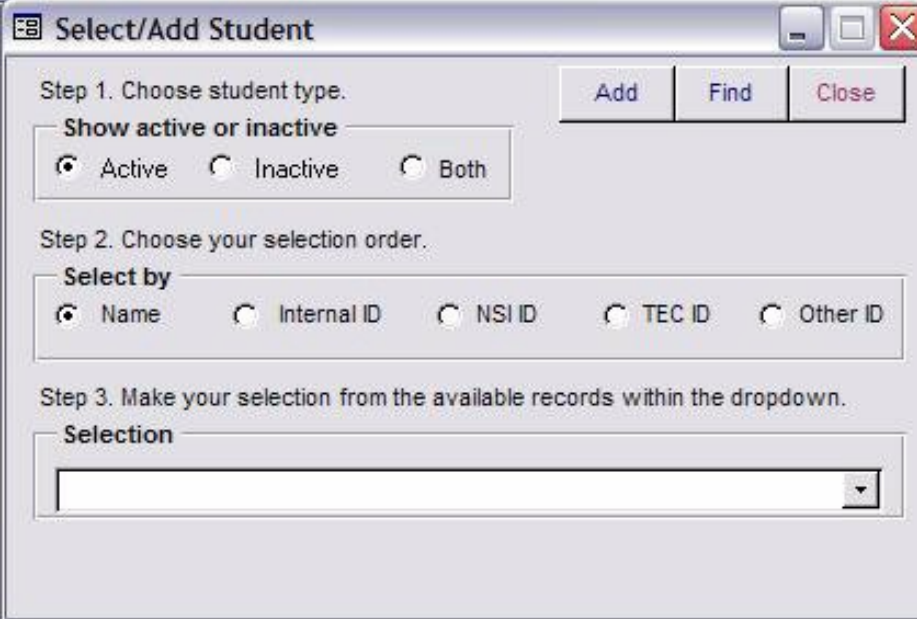


# Tip Sheet No.07

## Create a Student Bring Up

1. Click on the **Student Management** button.
2. Click on the **Student** button.
3. Select the student record from the Select/Add Student dialogue box.



**Select/Add Student**

Step 1. Choose student type.

Show active or inactive

Active  Inactive  Both

Step 2. Choose your selection order.

Select by

Name  Internal ID  NSI ID  TEC ID  Other ID

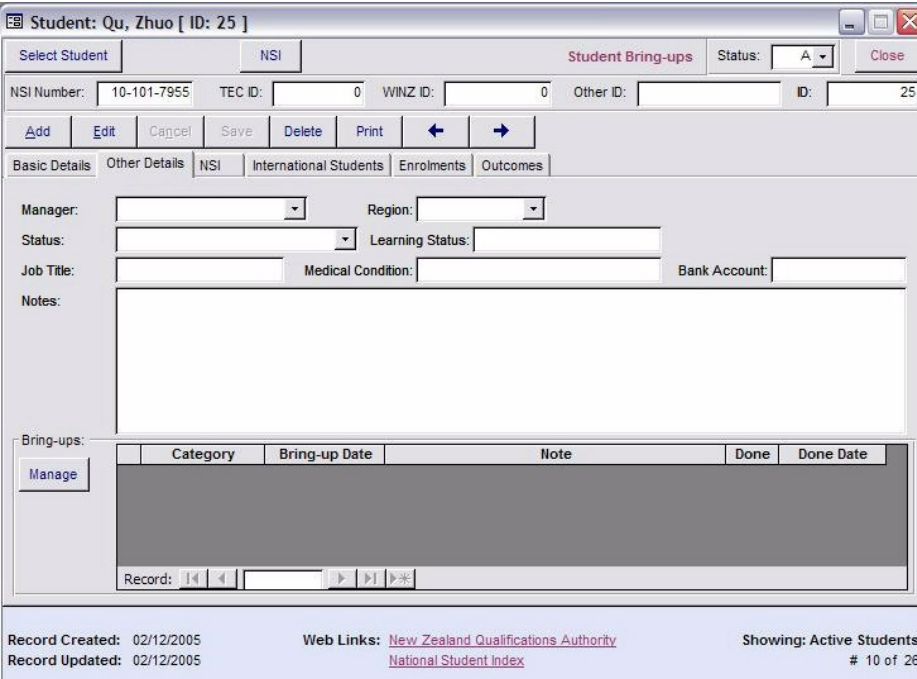
Step 3. Make your selection from the available records within the dropdown.

Selection

[Dropdown menu]

Buttons: Add, Find, Close

4. Click on the **Other Details** tab.
5. Click on the **Manage** button.



**Student: Qu, Zhuo [ ID: 25 ]**

Select Student: [NSI] Student Bring-ups Status: [A] Close

NSI Number: 10-101-7955 TEC ID: 0 WINZ ID: 0 Other ID: ID: 25

Buttons: Add, Edit, Cancel, Save, Delete, Print, Navigation arrows

Tabs: Basic Details, Other Details, NSI, International Students, Enrolments, Outcomes

Manager: [Dropdown] Region: [Dropdown]

Status: [Dropdown] Learning Status: [Text]

Job Title: [Text] Medical Condition: [Text] Bank Account: [Text]

Notes: [Text area]

Bring-ups:

Category	Bring-up Date	Note	Done	Done Date
[Empty table body]				

Manage

Record: [Navigation]

Record Created: 02/12/2005 Web Links: [New Zealand Qualifications Authority](#) Showing: Active Students  
 Record Updated: 02/12/2005 [National Student Index](#) # 10 of 26

6. Enter the details of the Bring Up.
7. Click on the **Complete** when finished.

Student: Qu, Zhuo [ ID: 25 ]
Student Bring-ups    Status: A    Close

Select Student: NSI

NSI Number:    
 TEC ID:    
 WINZ ID:    
 Other ID:    
 ID:

Add Edit Cancel Save Delete Print ← →

**Other Details**

Manager:     Region:

Status:     Learning Status:

Job Title:     Medical Condition:     Bank Account:

Notes:

**Bring-ups:**

Complete

Category	Bring-up Date	Note	Done	Done Date
SYS1	TEC 2 Month Outcome		<input type="checkbox"/>	
SYS2	Visa Expires			
SYS3	Travel Insurance Expires			
SYS4	Medical Insurance Expires			

Record: 1 of 1

Record Created: 02/12/2005
Web Links: [New Zealand Qualifications Authority](#)
Showing: Active Students

Record Updated: 02/12/2005
[National Student Index](#)
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