

# Managing an Existing Enrolment Pattern

1. Click on the **Select Existing Pattern** button.

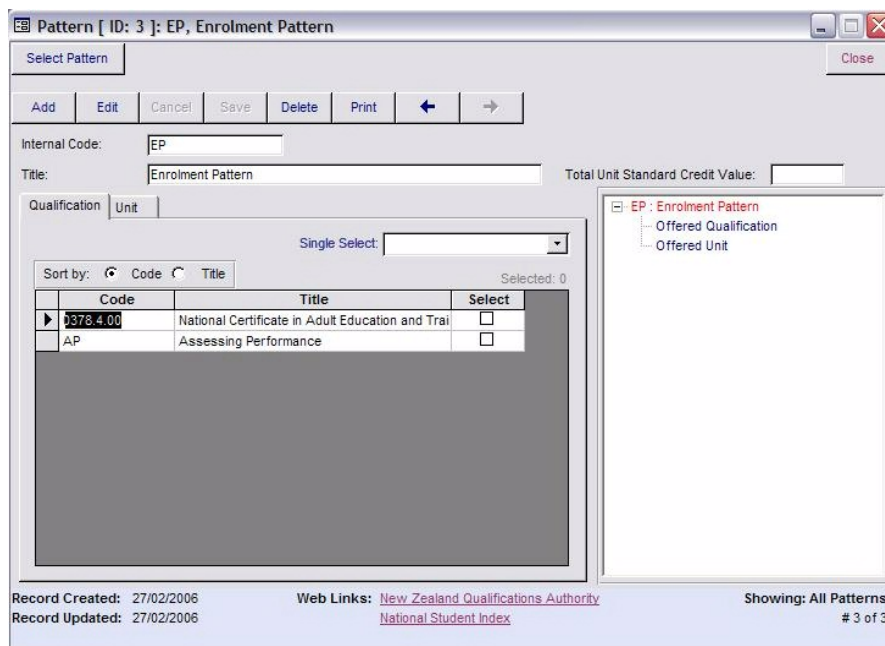


The 'Select Pattern' dialog box contains the following elements:

- Buttons: Find, Close
- Step 1: Choose your selection order.  
Select by:  Code  Title
- Step 2: Make your selection from the available records within the dropdown.  
Selection: [Dropdown menu]
- Table of available records:

Code	Title
ads	ds
AP	Assessing Performance
EP	Enrolment Pattern

2. Select the required pattern from the drop down box.
3. The details of the pattern will appear.



The 'Pattern [ ID: 3 ]: EP, Enrolment Pattern' window displays the following details:

- Buttons: Add, Edit, Cancel, Save, Delete, Print, navigation arrows, Close
- Internal Code: EP
- Title: Enrolment Pattern
- Total Unit Standard Credit Value: [Empty field]
- Qualification Unit: [Empty field]
- Single Select: [Dropdown menu]
- Sort by:  Code  Title
- Selected: 0
- Table of available records:

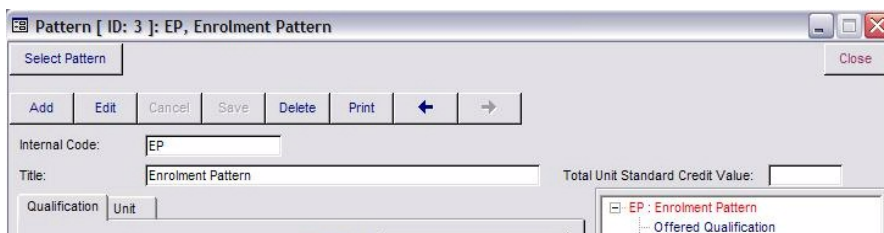
Code	Title	Select
1378.4.00	National Certificate in Adult Education and Trai	<input type="checkbox"/>
AP	Assessing Performance	<input type="checkbox"/>

Record Created: 27/02/2006  
Record Updated: 27/02/2006  
Web Links: [New Zealand Qualifications Authority](#)  
[National Student Index](#)  
Showing: All Patterns # 3 of 3

4. From here changes can be made to your enrolment patterns.

## Changing the Internal Code and Title

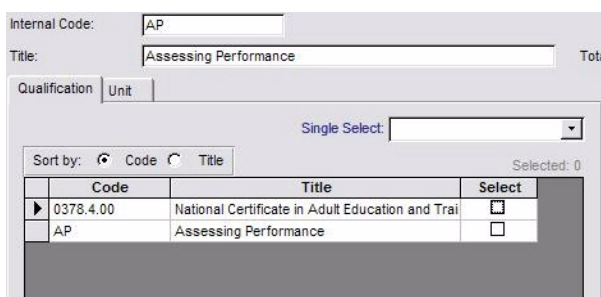
1. Click on the **Edit** button.



2. Change the required text in the Internal Code and Title fields.
3. Click on the **Save** button to save the changes.

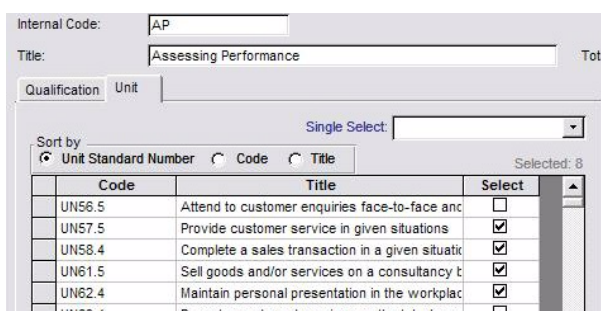
## Modifying the Qualifications and Units in the Pattern

1. Click on the **Edit** button.
2. Click on the **Qualification** tab.



Code	Title	Select
0378.4.00	National Certificate in Adult Education and Training	<input type="checkbox"/>
AP	Assessing Performance	<input type="checkbox"/>

3. Select the new qualification if required.
4. Click on the **Unit** tab.



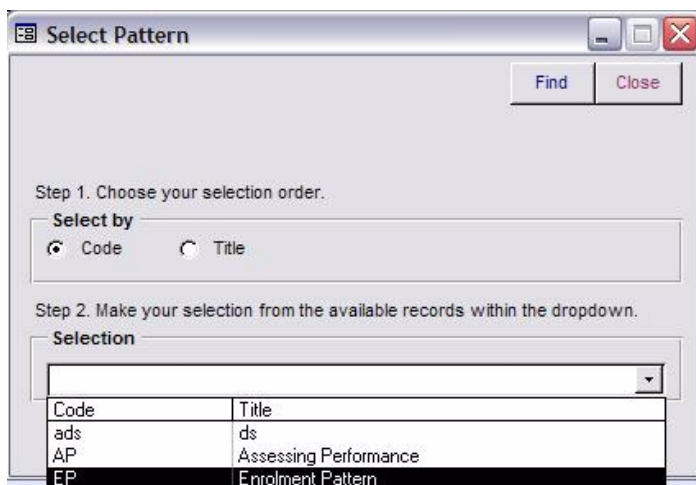
Code	Title	Select
UN56.5	Attend to customer enquiries face-to-face and	<input type="checkbox"/>
UN57.5	Provide customer service in given situations	<input checked="" type="checkbox"/>
UN58.4	Complete a sales transaction in a given situation	<input checked="" type="checkbox"/>
UN61.5	Sell goods and/or services on a consultancy basis	<input checked="" type="checkbox"/>
UN62.4	Maintain personal presentation in the workplace	<input checked="" type="checkbox"/>
UN63.4	Promote goods and services on the telephone	<input type="checkbox"/>

5. Select the new units if required.
6. Click on the **Save** button to save the changes.
7. Click on the **Save** button.

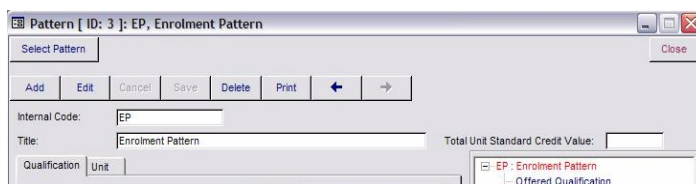
## Deleting an Enrolment Pattern

**NOTE:** Deleting an enrolment pattern does not delete the actual student enrolments themselves – in fact it is recommended that any old enrolment patterns which are no longer used are deleted.

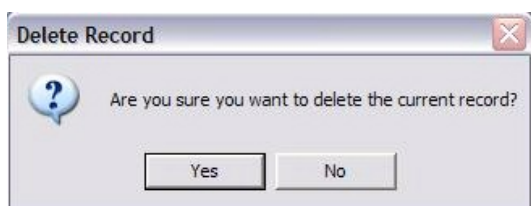
1. Click on the **Select Pattern** button.



2. Select the pattern to delete.
3. Click on the **Delete** button.



4. A confirmation box will be displayed asking if you are sure you want to delete the current record.



5. Click the **Yes** button to delete the pattern.