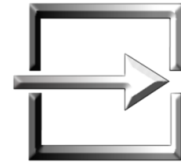


Memo

Meta Office Limited

Education Management Information Systems



To: Licensed Access Edition *Take2* Users

From: Richard Hamilton-Williams
Meta Office

Date: 11 December 2009

Topic: *Version 10.2.1 Access Edition – Release Notice*

Please read these notes carefully before upgrading to version 10.2.1. The notes are important.

You will require a password from Meta Office to upgrade. The password will be sent to you in the email that accompanies this release notice. It can also be obtained from the Help Desk (helpdesk@meta-office.com).

Warning: You cannot upgrade to version 10.2.1 if you if you have not yet upgraded to version 10.1.1 or higher. Contact Meta Office as soon as possible.

INTRODUCTION

Take2 version 10.2.1 is the second major release in the version 10 series. It incorporates a number of enhancements that have been requested by our clients and it has been certified by the Ministry of Education for the 2010 SDR.

Version 10.2.1 can be used for the December 2009 SDR and for all 2010 SDR rounds.

INSTALLATION

You will require a password from Meta Office to upgrade – please contact the Help Desk (helpdesk@meta-office.com) by email to request the password if you have not already received it.

Once you have the password you can upgrade using the processes described in Tip Sheets 32 and 33 which are supplied with this release notice.

An updated Take2 User Manual is also available from the Take2 web site. The password for this download is the same as that required for version 10.2.1.

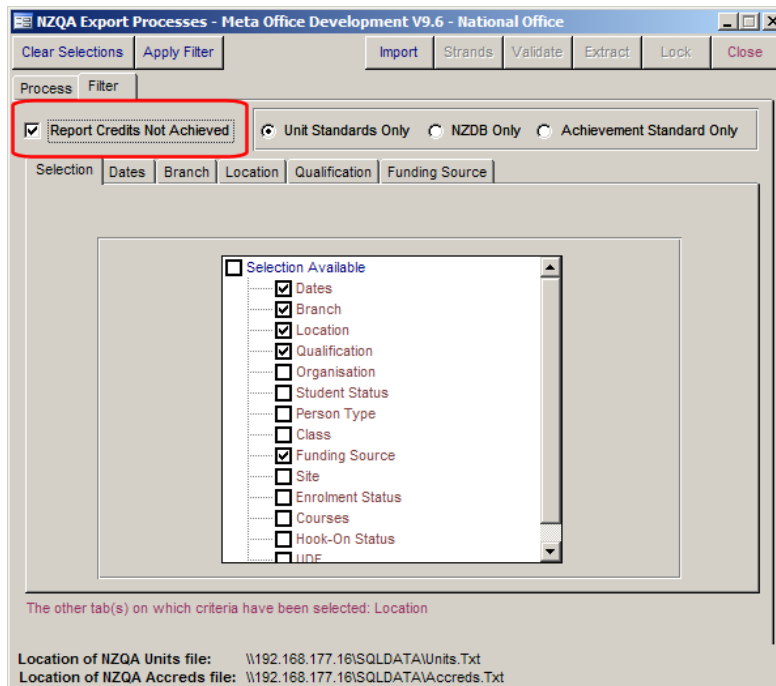
FEATURES

1. 2010 SDR

This version of Take2 can produce SDR files in the format required for 2008, 2009, and 2010, depending on the return year you enter on the *SDR* form.

2. NZQA Return – Reporting Not Achieved Outcomes

If you have STAR and Gateway students you are now required to report “Not Achieved” outcomes to NZQA. Provision has been made in version 10.2.1 to report “Not Achieved” outcomes



3. Report Completed Qualifications Only

A new filter item has been added to the filter *Options* for Student Schedules which allows you to report only students who have completed the qualification.