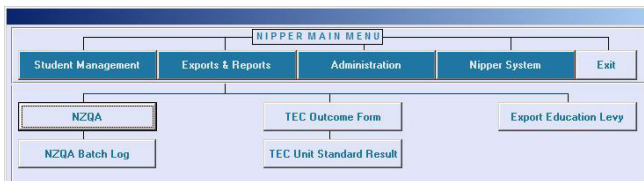


Tip Sheet No.24

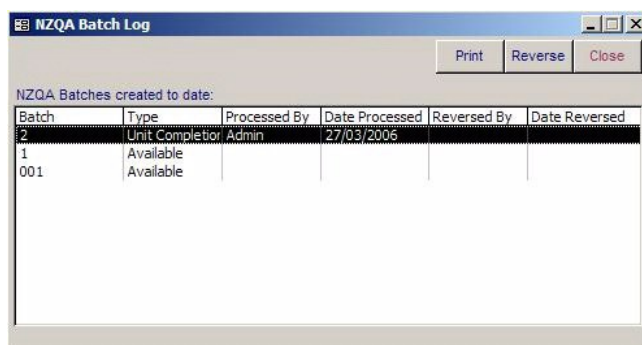
View and Reverse a NZQA Batch

View Batch

1. Click on the **Exports and Reports** button.
2. Click on the **Exports** button.
3. Click on the **NZQA Batch Log** button.



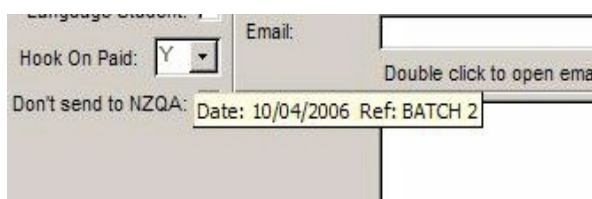
The NZQA Batch Log form will display.



4. Select the applicable batch to view.
5. Click on the **Print** button.

Take2 ID	Student's Name	Unit Standard(s) Reported
118	Bamalman, Ryan Peter	UN56.5-05 Attend to customer enquiries face-to-face an UN57.5-05 Provide customer service in given situations
12	Belleman, Ryan	UN2875.3-05 Select and apply semipermanent hair colour UN56.5-05 Attend to customer enquiries face-to-face an UN57.5-05 Provide customer service in given situations
115	Bragg, Kori James	UN58.4-05 Complete a sales transaction in a given situa
65	Bremner, Scott Alan	UN56.5-05 Attend to customer enquiries face-to-face an

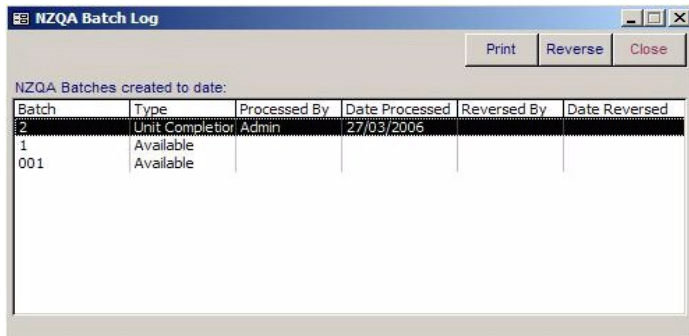
The details of the batch will be displayed.



Note: In the student's basic details, a tool tip will appear if the mouse pointer is hovered over the Hook On Paid field. This displays the date the Hook On was processed by Nipper and the batch reference.

Reverse a NZQA Batch

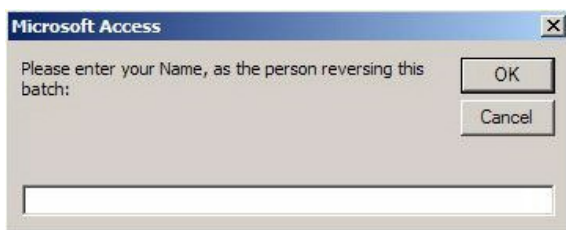
1. On the NZQA Batch Log form click on the Reverse button.



A dialogue box will display asking you to confirm the reversal of the batch.



2. Click on the **OK** button.



3. A dialogue box will display asking you to enter your name. This is to keep track of who reversed the batch.
4. Click on the **OK** button.

The NZQA Batch Log will be updated with the name of the person whom reversed the batch and date the batch was reversed.

