



NIPPER NEWSLETTER

from Meta Office

October 2005

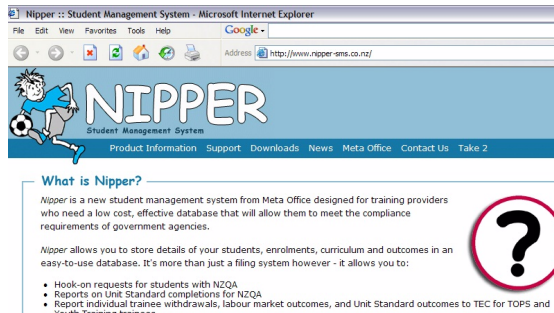
Welcome

Welcome to the first edition of the Nipper newsletter. The Nipper newsletter will contain interesting and useful information for Nipper users. The newsletter will also detail important and upcoming changes to the Nipper software, training opportunities and happenings at Meta Office.

Nipper Website

Nipper has it's very own website which can be found at:

www.nipper-sms.co.nz



The Nipper Website

The Nipper website contains the latest updates for Nipper, user manuals and tutorials and tips sheets of how to make best use of the Nipper software.

Tip-Sheets

These are short, step-by-step how guides, each covering a particular subject. We will be continuing to add more tip sheets. If there are any topics you would like to see in a tip sheet, or have any ideas for improving our site, please email helpdesk@nipper-sms.co.nz. We would love to hear from you.

TIP-SHEET	DESCRIPTION
Add a student	How to add a student.
NZQA Hook-Ons	How to process the NZQA turnaround file.
NZQA Download Curriculum	How to download curriculum from the NZQA web site.
Import NZQA data into Nipper	How to import NZQA data into Nipper.
NZQA Reporting	How to do NZQA Unit Standard Reporting.
Upload FDC file to NZQA	How to upload a FDC file to NZQA.
Create Student Bring-ups	How to create a student bring-up.
Manage Bring-ups	How to update student bring-ups.
Enrolling A Student	How to enrol a Student (Pattern Enrolment).

Nipper Tip Sheets

New information and tip sheets get put on the website regularly so keep an eye out for them!

New Version

The latest available version of the Nipper front end is out, v1.1.8.

To check which version of Nipper you have,

1. Start up Nipper.
2. Click on the Nipper System button
3. Click on the Nipper button
4. The Nipper Student Management System dialogue box will appear



5. The Front end version number will be displayed.
6. To update your version of Nipper click on the Check for Update button or alternatively download directly from the website.

Nipper Update - v1.1.8

This update fixes a small bug during validation when exporting to NZQA.

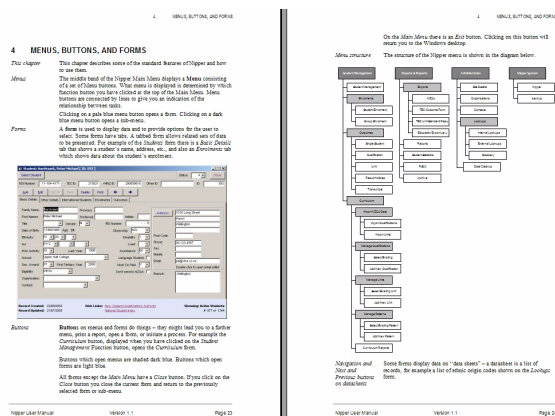
The validation process allowed the Gender field to be left blank when it should contain a value.

This update will now alert you if the gender field is blank and will prompt you to enter a value before you can continue.

User Manual

The Nipper User Manual is a great place to start if you are unsure of what to do or how something works.

The User Manual documents all the features of Nipper with easy to follow instructions, screen shots and clear diagrams



User Manual

You can find the manual in the Nipper Main Menu under Documentation Shortcuts, on the Nipper installation CD or you can download it from the Nipper website.

If you are new to Nipper the PowerPoint Tutorial is useful in giving an overview of Nipper as well.

NZQA Returns

It's time to start thinking about submitting your NZQA Returns. A few of our providers have already submitted their returns so now is good time.

If this is your first return to NZQA remember to do a test batch first. When you have been given the "big OK" you can then submit your real batch.

MR BOMB SAYS



"REMEMBER TO BACKUP YOUR DATA FILE REGULARLY!"

It's a good idea to keep a regular copy of the NipperData.mdb file on a disk somewhere safe, preferably off site. If you lose your data file, and have no backup you will have to re-enter all your data again!

To create a backup:

1. Click on Nipper System and then Backup
2. A Nipper Back-up Procedure box will appear.
3. Click on the Yes button to continue
4. A message will appear stating that the backup is complete

Witchcraft training gets Dutch tax break

AMSTERDAM: Dutch tax authorities have allowed a woman to deduct the 2210 euros it cost her to take a one-year course in witchcraft. The 39-year actress and artist learnt how to use crystal balls and prepare herbs, and also spells and other witchcraft skills at the course held in the country's northwest.

"The woman used the training in order to start ... giving workshops, so she used it to extend her professional knowledge," the tax official told Reuters.

Margarita Roland, who gave the course and whose [website](#) shows her with a broomstick and pointed hat, said she teaches apprentices all they need to know to become a witch, using magic as a force for good. "A witch is a wise woman or man who knows about the magic of life in general and the magic of the earth in particular," said Roland, known as the "witch of Appelscha" after her home town.

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Take 2