

For the attention of Headteachers and G2 Administrators .....in this edition....G2 User Forum 2017.....New Student Account Management feature...and more



Spring 2017 edition 2

## **IntegrisG2 News**

An online newsletter for Integris G2 Users  
keeping you up-to-date with latest news and features

A not to be missed event for Head Teachers and new or experienced administrators!

### **G2 User Forum 2017**

is being held on

**Friday 5th May 9.15 - 12.30pm @ Rufus Centre, Flitwick**

Book the date in your diaries!

Come along to our annual event to find out latest news about all things related to data management and collections (including census and the statutory assessment returns for summer). RM will be on hand to alert us to new features and their development plans and hear your feedback.

We are also including 2 workshops during the event - one on G2's new (and free) parental communications feature and another on Mailmerging.

We need your help! Are there any administrators using G2 Mailmerge willing to share their knowledge and expertise in a workshop session? Let us know if you are willing to help lead a session!

We will send out a more definite agenda later this term.

This event is free for all G2 users in Bedfordshire. Book your place by emailing [admin@cbict.org.uk](mailto:admin@cbict.org.uk) with 'Forum-Book me a place' in the subject line and include your school name and attendees.

We look forward to seeing you there.

## New Feature Focus

### Student Account Management

This new money management feature allows schools to track any money transactions (i.e. dinner money/ school uniform payments or monies for trips etc.) by crediting and debiting amounts onto pupil records. Single incoming payments can be split across siblings' accounts and transactions can be reversed. New reports - Account Current Balance Check and Banking Return - allows you to print of balances for selected pupils and print of all transactions for the day or a range of dates.

What's really impressive is when it is used for **recording dinner money**. Each pupil's dinner money balance is automatically deducted each day by recording a present mark for the AM session for the child in the register.

Take a look at **LiteBite 12 - Student Account Management** on our G2Home page on our [www.cbict.org.uk](http://www.cbict.org.uk) website for more details on how to set up and use this new feature including adding, editing, reversing, printing and searching transactions.

### Have you tried using G2 on your tablet or ipad?

You can access all the G2 screens by going to the normal G2 URL on your device (<http://bedfordshire.rmintegris.com>) and on the login screen click on the 'Desktop View' link - great for checking or entering pupil data on the go!

Check out LiteBite 6A for details on using tablet and ipad devices for G2!

## Tip for the Term

### Taking your data into Excel - easy peasy!

Did you know that all your pupil data can be exported into a simple Excel spreadsheet through the **Administration > Utilities > General Student Export** option?

This is great when you need to pull together certain pupil information for a one-off or bespoke request really quickly (e.g. a list of pupil first names, dates of birth and their postcodes sorted by dob) or when you need to provide a third party software (e.g. Parent Mail) with certain details about your pupils.

It is really easy to use - all you have to do is answer yes to the prompt when you run General Student Export and you will see a spreadsheet (csv) file open with all your data listed in each column. Simply edit the spreadsheet, keeping and formatting the data as you want it - job done!

If you want data from G2 exported into a spreadsheet from a standard report, don't forget to select the **interactive** option in the Format box on the report criteria screen. Most standard reports give you this option. Your report is output to a

screen where you can then select various options such as 'XLS' for Excel and more (from the top of the report screen) which then transports your data into the format selected.

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## A message from CBICT.....

Dear colleagues,

We have received some positive responses to our newsletters so we are continuing to produce and send these out to you ..... until you tell us differently! The newsletters are also available on the 'email trail' page on our [www.cbict.org.uk](http://www.cbict.org.uk) website so you will be able to access previous editions from there. As always, we welcome feedback and any suggestions for items to be included in future editions.

Best wishes  
Cathy & Neil  
CBICT Ltd

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