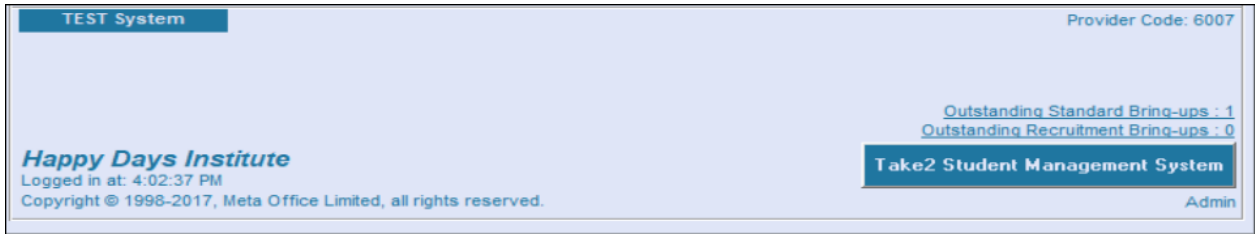


Tip Sheet No.67

Manage Bring Ups

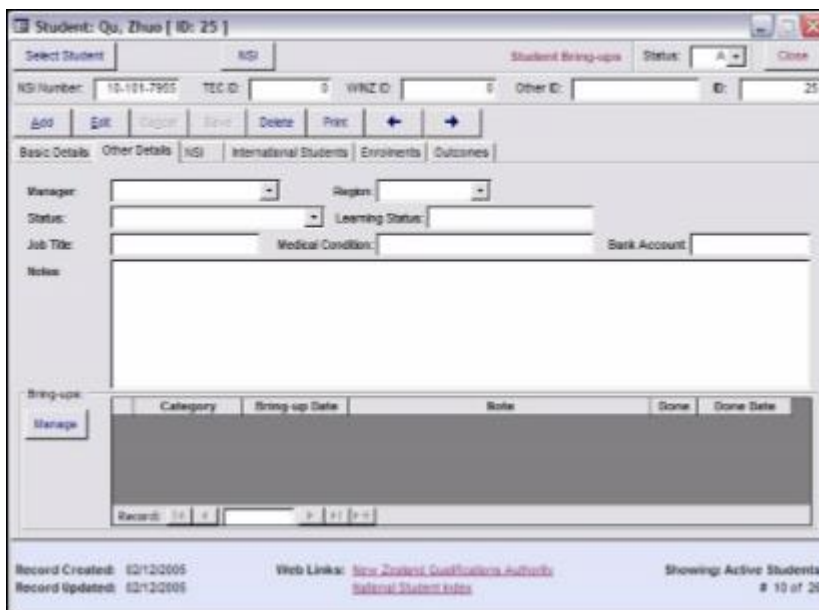
1. To view details of an outstanding bring up click on the Outstanding Bring-ups link.



2. The Bring Ups will be displayed.

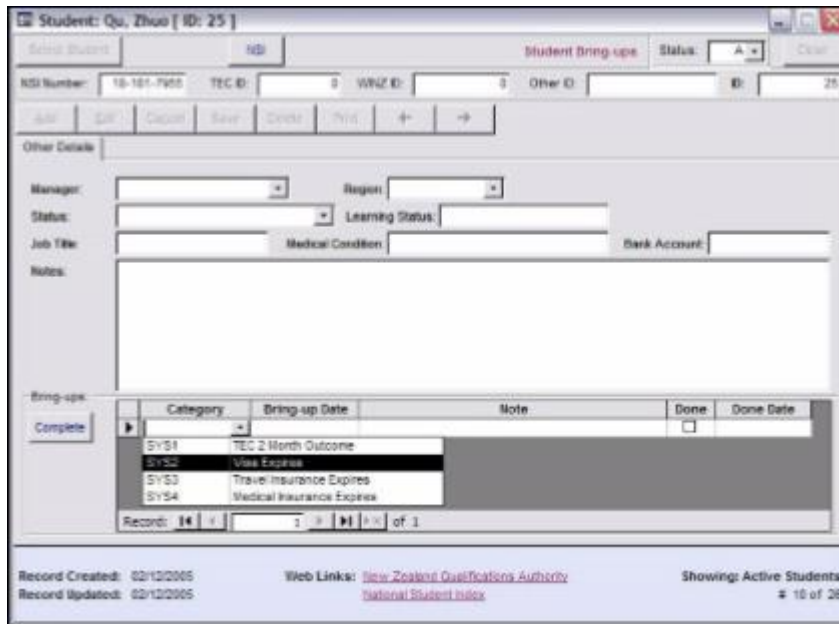


- a. Bring Ups which are **RED** are outstanding or overdue.
 - b. Bring ups which are **BLACK** are in the future.
3. To view a student's full details double-click on the students name. The student details will be displayed.
 4. Click on the Manage button.



5. Enter the details of the Bring Up.

6. Click on the Complete when finished.



Student: Qu, Zhao [ID: 25]

Student Bring-ups Status: [A ▼] Clear

ID Number: 18-101-7905 TEC ID: [0] WNZ ID: [0] Other ID: [0] 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 |
|----------|---------------------------|------|--------------------------|-----------|
| EYS1 | TEC 2 Month Outcome | | <input type="checkbox"/> | |
| EYS2 | Visa Expires | | <input type="checkbox"/> | |
| EYS3 | Travel Insurance Expires | | <input type="checkbox"/> | |
| EYS4 | Medical Insurance Expires | | <input type="checkbox"/> | |

Record: 1 of 1

Record Created: 02/12/2005 Record Updated: 02/12/2005

Web Links: [New Zealand Qualifications Authority](#) [National Student Index](#)

Showing: Active Students # 10 of 26

Updating Student Bring-Ups

7. To update and view Student Bring-Ups click the Outstanding Bring-Ups link.
8. Outstanding (Red), and Future (Black) Bring-Ups are indicated. If you cannot see all BringUps make sure the Show All button is selected.
9. 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).

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