

POD Procedures in eChipmunk

In Data Utilities

1. Log in to Data Utilities in your eChipmunk system.
2. Select POD Procedures in the menu screen.

The screenshot shows the eChipmunk interface. At the top left is the logo and the text 'eChipmunk' with 'Student management system' below it. At the top right is a 'Logout' link. The date 'Thursday, September 4, 2014' is displayed. On the left sidebar, there are sections for 'Birthdays' and 'Attendance'. The main content area contains a list of utility options, each with an icon and a description. A red arrow points to the 'POD Procedures' option, which is described as 'Access the Department of Education POD system'.

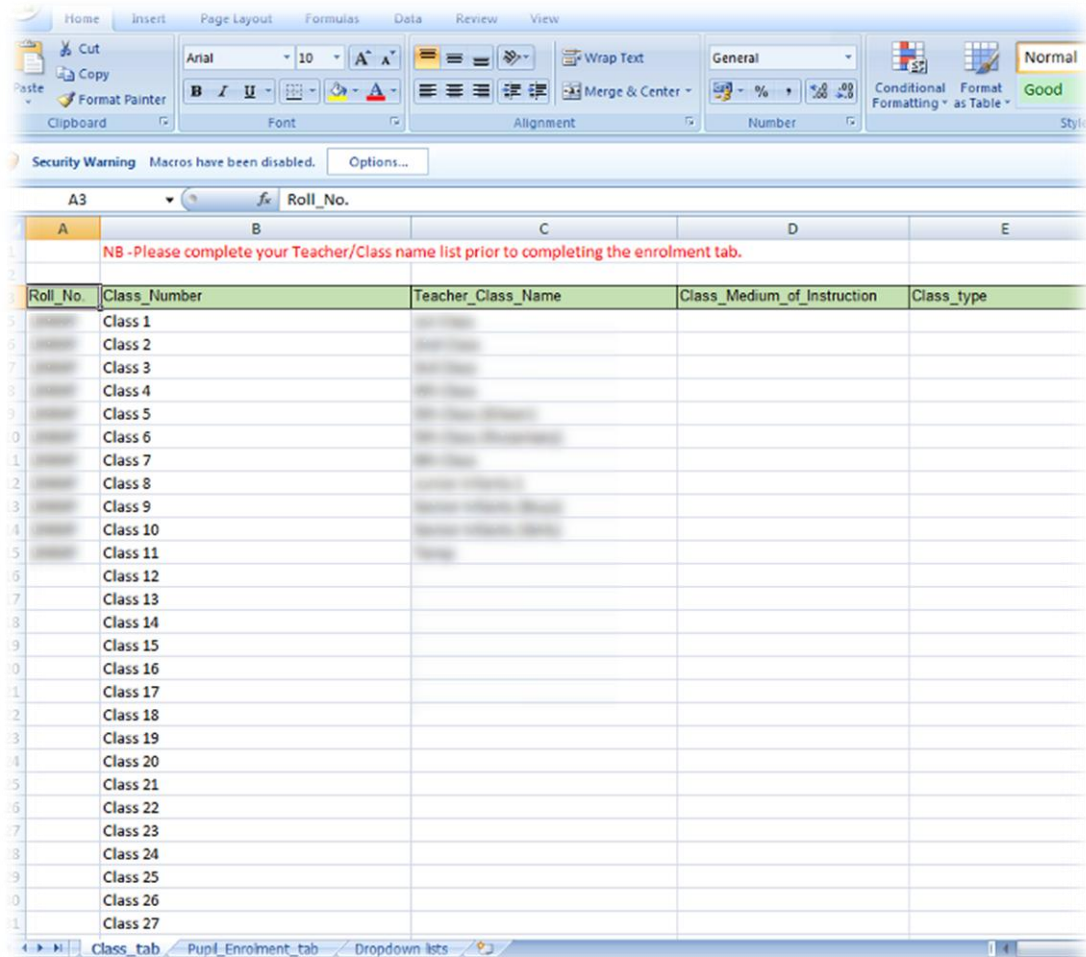
3. Select export to Excel as shown below. Save the excel file and open it.

The screenshot shows the eChipmunk Control Panel. At the top left is the logo and the text 'eChipmunk' with 'Student management system' below it. At the top right is a 'Logout' link. The main content area contains two utility options: 'Export to Excel' and 'Sync with POD'. A red arrow points to the 'Export to Excel' option, which is described as 'Export student information to send to the DuFS POD system'.

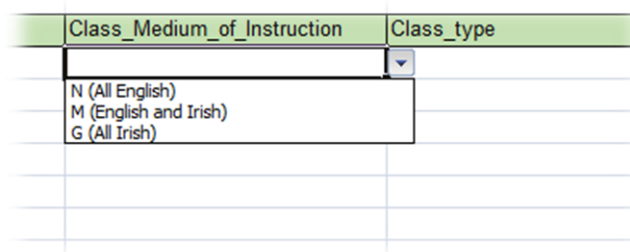
In Excel

The Class Tab

- It is important to enter data in the class tab before recording data in the pupil enrolment tab.



- As you will see, some fields will have already been populated with the information that you have provided to eChipmunk. However, there are some fields you will need to enter yourself.
- All the fields in this tab should match that of your TAB3 and RS1-B in your Annual Returns form.
- The Class_Medium_of_Instruction and Class_type fields must be selected from the dropdown menu.



The Pupil Enrolment Tab

	A	B	C	D	E	F	G	H
	PPSN	Pupil_Forename	Pupil_Surname	Birth_Cert_Forename	Birth_Cert_Surname	Pupil_Address_1	Pupil_Address_2	Pupil_Address_3
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
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- Next you must fill in the pupil_enrolment tab. It's important to note that certain fields are mandatory: PPSN and Mother's Maiden name, Nationality and Enrolment Date.
- Once you have provided all the information, you must save your changes, encrypt, and email to POD.
- If you have any problems please do not hesitate to contact us at support@lurteil.ie
- For more information on encrypting and sending to POD, please contact pod@education.gov.ie