

Staff Information Exercise

Menu Path - Registration Center >Staff Information

This exercise includes:

- A. Add a New Staff Member
- B. Display a Listing of the Staff Information
- C. Maintain the Staff Information
- D. Delete a Staff Member

A) Adding a Staff Member

Add the following staff members to your database:

1. Registration > Staff Information
2. Click **New**
3. Type in at least last name on Duplicate Staff Search page
4. If a match is found select an existing staff member, or click **New Staff** to enter a new staff member

Use number from
 username (student#),
 must be two characters

- District Information

Staff ID	E0##0JE	E0##1DP	E0##2BM	E0##3SB	E0##4HT
Title	Dr.	Mr.	Mr.	Mrs.	Mrs.
First Name	Jennifer	David	Brian	Susan	Helen
Middle Name					
Last Name	Elonic	Polloman	Mecon	Bird	Thimes

- Continue by clicking on the Address Information tab

House Number	100		30	8	
Street Name	Main St		Apple St	Western	
City	Allentown		Exton	Hellertown	
State	PA		PA	PA	
Zip code	19444		19888	19984	

- Continue by clicking on the Building Information tab
- Click New Staff Building

Staff Information Exercise

Display Name	Dr. Elonic	Polloman, D	Mecon, B	Bird, S	Mrs. Thimes
Initials	JM	DP	BH	SB	HZ
Staff Flag	Teacher	Teacher	Teacher	Counselor	Teacher and Counselor
Active	Yes	Yes	Yes	Yes	Yes
House Team	Red		Gold		
Department	SS	EN	SC	FA	MA
Primary Homeroom	108	109	111	112	ART
Secondary Homeroom					
Default Crs Room	108			112	
Phone #					
Group Code					
Max Contiguous					
Max Per Day	5	5	5	5	5
Staff Availability	Regular	Regular	Regular	Regular	Regular

B) Display a Listing of the Staff Information

- Create a staff listing by building
 Select Registration Center > Staff Information
- Create a staff listing for all staff members in the English department
 1. Select Registration Center > Staff Information > Search
 2. Enter the following search criteria:

Area	Field Name	Condition	Value
Staff Building	Department	= equals	EN

3. Click Search
4. Click Report to create a printed list
5. From the Home Page open the Staff Catalog report and click the print icon

Try these:

- Create a staff listing for all staff who are counselors
- Create a staff listing for all staff with the social security number missing

Staff Information Exercise

C) Maintain the Staff Information

Find the following staff members and update their primary homerooms:

- Malachi Moore to Room 118
 - Stanton Enomoto to Room 204
1. Select Registration Center > Staff Information
 2. Click Malachi Moore
 3. Click Building Information tab
 4. Change the primary homeroom and click **List**
 5. Select Stanton Enomoto and continue

Add Caterina Finacchio to a second building

1. Select Registration Center > Staff Information
2. Click Caterina Finacchio
3. Click the Building Information tab
4. Click New Staff Building
5. Add new building (9000) and complete some of the fields
6. Click **Save**

Try these:

- Find Yolanda Mitchell and update her room phone number to 808.987.6833
- Find Kathy Tang and update her Department to Science

D) Deleting Staff Information

Delete David Polloman

1. Select Registration Center > Staff Information
2. Select David Polloman
3. Check the Delete box to the right of David Polloman
4. Click the **Delete** button at the top or bottom of the page
5. Click **Yes** when prompted, "Do you want to delete the marked records?"

Note: If a Staff member is already assigned, the Delete box will NOT be available.