Take2 Newsletter | May 2018

Welcome to the winter newsletter, with it unfortunately comes the rain and cold.

I'm not sure where the year has gone, but it's hard to believe that we are nearly at the end of May.

We are settled into our new offices and enjoying them. If you are in Wellington and have some free time you are welcome to pop in and say hi, the coffee is always on.

The User Forum this week was a great success – a big THANK YOU to those Take2 Clients who attended. See below for an update.

Update from the Help Desk

- Great to have the first 2018 SDR behind us, it was a fairly quiet time on the Help Desk so we assume it all went well for you.
- There are new fees free reports available in the latest Take2 releases, if you have any questions around these please give us a call.
- Online monthly sessions: we find the feedback from clients after the session has run is really valuable. We use your feedback to determine future sessions and to make other improvements, check the schedule further down the newsletter for upcoming sessions.

If you are experiencing any issues with the Take2 software please contact our Help Desk team Michael and Lian to discuss. They can be contacted either by email helpdesk@adaptit.co.nz or call 0800 499 5410 or 04 931 1470.

They look forward to hearing from you.

Welcome to new clients

- Annesbrook Leadership College (Nipper)
- Besafe Training (Take2 Access)
- Coastguard Education (Take2 Access)
- Tana Training (Take2 Access)

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Compliance commitments coming up

Timetable and Extract Dates for 2018 SDR returns

- August: to be submitted to Ministry by 21 August 2018
- December: to be submitted to Ministry by 21 January 2019

Monthly Fees-free return through Workspace 2

- As agreed with TEC

If you have not read the latest SDR manual take a moment to review it here

Reminder, to keep the next SDR submission pain free start running trials now

- Submit trial submissions to determine and resolve your errors and warnings
- We recommend that you are on the latest Version 10.8.240 to submit
- The Single Data Return manual published by the Ministry of Education has a whole section dedicated to the definition of valid enrolment and this covers domestic status, fee refund, and withdrawal periods. http://www.steo.govt.nz/sdr/sdr-manuals.

A new Version of Take2 is available

"Version 10.8.242 was released on 18 May – specifically for Fees Free reporting using Workspace 2
"Version 10.8.240" was released on 20 April, also with a specific focus on Fees-Free reporting

It is really important that you are on the latest release. The upgrade can be downloaded from the Take2 website. If you need assistance contact the help desk team.

Upgrades for Zoom Cloud clients are taken care of automatically.

Changes have been made in the following areas.
The Release Notes which were included with the upgrade have more detail.

- Fees-Free
- Person

User Forum update

The Adapt IT User forum was held in Wellington earlier this week.   The two day forum was attended by 65 clients, 30 staff from over 14 Take2 client sites were represented. Clients had a great time at the sessions and networking with their peers. The sessions were informal with plenty of opportunity to ask questions.

Both mornings started off with joint presentations and a welcome and overview from Cheryl and Harvey. The keynote speaker was Dave Guerin from Tertiary Insights, he gave a thought provoking update on his view of the sector. On Wednesday morning NZQA and TEC presented.   Sessions over the rest of the two days covered a range of topics from compliance, reporting, enrolment patterns and prospects through to housekeeping and health checks.

Give Cheryl a call 04 931 1481 or send her an email if you would like further information or a copy of the power point displays.

Interface requests

Recently we have been asked to cost the development of an interface to Canvas and Xero.   We are currently scoping this work, if you use Canvas and Xero and would be interested in further information on these interfaces email or call Cheryl. We are happy to make these available to clients who did not attend the forums.

Training Opportunities coming up

- **Monthly online sessions**

    Our next session on Attendance is scheduled for 14 June, keep an eye out as the registrations for this session will be available next week.

    Why not make a note in your calendar now of our future sessions?

12 July	SDR and common errors
9 August	Finance including invoicing a student
14 September	Reporting including EPI, pivot tables and dashboard
11 October	Online Enrolments
15 November	End of year processes

    Past sessions are available on video   – click here for the video link – the password is - Demo@take234

Topic	Link
SDR	https://vimeo.com/213935030
Academic records NZQA Reporting	https://vimeo.com/218871526
Reports - basic student reporting	https://vimeo.com/220886815
NSI	https://vimeo.com/225798015
How to do a Take2 Access Upgrade + Pre-Go Live Actions required for Aug 2017 SDR	https://vimeo.com/227647362
Attendance	https://vimeo.com/229070552
EPI Reporting and PivotTables	https://vimeo.com/233764431
Archiving	https://vimeo.com/237840909
Prospects	https://vimeo.com/241997811

Professional Services   Give Cheryl a call (04 931 1481 or 021 938 100)

- Require assistance with staff training – remote or onsite?
- Interested in a Health Check of your data base? Concerned about data anomalies?
- Interested in seeing if moving Take2 SQL would be beneficial for your organisation?
- Want to move your Take2 Access Edition from the desktop to the Cloud?
- Or, if you just want to chat about how the products are working for you

Zoom Cloud

Have you considered moving your Take2 Access database to the Cloud?   While this incurs a set-up fee and a monthly hosting fee the benefits are considerable.

Over half of the Take2 Access clients are operating in the Zoom Cloud.   Contact Cheryl for further information, either by email or give her a call.

Your feedback

You are a vital part of the Take2 development. We welcome your thoughts suggestions, criticisms and feedback.

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