



Inquiry Overview

Training Information Sheet

Length: 3 hours

Description: Inquiry Overview is a class focused on system navigation, functionality, and inquiry of basic student information including student lookup, reporting and Data Mining.

Click the following link to view an overview tutorial for the Inquiry system.
[Inquiry Overview Tutorial](#)

Interaction: The Inquiry system affects all other student records related modules due to it being the foundation for all subsequent student records tracking.

Audience: This training is intended for anyone who needs to know how to inquire on basic student information and run student reports.

Goal: Upon completion of this training class, the attendee will be able to do the following:

- Successfully change to a different student and inquire on all demographic data
- Ability to navigate system tabs
- Understand how to create report templates
- Set up and print user defined data mining reports

Inquiry Class Outline:

- A. General System Overview**
 - 1. [Documentation](#)
 - 2. Entity selection

- B. Student Inquiry Options**
 - 1. Student Browse
 - a. [Student Browse overview](#)
 - b. [Filter options](#)
 - 2. Student Profile
 - a. [Student Profile overview](#)
 - b. [Student Tabs overview](#)
 - c. Customize tabs

- C. Preferences**
 - 1. Favorites
 - 2. Notes
 - 3. Preferences
 - 4. Create New Window
 - 5. Customer Access
 - 6. Student Locator
 - 7. Login History

- D. Student Reports**
 - 1. Student Information Report
 - 2. [Entry/Withdrawal Reports](#)

- E. [Data Mining](#)**

- F. Review \ Question and Answer**