

Preparing source data

for

eSchool Pro



by Nui Software

Introduction

As part of your purchase of eSchool Pro, Nui Software will import your data and setup the man preference settings for you.

This import includes the spreadsheet based data and then the graphics that give eSchool Pro it's customised look of the school.

Raw data spreadsheets

To help get you set up we need your three basic data sets.

1. Student Data
2. Homestay data
3. Agent Data

Homestay and agent data can be provided in any spreadsheet format, e.g. csv or XLSX
We will do our best to accomodate any and all data that you can supply

We have a specific data format for student data that can be built using the KAMAR data exporter.
This will be explained on the next page.

Graphics

To brand the software to your school “corporate look” we need the following graphics.

1. Scanned Letterhead and footer
2. School Logo
3. School Stamp
4. Authorised signature (International Director)
5. High resolution picture of the school
6. Web Enrolment Header Graphic
7. Email header and Footer graphics

Images should be in JPG or PNG format.

See more details after the student data export section

Extracting data from KAMAR SMS

Introduction

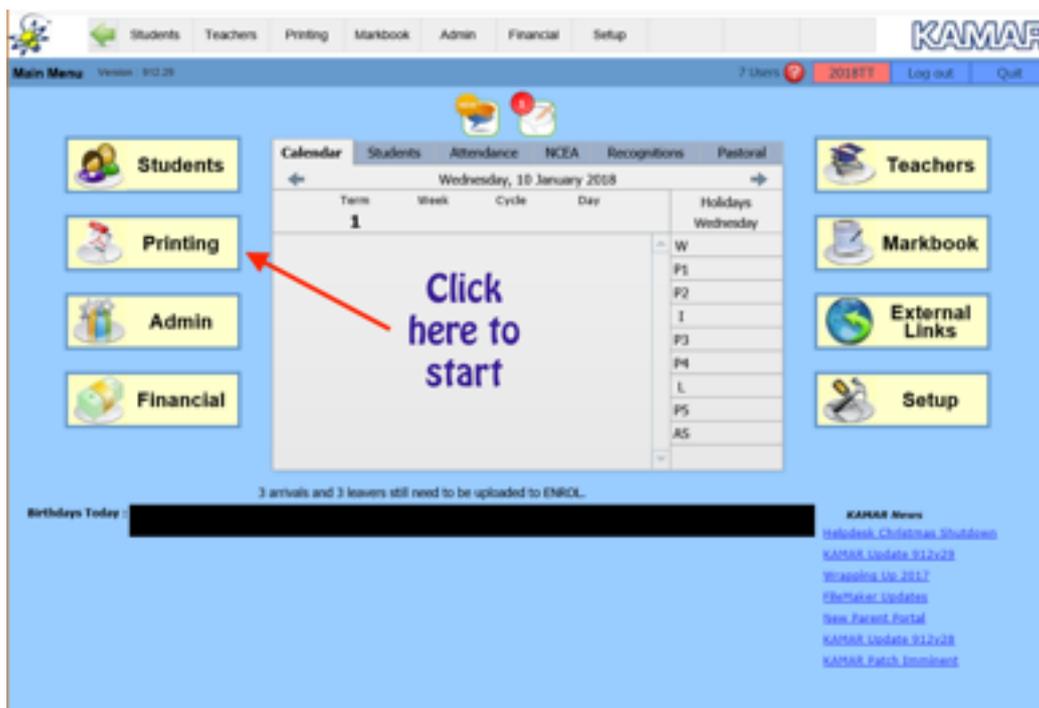
This section details how to export data out of KAMAR, which is required for the initial setup of a new eSchool Pro installation. After which, you will send this data to Nui Software.

If this process is at the end of a school year, be sure that the end of year rollovers have already been performed.

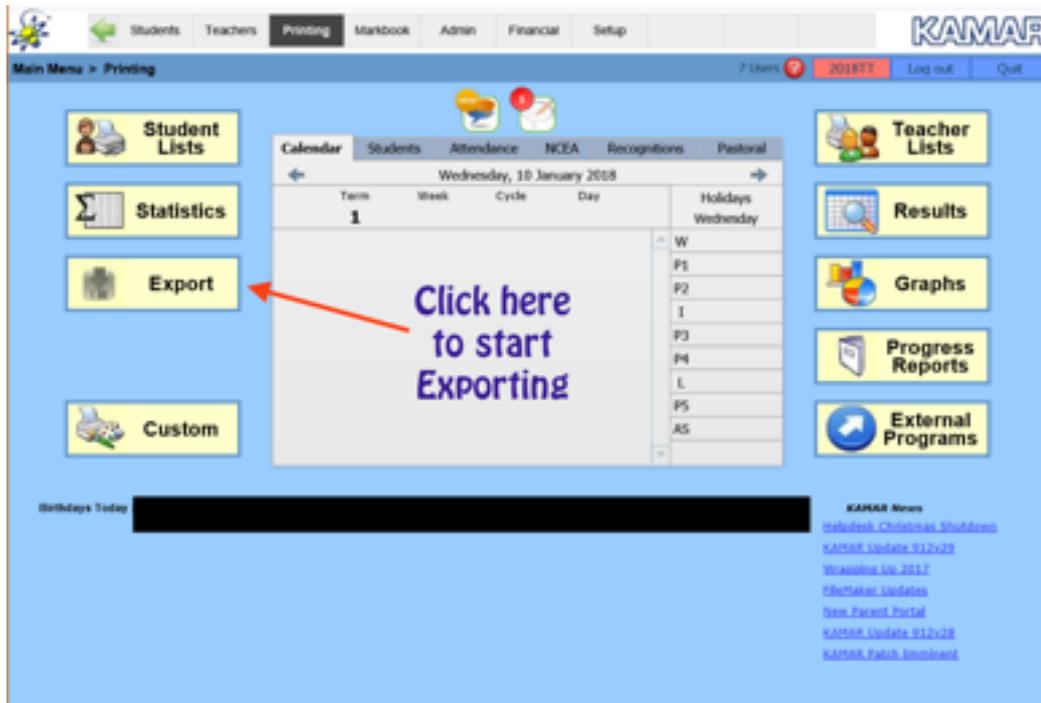
Export Procedure

Open KAMAR

I. Select the printing function

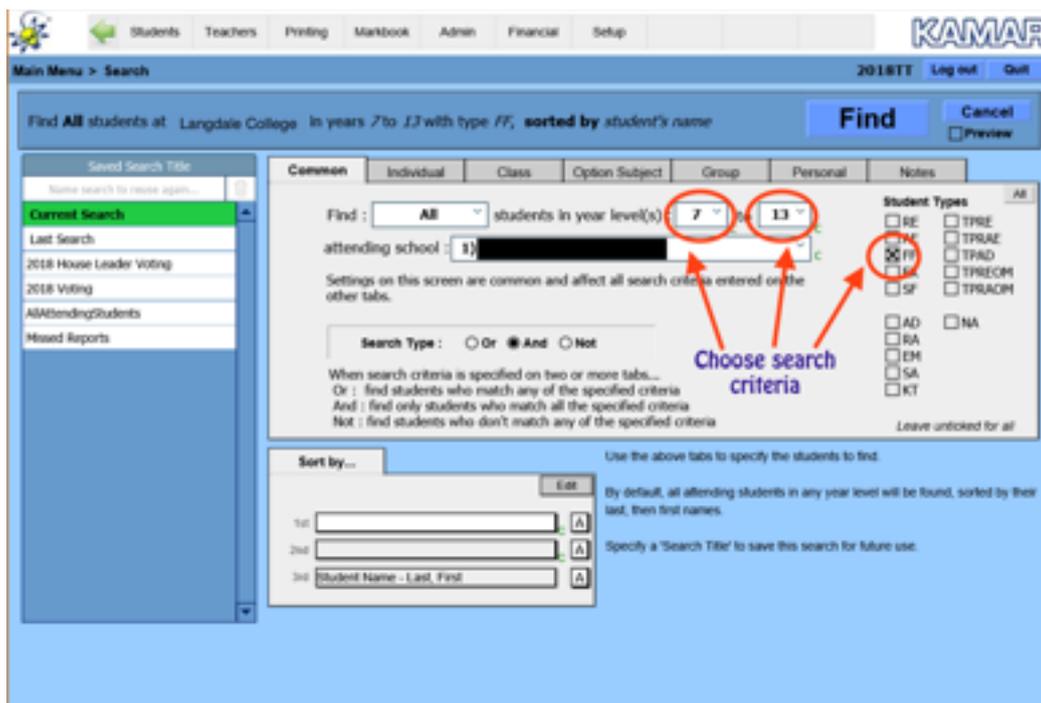


2. Click on the Export Button

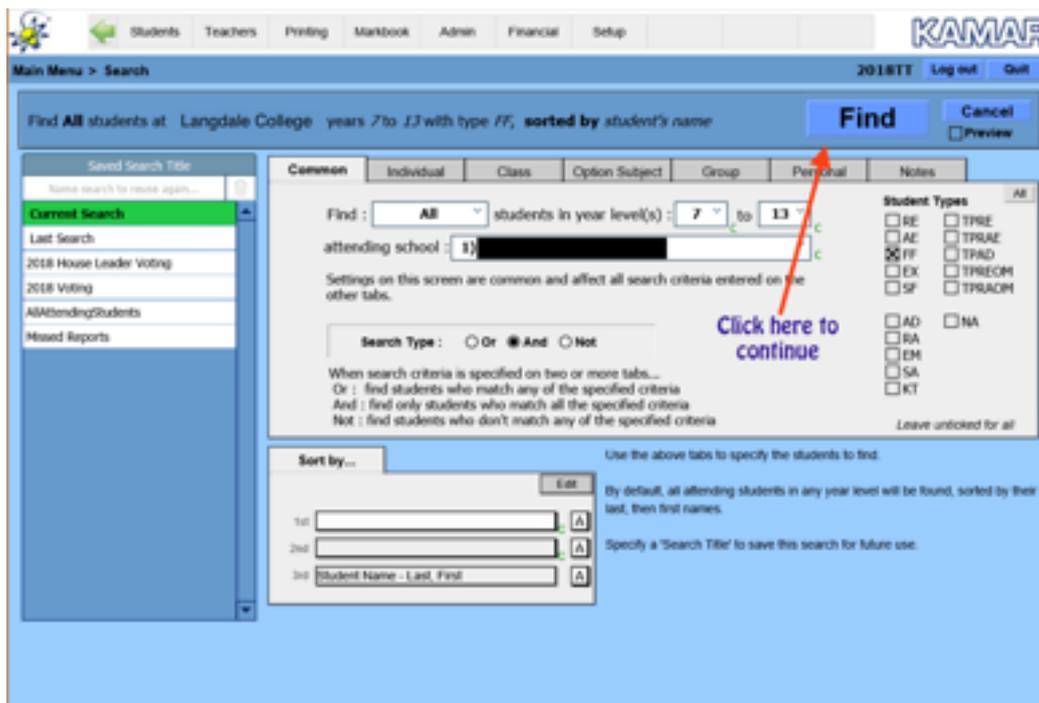


3. Enter Find criteria

For eSchool, we are only interested in the FF (Foreign Fee Payers) category students - tick the FF box. Insert year levels e.g. 9 to 13.



4. Click the Blue Find button



5. Paste in required fields

KAMAR will now allow you to select which fields of information you want to export.

The box on the right hand side of the screen indicates which data will be used.

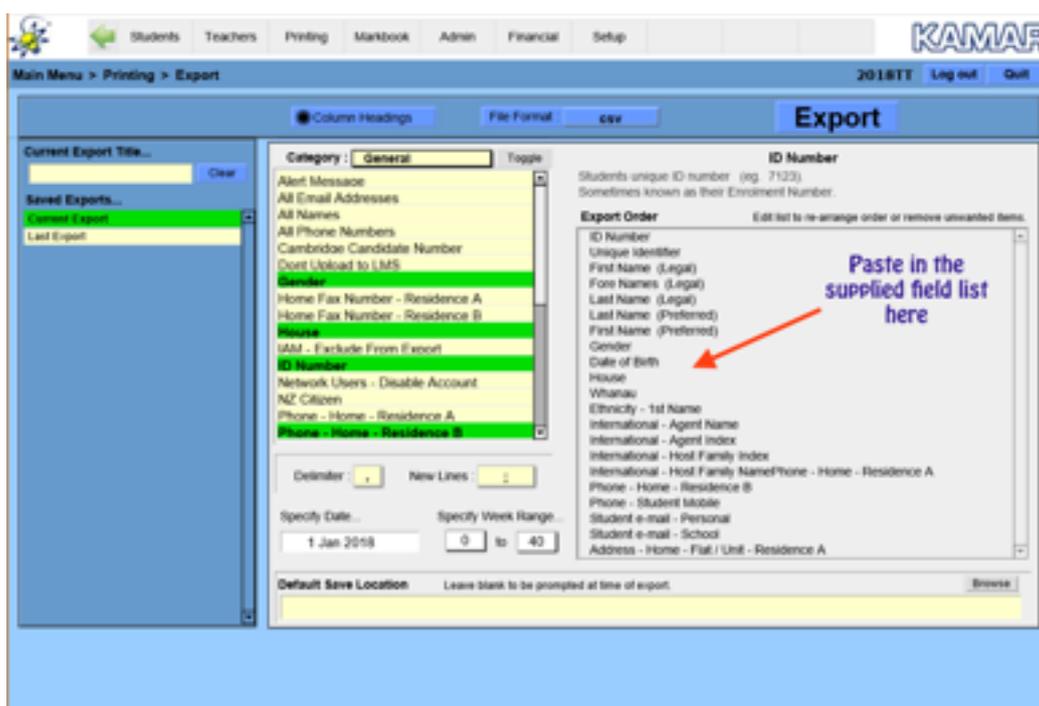
Clear this box by

Clicking into it,

Select all (CTRL-A or Command -A on your keyboard)

Press DELETE on the keyboard

Now you need copy and paste the fields from the next page (field order is critical) into the KAMAR Export order box and click Export. You will need to do this twice for the two sets of fields on the next page.



There is only one export to perform, the list of required fields is shown below,
Copy this list (Start with the line ID Number)

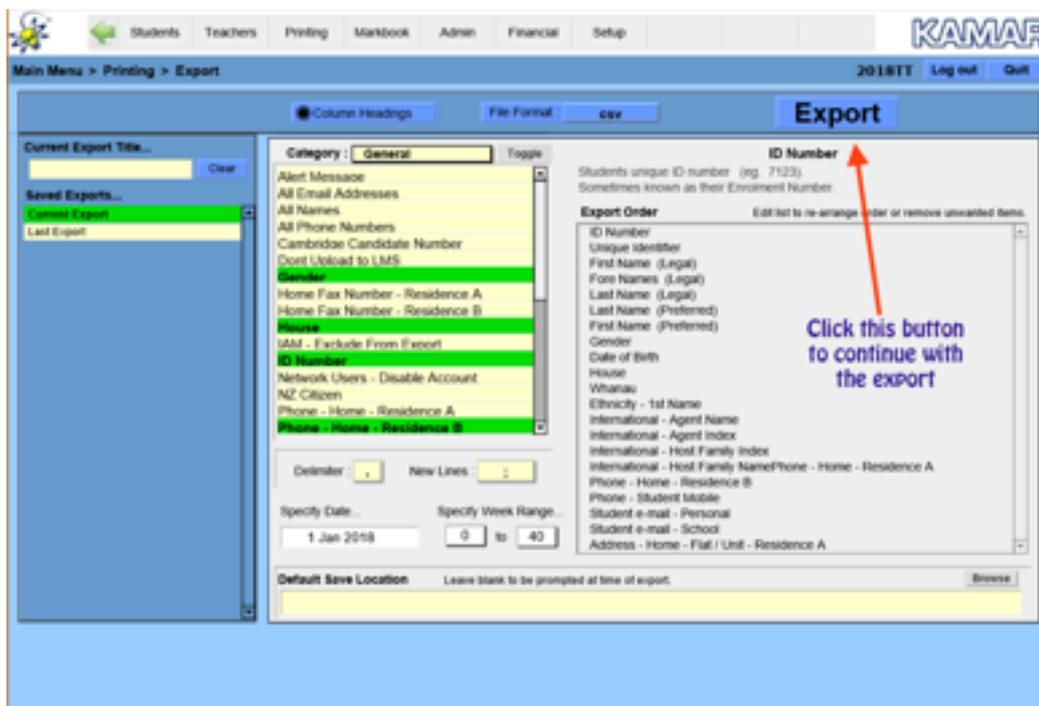
Paste this list into the export order box

FIRST EXPORT

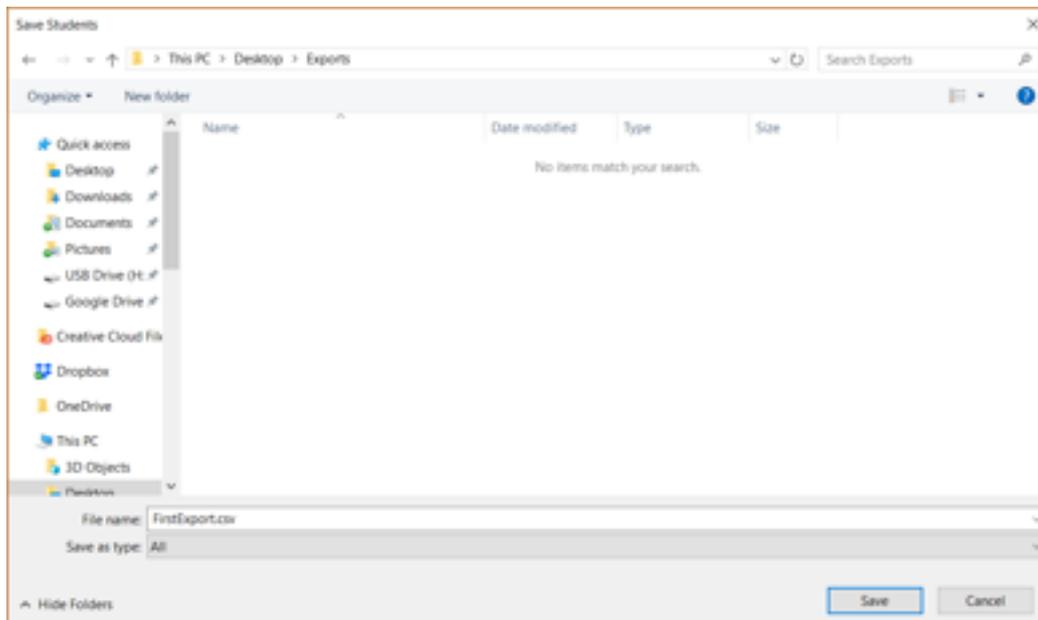
ID Number	Overseas Students - Insurance	PCG Two BoT Flag (eg. Father)
First Name (Legal)	Overseas Students - Insurance Company	PCG Two Copy of Report (eg. Father)
Fore Names (Legal)	Overseas Students - Insurance Date Expires	SCG One Name
Last Name (Legal)	Overseas Students - Insurance Date Start	SCG One Address
Last Name (Preferred)	Overseas Students - Is Overseas Students Student	SCG One eMail
First Name (Preferred)	Overseas Students - Migrant Refugee	SCG One Occupation
Gender	Overseas Students - MoE Reference Number	SCG One Phone Cell
Date of Birth	Overseas Students - Parent Evidence	SCG One Phone Home
House	Overseas Students - Passport Country	SCG One Phone Work
Whanau	Overseas Students - Passport Expires	SCG One Relationship
Ethnicity - 1st Name	Overseas Students - Passport Notes	SCG One Language Spoken
International - Agent Name	Overseas Students - Passport Number	SCG One Notes
International - Agent Index	Overseas Students - Passport Status	SCG One Status
International - Host Family Index	Overseas Students - Tuition Fee	SCG One Work Address
International - Host Family Name	Overseas Students - Visa Client Number	SCG One BoT Flag
Phone - Home - Residence A	Overseas Students - Visa Notes	SCG One Copy of Report
Phone - Home - Residence B	Overseas Students - Visa Type	SCG Two Name
Phone - Student Mobile	Parent Names - Salutation - Residence A	SCG Two Address
Student e-mail - Personal	Parent Names - Salutation - Residence B	SCG Two eMail
Student e-mail - School	Parent Names - Titles - Residence A	SCG Two Occupation
Address - Home - Flat / Unit - Residence A	Parent Names - Titles - Residence B	SCG Two Phone Cell
Address - Home - Number Street - Residence A	Alternative Contacts	SCG Two Phone Home
Address - Home - RD - Residence A	DayTime - Contact Name	SCG Two Phone Work
Address - Home - Suburb - Residence A	DayTime - Contact Phone	SCG Two Relationship
Address - Home - Suburb or Town - Residence A	PCG One Name (eg. Mother)	SCG Two Language
Address - Home - Town - Residence A	PCG One Address (eg. Mother)	SCG Two Notes
Address - Home - PostCode - Residence A	PCG One eMail (eg. Mother)	SCG Two Status
Address - Home - Country - Residence A	PCG One Occupation (eg. Mother)	SCG Two Work Address
Address - Home (Down) - Residence A	PCG One Phone Cell (eg. Mother)	SCG Two BoT Flag
Address - Home (Line) - Residence A	PCG One Phone Home (eg. Mother)	SCG Two Copy of Report
Address - Home - Flat / Unit - Residence B	PCG One Phone Work (eg. Mother)	Emergency One - Name
Address - Home - Number Street - Residence B	PCG One Relationship (eg. Mother)	Emergency One - Address
Address - Home - RD - Residence B	PCG One Language Spoken (eg. Mother)	Emergency One - Job
Address - Home - Suburb - Residence B	PCG One Notes (eg. Mother)	Emergency One - Phone Cell
Address - Home - Suburb or Town - Residence B	PCG One Status (eg. Mother)	Emergency One - Phone Home
Address - Home - Town - Residence B	PCG One Work Address (eg. Mother)	Emergency One - Phone Work
Address - Home - PostCode - Residence B	PCG One BoT Flag (eg. Mother)	Emergency One - Relationship
Address - Home - Country - Residence B	PCG One Copy of Report (eg. Mother)	Emergency One - Works At
Address - Home (Down) - Residence B	PCG Two Name (eg. Father)	Emergency Two - Name
Address - Home (Line) - Residence B	PCG Two Address (eg. Father)	Emergency Two - Address
Date Arrived in New Zealand	PCG Two eMail (eg. Father)	Emergency Two - Job
EOTC Consent Returned	PCG Two Occupation (eg. Father)	Emergency Two - Phone Cell
Health - Doctor Name	PCG Two Phone Cell (eg. Father)	Emergency Two - Phone Home
Health - Medical Conditions	PCG Two Phone Home (eg. Father)	Emergency Two - Relationship
Health - Vaccinations	PCG Two Phone Work (eg. Father)	Emergency Two - Works At
Health - Reactions	PCG Two Relationship (eg. Father)	Other Home Phone
Overseas Students - Citizenship	PCG Two Language Spoken (eg. Father)	Other Overseas Name
Overseas Students - Country of Birth	PCG Two Notes (eg. Father)	Overseas Flag
Overseas Students - Exchange Scheme	PCG Two Status (eg. Father)	Parent e-mail - Residence A
	PCG Two Work Address (eg. Father)	Parent e-mail - Residence B

6. Save the exported file

When you are finished, click the EXPORT button seen below



A dialogue box will appear asking you where you would like to save the file



Providing Graphics for eSchool

Introduction

eSchool need a number of graphic items to replicate the “brand” of your school
In the order form you would have been asked for ;

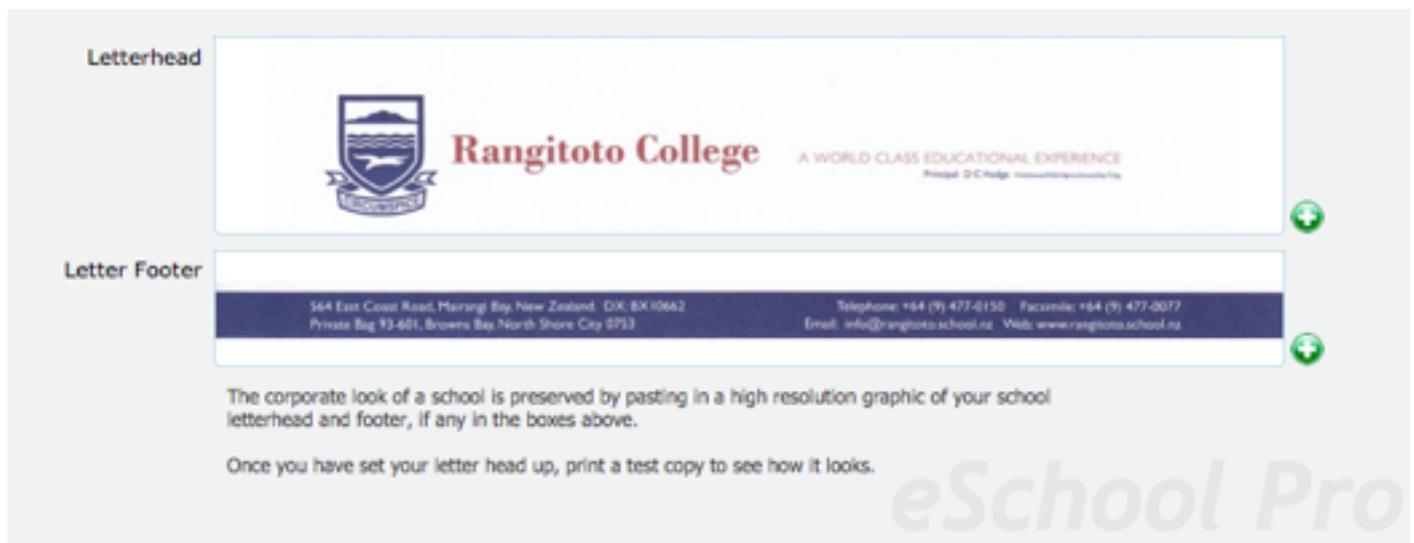
1. Scanned Letterhead and footer
2. School Logo
3. School Stamp
4. Authorised signature (International Director)
5. High resolution picture of the school
6. Web Enrolment Header Graphic
7. Email header and Footer graphics

All graphics should be supplied in JPG or PNG format for optimal results.

I. Scanned School Letter header and Footer

For this we need your actual school letterhead to be scanned in good quality, it will be reproduced on student offers, letters etc

In the same vein, we need the footer, if there is one



The screenshot shows the eSchool Pro interface with two input fields. The top field is labeled "Letterhead" and contains a scanned image of Rangitoto College letterhead. The bottom field is labeled "Letter Footer" and contains a scanned image of the college's footer. Below the fields, there is instructional text and a watermark for eSchool Pro.

Letterhead

Letter Footer

The corporate look of a school is preserved by pasting in a high resolution graphic of your school letterhead and footer, if any in the boxes above.

Once you have set your letter head up, print a test copy to see how it looks.

eSchool Pro

Image size 550 x 130 pixels 200dpi or more

2. School Logo

This will appear at the top of all screens as well as invoice headers.
It should in high resolution and be in JPG or PNG format



Tax Invoice
GST No.10-677-033
Inv No.:1111462071
Date: 1 Aug 2015

This is a print quality image so should be 200dpi or better in a 100 x 100px size

3. School stamp

This is used on the bottom of school conditional and confirmed offers to students.
This one of the few graphics that are optional as a lack of school stamp will not be obvious by it's absence.
The image should measure roughly 100 x 100px across at 200dpi

Conditions Add default conditions	
Please note that this offer will only be confirmed if the following condition(s) is/are met: 1. Payment of attached invoice 2. Adequate level of English in ESOL test on arrival for student to participate in level enrolled in 3. Parents must be living in NZ during the student's enrolment. If this condition is broken, the school is required to notify Immigration service which will result in the student visa being revoked.	
Institute Details: Langdale View College 564 East Coast Road Mairangi Bay Auckland Auckland Region 0630 Contact: Mrs B Haive Email: patrick@eschool.co.nz Position: Finance & Homestay Co-ordinator	 Signed:  Mrs B Haive Position: Finance & Homestay Co-ordinator Date: 1 August 2015

4. Authorised school signature

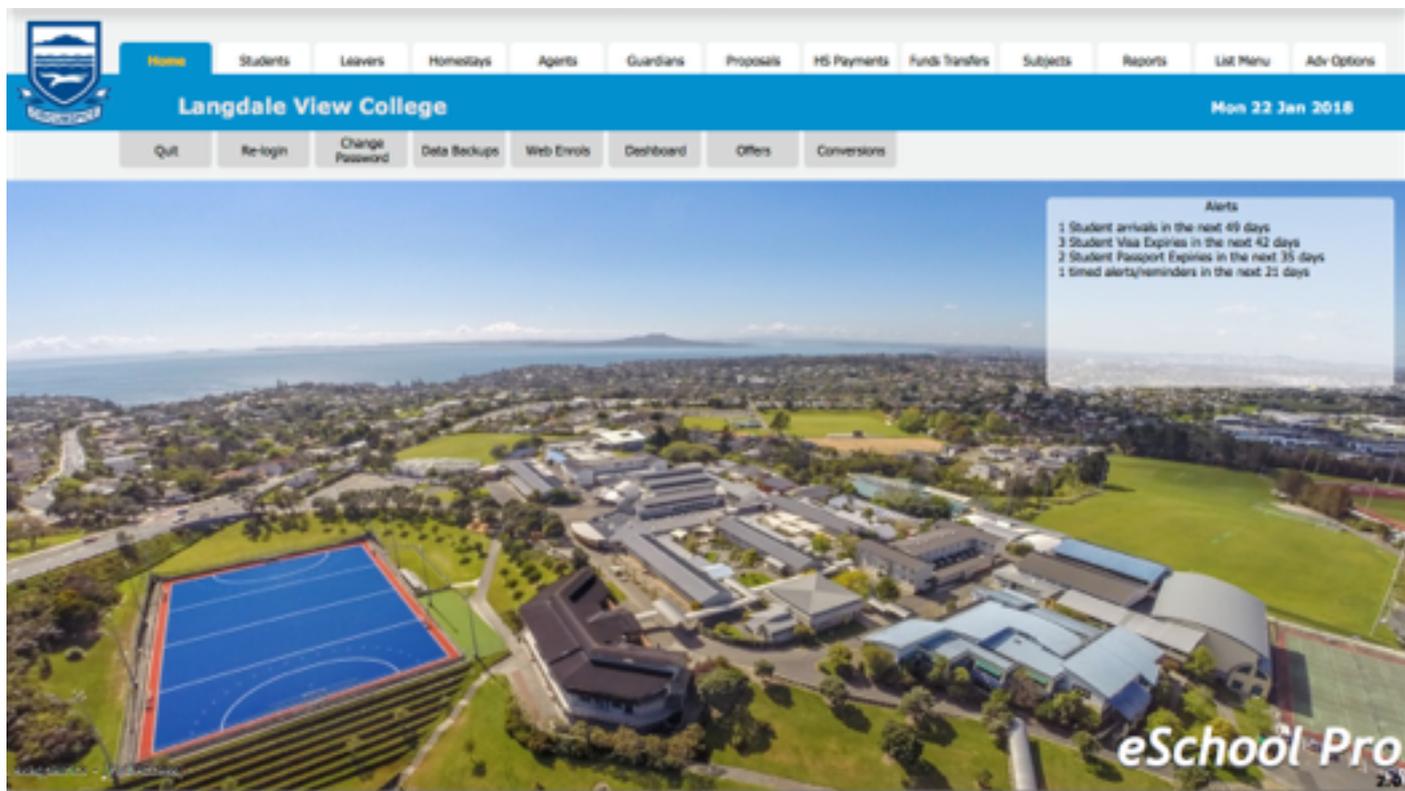
As above the school signatory name appears on the bottom of offers and receipts.
Only one signature is used throughout the programme and is typical that of the international director.

The supplying this graphic please sign a piece of paper with a heavier than normal marker pen and scan it.
Normal light pen tends to look a little "spindly".

The image should measure roughly 150 x 65px across, 200dpi or more

5. High resolution school picture

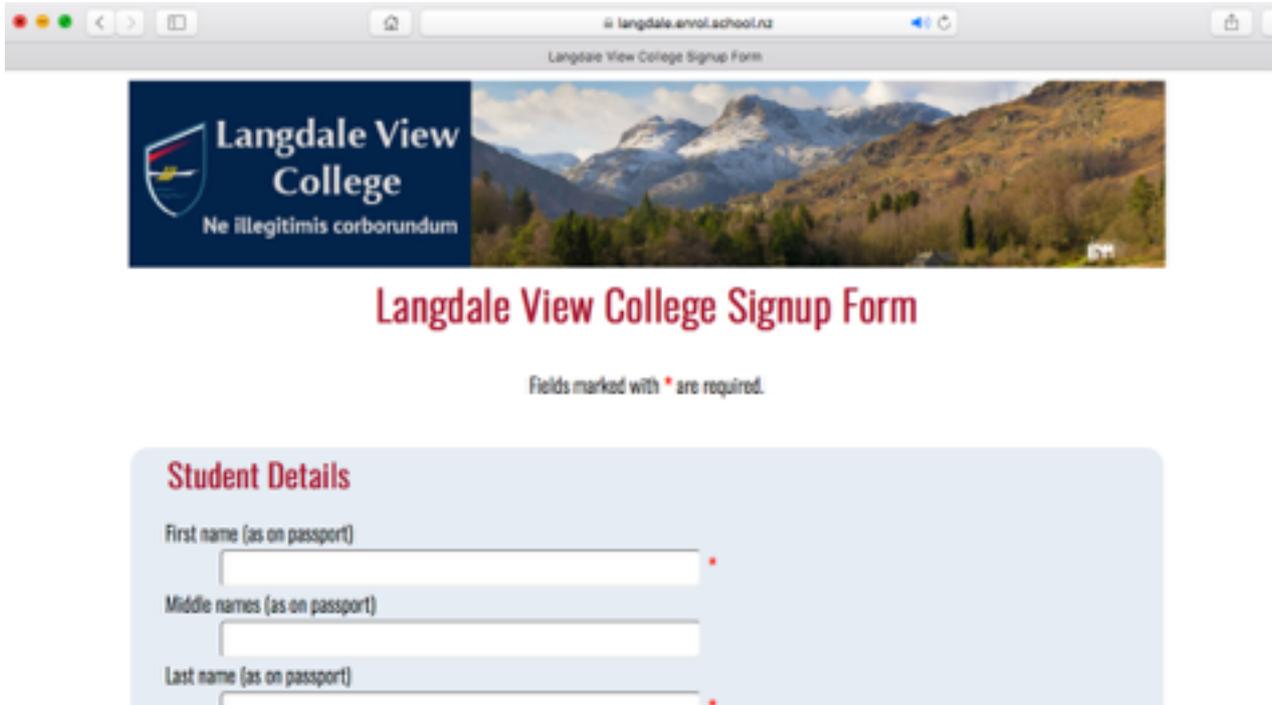
This image is used for the Home menu and other menu backgrounds
1320 x 570px 72dpi (This is a screen image only)



6. Web Application Header Graphic

This image is for onscreen use only for the web based school application system. Its shown at the top of the page and will be scaled for different sized devices.

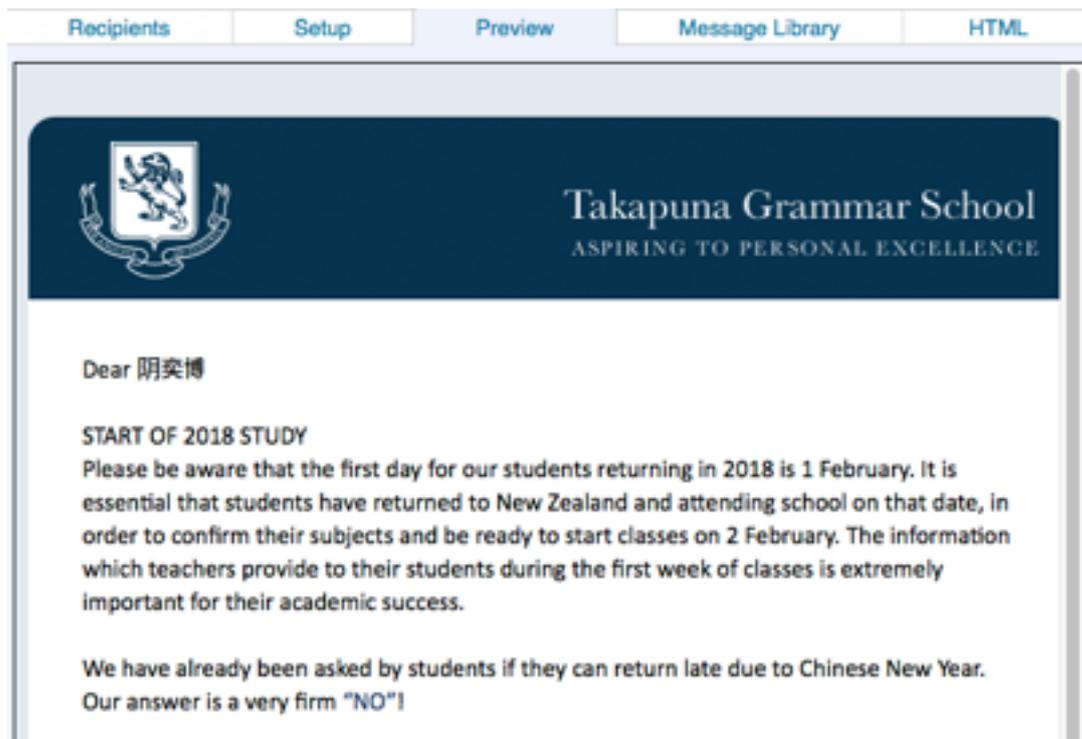
This image should be 900px wide and approximately 200px high. The height is up to you to choose for whatever you feel will look good.



7. Mail Header and Footer Graphics

These graphics go out on your emails giving them a more polished look

To fit on standard mail software they should both be 620px wide and approx 150px high



Conclusion

Once you have assembled all of your spreadsheet and graphics email the files to patrick@nui.global.

On receiving your data we will start building your new eSchool Pro application.

If you have any questions email them to the same email address as above.