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.

- I. 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.

- I. 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

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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.

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Find All students at Langdale Col	loge in years 7 to 13 with type /F, sorted by student's name	Find Cancel
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•	Sert by Use the above table to specify the stude List By default, all allending students in any last, then first names. 1st CA 2std CA 3std Bludent Name - Last, First	nis to find. year level will be found, sorted by liver rch for future use.

4. Click the Blue Find button

🙀 🐳 Students Teachers Main Menu > Search	Preling Markbook Admin Financial Selup	KAMAR 2018TT Log out Own
Find All students at Langdale Co	lege years 7to JJ with type //, sorted by student's name	Find Cancel
Saved Search Title Nome sear(% to reace apart	Common Individual Class Option Subject Group Per Find : All ** students in year level(s) : 7* to 13* attending school : 1) ** students in year level(s) : 7* to 13* Settings on this screen are common and affect all search criteria entered on the other tabs. ** Click here continue Men search criteria is specified on two or more tabs Or : 6 or other specified oriteria Click here continue When search criteria is specified on two or more tabs Or : find students who match any of the specified oriteria Continue Not : find students who match any of the specified oriteria Not : find students who don't match any of the specified oriteria	Notes Student Types At RE TTRAE AE TTRAE BF TTRAE BF TTRAE ST TTRACM SF TTRACM BF TTRACM SF TTRACM BF TTRACM SA TTRACM Convert SA Convert SA Convert SA
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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.

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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 First Name (Legal) Fore Names (Legal) Last Name (Legal) Last Name (Preferred) First Name (Preferred) Gender Date of Birth House Whanau Ethnicity - 1st Name International - Agent Name International - Agent Index International - Host Family Index International - Host Family Name Phone - Home - Residence A Phone - Home - Residence B Phone - Student Mobile Student e-mail - Personal Student e-mail - School Address - Home - Flat / Unit - Residence A Address - Home - Number Street - Residence A Address - Home - RD - Residence A Address - Home - Suburb - Residence A Address - Home - Suburb or Town - Residence A Address - Home - Town - Residence A Address - Home - PostCode - Residence A Address - Home - Country - Residence A Address - Home (Down) - Residence A Address - Home (Line) - Residence A Address - Home - Flat / Unit - Residence B Address - Home - Number Street - Residence B Address - Home - RD - Residence B Address - Home - Suburb - Residence B Address - Home - Suburb or Town - Residence B Address - Home - Town - Residence B Address - Home - PostCode - Residence B Address - Home - Country - Residence B Address - Home (Down) - Residence B Address - Home (Line) - Residence B Date Arrived in New Zealand EOTC Consent Returned Health - Doctor Name Health - Medical Conditions Health - Vaccinations Health - Reactions **Overseas Students - Citizenship** Overseas Students - Country of Birth **Overseas Students - Exchange Scheme**

Overseas Students - Insurance Overseas Students - Insurance Company Overseas Students - Insurance Date Expires **Overseas Students - Insurance Date Start** Overseas Students - Is Overseas Students Student **Overseas Students - Migrant Refugee Overseas Students - MoE Reference Number Overseas Students - Parent Evidence Overseas Students - Passport Country Overseas Students - Passport Expires Overseas Students - Passport Notes** Overseas Students - Passport Number **Overseas Students - Passport Status** Overseas Students - Tuition Fee **Overseas Students - Visa Client Number Overseas Students - Visa Notes** Overseas Students - Visa Type Parent Names - Salutation - Residence A Parent Names - Salutation - Residence B Parent Names - Titles - Residence A Parent Names - Titles - Residence B Alternative Contacts DayTime - Contact Name DayTime - Contact Phone PCG One Name (eg. Mother) PCG One Address (eg. Mother) PCG One eMail (eg. Mother) PCG One Occupation (eg. Mother) PCG One Phone Cell (eg. Mother) PCG One Phone Home (eg. Mother) PCG One Phone Work (eg. Mother) PCG One Relationship (eg. Mother) PCG One Language Spoken (eg. Mother) PCG One Notes (eg. Mother) PCG One Status (eg. Mother) PCG One Work Address (eg. Mother) PCG One BoT Flag (eg. Mother) PCG One Copy of Report (eg. Mother) PCG Two Name (eg. Father) PCG Two Address (eg. Father) PCG Two eMail (eg. Father) PCG Two Occupation (eg. Father) PCG Two Phone Cell (eg. Father) PCG Two Phone Home (eg. Father) PCG Two Phone Work (eg. Father) PCG Two Relationship (eg. Father) PCG Two Language Spoken (eg. Father) PCG Two Notes (eg. Father) PCG Two Status (eg. Father) PCG Two Work Address (eg. Father)

PCG Two BoT Flag (eg. Father) PCG Two Copy of Report (eg. Father) SCG One Name SCG One Address SCG One eMail SCG One Occupation SCG One Phone Cell SCG One Phone Home SCG One Phone Work SCG One Relationship SCG One Language Spoken SCG One Notes SCG One Status SCG One Work Address SCG One BoT Flag SCG One Copy of Report SCG Two Name SCG Two Address SCG Two eMail SCG Two Occupation SCG Two Phone Cell SCG Two Phone Home SCG Two Phone Work SCG Two Relationship SCG Two Language SCG Two Notes SCG Two Status SCG Two Work Address SCG Two BoT Flag SCG Two Copy of Report Emergency One - Name **Emergency One - Address** Emergency One - Job Emergency One - Phone Cell Emergency One - Phone Home Emergency One - Phone Work Emergency One - Relationship Emergency One - Works At Emergency Two - Name Emergency Two - Address Emergency Two - Job Emergency Two - Phone Cell Emergency Two - Phone Home Emergency Two - Relationship Emergency Two - Works At Other Home Phone Other Overseas Name **Overseas** Flag Parent e-mail - Residence A Parent e-mail - Residence B

6. Save the exported file

When you are finished, click the EXPORT button seen below

🔏 🐳 Students Teachers	Printing Markbook Admin	Financial Selup		KAMAR
Main Menu > Printing > Export				2018TT Legent Out
	Column Headings	le Format : cav	Exp	ort
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A dialogue box will appear asking you where you would like to save the file

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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 ;

- I. 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



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



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

This is a print quality image so should be 200dpi of better in a 100×100 px 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 100×100 px across at 200dpi

Conditions		Add default condition
Please note 1. Payment 2. Adequat 3. Parents required to	that this offer will only be confirmed if the foil of attached Invoice a level of English in ESOL test on arrival for stu- mat be living in NZ during the student's enroi notify Immigration service which will result in	lowing condition(s) is/are met: udent to participate in level enrolled in iment. If this condition is broken, the school is the student visa being revoked.
Institute Detai	Is: View College Mat Road	PAULU
Mairangi Ba Auckland Auckland R	v agion 0630	Mrs B Halve

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 $150 \times 65px$ across, 200dpi or more

5. High resolution school picture

This image is used for the Home menu and other menu backgrounds 1320×570 px 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.

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Middle names (as o	on passport)						
Last name (as on p	assport)						

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 apron 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.