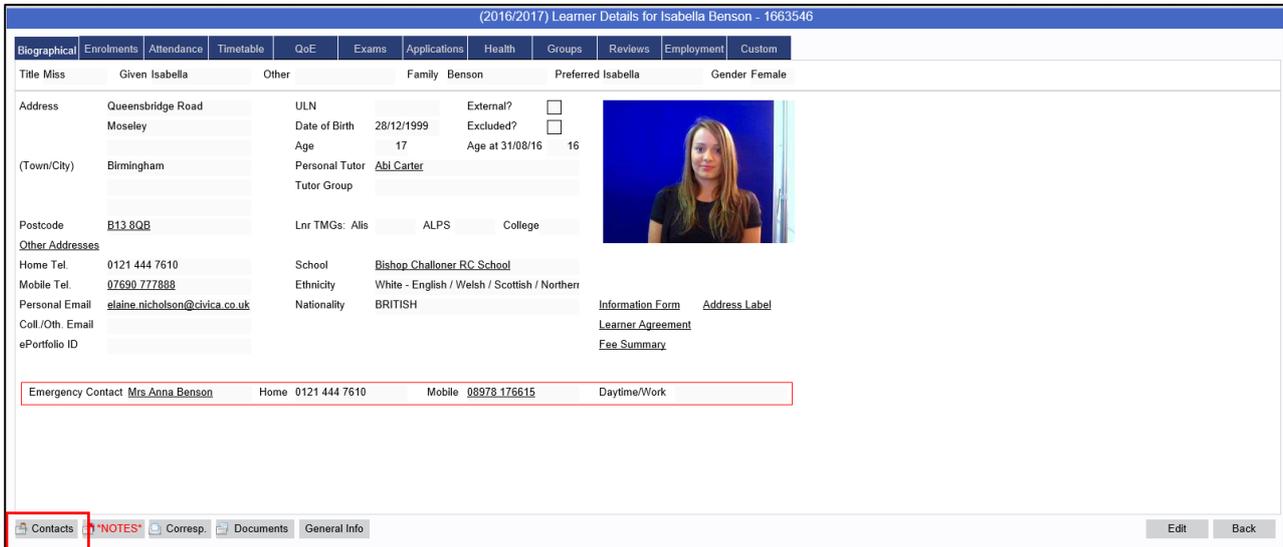
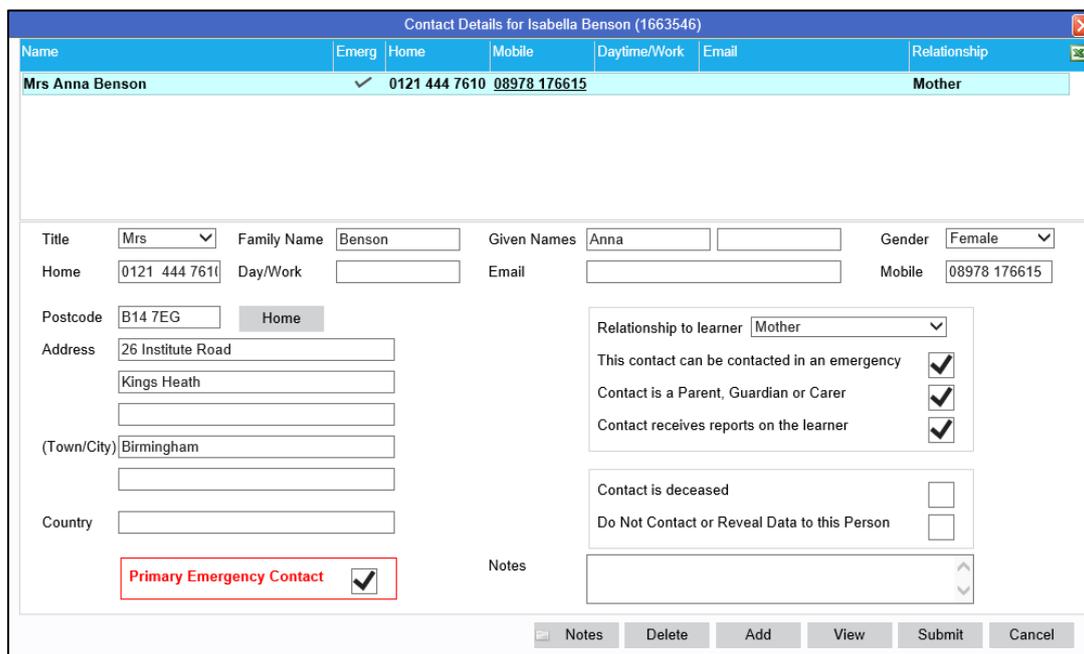


Add Learner Contacts

Contacts may be added to a learner in various screens and modules within REMS Portal including Learner Details, Enrolments, Applications and Enquiries. In all cases contacts are added/edited in the same way. All contacts are added via the Contacts button at the bottom of the various Portal screens as highlighted below.



Once accessed the Contact Details screen will appear. Use Add to create a new contact.



- **Title & Name:** Select title and enter name details.
- **Address:** If the contact's address is the same as the learner's simply press the **Home** button to copy the address (and home phone) details. Where the address is different enter postcode. The system will perform a postcode check and offer any potential postcode matches. Select the relevant address for this contact. If however the postcode is not listed here then the postcode is not resident on the system. At this point therefore the user can add all address line data and the new postcode will be added to the system.

- **Email & Mobile:** Enter accurate details as upon Submit these entries become hyperlinked to enable production of ad hoc emails and SMS texts to this contact.

Please note that it is very important to be accurate when entering name, address, email and mobile information as these details will be used by the REMS Correspondence system when communicating with contacts via e.g. letter, email or SMS messages.

- **Primary Emergency Contact:** Another very important field. Tick the check box to make this contact the primary contact in case of emergencies. This will ensure that this contact's name appears on main learner screens throughout REMS Portal & Core.
- **Notes:** Enter notes against this contact as required.
- **Relationship:** Select the relationship from the drop down list.
- **Can be contacted in an emergency:** Tick if appropriate. This will inform the user that this contact may also be contacted in case of emergencies. This is in addition to the Primary Emergency Contact.
- **Contact is Parent, Guardian or Carer:** Another very important field. Tick if appropriate. This enables parental correspondence to be sent to contacts of this type with this flag ticked.
- **Contact receives reports on this learner:** Tick if appropriate. This is memo information only.
- **Contact is deceased:** Tick if appropriate. The system will automatically remove the relevant ticks from this screen including 'Primary Emergency Contact', 'Can be contacted in an emergency' and 'Receives reports' thereby preventing accidental communication and/or subsequent production of correspondence to this contact.
- **Do Not Contact or Reveal Data to this Person:** Similarly if this check box is ticked the system will automatically remove relevant ticks from this screen including 'Primary Emergency Contact', 'Can be contacted in an emergency' and 'Receives reports' thereby preventing accidental communication and/or subsequent production of correspondence to this contact. This is designed to be used in circumstances where the college has been advised not to contact this person. Such a contact will be displayed as below.

Contact Details for Lily Davies (1363057)

Name	Emerg	Home	Mobile	Daytime/Work	Email	Relationship
Mrs Marian Davies	<input checked="" type="checkbox"/>	0121 444 1897				Mother
Mr John Davies	<input checked="" type="checkbox"/>		07897 167761			Father

Title: Mr Family Name: Davies Given Names: John Gender: Male
 Home: Day/Work: Email: Mobile: 07897 167761
 Postcode: B13 0SA
 Address: 102 Wheelers Lane
 Kings Heath
 (Town/City) Birmingham
 Country:

Relationship to learner: Father
 This contact can be contacted in an emergency:
 Contact is a Parent, Guardian or Carer:
 Contact receives reports on the learner:
 Contact is deceased:
 Do Not Contact or Reveal Data to this Person:
 Notes: Estranged circumstances - do not contact until further notice

Primary Emergency Contact:

Buttons: Notes, Delete, Add, Edit, Submit, Close