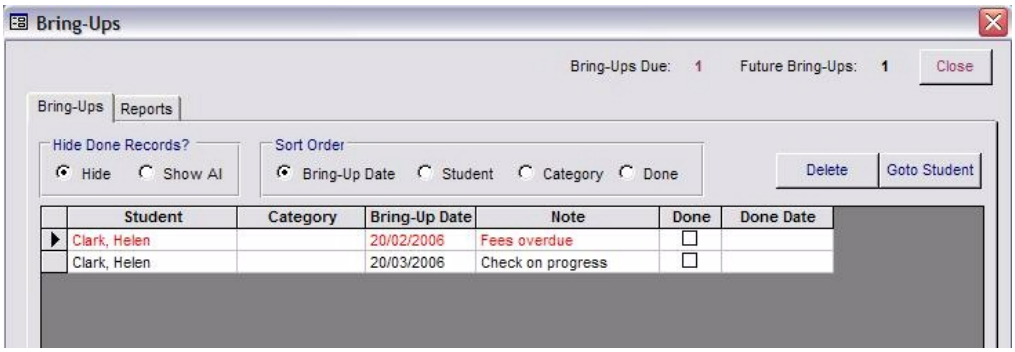
Manage Bring Ups

Nipper Tip Sheet

1. To view details of an outstanding bring up click on the ***Outstanding Bring-ups*** link.

2. The Bring Ups will be displayed.

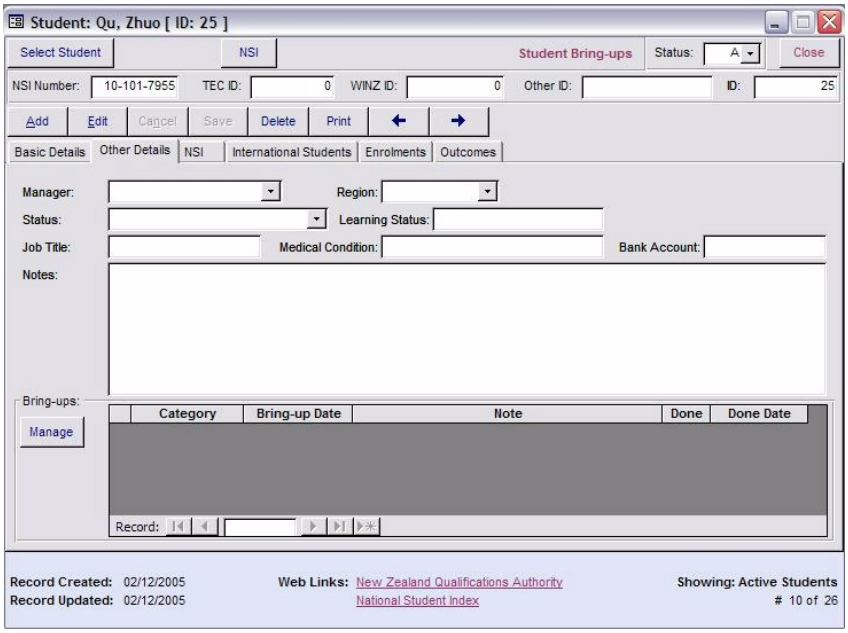


Bring Ups which are **RED** are outstanding or overdue.

Bring ups which are **BLACK** are in the future.

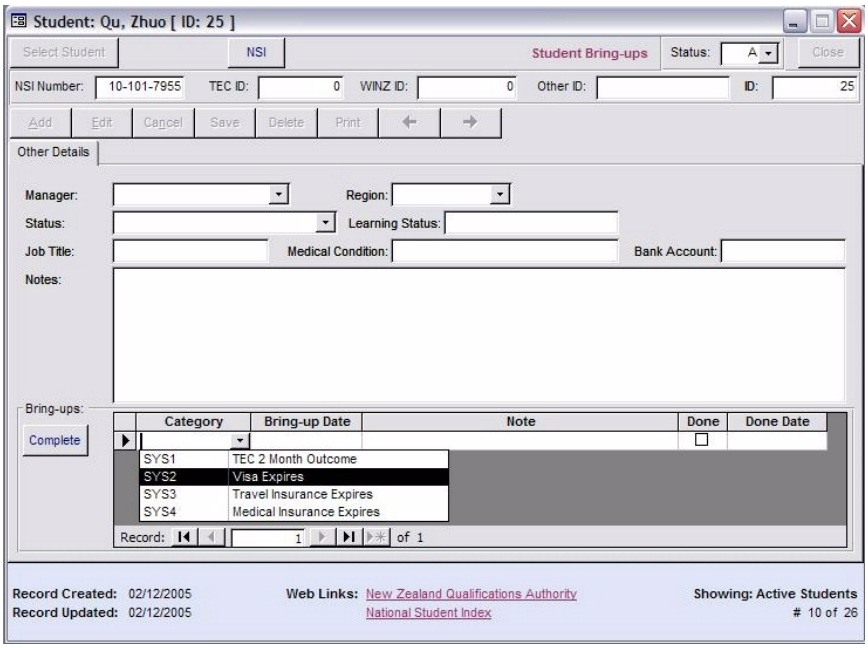
3. To view a student's full details double-click on the students name.
   The student details will be displayed.

4. Click on the ***Manage button***.



5. Enter the details of the Bring Up.

6. Click on the ***Complete*** when finished.



7. Updating Student Bring-Ups

8.

9. 1. To update and view Student Bring-Ups click the Outstanding Bring-Ups link.

10. 2. Outstanding (Red), and Future (Black) Bring-Ups are indicated. If you cannot see all Bring-Ups make sure the Show All button is selected.

11.

12. 3. To view the Student's full details, double-click the student record, or click the button (making sure that the record to be viewed has the symbol showing).

13.

14. 4. On completion of a Bring-Up put a tick ü in the Done column. You will note that the Done Date is automatically inserted for you.

15.

Another way to access Bring-Ups