

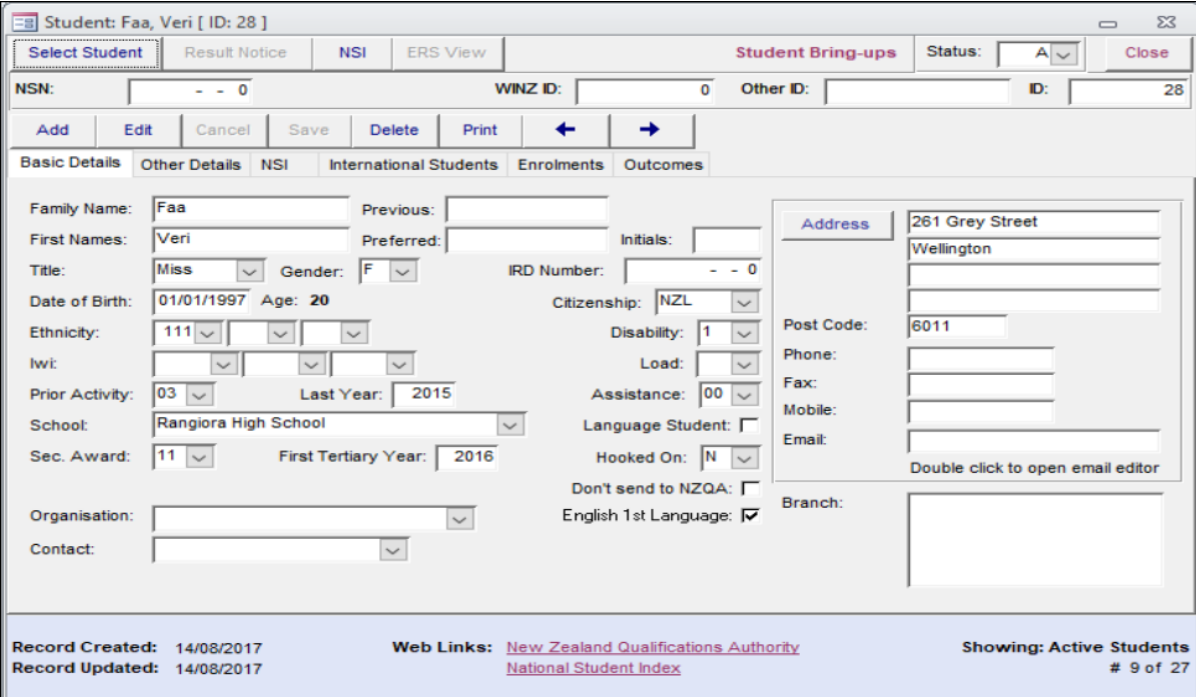
Tip Sheet No.01

Add a New Student

1. From the Nipper Main Menu click the **Student Management** button.
2. Click on the **Student** button.

Note: It is recommended that you search to determine if the student already exists in the database prior to adding a new student to avoid duplicates.

3. Click on the **Add** button.
4. Type in the required student details.
5. Click on the **Save** button to save the details of the new student.
6. Click on the **Close** button to return to the Main Menu.



The screenshot shows the 'Student: Faa, Veri [ID: 28]' window. The interface includes a top navigation bar with 'Select Student', 'Result Notice', 'NSI', 'ERS View', 'Student Bring-ups', 'Status: A', and 'Close'. Below this is a form with fields for 'NSN: - - 0', 'WINZ ID: 0', 'Other ID:', and 'ID: 28'. A toolbar contains 'Add', 'Edit', 'Cancel', 'Save', 'Delete', 'Print', and navigation arrows. The main form is divided into tabs: 'Basic Details', 'Other Details', 'NSI', 'International Students', 'Enrolments', and 'Outcomes'. The 'Basic Details' tab is active, showing fields for 'Family Name: Faa', 'First Names: Veri', 'Title: Miss', 'Gender: F', 'Date of Birth: 01/01/1997', 'Age: 20', 'Ethnicity: 111', 'School: Rangiora High School', 'Sec. Award: 11', 'First Tertiary Year: 2016', 'Organisation:', and 'Contact:'. Other fields include 'Previous:', 'Preferred:', 'Initials:', 'IRD Number: - - 0', 'Citizenship: NZL', 'Disability: 1', 'Load:', 'Assistance: 00', 'Language Student: []', 'Hooked On: N', 'Don't send to NZQA: []', and 'English 1st Language: [x]'. An 'Address' section on the right contains '261 Grey Street', 'Wellington', and 'Post Code: 6011'. At the bottom, it shows 'Record Created: 14/08/2017', 'Record Updated: 14/08/2017', 'Web Links: New Zealand Qualifications Authority, National Student Index', and 'Showing: Active Students # 9 of 27'.

Note: You can click on the Other Details or International Students tab to enter additional information which may be relevant to that student.