# Edit Student Names



Sequence Buttons

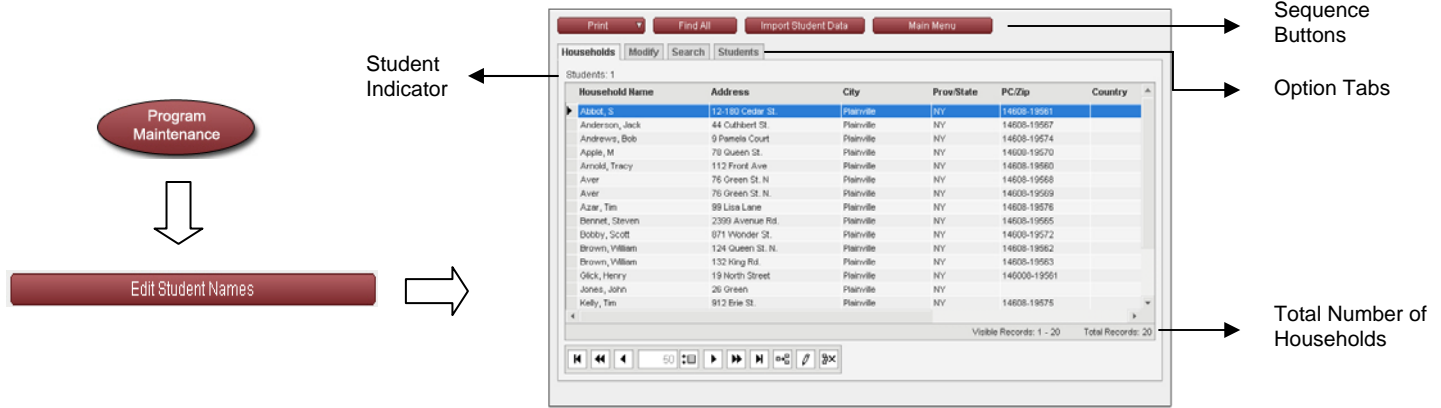Student Indicator

Option Tabs

Total Number of Households

## To Edit Student Names from the Main Menu:

1. From **Main Menu**, click **Program Maintenance**

   

2. Select **Edit Student Names**

    in the Program Maintenance menu

*The Household/Student database is organized by Household. If there is more than 1 student in the school the Household name will not be repeated. When a Household name is selected the indicator at the top of the list indicates the number of students listed under the Household. The Students tab displays a list of students associated with the selected household. The Students tab also indicates which Household is associated with the selected Student.*

## To Add a New Household:

1. Click **Households** tab
2. Click **Insert Row** icon
3. Enter new Household information
4. Click **Save** ✓ icon or press [Enter ←]

## To Edit a Household:

1. Click **Search** tab
2. Enter known information i.e. the Household name
3. Click **Perform Search**
   *The Household tab will open with the results of the search displayed*
4. Click **Modify** tab
5. Click in the first field to be modified. Enter the new information
6. [Tab →] to move to the next field
7. [Enter ←] to save the record

## To Edit a Student:

1. Click **Search** tab
2. Enter known information i.e. the Household name
3. Click **Perform Search**
   *The Household tab will open with the results of the search displayed*
4. Click **Students** tab
5. Click in the first field to be edited. Enter the new information
6. [Tab →] to move to the next field
7. [Enter ←] to save the record

## To Delete a Household:

1. Click **Search** tab
2. Enter known information i.e. the Household name

3. Click **Perform Search**
   *The Household tab will open with the results of the search displayed*
4. Click **Delete Row** icon
5. Click **OK** to complete the deletion
   **Note:** *A household cannot be deleted if the Household record is used in a transaction, i.e. A cheque issued by the Household is itemized. The warning dialog box will appear. Click OK to close the box.*

## To Delete a Student:

1. Click **Search** tab
2. Enter known information i.e. the Household name
3. Click **Perform Search**
   *The Household tab will open with the results of the search displayed*
4. Click Students tab
5. Select the correct student record
6. Click **Delete Row** icon
7. Click **OK** to complete the deletion
8. Click **Main Menu** to exit from Edit Student Names

## To Edit Student Names from Detailed Receipts:

*Household/Student information can be quickly edited while itemizing cheques/cash.*

**In the Deposit Receipts Window:**

1. Click **Itemize**
2. Select either **Itemize Cheques** or **Itemize Cash** from the drop-down
3. Click **Description** field
4. Enter new household name: Last Name, First Name i.e. Smith,John
5. [Enter ←] to save the new Household name
6. Click **Edit** pencil
7. Enter any known address details in the respective fields
8. Enter the First Name and Last Name of the Student
   If there is more than one student in the Household, click **Insert** to add the first student. Repeat to add all of the students attached to this Household.
9. Click **OK** to save and close the Household edit window.
   *The New Household/Student information will be saved to the database.*