

Complete School Management

Get Started with AdminPlus 6



A Quick Start Guide

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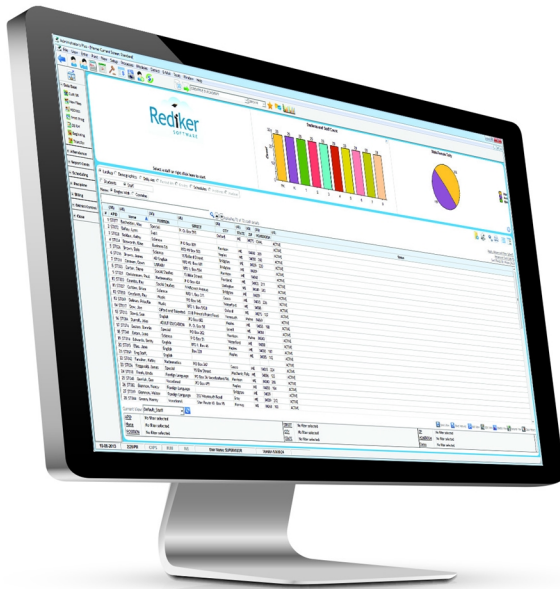
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CHAPTER 1

Navigate the Home Screen

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Introducing AdminPlus 6



- Enhanced look and feel
- Same great functionality
- A better user experience
- Student and staff information at a glance
- School information graphs
- Customizable Lookup

Thank you for purchasing AdminPlus 6 from Rediker Software, Inc. We're excited to present you with the next generation of Administrator's Plus, featuring a major visual update with new screens, icons, and color schemes. Informed by feedback from customers like you, we have worked to maximize your single-screen experience. We have accomplished this without compromising any of the functionality you've depended on in previous versions of Administrator's Plus.

Same Functionality, New Design

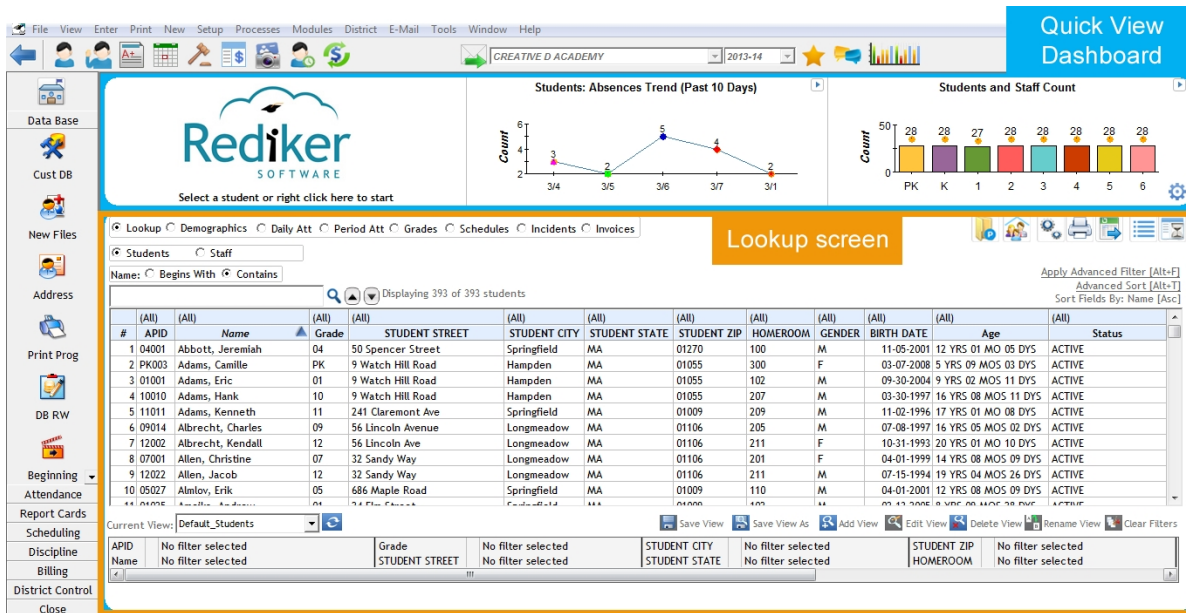
If you had been using Administrator's Plus 5, you'll find that AdminPlus 6 has, in addition to offering so many powerful new features, retained all of the great components of version 5. Some of these classic version 5 features are right-clicking to access shortcuts and editing options, Lookup, the Address screen, the Shortcut Bar, icons and hot keys (now visually enhanced), and the Excel Wizard.

Core New Features


AdminPlus 6 improves upon previous versions of the software by making it easier for you to view and edit information about your students and staff across different modules. In the new Home screen, you can quickly browse students or staff and view or edit demographic information about them right away. You can also readily visualize important school metrics, such as attendance and tardiness trends, through dynamic statistical graphs. The newly redesigned Lookup enables you to create and customize different Views to display only the demographic information pertinent to a given situation. With the new Favorites feature, accessing the tasks you most frequently use is only a click away. AdminPlus 6 empowers you to get your top priority tasks done more efficiently and effectively, saving you precious time and resources.

Meet the New Home Screen

The Home screen is the new startup screen of AdminPlus 6. It combines the familiar functionality of the classic Address screen and Lookup feature with a new, easy-to-navigate interface that quickly presents you with more information on students, staff members, and the school as whole. The screen is organized into the Quick View Dashboard and the new Lookup screen.



To manually launch the Home screen at startup, do one of the following:

- Click the Home screen icon  on the Shortcut Bar.
- Right-click the AdminPlus background, and then click **Home**.

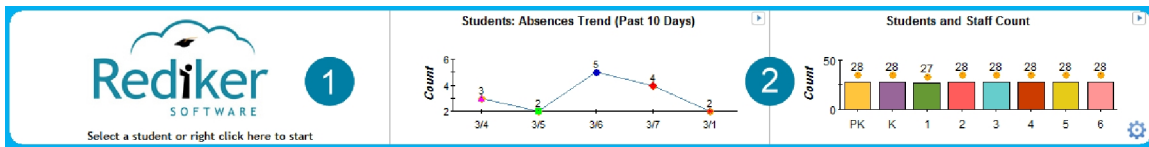
To automatically launch the Home screen at startup, do the following:

- Click **View > Startup Program(s) > Home**.

Tip: If you prefer to display the classic Address screen at startup, click the **Demographics** option in the Home screen, or click **View > Startup Program(s) > Addresses** to have the Address screen launch automatically upon login. You can also completely close the Home screen and run AdminPlus 6 like AdminPlus 5.

Quick View Dashboard

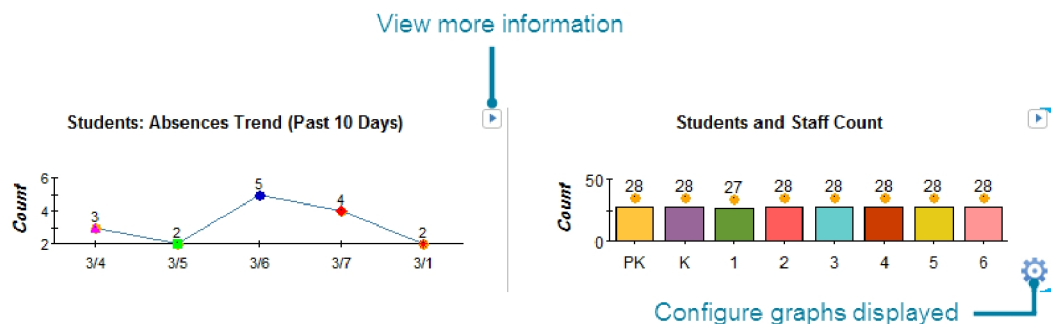
When you first open the Home screen, and before you select any students, the Quick View Dashboard presents you with two areas: the school branding area on the left and the school statistics area on the right. Just as you were able to do in previous versions, you can right-click (now anywhere in the Quick View Dashboard) to access a shortcut menu for various editing options. After selecting a student, the Quick View Dashboard changes to display the [Student Snapshot](#). (For more information about Student Snapshot, see the topic Student Snapshot in this chapter.)



1 School branding: Customize AdminPlus with identifiers unique to your school. You can configure the first area of the Quick View Dashboard to display your school's logo. Right-clicking the logo area also reveals a shortcut menu.



2 Statistical information: Display two of six graphs to promptly get a compelling, comprehensive visual presentation of important school information.



Lookup Screen

The new Lookup screen has replaced Advanced Lookup, found in previous versions of Administrator's Plus, and it offers a wide array of options to find and view data on students and staff. In addition, you can access other AdminPlus modules from Lookup with one click. The following diagram and table illustrate each functionality that makes Lookup a powerful tool for searching and displaying demographic information:

The screenshot shows the AdminPlus Lookup interface. At the top, there are tabs for 'Lookup', 'Demographics', 'Daily Att', 'Period Att', 'Grades', 'Schedules', 'Incidents', and 'Invoices'. Below these are tabs for 'Students' and 'Staff'. A search bar is labeled 'Name: Begins With Contains'. A table displays student data with columns for APID, Name, Grade, STREET, CITY, STATE, ZIP, HOMEROOM, GENDER, BIRTH DATE, Age, and Status. At the bottom, there are buttons for 'Current View', 'Save View', 'Save View As', 'Add View', 'Edit View', 'Delete View', 'Rename View', and 'Clear Filters'. A filter bar at the very bottom allows filtering by APID, Name, Grade, STREET, CITY, STATE, ZIP, and HOMEROOM.


#	APID	Name	Grade	STREET	CITY	STATE	ZIP	HOMEROOM	GENDER	BIRTH DATE	Age	Status
1	04001	Abbott, Jeremiah	04	50 Spencer Street	Springfield	MA	01270	100	M	11-05-2001	12 YRS 01 MO 05 DYS	ACTIVE
2	PK003	Adams, Camille	PK	9 Watch Hill Road	Hampden	MA	01055	300	F	03-07-2008	5 YRS 09 MOS 03 DYS	ACTIVE
3	01001	Adams, Eric	01	9 Watch Hill Road	Hampden	MA	01095	102	M	09-30-2004	9 YRS 02 MOS 11 DYS	ACTIVE
4	10010	Adams, Hank	10	9 Watch Hill Road	Hampden	MA	01055	207	M	03-30-1997	16 YRS 08 MOS 11 DYS	ACTIVE
5	11011	Adams, Kenneth	11	241 Claremont Ave	Springfield	MA	01009	209	M	11-02-1996	17 YRS 01 MO 08 DYS	ACTIVE
6	09014	Albrecht, Charles	09	56 Lincoln Avenue	Longmeadow	MA	01106	205	M	07-08-1997	16 YRS 05 MOS 02 DYS	ACTIVE
7	12002	Albrecht, Kendall	12	56 Lincoln Ave	Longmeadow	MA	01106	211	F	10-31-1993	20 YRS 01 MO 10 DYS	ACTIVE
8	07001	Allen, Christine	07	32 Sandy Way	Longmeadow	MA	01106	201	F	04-01-1999	14 YRS 08 MOS 09 DYS	ACTIVE
9	12022	Allen, Jacob	12	32 Sandy Way	Longmeadow	MA	01106	211	M	07-15-1994	19 YRS 04 MOS 26 DYS	ACTIVE
10	05027	Almlov, Erik	05	686 Maple Road	Springfield	MA	01009	110	M	04-01-2001	12 YRS 08 MOS 09 DYS	ACTIVE

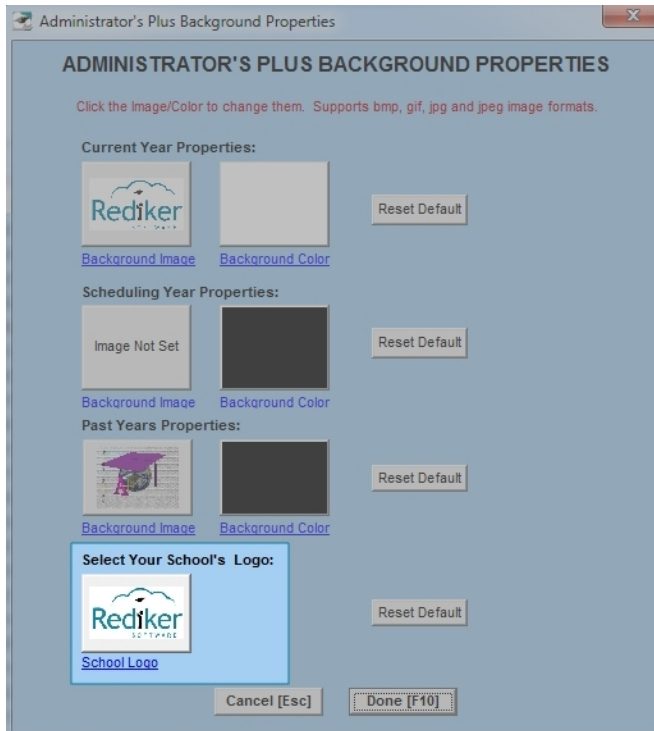
Lookup features (see diagram above)

- A** Search for students or staff based on any demographic column.
- B** Switch between the student or staff database, and choose whether to search for a person based on the first characters in his or her demographic field or a sequence of characters contained therein.
- C** Switch between AdminPlus modules to quickly edit any information about the selected student or staff member.
- D** Apply advanced filters to narrow down your searches, and use **Advanced Sort** to organize Lookup hierarchically.
- E** Configure different Lookup View templates and switch between them, depending on your preference.
- F** Create, save, rename, and delete Lookup View templates.
- G** Apply Lookup filters to display very specific demographic information.

Change Your School's Logo

You can incorporate your school's logo into the Home screen to further personalize AdminPlus.

1. Click the Home screen icon  on the Shortcut Bar.
2. In **Quick View Dashboard**, right-click the first area on the left, and then click **Setup > General > Background Properties**.
3. In the **Background Properties** dialog box, click **School Logo**.





4. In the **Open** dialog box, browse for your school's logo, and then click **Open**.
5. Click **Done**.

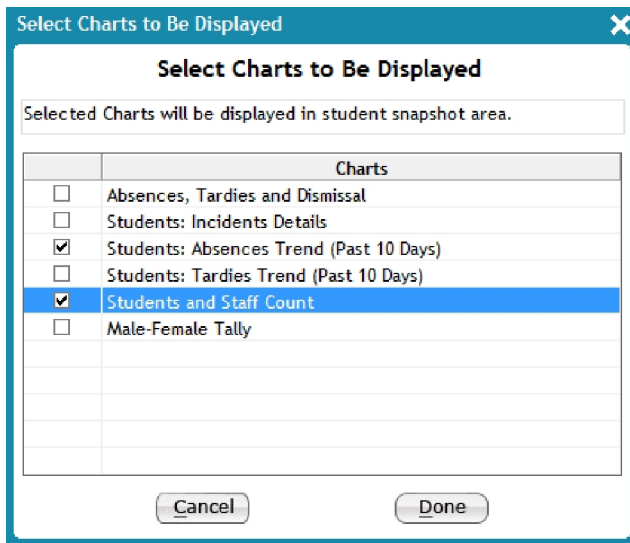
View Statistical Data on the Quick View Dashboard

You can customize the Quick View Dashboard on the Home screen to display two of six graphs, which present a brief statistical glimpse of your school, including:


- Student and staff absences, tardies, and dismissal totals for the current day
- Incident details for students
- Absence trends over the last 10 days
- Tardy trends over the last 10 days
- Student and staff counts
- Male and female tallies

To configure which graphs display on the dashboard, do the following:

1. Click the Home screen icon  on the Shortcut Bar.
2. Click the settings gear icon  to the right of the third dashboard with the graphs.
3. Clear the check boxes for the graphs you don't want displayed.
4. Select the check box of the two graphs you want to appear on the dashboard, and then click **Done**.



	Charts
<input type="checkbox"/>	Absences, Tardies and Dismissal
<input type="checkbox"/>	Students: Incidents Details
<input checked="" type="checkbox"/>	Students: Absences Trend (Past 10 Days)
<input type="checkbox"/>	Students: Tardies Trend (Past 10 Days)
<input checked="" type="checkbox"/>	Students and Staff Count
<input type="checkbox"/>	Male-Female Tally

Tip: You can also view all graphs at once by clicking the bar graph icon , located at the upper-right corner of AdminPlus.

Student Snapshot

Once you select a student, your school logo and dashboard will be replaced by what we call the Student Snapshot. The Student Snapshot is divided into three areas, explained in this topic.

The screenshot shows the Student Snapshot for Jeremiah Abbott. At the top, there is an "Alert Field" with a yellow warning icon. Below this, the student's name "Abbott, Jeremiah" is displayed next to an ID number "04001" and a "Verification status" icon (a green checkmark). A photo of the student is on the left. Below the photo, the address "50 Spencer Street, Springfield, MA 01270" is listed. Further down, the parent/guardian information is shown: "PARENT/GUARDIAN : Mr. and Mrs. James Abbot", "HOUSEHOLD PHONE : (413) 444-5793", and "BIRTH DATE : 11-05-2001". At the bottom, there are four icons: an envelope for "Email the student", a pencil for "Edit the student", a red X for "Inactivate the student", and a green plus sign for "Add a student". To the right of these icons is a gear icon labeled "Select demographic fields to display on the Dashboard".

In the first Snapshot area, you can view and perform the following:

- Select up to three demographic fields to view at all times on any student
- View the student's name, address, and ID number
- Display the Alert icon if the student has any Alert fields
- Email, edit, or deactivate the student if needed
- Show data verification status. (The icon will be a note if done manually or a cloud if done online.)

The screenshot shows the second Snapshot area. On the left, there is a "Contacts" section with a "New" button and a list of contacts: "Father * Mr. Jeremy Abbott", "Brother Jason Abbott", and "Mother Nancy Abbott". Below this is a "Table: Activities" section with a "Last used SuperDB table" label. To the right of the contacts is an "Email the contact" button. Below the contacts is an "Other Tables" section with a "View all SuperDB tables" label. On the right side, there is a table of student information: "ABSENT : 2.00", "TARDY : 4.00", "HOMEROOM : 100", "BIRTH DATE : 11-05-2...", "NICKNAME : Jerry", "LOCKER # : 205", "ALLERGIES : peanuts", "ADVISOR : Ms. Lovell", "Grade : 04", "Status : ACTIVE", "BUS : 6", and "GUID : {A757AE...}". At the bottom right, there is a gear icon labeled "Customize demographic fields displayed".


In the second Snapshot area, you can view and quickly identify all of a student's contacts in one area. You can click any of the contacts to see their information. You can also:

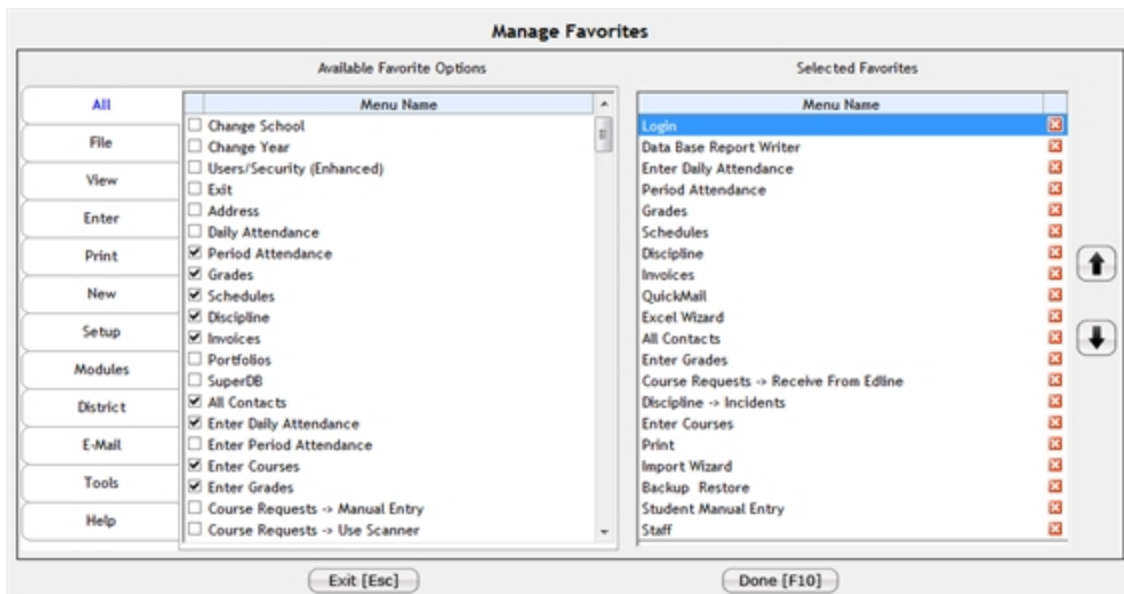
- Access the master contacts list
- Email any of the contacts easily
- Create a new contact for the student
- Access SuperDB tables for the student

In the third area, you can add up to six fields in one column or up to 12 fields in two columns for viewing. You can display information from any of the AdminPlus modules, including Data Base, Attendance, Report Cards, Scheduling, Discipline, and Billing.

Set a Task as a Favorite

Accessing the daily tasks that matter most to you is only a click away when you set them as favorites. AdminPlus enables you to set up to 20 tasks as favorites across any modules.

1. Click the **Favorites** star icon  at the upper-right corner of AdminPlus.
2. In the **My Favorites** dialog box, click **Manage Favorites** on the bottom left.
3. In the **Selected Favorites** column, remove any of the default favorites by clicking the delete icon.
4. In the **Available Favorite Options** column, select the check box for each task you want to set as a favorite, and then click **Done [F10]**.



5. In the **My Favorites** dialog box, click any of the tasks you have selected as favorites to launch them.

Shortcut Icons and Hot Keys

AdminPlus 6 has a new set of shortcut icons and hot keys that make it easy for you to access and edit student or staff information across modules. To take advantage of many of these shortcuts, you must first select a student or staff member.

Shortcut Icons



Access a student or staff member's portfolio.



Identify all members of a student's household in a school or district with one click.



Manipulate your settings for the Address screen, including default screens and values.



Quickly print or modify the selected student or staff member's data report. When you switch between modules after selecting a student or staff member, the icon will print a data report based on the current module task selected. For example, if you were viewing a list of disciplinary incidents, you could click the print icon to print an incident report, or if you were viewing invoices, you could print an invoice report.



Send current Lookup View to Excel.



Perform batch entries, and move or delete data.



Review new or revised data received from APWeb Online Forms.

Hot keys



Edit the selected student's name, or add a new student.



Daily Attendance: Pull up the selected student or staff member's editable attendance record.



Report Cards: View the selected student's editable grades in transcript format.



Scheduling: Display the student or staff member's schedule in line or grid format.
When you click this hot key, the following additional hot keys appear:



Toggle to line schedule.



Toggle to grid schedule.



Speed-schedule the student.



Discipline: Show incident and penalty totals for the student.



Billing: Access all the invoices and billing summary for that student.



Pictures Plus: Create ID cards.



Period Attendance: Open period attendance totals by class.



Fast Payments: Quickly apply payments to the selected student's billing records.

CHAPTER 2

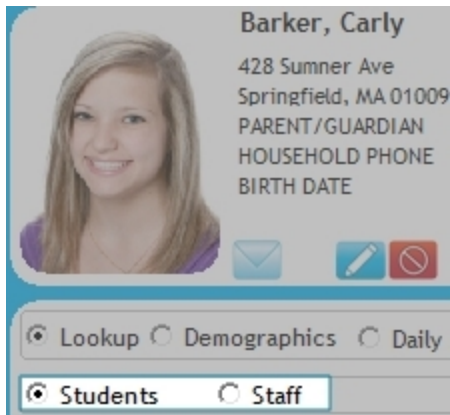
View Demographic Information

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Find a Student or Staff Member Using Lookup

The newly redesigned Lookup makes it easy for you to search for students or staff using their names or any demographic field displayed in Lookup. You can also choose to search either by first characters or by any characters contained in the person's information.

1. On the Home screen, click **Students** or **Staff**, based on what demographic group you wish to search in.



2. If searching for a person using his or her name, proceed to step 4.
3. If searching for someone by using a demographic field other than **Name**, click the column label by which you would like to search for the person (for example, **STUDENT CITY**).


	(All)	(All)	(All)	(All)	(All)	(All)	(All)
#	APID	Name	Grade	STUDENT STREET	STUDENT CITY	STUDENT STATE	STUDENT ZIP
368	PK001	Bebe, Mark	PK	7 Lighthouse Road	Springfield	MA	01057
369	08027	Bean, Donald	08	415 Tenney Hill	Hampden	MA	01015
370	07002	Bartlett, Evan	07	1702 Porter Lane	Hampden	MA	01015
371	11001	Barker, Jackie	11	8 Old Middle Road	Springfield	MA	01055

Note: Clicking a column label sorts the demographic information in Lookup by that column and also confines the searches you perform to that column only.

4. Do one of the following:
 - Click **Begins With** if searching using the first three characters contained in the person's information for the selected demographic category.
 - Click **Contains** if searching using any characters contained in the individual's information for the category.

5. Type the student or staff member's information in the text box, based upon your selection for step 4, and press Enter.

Name: ☐ Begins With ☒ Contains



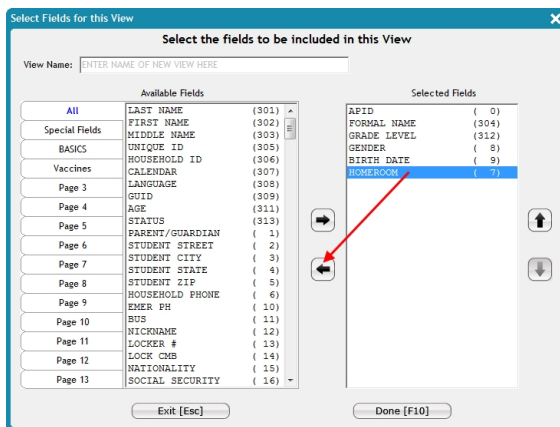
(All)	(All)	(All)
APID	Name	Grade
02001	Baitler, Rachael	02
04002	Baker, Andrew	04

Note: Upon adding a new student or staff member or editing demographic information about him or her, click the refresh button icon  to the right of the **Current View** list to refresh Lookup and display the most up-to-date demographic information.

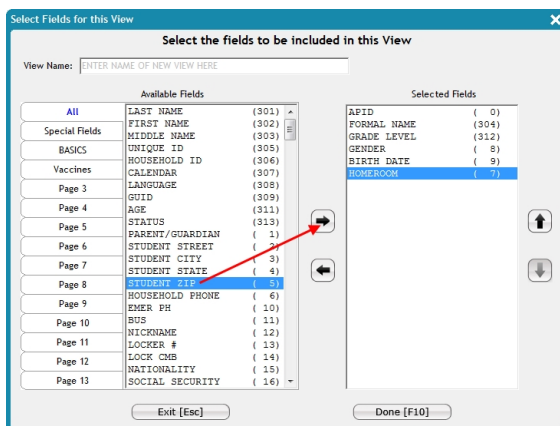
Create a Lookup View

You can customize what demographic categories are displayed in Lookup to display only the information relevant to you. Then, you can save the customized View as a template for later use, enabling you to create different Views for different situations. For example, you could create a view that only displays 8th graders, sorted by gender.

1. Click **Add View** at the lower-right corner of Lookup.
2. In the **Selected Fields** area, click any of the default demographic fields you don't want displayed, and then click the left arrow to remove them.




3. In the **Available Fields** area, click the demographic fields you want to appear in Lookup, and then click the right arrow to select them.



Note: Use the up and down arrows to adjust the order of the fields.

4. Name the View at the top of the dialog box.
5. Click **Done**.

The following commands give you flexibility in working with and making changes to your Views:


To	Do this
Delete a View	Click Delete View at the lower-right corner of Lookup.
Rename a View	Click Rename View at the lower-right corner of Lookup.
Save the current View	Click Save View at the lower-right corner of Lookup after having made changes to the present View.
Save as new View	Click Save As New View at the lower-right corner of Lookup after having applied any changes to the current View.
Switch between customized Views	Click the Current View drop-down list box.
Refresh a View	Click the refresh button icon  to the right of the Current View list. When you add a new student or staff member or edit information about him or her, click this button to refresh Lookup and display the most up-to-date demographic information.
Add a demographic column to Lookup	Right-click any column label, and click Add Column(s) .
Remove a demographic column from Lookup	Right-click the column label, and click Remove This Column .
Move a demographic column manually	Drag the column label, and drop it at its new location.
Set column size to fit longest entry	Right-click the column label, and click Set Column Width to Fit Longest Entry .


Note: Whenever you make any changes to a View, you must either save the current View or save the View as a new one in order to keep your changes.

Apply a Lookup Filter

Lookup filters are a great way to confine your Lookup View to a specific subcategory of a demographic column. For example, if you wanted to display only female students in the fourth grade, you could apply the gender and grade filters to display only the students within that criteria. For every demographic column displayed in Lookup, there is a filter to be applied.

1. Click a demographic filter category at the bottom of Lookup.

Current View: CUSTOM 


APID	No filter selected
Name	No filter selected
Grade	 04

2. In the **Filter** dialog box, select the check box for the filter you would like to apply, and then click **Select**. For example, if you clicked the **Grade** filter to search for students in the fourth grade only, the next step would be selecting the check box **04**.

Filter: Grade

#	Grade
1	<input type="checkbox"/> 01
2	<input type="checkbox"/> 02
3	<input type="checkbox"/> 03
4	<input checked="" type="checkbox"/> 04
5	<input type="checkbox"/> 05
6	<input type="checkbox"/> 06
7	<input type="checkbox"/> 07
8	<input type="checkbox"/> 08

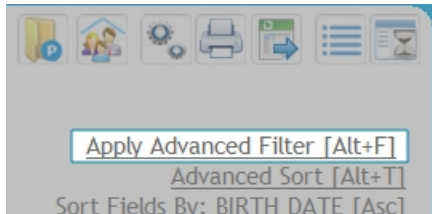
Exit [Esc] Select

3. Repeat step 2 to apply additional filters.
4. To clear a specific filter you've applied, click the delete icon  beside the filter.
5. To clear all filters you've applied, click **Clear Filters** at the lower-right corner of Lookup.

Apply an Advanced Filter

Advanced filters give you greater precision in displaying demographic information in Lookup. For example, you could apply an advanced filter to display only those students whose birth dates fall in February. While applying an advanced filter, you can also use wildcard search symbols to facilitate your search.

1. Click **Apply Advanced Filter**, located at the upper-right corner of Lookup.



2. In the **Filter** dialog box, type a search term in the text box.

A screenshot of the 'Filter' dialog box. It has a title bar with a close button. The main area contains a text box with the label 'Enter all or part of BIRTH DATE' and the text '02*'. To the right of the text box are links for 'Show Help' and 'Clear'. Below the text box are three checkboxes: 'Search all columns', 'Match whole word only', and 'Match case'. Below the checkboxes is a text box labeled 'Enter Filter Name' with the text 'DEFAULT FILTER'. At the bottom is a table with three columns: 'FILTER NAME', 'FILTER EXPRESSION', and 'OWNER'. The table contains three rows: 'DEFAULT FILTER' with expression '02*' and owner 'SUPERVISOR', 'BLANK' with expression '%%' and owner 'SUPERVISOR', and 'NOT BLANK' with expression '<>%%' and owner 'SUPERVISOR'. At the bottom of the dialog are four buttons: 'Exit[Esc]', 'DEL[F8]', 'Add & Apply[F2]', and 'Apply[F10]'.

FILTER NAME	FILTER EXPRESSION	OWNER
DEFAULT FILTER	02*	SUPERVISOR
BLANK	%%	SUPERVISOR
NOT BLANK	<>%%	SUPERVISOR

3. Select any of the search criteria check boxes, depending on how narrow your search is.

Note: If your advanced filter search is confined to one demographic column only, make sure to click the column label to select it before opening the **Advanced Filter** dialog box.

4. Click **Apply**.

Example

Imagine that a staff member wants to display all students whose birthdays fall in February. She would first click the **BIRTH DATE** column label to select it, and then she would type the advanced filter "02*" to search for any students whose birth dates begin with 02. The wildcard asterisk (*) tells AdminPlus to include any day or birth year as long as the date begins with the month of February.

Use the following optional wildcard search symbols to narrow down your advanced searches:

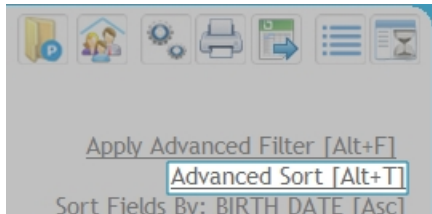
Wildcard search symbols	
*	Substitute for any number of characters. For example, *east finds "Northeast" and "Southeast."
..	Substitute for any number of characters. For instance, ..east finds "Northeast" and "Southeast."
* or ..	May be used as wildcards if the check box Match whole word only is selected.
?	Substitute for any single character. For example, sm?th finds "smith" and "smyth."
#	Substitute for any single digit. For instance, 1#3 finds 103, 113, and 123.
%%	Find a field with no data (blank).
<>%%	Find a field that's NOT blank.
>	Greater than
<	Less than

Tip: Remember that after applying an advanced filter, you can save the information displayed as a new View by clicking **Save View As** at the lower-right corner of Lookup.

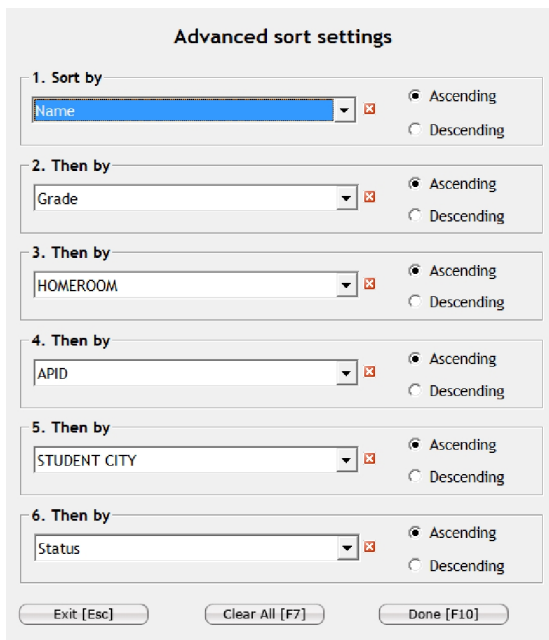
Apply Advanced Sort

Advanced Sort is a great way to sort the demographic information in Lookup with precision by several categories in order. You can set primary and secondary sort categories to display student or staff information just the way you want it.

1. Click **Advanced Sort**, located at the upper-right corner of Lookup.



2. Click a primary sort category from the **Sort by** list, and then click the **Ascending** or **Descending** option, depending on your preference.



3. Set the secondary sort categories in the hierarchical order you want the information to be organized. Remember to click either the **Ascending** or **Descending** option to reflect your needs.
4. Click **Done**.

Tip: Remember that after applying **Advanced Sort**, you can save the information displayed as a new View by clicking **Save View As** at the lower-right corner of Lookup.

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CHAPTER 3

Edit Demographic Information

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Edit Demographic Information across Modules

You can now edit demographic information in AdminPlus 6 with greater flexibility. With the new Address screen, you can quickly browse students or staff as you edit information about them, using the Quick Lookup feature. In addition, editing demographic information across modules is only a click away.

Edit Demographic Information

1. Click **Data Base** on the Shortcut Bar, and then click **Address**.
2. Double-click a student or staff member.

Once you double-click a student, you can edit demographic information about him or her on the right while browsing other students on the left using Quick Lookup. You can continue to search for other students and apply any filters or Views you created previously in Lookup.

Adams, Hank 10010 [Contacts](#) [New](#)

9 Watch Hill Road
Hampden, MA 01055

PARENT/GUARDIAN : Ms. Eleanor Adams
HOUSEHOLD PHONE : (413) 444-6207
BIRTH DATE : 03-30-1997

Table: [Activities](#)

Lookup Demographics Daily Att Period Att Grades Schedules Incidents Invoices

Students Staff

Name: Begins With Contains [28 / 392]

APID	Name
10017	Thibodeau, Barbara
10027	StPierre, Dan
10026	Small, Cory
10022	Rogers, Dana
10023	Plourde, Jake
10015	Nguyen, Than
10007	Miller, Matt
10011	McPhail, Christina
10028	Maguire, Joanne
10020	Lorrain, Tori
10006	Lawrence, Heather
10005	Himes, Dan
10008	Hamilton, Michele
10018	Gray, Kelley
10004	Grant, Richard
10003	Girard, Erica
10012	Gadomski, George
10009	Fulton, Patricia
10019	Frank, Walter
10013	Esty, Pat
10002	Emerson, Sam
10014	Durling, James
10024	Chute, Gray
10001	Brown, Bethanie
10016	Boutin, Tina
10010	Adams, Hank

Filter: CUSTOM

APID	Name	Grade	Gender	Birth Date	Homeroom	Locker #	Advisor	Student Street

BASICS

PARENT/GUARDIAN: Ms. Eleanor Adams

STUDENT STREET: 9 Watch Hill Road

STUDENT CITY: Hampden

STUDENT STATE: MA

STUDENT ZIP: 01055

HOUSEHOLD PHONE: (413) 444-6207

HOMEROOM: 207

GENDER (S): M

BIRTH DATE (D): 03-30-1997

EMER PH: (413) 555-0002

Any demographic category column you select while in the Lookup screen appears as a secondary column in Quick Lookup along with the default **Name** column. In the following example, the **STUDENT CITY** column was selected in Lookup, so it appears as a secondary column in Quick Lookup.

Brown, Bethanie
 8 Walker Street
 Springfield, MA 01009
 PARENT/GUARDIAN : Mr. and Mrs. Joseph Brown
 HOUSEHOLD PHONE : (413) 444-8936
 BIRTH DATE : 03-15-1997

Lookup Demographics Daily Att Period Att Grades Schedules Incidents Invoices

Students Staff

STUDENT CITY: Begins With Contains [28 / 392]

Name	STUDENT CITY
Plourde, Jake	Hampden
Nguyen, Than	Hampden
Maguire, Joanne	Hampden
Lorrain, Tori	Hampden
Lawrence, Heather	Hampden

BASICS

PARENT/GUARDIAN

STUDENT STREET

3. Click a demographic tab.
4. Click a field, enter information, and either press Enter to continue to the next field, or click **Accept** at the bottom right to finish editing.

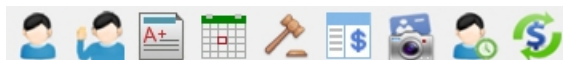
Edit Demographic Information across Modules

1. Click a student or staff member in the Address screen.
2. Do one of the following:
 - Click one of the module options, located below the Student Snapshot.

Albrecht, Kendall
 56 Lincoln Ave
 Longmeadow, MA 01106
 PARENT/GUARDIAN : Mr. and Mrs. Julian Albrecht
 HOUSEHOLD PHONE : (413) 444-4163
 BIRTH DATE : 10-31-1993

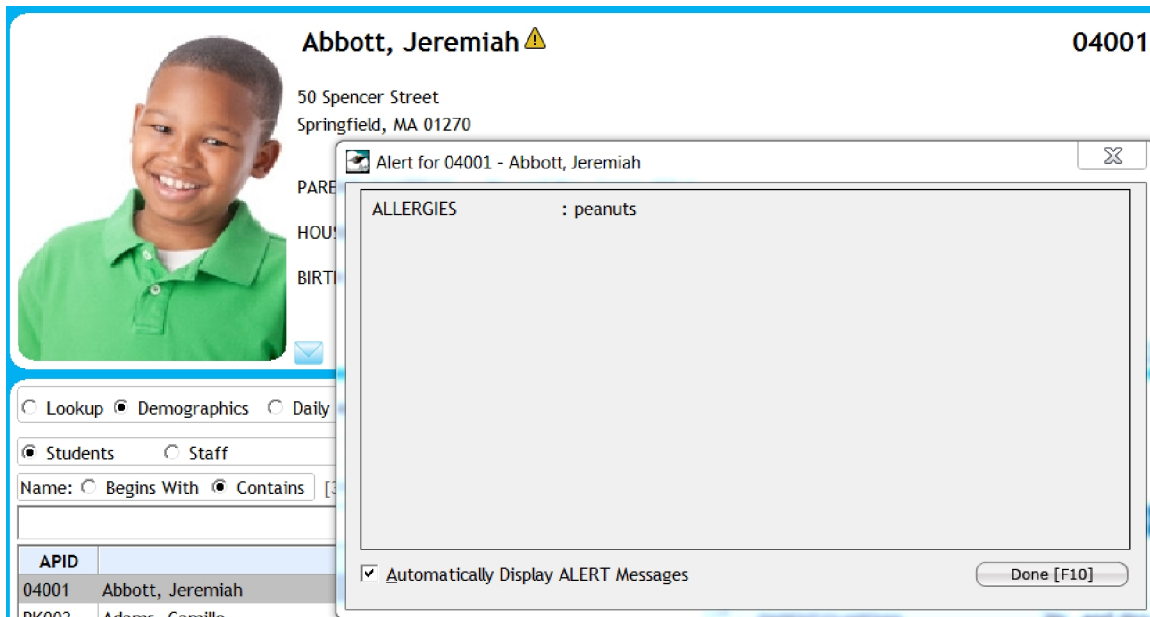
Lookup Demographics Daily Att Period Att Grades Schedules Incidents Invoices

- Click a hot key.

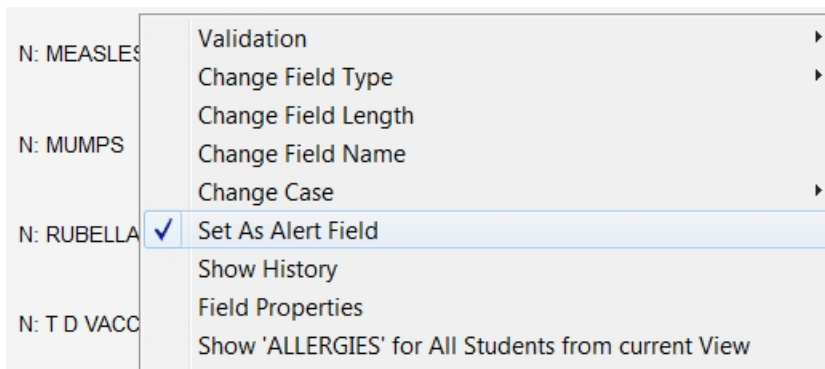


Set up an Alert field

Alert fields can be very useful in highlighting a critical demographic field when a student or staff member is selected in the Address screen. For instance, you could set **ALLERGIES** as an Alert field and have an Alert icon appear in the Student Snapshot area (along with an optional a pop-up message) every time a student who has an allergy is selected.



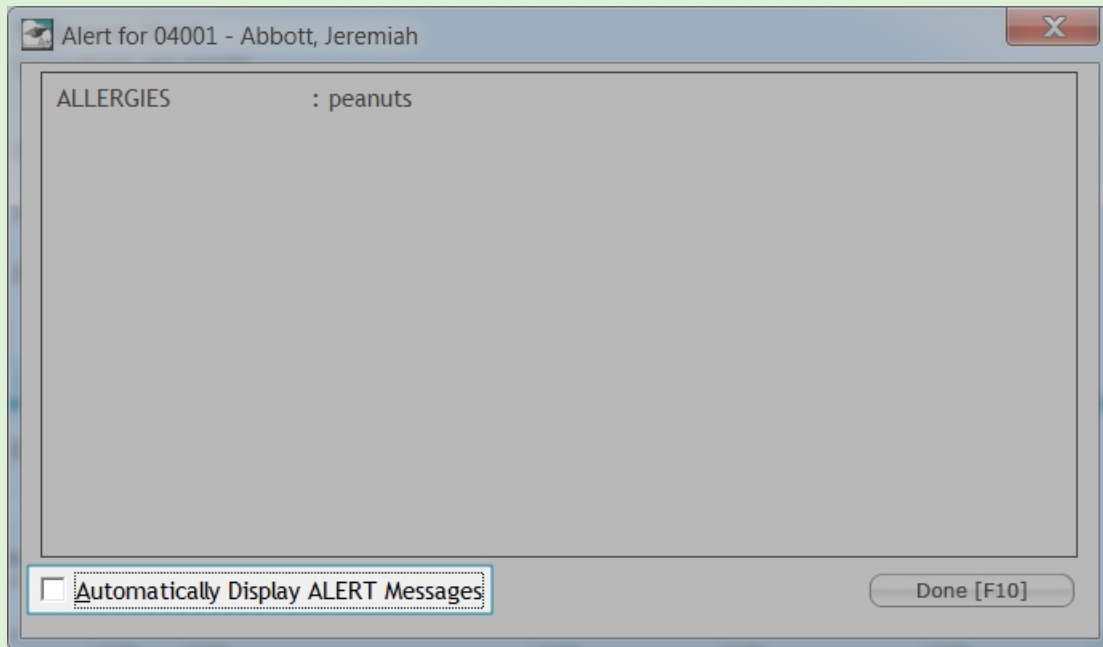
1. Click **Data Base** on the Shortcut Bar, and then click **Address**.
2. Click a student or staff member.
3. Right-click the demographic field to be set as an alert, and then click **Set As Alert Field**.



Note: You only need to set an Alert field once in the student or staff database to have the field apply to all individuals in the group.

Warning: If a person doesn't have relevant information for the Alert field (for example, a student doesn't have an allergy for the **ALLERGIES** field), leave the field blank, and don't add any fillers, such as "N/A" or "None." AdminPlus considers any information added to an Alert field as relevant, so it's best to leave it blank if someone doesn't qualify.

Tip: To disable the Alert pop-up box, clear the **Automatically Display ALERT Messages** check box the next time the box appears. To turn it back on, click the Alert icon ⚠ in the **Student Snapshot** area to display the pop-up box again, and then select the same check box.





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