



ITS-MELBOURNE (DATA SYSTEMS) PRODUCT INFORMATION

"RECORD MANAGER" is a Student, Administration & HR Data Management package that has been specifically written for Educational Institutions and RTO's . It Caters both to Local Enrolments and International Students. The Database complies with all AVETMISS Reports and VRQA requirements. These organisations don't endorse or accord their stamp of approval to any particular product and only look at their Compliance aspect during Audits or while submission of Reports.

RECORD MANAGER INTRODUCTION

*** Record Manager is a Database specifically catering to the needs of Registered Training Organisations. It is a student, agent and institute data management package. The package is very user friendly and comes with video tutorials and a pdf manual.*

*** Record Manager is a database, a document management system and a repository for student information. It maintains student personal data, their academic records (by way of attendance and results), course progress and several report generating modules. It stores student personal data such as contact details, health, employment history, leave details, visa and passport details besides their course related data. All letters like offer letters, contracts, reports and alerts are generated through the database and are automatically archived into individual student folders for future reference. Hence, it is a very effective document management system. It eliminates the need for maintaining hard copies of individual student files. All archived files can be accessed readily with just the click of a button.*

*** Record Manager has provision for instant exchange of information by way of e-mails and sms messages. Every letter that is generated by the system is automatically sent to the student via e-mail. Furthermore, Record Manager automatically generates student alerts for shortage of attendance and outstanding payments. The students are notified by e-mail and sms message.*

*** Record Manager incorporates all the features of a finance package: all student fees, data and future payments are maintained. From the student perspective it acts like a balance sheet: it displays all dates for future payments as well as payment history. The package will generate tax invoices and payment receipts.*

*** Furthermore, Record Manager maintains all agent details and data.*

*** The students and agents can get read-only access to information relevant to them via web access.*

*** Record Manager will generate ID cards with barcodes and users can access student*



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records by bar code scanning.

*** The Student Portal Screen has all key information that is readily available for each student via tabs.*

On this screen you can see the number of units the student has completed, His Fee payment details and schedule, His result and attendance, Direct link to his pdf files, leave Record and all Personal details

*** The Database is designed to Report to various Educational organisation and Agencies and also caters for Government funding and other Fee concessions applicable to students.*

*** The database maintains a Record of all Certificates (Qualifications) by date. All other information is also logged.*

*** The database can also be used to send bulk communication / letters/ news letters, updates etc to Students and Agents.*

*** Each Unit that the student undertakes is monitored on individual basis and has a Unit start and Unit end date. (This enables issuing individualised Time Tables to Students)*

FEATURES

*** To begin with, Record Manager can be hosted on the client's server to get instant network or local and web access.*

*** Record Manager brings a lot of time and cost saving for the client and the user. When compared to other similar products on the market, you will find that Record Manger has no ongoing or hidden costs. The client owns the software.*

*** The client will be supported both onsite and remotely with an excellent support team.*

*** The package is very easy to deploy and use; data from other packages can easily be migrated into Record Manager.*

*** Most of the buttons or actions are supported by drop down tool tips.*

*** Record Manager is an extremely secure database with very effective backup facilities both onsite and offsite. Besides backing up the full file with data on a daily basis, a separate*



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backup is also maintained for the data within the file.

- ** The user can easily modify the layout, the text and the colour scheme of the fields, reports and letters.*
- ** Record Manager has excellent archiving and document managing facilities. Student discussion and outcome of meetings can be recorded in a journal for future reference.*
- ** It can act as an e-mail client and can send instant text messages to mobile phones.*
- ** The package has a barcoding facility to retrieve student records with just a scan.*
- ** The access level for each user can be controlled.*
- ** Student attendance and results can be entered with the click of a button.*
- ** Trainers can directly enter results and attendance by using FileMaker client, or Runtime access or through Web access. Likewise, agents and students can have restricted access to their personal records and information through web access.*
- ** The database generates several reports and summaries for attendance, student results and fees, any outstanding payments or shortage of attendance, or unsatisfactory performance alerts. These are generated on a periodic basis automatically. In addition to the personal e-mail alerts, students can also be notified of the same via an optional sms message service.*
- ** You can also view and browse web pages from within the database.*
- ** Record Manager has a mail merge facility to generate offer letters, agent and student contracts, warning letters, invoices, receipts and any other letter as if printing on a letter head. The presentation on these letters is professional.*

There are several other features that can be incorporated by request.



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