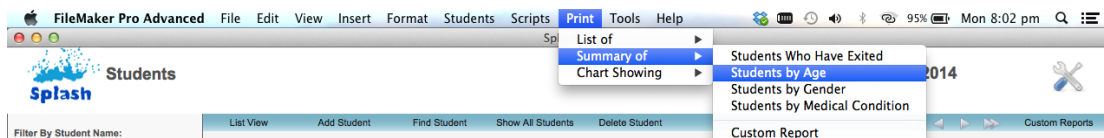
9. Click OK to print the report or Cancel to return to your original screen without printing.

Summary of Students		
Summary of Exits		
	Number of Students	Number of Bookings
<b>Monday</b>	6	18
Dolphins	2	9
Seals	1	1
Sharks	1	0
Turtles	2	8
<b>Thursday</b>	1	7
Turtles	1	7
<b>Tuesday</b>	3	20
Dolphins	1	0

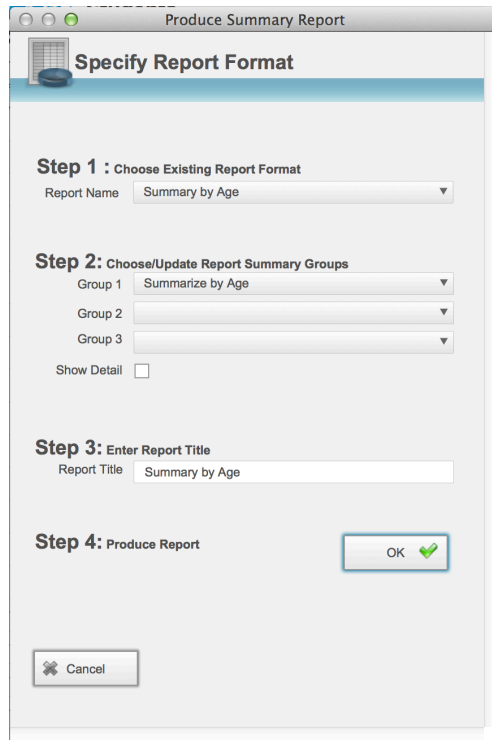
### Printing a Summary of Students by Age

This report displays a list of students by current age. The report will include a summary of all records in the found set.

1. Use the **Finding a Student** function to locate the group of records you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of ...** from the Print menu and select **Students by Age** from the pop-out menu displayed.



4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
 Step 1 = Summary by Age  
 Step 2 = Group 1 set to Summarize by Age  
 Step 3 = Report Name set to Summary by Age
6. Amend any of the above steps or include additional grouping options at Step 2.
7. Click the OK button.



**Produce Summary Report**

**Specify Report Format**

**Step 1 : Choose Existing Report Format**  
Report Name: Summary by Age

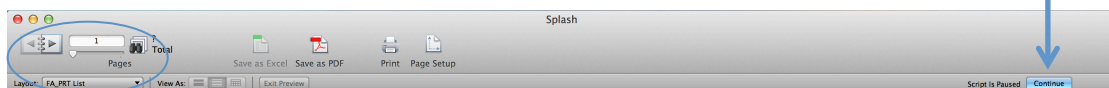
**Step 2: Choose/Update Report Summary Groups**  
Group 1: Summarize by Age  
Group 2:   
Group 3:   
Show Detail: ☐

**Step 3: Enter Report Title**  
Report Title: Summary by Age

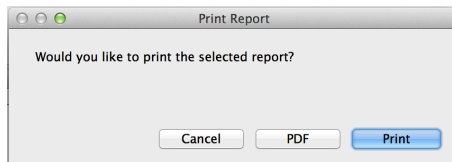
**Step 4: Produce Report**  
OK ☒

Cancel

8. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



9. The **Print Report** dialog will be displayed on your screen.



**Print Report**

Would you like to print the selected report?

Cancel PDF Print

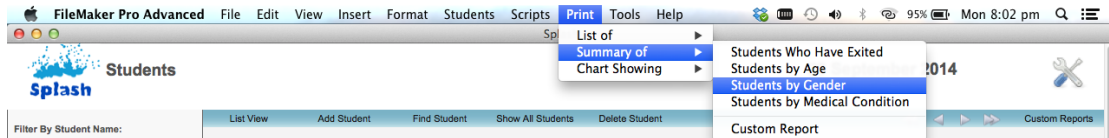
10. Click OK to print the report or Cancel to return to your original screen without printing.

Summary of Students		
Summary by Age		
	Number of Students	Number of Bookings
1 Years	1	0
10 Years	1	1
11 Years	2	4
12 Years	1	1
13 Years	2	10
14 Years	1	0
2 Years	1	7
3 Years	2	0
4 Years	2	0

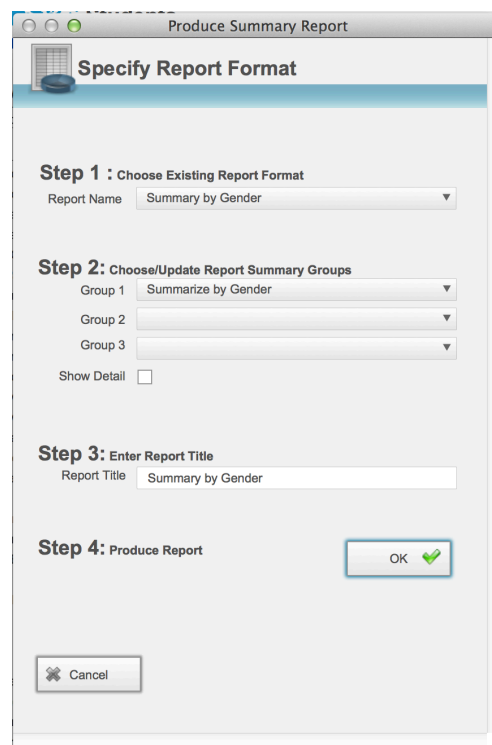
## Printing a Summary of Students by Gender

This report displays a list of students by gender. The report will include a summary of all records in the found set.

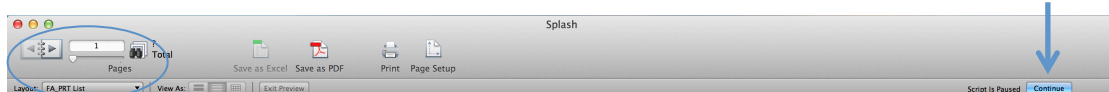
1. Use the **Finding a Student** function to locate the group of records you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of ...** from the Print menu and select **Students by Gender** from the pop-out menu displayed.



4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Gender  
Step 2 = Group 1 set to Summarize by Gender  
Step 3 = Report Name set to Summary by Gender
6. Amend any of the above steps or include additional grouping options at Step 2.
7. Click the OK button.

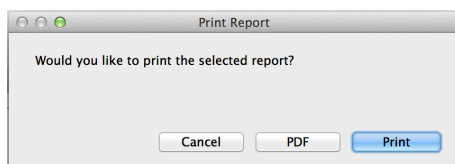


8. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



9. The **Print Report** dialog will be displayed on your screen.





10. Click OK to print the report or Cancel to return to your original screen without printing.

Summary of Students		
Summary by Gender		
	Number of Students	Number of Bookings
Female	30	255
Male	46	318

**NB:** To include a list of student names, click Show Detail at Step 2.

 A dialog box titled "Produce Summary Report" with a sub-header "Specify Report Format". It contains two steps:
 

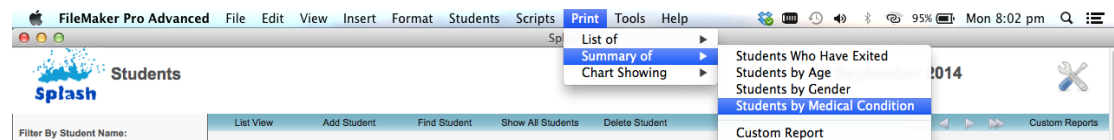
- Step 1: Choose Existing Report Format**
  - Report Name: Summary by Gender (dropdown menu)
- Step 2: Choose/Update Report Summary Groups**
  - Group 1: Summarize by Gender (dropdown menu)
  - Group 2: (empty dropdown menu)
  - Group 3: (empty dropdown menu)
  - Show Detail: ☒

Summary of Students		
Summary by Gender		
	Number of Students	Number of Bookings
Female	30	255
Amanda zimmerman	786 another road, Porirua, Wellington 4008	09 765 1445
Amelia Anderson	876 Somewhere Rd, Tawa, Wellington 4010	09 897 9845
Amelia Harper	76 Colombo Road, Tawa, Wellington 4010	04 236 4567 0
Ann Patterson	76 Kent St, Newlands, Wellington 4008	027 2222082 0
Bridgette Robinson	46 Hillcrest Road, Johnsonville, Wellington 4007	04 478 2491 9
Caroline Thomson	25 Churton Drive, Churton Park, Wellington 4001	027 2222082 20
Celia Brown	345 Nowhere St, Brooklyn, Wellington 4009	04 564 3212 20

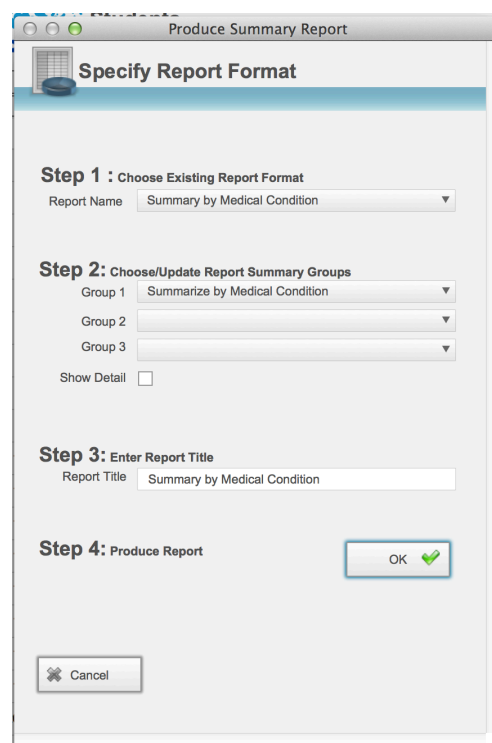
## Printing a Summary of Students by Medical Condition

This report displays a list of students by medical condition. The report will include a summary of all records in the found set.

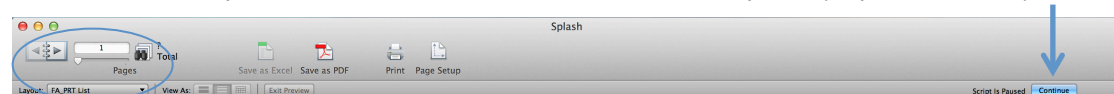
1. Use the **Finding a Student** function to locate the group of records you wish to include in your report. Place an asterisk (\*) in the medical condition field if you are looking for everyone with a medical condition.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Summary of ...** from the Print menu and select **Students by Medical Condition** from the pop-out menu displayed.



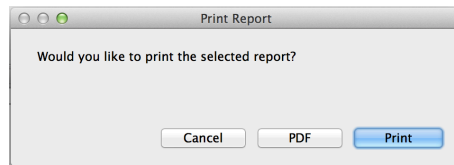
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Summary by Medical Condition  
Step 2 = Group 1 set to Summarize by Medical Condition  
Step 3 = Report Name set to Summary by Medical Condition
6. Amend any of the above steps or include additional grouping options at Step 2.
7. Click the OK button.



8. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



9. The **Print Report** dialog will be displayed on your screen.



10. Click OK to print the report or Cancel to return to your original screen without printing.

Summary of Students		
Summary by Medical Condition		
	Number of Students	Number of Bookings
<b>ADHD</b>	1	
<b>Allergies</b>	1	12
<b>Asthma</b>	14	132
<b>disorder</b>	1	1
<b>Glasses</b>	2	5
<b>Impaired Hearing</b>	1	31
<b>Wears Glasses</b>	1	1

**NB:** To include a list of student names, click Show Detail at Step 2.

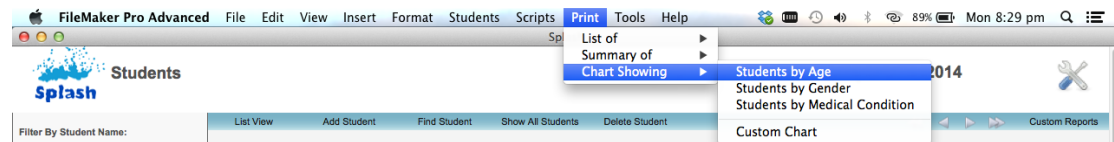
Summary of Students		
Summary by Medical Condition		
	Number of Students	Number of Bookings
<b>ADHD</b>	1	
Jamie Anderson	876 Somewhere Rd, Tawa, Wellington 4010	09 897 9845
<b>Allergies</b>	1	12
Bobby Thomson	25 Churton Drive, Churton Park, Wellington 4001	027 2222082 12
<b>Asthma</b>	14	132
Ann Patterson	76 Kent St, Newlands, Wellington 4008	027 2222082 0
Billy Jones	123 Any St, Wellington	1234 567 20
Georgia Taylor	79 Main St, Tawa, Wellington 4010	04 236 9137 17
Jason Smith	89 Roberta Road, Tawa 4008	0272222082 0
Johnny Crandley	123 Any St, Wellington	
Jonathan Fairbrother	56 Watt St, Tatahi Bay, Wellington 4012	04 789 4568 0

## Printing Student Charts

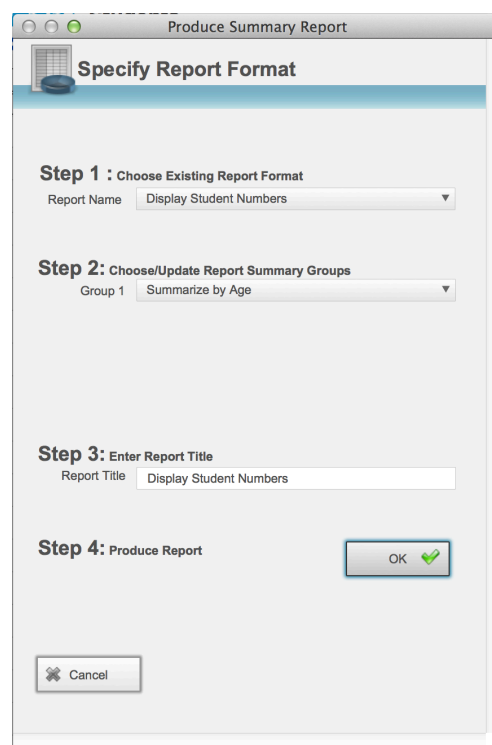
### Printing a Chart Showing Students by Age

This report displays a graphical representation of students by age. The report will include a summary of all records in the found set.

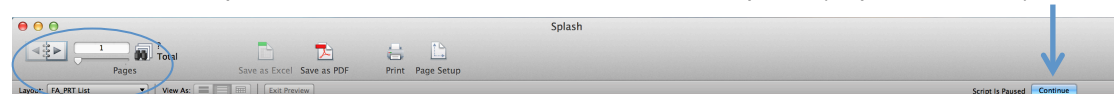
1. Use the **Finding a Student** function to locate the group of records you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing ...** from the Print menu and select **Students by Age** from the pop-out menu displayed.



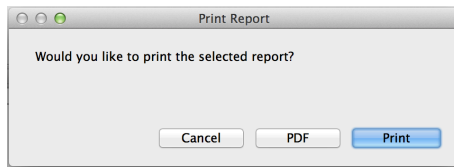
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Display Student Numbers  
Step 2 = Group 1 set to Summarize by Age  
Step 3 = Report Name set to Display Student Numbers
6. Amend the grouping options at step 2 or change the report title.
7. Click the OK button.



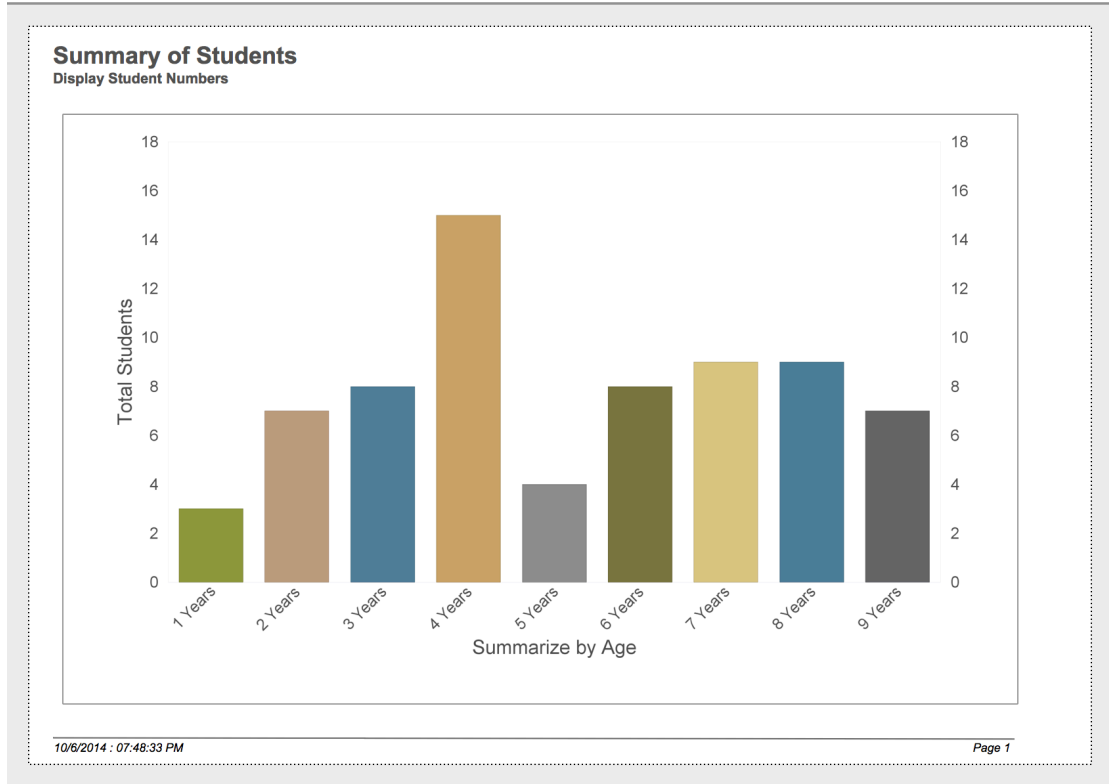
8. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



9. The **Print Report** dialog will be displayed on your screen.



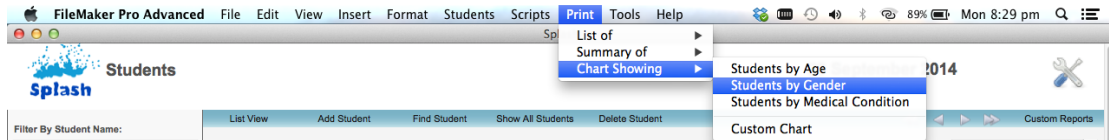
10. Click OK to print the report or Cancel to return to your original screen without printing.



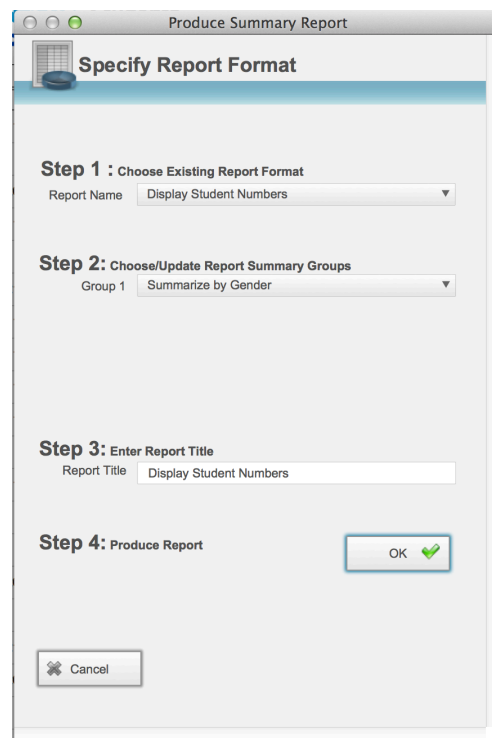
## Printing a Chart Showing Students by Gender

This report displays a graphical representation of students by gender. The report will include a summary of all records in the found set.

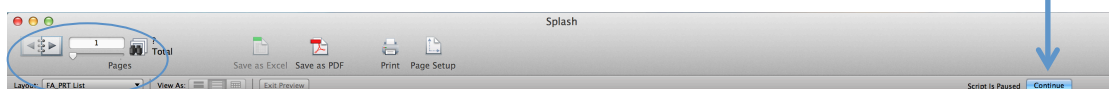
1. Use the **Finding a Student** function to locate the group of records you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Select **Chart Showing ...** from the Print menu and select **Students by Gender** from the pop-out menu displayed.



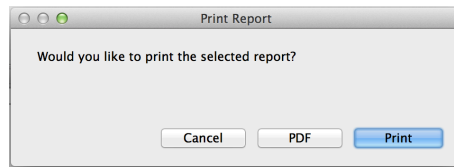
4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Display Student Numbers  
Step 2 = Group 1 set to Summarize by Gender  
Step 3 = Report Name set to Display Student Numbers
6. Amend the grouping options at step 2 or change the report title.
7. Click the OK button.



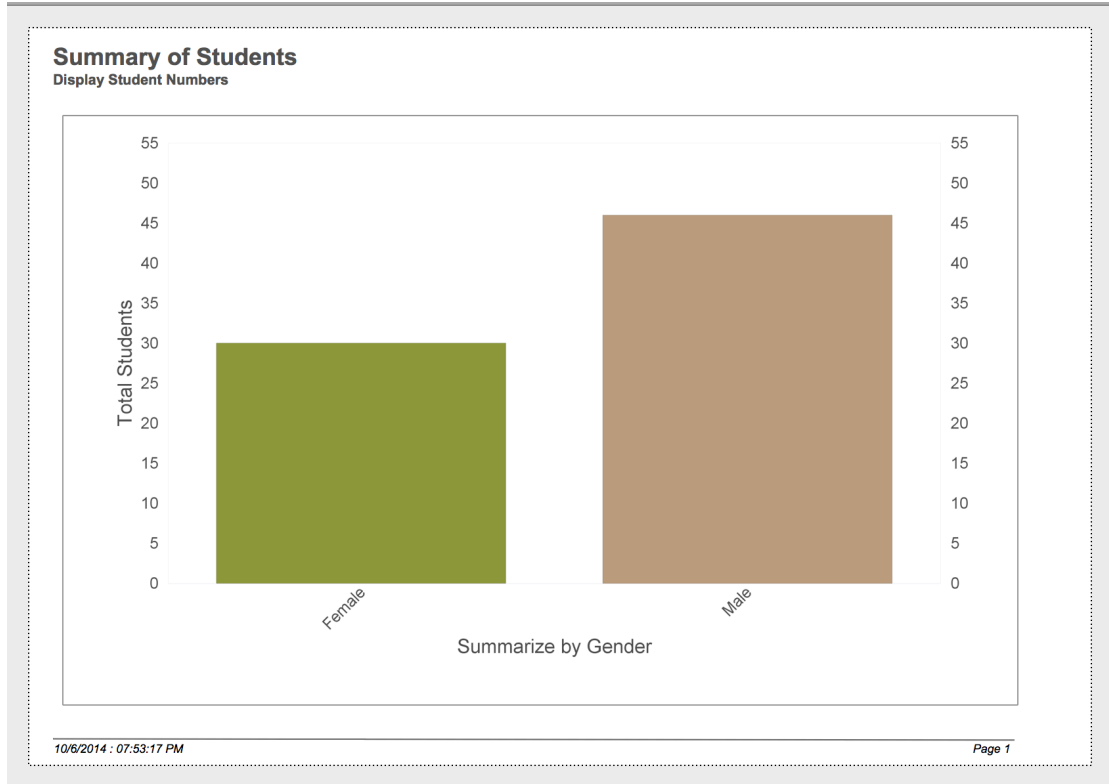
8. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).



9. The **Print Report** dialog will be displayed on your screen.



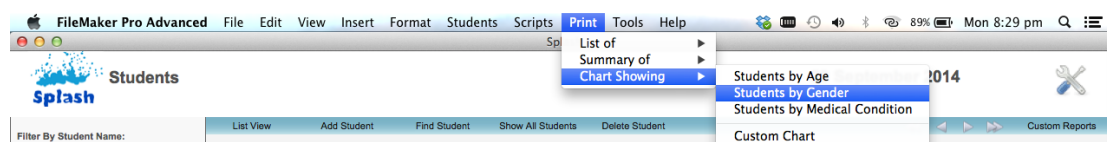
10. Click OK to print the report or Cancel to return to your original screen without printing.



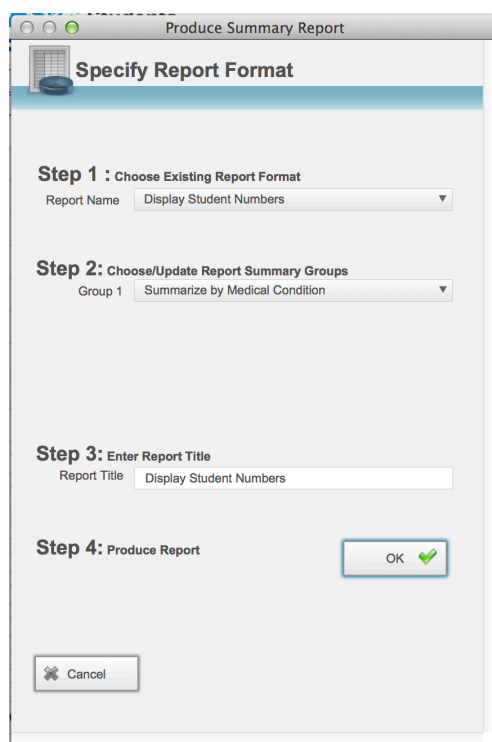
## Printing a Chart Showing Students by Medical Condition

This report displays a graphical representation of students by gender. The report will include a summary of all records in the found set.

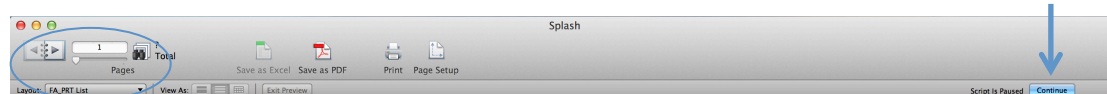
1. Use the **Finding a Student** function to locate the group of records you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1). Please an asterisk (\*) in the medical condition field if you want to locate all students with a medical condition.
3. Select **Chart Showing ...** from the Print menu and select **Students by Gender** from the pop-out menu displayed.



4. The Produce Summary Report dialog will be displayed on your screen.
5. Default data will be set at each of the three steps.  
Step 1 = Display Student Numbers  
Step 2 = Group 1 set to Summarize by Gender  
Step 3 = Report Name set to Display Student Numbers
6. Amend the grouping options at step 2 or change the report title.
7. Click the OK button.

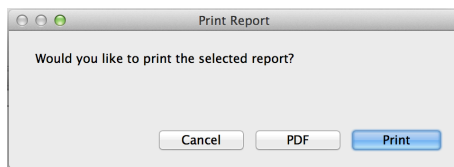


8. The report will be previewed on your screen. The status panel (at the top of the screen) lets you view other pages. When you have finished viewing the report click the **Continue** button on the status panel (or press ENTER).

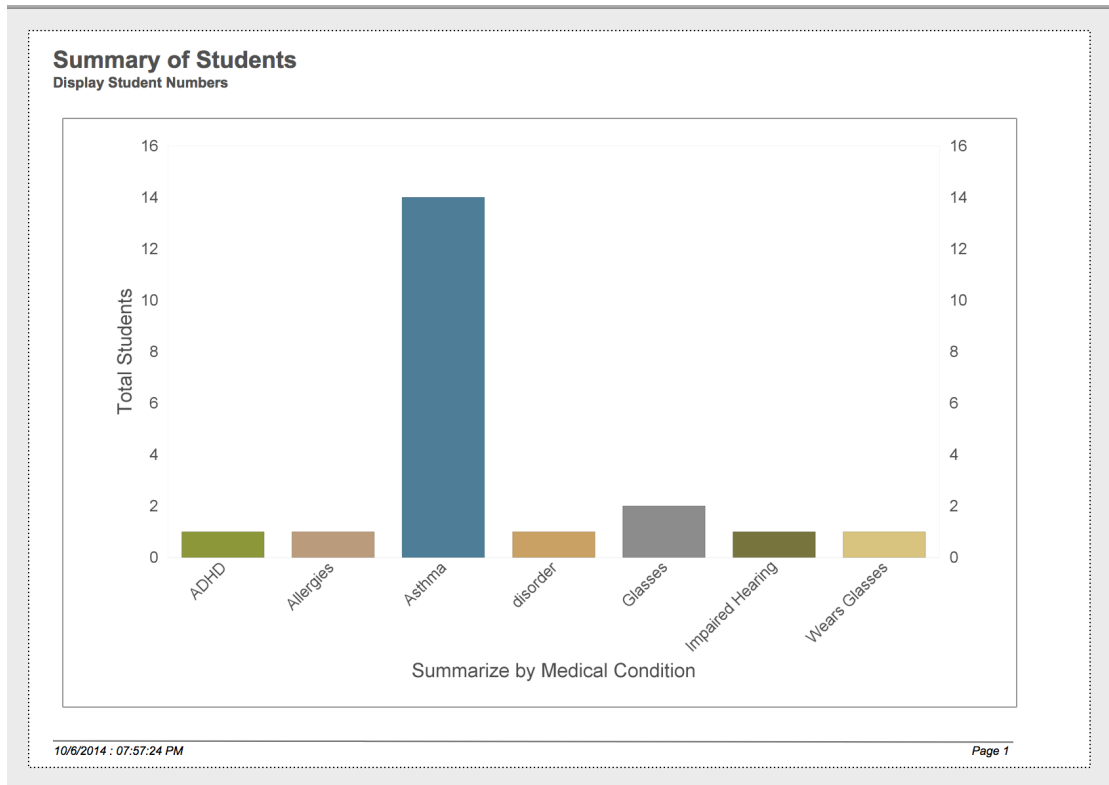


9. The **Print Report** dialog will be displayed on your screen.





10. Click OK to print the report or Cancel to return to your original screen without printing.

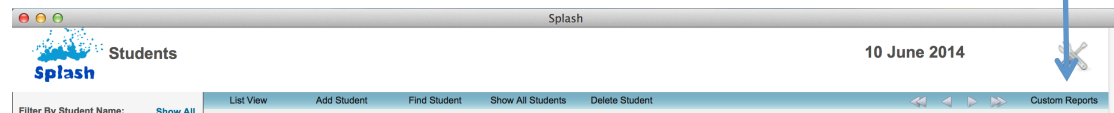


## Printing a Custom Report

In addition to the generic student reports, Splash provides custom report writing. Custom reports are specific reports layouts where you can change the grouping for summary totals.

### Displaying the Custom Report Dialog

1. Use the **Finding a Student** function to locate the group of students you wish to include in your report.
2. The found set of records will be displayed in a list on your screen. (if the list is incorrect repeat step 1)
3. Click once on the Custom Report button displayed in the blue stripe at the top of your screen.



1. The report writer will be displayed on your screen.

A screenshot of the 'Produce Summary Report' dialog box. The title bar says 'Produce Summary Report'. The main section is titled 'Specify Report Format'. It contains four steps:  
**Step 1: Choose Existing Report Format**  
Report Name: Summary by Gender and Age (dropdown menu)  
**Step 2: Choose/Update Report Summary Groups**  
Group 1: Summarize by Gender (dropdown menu)  
Group 2: Summarize by Age (dropdown menu)  
Group 3: (empty dropdown menu)  
Show Detail: ☐  
**Step 3: Enter Report Title**  
Report Title: Summary by Gender and Age (text field)  
**Step 4: Produce Report**  
OK (button with a green checkmark)  
Cancel (button with a red X)

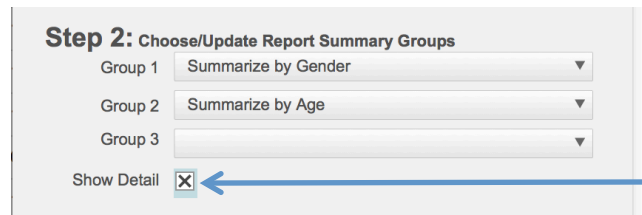
### Defining a Custom Report

The custom report dialog is divided into three steps. When you have completed each of the three sections you are ready to generate your report. Create your custom report by completing the steps outlined below:

1. Choose the Report Type
2. Choose the Reporting Groups.
3. Give your report a title.

The three fields displayed at **Step 2** are used to define how the information in your report will be structured. Summary totals will be displayed for each group you have defined at levels one, two and three.

If you wish to include detailed information about each family in your report, click the **Show Detail** button.



**Step 2: Choose/Update Report Summary Groups**

Group 1 Summarize by Gender ▼

Group 2 Summarize by Age ▼

Group 3 ▼

Show Detail ☒

#### Custom Report Sample (No Detail)

The sample report below demonstrates the use of summary levels. Show Detail was left blank when the report was created.

Summary of Students		
Summary by Gender and Age		
	Number of Students	Number of Bookings
<b>Female</b>	17	131
1 Years	1	0
2 Years	1	15
3 Years	2	5
4 Years	4	54
7 Years	2	
8 Years	4	39
9 Years	3	18

#### Custom Report Sample (Show Detail)

Information in the report below has been grouped by the same categories, however this time **Show Detail** has been selected.

Summary of Students		
Summary by Gender and Age		
	Number of Students	Number of Bookings
<b>Female</b>	17	131
1 Years	1	0
denise taylor	79 Main St, Tawa, Wellington 4010	04 236 9137 0
2 Years	1	15
Sandra Patterson	76 Kent St, Newlands, Wellington 4008	027 2222082 15
3 Years	2	5
Paulette Aplin	76 High St, Tawa, Wellington 4010	04 236 5981
Susan Aplin	76 High St, Tawa, Wellington 4010	04 236 5981 5

