SYNERGETIC
Management Systems

SynWeb User Manual

Future students

Version 8

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SynWeb User Manual Chapters

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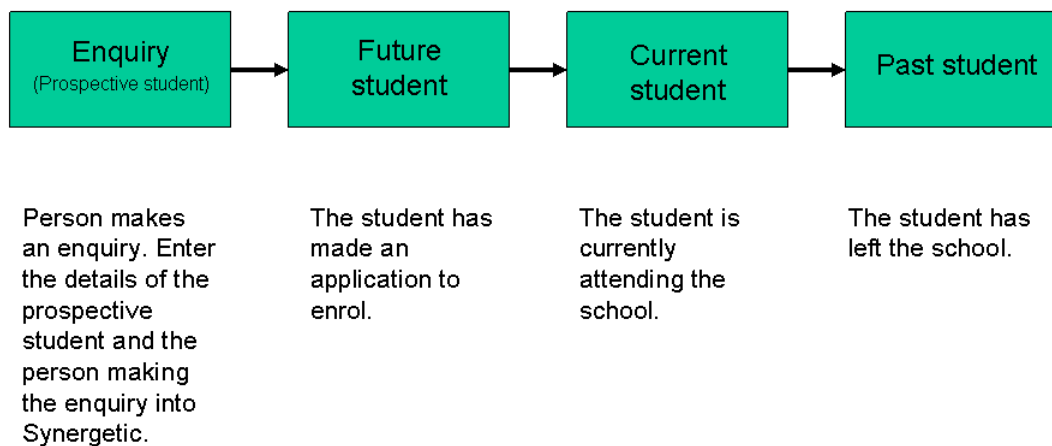
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Future students

Synergetic allows you to enter and maintain details of the following types of student records:

- Prospective students are created when you receive **enrolment enquiries**.

- Once a prospective student has made an application to enrol, they become a **future student**.

- When a student starts at your organisation, they become a **current student**.

- When a student leaves your organisation, they become a **past student**.

Types of students

Enquiry (Prospective student)	Future student	Current student	Past student
Person makes an enquiry. Enter the details of the prospective student and the person making the enquiry into Synergetic.	The student has made an application to enrol.	The student is currently attending the school.	The student has left the school.

Note: For more information about maintaining future students, see the **Synergetic** Future students manual.

How to

Use the **SynWeb** Future students module to:

- Add future student application statuses in bulk. See *Adding future student statuses in bulk* (on page 2).

Setting future student statuses in bulk

The **Future Student Status Bulk Set** program is used to set application statuses in bulk for groups of future students.

This saves time because you can process applications for groups of students, rather than repetitively entering the same information for individual future students.

To set future student application statuses in bulk:

1. Select **Future Students > Future Student Status Bulk Set** from the SynWeb main menu.

    The **Bulk Add Future Students** window is displayed.

2. Select the group of future students to process application statuses for. See *Selecting groups of students to process statuses for* (on page 5).

    Tip: You may want to select a group of students, but exclude a small number. You will have the opportunity to exclude individual students in the next window.

    Note: If you have the students you want to process in a tag list, select **Tagged IDs** on this window.

3. Click   Search .

The **Future Student Status Bulk Set** window is displayed.

| Future Student Status Bulk Set | | | | | Accept | Clear Selection | Bulk Add Future Students |

| NOT to be Processed: 0 | | | | | >> | To be Processed: 129 | | | | |

	Name	Enrol Date	Status	Level	ID	<<		Name	Enrol Date	Status	Level	ID
							☐	Prichard, Gwenneth	4/02/2016	Finalised	K40	13530
	No data to display						☐	Queshire, Mindie	6/02/2015	Finalised	K40	12554
							☐	Quincey, Imogen	6/02/2015	Finalised	K40	12560
							☐	Vonwiller, Ellen	4/02/2016	Finalised	K40	13650
							☐	Willis, Ewan	6/02/2015	Finalised	K40	13673
							☐	Zelman, Penn	6/02/2015	Finalised	K40	13684
							☐	Zollner, Dina	6/02/2015	Finalised	K40	13687

4. Exclude individual students from the group. See *Manually selecting students to process statuses for* (on page 6).

5. At this point, you can either:

    • set the application status for the students you have selected

    • return to the selection window to add more students to the list.

6. To add more students to the list, click Bulk Add Future Students .

    The **Future Student Bulk Status Set** window is redisplayed.

7. Repeat from step **1**, for each group of students to be added.

    > **Tip:** If you want to add a small number of students to the list, you can select the large group that they belong to and select **Not to be processed**. The students you have selected are displayed in the **Not to be processed** pane of the **Future Student Activity Status** window. You can then select the individual students from the list and click >> to include them in the list of students to be processed.

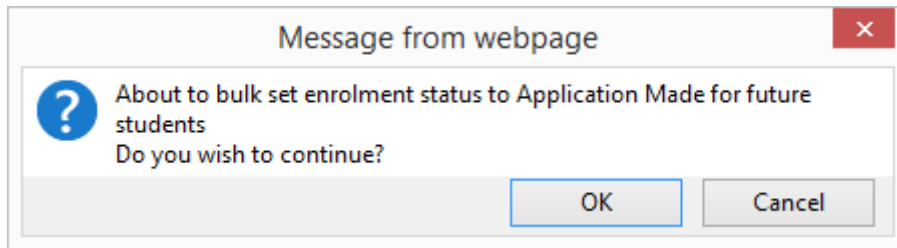8. Once you have selected all the students to process, click Accept .

    The **Bulk Change Status** window is displayed.

    | Bulk Change Status | ☒ |
    | Status: | Not Selected ▼ |
    | OK | Cancel |

9. Select a status from the **Status** drop-down list. See the *luFutureStatus lookup table* in the **Synergetic** System maintenance manual.

    | Status: | Not Selected ▼ |

Code	Description
	Not Selected
A	Application Made
F	Finalised
O	Place Offered
W	Waitlist
X	Cancelled

10. Click OK .

> The **Message from webpage** window is displayed.

> **Message from webpage**
>
> ? About to bulk set enrolment status to Application Made for future students
> Do you wish to continue?
>
> OK   Cancel

11. Click OK .

> The **Information** window is displayed.

> **Message from webpage**
>
> ⚠ 83 Future Student(s) have had their status set to Application Made
>
> OK
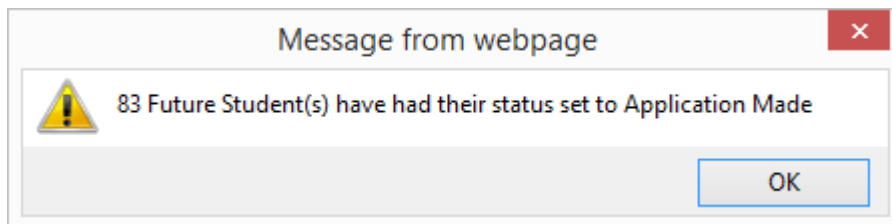
12. Click OK .

Selecting groups of students to process statuses for

Use the **Bulk Add Future Students - Selection screen** to select the group of students to process statuses for.

Unlike most selection windows where you can only filter once to create a group, you can return to this window often and select more students to add to your existing group.

Opening the Bulk Add Future Students - Selection screen

To open the **Bulk Add Future Students** window:

1. Select **Future Students > Future Student Status Bulk Set** from the **SynWeb** main menu.

    The **Bulk Add Future Students - Selection screen** window is displayed.

Bulk Add Future Students - Selection screen key fields and buttons

The fields and buttons in this window are identical to those in the **Bulk Add Future Student Activity** window. See *Selecting groups of students to process activities for* in the **Synergetic** Future students manual.

Manually selecting students to process statuses for

After you have selected the group of students to set application statuses for, you can manually include or exclude students from the list. Also see *Selecting groups of students to process statuses for* (on page 5).

Once you have selected a group of students to process application statuses for, the **Future Student Status Bulk Set** window is displayed.

All the students you have selected appear in the right-hand pane. You can remove students that you do not want to apply the application status to.

To do this:

1. Select the student or students to exclude.
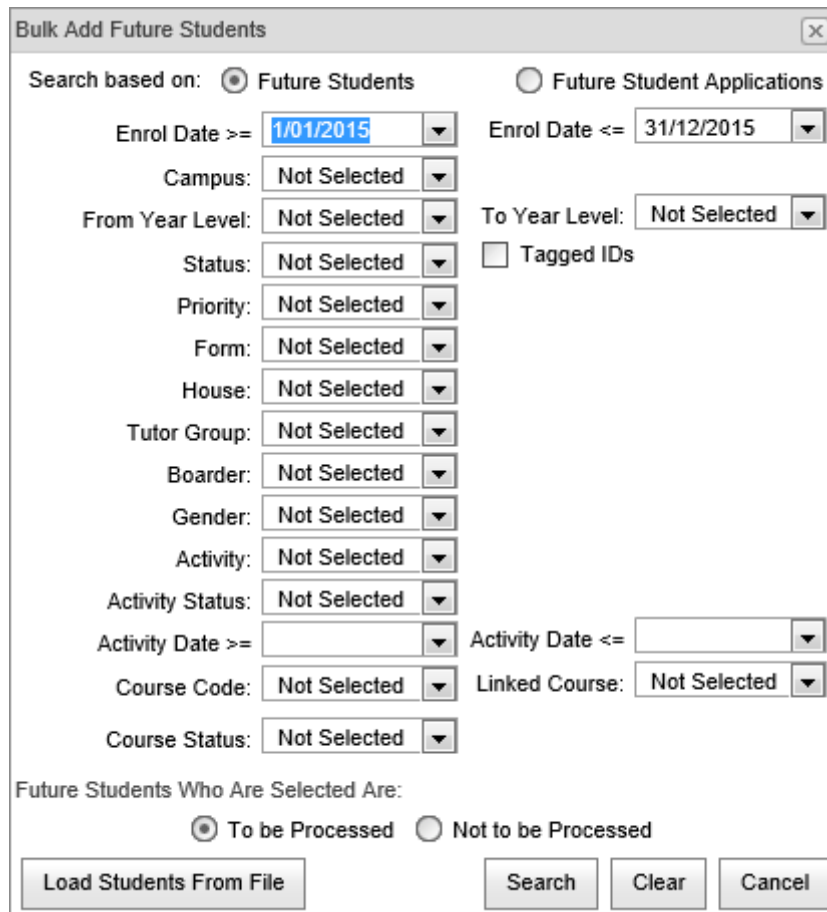
2. Click [<<] to move the selected students from the right-hand pane to the left-hand pane.

3. If you accidentally move a student that you should not have, you can move them back to the right-hand pane by selecting them and clicking [>>].

4. Either:
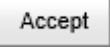
    - Click [Accept] to apply application statuses to the selected future students.

    - Click [Bulk Add Future Students] to add more students to the list. See *Selecting groups of students to process statuses for* (on page 5).

    The **Bulk Add Future Students** window is displayed.

5. Once you have selected all the students to process, click [Accept].

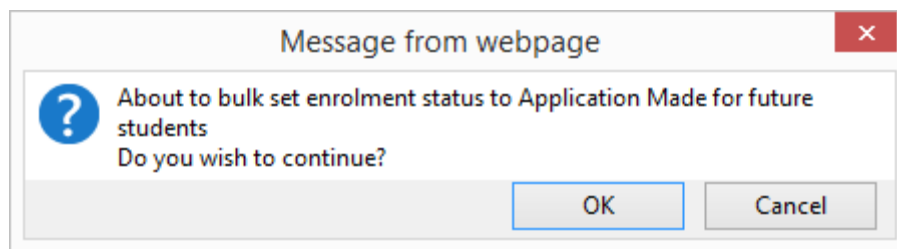   The **Bulk Change Status** window is displayed. See the *Bulk Change Status window*.

6. Select a status from the **Status** drop-down list. See the *luFutureStatus lookup table* in the **Synergetic** System maintenance manual.
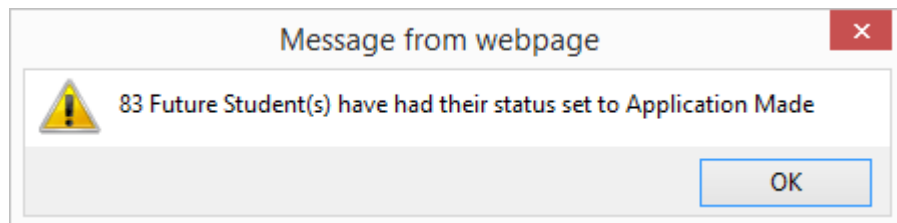

7. Click [OK].

    The **Message from webpage** window is displayed.

    The **Information** window is displayed.

8. Click [OK].

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