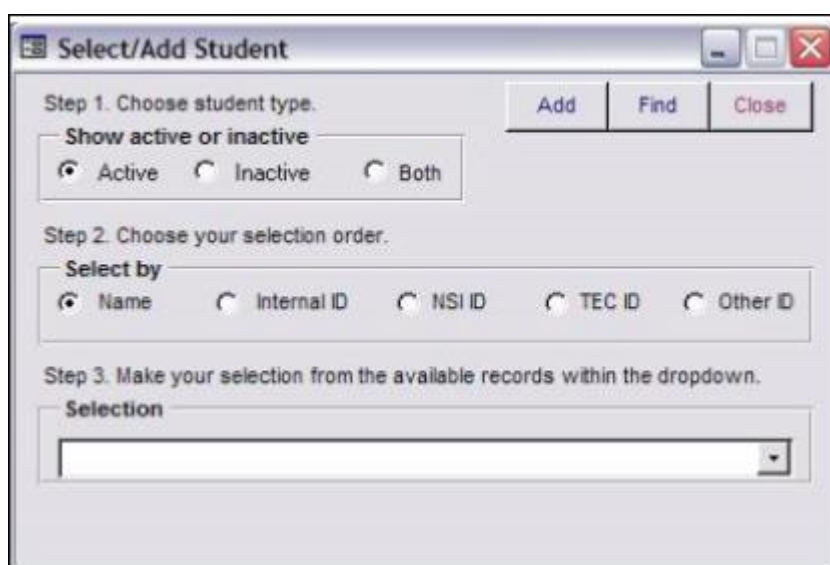


Tip Sheet No.66

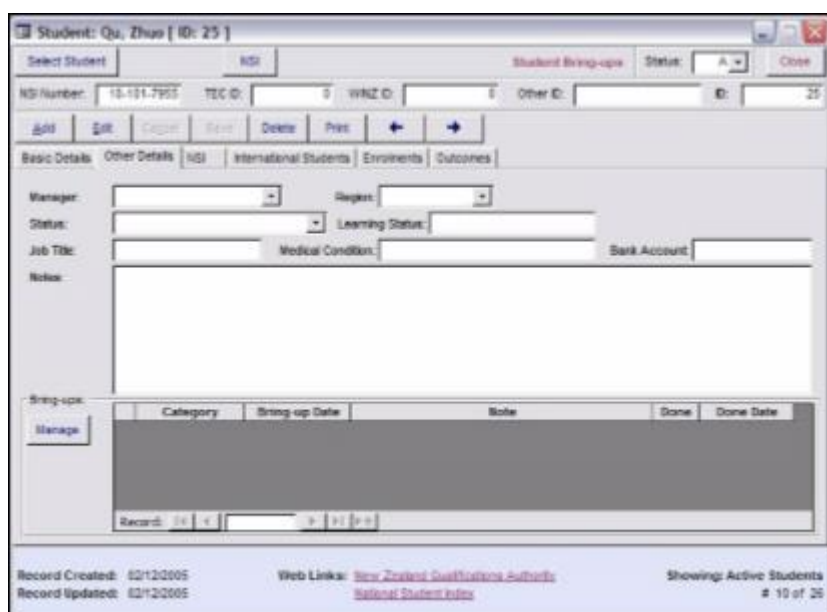
Create a Student Bring Up

Bring-ups are reminders that will alert you on a future date that you need to do something – for example get an assignment from a student, collect an outstanding fee, send out an invitation to a graduation ceremony, etc.

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.



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



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

NSI Number: 10-101-7905 TEC ID: 0 WPAZ ID: 0 Other ID: 25

Other Details

Manager: [] Region: []

Status: [] Learning Status: []

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

Notes: []

Bring-ups

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

Record: 1 of 1

Record Created: 02/10/2005 Web Links: [New Zealand Qualifications Authority](#) Showing: Active Students
 Record Updated: 02/10/2005 [National Student Index](#) # 10 of 25