SEARCH
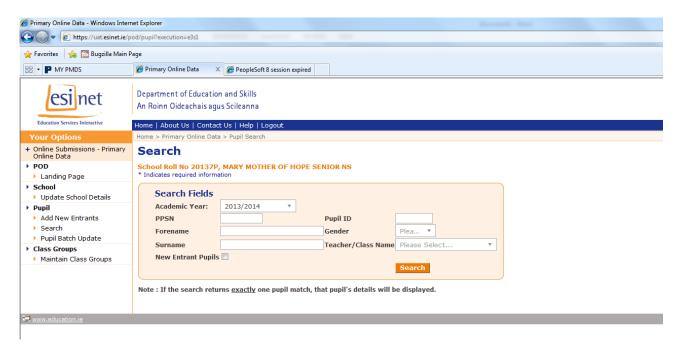

The 'Search' screen can be used to edit or review pupil records as required.

 Select 'Search' from the 'Your Options' panel.

▪On the Search page, start your search by entering details into any box:

- ▪ 'Academic Year' (mandatory).
- ▪ 'PPSN'.
- ▪ 'Forename', 'Surname' or both.
- ▪ 'Teacher/Class Name'
- ▪ 'Gender'
- ▪ 'New Entrant' (tick the 'New Entrant' indicator)
- ▪ Pupil ID

▪To narrow the search results use as many data parameters as possible. If only the academic year is completed then all pupils in the school for that year will be returned. If the search results return exactly one pupil match, that pupil's record will be displayed

▪Click on 'Search'. The 'Search Results' page will appear..

▪To select from the pupils listed by the search, double click on 'Pupil ID' for the pupil required and it will take you to the 'Maintain Pupil' screen on POD where the pupil's records can be edited as required. To return to your Search Result page, click on 'Back to Search Results.'

▪ To return to the Search page, click on 'Return to Search.'