Learner Lookups

Portal has a number of learner lookups in the various learner modules. While each of them may look similar they often do different jobs and, unlike Core, are **specific** to the task in hand. This is mainly for performance reasons to avoid vast amounts of data having to be sent between server and client.

Learner Details/Learner Lookup

The Learner Details Lookup is accessed from the Learner Details menu as displayed below. It is designed to search the database for all *enrolled learners* that match the search criteria entered. Upon entry the default year is set to the current Academic Year. Other academic years or 'All Years' may be selected from the drop down list.

.							
Learners Learner Detail	s						
			Learn	er Lookup			
Search Criteria				Last Learners	Selected		
Year		2016/2017 🗸		Learner ID	Family Name	Given Name	Year 🕱
Learne	r ID or ULN			1563342	Abbett	Androw	2016
Ecume				1563406	Abbey	Michael	2016
Family	Name			1663605	Porter	Graham	2016
Given	Name			1663507	Shaw	John	2016
Date of	f Birth			1663542	Sheridan	lan	2016
Build of				<u>1563297</u>	Barber	Adrian	2016
Postco	de			1563359	Austen	Emily	2016
Tutor G	Group			1663550	Appleton	Sarah	2016
				1563345	Addinaton	Michael	2016
		List					
Learner ID	Family	Given	Gender	DoB	Postcode Tutor Group	Status	Year 🔤
1563342	Abbott	Andrew (Andy)	Male	14/09/1998	B14 6BB	Enrolled	2016
1563345	Addington	Michael	Male	15/09/1998	B13 9LR	Enrolled	2016
1563341	Addy	Mark	Male	14/10/1998	B13 9LR	Enrolled	2016
1663490	Agnew	Nicholas John (Nikki)	Male	15/11/19/0	B14 4AL B14 7DA	Enrolled	2016
1663520	Allincon	Sephia	Eomalo	13/10/1999	B14 7DA	Enrolled	2010
1663550	Andrews	Sarah	Female	17/10/1999	B14 7LR	Enrolled	2016
1264622	Andrews	Tony	Male	29/06/1981	B14 7DA	Enrolled	2016
1563386	Appleton	Rose	Female	16/11/1998	B14 7EG	Enrolled	2016
1663514	Arden	Rebecca	Female	19/09/1999	B14 7SA	Enrolled	2016
1663481	Armitage	William (Will)	Male	14/09/1999	B14 7DA	Enrolled	2016
1463213	Atkinson	Francesca	Female	15/09/1997	B13 8JS	Enrolled	2016
<u>1563359</u>	Austen	Emily	Female	15/09/1998	B14 7EG	Enrolled	2016
1663501	Baker	Michael (Kayleigh)	Male	14/10/1999	B14 7EG	Enrolled	2016
1563337	Baldwin	Mark	Male	14/11/1998	B14 /EG	Enrolled	2016
1563297	Barber	Adrian	Fomale	16/12/1990	<u>D14 0DD</u> R20 2DD	Enrolled	2016
1663476	Barlow	Emily	Fomale	23/11/107/	B14 7DA	Enrolled	2010
1663553	Beck	Danielle	Female	17/11/1998	B14 4AI	Enrolled	2016
1663500	Bedford	Lauren	Female	15/09/1999	B14 7DA	Enrolled	2016
1663546	Benson	Isabella	Female	28/12/1999	B13 8QB	Enrolled	2016
1663420	Benson	Julia	Female	18/10/1998	B14 7DA	Enrolled	2016
Learners li	isted: 117					FI FI	nd Select

- Search Criteria: Enter data in the search criteria and List. List will return all enrolled learners for the selected year according to the search criteria entered. The view of the results list may be reordered by clicking on any heading. Use the hyperlink on the Learner ID or the Select button to access the learner's details.
- Learner Details is designed to give access to learner information to a wide range of staff via the Portal. For that reason the screens available within Learner Details are all primarily view-only with limited edit rights available in the Biographical screen only. Please note that user access rights must be set to allow access to screens and buttons within Learner Details There are also 5 buttons available:
 - Contacts
 - Notes
 - Correspondence
 - Documents
 - General Info
- Once accessed the learners may also be selected from the Last Learners Selected in the top right hand part of the screen.

Enrolment Entry/Amendment/Learner Lookup

The Enrolment Entry / Amendment screen is accessed from the Enrolment Details or Enrolment Wizard menus as displayed below. The Enrolment Learner Lookup is designed to search the database for all enrolled learners that match the search criteria entered. Upon entry the default year is set to the current Enrolment Year. Other years may be selected from the drop down list. Please note that this could include a future enrolment year if this has been created in the Core system.

Learners											
Learner Details											
Enrolment Ma	nagement										
Enrolment Wiza	rd										
		-		Enrolment Entr	y/Amendme	ent					
Details					Recent save	d incomplete enro	Iments 💿 Last Lea	mers Selected O			_
Enrolmen	t Year	2016/2017 🗸			Learner ID	Far	mily Name		Given Name		*
Learner II	D or ULN		7		1663542	Sh	eridan		lan		
Family Na	ame	В									
Given Na	me										
Date of B	irth										
Postcode			List Pending Only								
1 Oblobud		Charl	List'r chang only								
		Check									
Learner ID	Family		Given	Gene	ler	DoB	Postcode	Last Enrolled	Applicant	Zero Courses	×
1663416	Allen (prev. Barton)		Elizabeth Emily (Lizzie)	Fem	ale	28/09/1998	B14 7EW		~		A
<u>1363017</u>	Baggs		Annabelle (Belle)	Fem	ale	14/11/1996	<u>B15 2QU</u>	2014			
1463336	Bagshawe		lan	Male		16/11/1981	B14 6BB	2015			
<u>1663512</u>	Bailey		Helen	Fem	ale	15/11/1981	B14 7LR				
07062164	Balley		Lauren Emily	Fem	ale	18/11/1989	B14 /EW	2007			
1202/90	Dames		Elizabeth-Jane (Lizzle)	Fem	ale	14/11/1995	D29 0DL	2015			
1202451	Baker		Androw	Male		12/12/1955	DID BLK	2015			
1363138	Baker		Gan	Male		14/02/1987	B14 7EG	2013			
1663501	Baker		Michael (Kayleinh)	Male		14/10/1999	B14 7EG	2014			
1363126	Baldwin		Alec	Male		28/12/1996	B14 6PG	2010			
1363127	Baldwin		Alec	Male		28/12/1996	B31 2RG				
07062198	Baldwin		Lisa	Fem	ale	18/11/1968	B31 1QJ	2007			
1563337	Baldwin		Mark	Male		14/11/1998	B14 7EG	2016			
1162684	Ball		Amy	Fem	ale	25/08/1994	B30 3AH	2013			
1262902	Ball		Harry	Male		14/12/1976	B15 2TY	2014			
1262686	Ball		John	Male		12/12/1995	B31 1QJ	2014			
1262853	Ballard		Janice	Fem	ale	15/11/1987	B23 5BY	2014			
1763557	Bamidele		Stephanie	Male		03/07/2000	GL52 3LZ		~		~
Matches four	nd: 164		C			1010000	647 0.011	2022	Find	New Select	

- Details: The intention here is that users enter as much information as they have about the enrolee and press Check. The system then sees if it can find matches. Please note that whilst this function appears similar to Learner Details described above the Check button will return a very different result. Check is designed to return all learners who have attended the college in the past and/or are already applicants on the system. The Check function here, therefore, is designed primarily to prevent the creation of duplicate records so the more details entered initially the better.
- **Results:** The view of the results list may be reordered by clicking on any heading:
 - Learner ID
 - Name
 - Gender
 - DoB
 - Postcode
 - Last Enrolled Year
 - Applicant (✓ displayed if yes)
 - Zero Courses (✓ displayed if the learner has been saved to the database without any course details being added)
- Use the hyperlink on the Learner ID or the Select button to choose an existing record to create an enrolment in the enrolment year selected or New to create a brand new learner enrolment record.

• Enter full details as displayed below.

Title	Mr 🗸
Family Name	Bullen
Given Name	Paul
Other Name	
Date of Birth	28/10/1999
Gender	Male V
Postcode	B14 4AL
Address	18 May Lane
	Kings Heath
(Town/City)	Birmingham
Country	
NI Number (if Imeum)	
INI INUMBER (IT KNOWN)	
ULN (if known)	
	Submit Cancel

• Even at this stage the system will check and provide a warning message if the details entered are similar to an existing learner as in the screen below where the learner's initials and postcode match an existing record on the system. Use Select if this record is correct or New to continue to create a brand new record.

				N	ew Learner				
We have fou If a record d	und the records b oes refer to the n	elow which may ew person then I	refer to the perso highlight that line	n entered. Pl and press "S	ease check th elect" and thei	e list to help r record will	prevent the creati be reused otherw	on of duplicate records in the syst ise press "New" to create a new re	em. ecord.
Ref	Family Name	Given Name	Formerly	PostCode	DOB	ULN	NI No	Reason	×
1663536	Burns	Philip		B14 4AL	15/09/1999	0		Matching Postcode and Initials	
				New	Select	Cancel			

• Where a new enrolment record has been created the system will return a confirmation with the Learner ID:



• A number of screens are now available for entry/amendment of enrolment data. Standard buttons are also available on certain screens. Please note however that user rights must be set to allow access to screens and buttons within the Portal Enrolment modules.

REMS Documentation

• Recently Saved Incomplete Enrolments: Recent saved incomplete enrolments is a list of those enrolments the user has last edited in the last 100 days that have either course enrolments with a status of 'pending' or no course enrolments at all. They are ordered with the most recently edited at the top.

			Enrolment En	try/Amendment			
Details				Recent saved inco	mplete enrolments Last Learners	Selected O	
Enrolment Year	2016/2017 🗸			Learner ID	Family Name	Given Name	2
Learner ID or ULN				1663606	Bullen	Paul	
Family Name							
Given Name							
Date of Birth							
Postcode		List Pending Only					
	Check						

• Last Learners Selected: Click the radio button to switch the view in this part of the screen to access the user's last selected enrolled/completed learners within Enrolments.

			Enrolment En	try/Amendment			
Details				Recent saved inco	nplete enrolments 🔿 🛛 Last Learn	ers Selected	
Enrolment Year	2016/2017 🗸			Learner ID	Family Name	Given Name	Year 💌
Learner ID or ULN				1663542	Sheridan	lan	2016
Family Name				1563342	Abbott	Andrew	2016
Given Name				1563406 1663605	Abbey	Graham	2016
Date of Birth				1663507	Shaw	John	2016
Date of Diffi				1563297	Barber	Adrian	2016
Postcode		List Pending Only		1563359	Austen	Emily	2016
	Check						

Applications Details/Applications Lookup

The Applications Lookup screen is accessed from the Application Details or Applications Wizard menus as displayed below. The Applicant Lookup is different to Learner/Enrolment Lookups in that it is designed to be a *dual purpose* lookup. Two buttons are available from the search criteria part of the screen: **Check** and **List** and each one returns a different results list with different results screens as described below.

- - - -	Learners Learner Details Enrolment Management Enrolment Vozad Programme Based Enrolment Wizard Programme Based Enrolment Wizard Programme Sameters Application Management Application Management Application Wizard					
			Applications Lookup			
Г	Search Criteria		Last Applicants Se	lected		
L	Applications for Year	2016/2017 🗸	Applicant ID	Family Name	Given Name	2
L	Applicant ID or ULN		<u>1663493</u>	Addison	Adrian	
L	Family Name		1763604	Jones	Jessica	
L	Given Name		1763595	Blake	Nathan	
L			1563346	Bardsley	Adrian	
L	Date of Birth		1663481	Armitage	William	
L	Postcode		<u>1663416</u>	Allen	Elizabeth	
L		Check List	1663437	Almond	Julie	
			No Applicants listed			
		If you are entering a ne	w applicant enter their details and press "Check" to se	e if the applicant is known to the co)llege.	
		If you are	looking for an existing applicant, enter their details an	d press "List" to find them.		
		Alternatively cf	loose one of the Applicants you have looked at recenth	/ from "Last Applicants Selected"		
L		,,,	,			

• Search: Upon entry to the Portal Applications Lookup the default year is set to the current Apply to Year as defined in the system parameters in Core. Please note that the Application Year may differ to the Enrolment Year depending on settings in SDY – Set up College Calendar and Academic Year. Other Academic Years may be selected from the drop down list. Enter criteria for the search and use one of the two buttons Check or List to activate the search. The results will differ depending on which one is chosen.

Search Using Check Button

Hover over the button to see the tooltip

List matching known learners

			Applications Lookup						
Search Criteria			Last Applica	ts Selected					
Application	ns for Year 2	2016/2017 🗸	Applicant IE	Fam	nily Name		Given Name		2
Applicant I	ID or ULN		1663493	Ado	dison		Adrian		
Family Nar	me E	3	1763604	Jon	les		Jessica		
Given Nam	ne [1763595	Bla	ke		Nathan		
Data of Bia			1563346	Bar	dsley		Adrian		
Date of bir			1663481	Arm	nitage		William		
Postcode			1663416	Alle	en d		Elizabeth		
	Check	List	1003437	All	iona		Julie		
				1					_
Learner ID	Family	Given	Gender	DoB	Postcode	Last Enrolled	Applicant	Zero Courses	×
1663416	Allen (prev. Barton)	Elizabeth Emily (Lizzie)	Female	28/09/1998	B14 7EW		~		
1363017	Baggs	Annabelle (Belle)	Female	14/11/1996	B15 2QU	2014			
1463336	Bagshawe	lan	Male	16/11/1981	B14 6BB	2015			
<u>1663512</u>	Bailey	Helen	Female	15/11/1981	<u>B14 7LR</u>				
07062164	Bailey	Lauren Emily	Female	18/11/1989	B14 7EW	2007			
1262798	Baines	Elizabeth-Jane (Lizzie)	Female	17/10/1995	B29 6BL	2013			
1563451	Baines	lan	Male	14/11/1959	B13 9LR	2015			
1262855	Baker	Andrew	Male	12/12/1995	B21 9ET	2013			
1363138	Baker	Gary	Male	14/02/1987	B14 7EG	2014			
1663501	Baker	Michael (Kayleigh)	Male	14/10/1999	B14 /EG	2016			
1363126	Baldwin	Alec	Male	28/12/1996	B14 6PG				
07063109	Baldwin	Alec	Nale	20/12/1996	B31 2RG	2007			
1563337	Baldwin	LISH	Male	14/11/1900	B14 7EC	2007			
1162684	Ball	Amy	Fomalo	25/08/1994	B30 3AH	2010			
1262902	Ball	Harry	Malo	14/12/1976	B15 2TY	2014			
1262686	Ball	John	Male	12/12/1995	B31 10.J	2014			
1262853	Ballard	Janice	Female	15/11/1987	B23 5BY	2014			
1763557	Bamidele	Stephanie	Male	03/07/2000	GL52 3LZ		~		\sim
4000070		B 11		4014014000	047.0411	2044			_
Applicants list	ted: 166					Find W	/ithdraw New	Add App S	elect

Check

- Search Criteria: Enter data in the search criteria and Check to see if the applicant has ever existed on the database. Check will return all learners who have attended the college in the past and/or are already applicants on the system. Please note that in this respect this is similar to Check within Enrolments and is designed to prevent the creation of duplicate records. The system displays:
 - Learner ID
 - Family Name
 - Given Name (preferred name in brackets)
 - Gender
 - DoB
 - Postcode
 - Last Enrolled Year
 - Applicant √
 - Zero Courses √
- **Results:** This list may be reordered by clicking any of the headings. This information should be sufficient to inform the user and avoid the creation of a duplicate record.
- **Buttons:** Other functions available from this screen via the buttons highlighted:
 - **Select**: Edit the record.
 - Add App: Add new application courses to the applicant in the selected year.
 - **New:** Create a brand new applicant record.
 - Withdraw: Withdraw the application at applicant level.

Search Using List Button

Hover over the button to see the tooltip List List application details in chosen year s Looku Applications for Year 2016/2017 🗸 Applicant ID or ULN 1663493 1763604 1763595 1663547 1563346 1663481 1663416 1663437 Adrian Addiso Jones Blake Bell Family Name Jessica Nathar Given Name Sophia Adrian Date of Birth Postcode Flizabe Check List Jackie Jackie Adrian Elizabeth Emily (Lizzie) Brian Matthew (Matt) Sophia Danielle Sidra Sidra Sidra Olivia Olivia 20/10/2016 10/03/2016 14/03/2016 04/04/2016 14/04/2016 10/01/2017 19/01/2017 14/12/2016 12/11/1948 16/09/1954 28/09/1998 14/11/1998 14/11/1994 19/09/1999 17/11/1998 1262846 1563346 1663416 1663430 Schedule the interview Acnowledge Application by Email Acnowledge Application by Email Acnowledge Application by Email B14 6BB B13 0SA B14 7EW B14 7DA Bouvet Bardsle Female Male Female Male Female Female Male Male Male Male Male Male Female Male Male Male Male Bardsley Allen (prev. Barton) Boyd Bridger Bell Beck Bamidele Panko 1663443 1663547 1663553 1763557 B14 6DT B14 7LR B14 4AL GL52 3LZ Schedule the interview Schedule the interview)3/07/2000 Schedule the interview 14/12/2016 14/12/2016 14/12/2016 04/07/2000 05/07/2000 06/07/2000 GL52 3LZ GL52 3LZ GL52 3LZ Schedule the interview Schedule the interview Schedule the interview 1763558 1763559 1763560 Bond Butler Barrett Blake 14/12/2010 14/12/2010 23/01/2017 31/01/2017 01/02/2017 07/07/2000 08/07/2000 23/12/1979 15/09/1999 19/11/1991 Schedule the interview 1763561 1763562 1763581 1763595 1763602 B14 4AL B14 4AL B14 4AL Schedule the interview Applicants listed: 16 Withdraw New Add App Select Find

- Search Criteria: Use List to find *existing, current year applicants.* The system will now return existing applicants for the current year with different headings in the results screen which now displays:
 - Applicant ID
 - Family Name
 - Given Name (preferred in brackets)
 - Application Number
 - Application Date
 - Gender
 - Date of Birth
 - Postcode
 - Last Action for this applicant (populated by the Activity Management system)
- **Results:** This list may be reordered by clicking any of the headings.
- **Buttons:** Other functions available from this screen via the buttons highlighted:
 - **Select**: Edit the record.
 - Add App: Add new application courses to the applicant in the selected year.
 - **New:** Create a brand new applicant record.
 - Withdraw: Withdraw the application at applicant level.

Last Applicants Selected

• Once accessed the applicants may also be selected from the 'Last Applicants Selected' part of the screen.

Enquiry Details/Learner Lookup

The Enquiries Learner Lookup screen is accessed from the Enquiry Details menu as displayed below. The Enquiries Lookup is designed to search the database for *all enquirers* that match the search criteria entered. Upon entry the default dates displayed are the last 12 calendar months from today's date. This may be overwritten on entry. Please note that unlike Applications and Enrolments, Enquiries are not year-based.

Learner Details								
Enrolment Management Enrolment Details Enrolment Wizard Programme Based Enrolment Wiza Payment Entry Ad Hoc Payments								
Application Management Application Details Applications Wizard	_							
Enquiries Management Enquiry Details								
			Enquiries Lookup					
Search Criteria			Last Enquirers Selecte	d				
Enquiries between	13/02/2016	and 13/02/2017	Enquirer ID	Family Name		Given Name		36
Enquirer ID or ULN			1763608	Jarvis		Helen		
Eamily Name			1763589	Devlin		Peter		
Churn Name			1763552	Beck		Jason		
Given Name			1663549	Evans		Philip		
Date of Birth			1663544	Moore		Alison		
Postcode			1663532	Jones		Martin		
	List		1663511	Dalton		Neil		
								_
		Linion	Enguin/ Liste	Latest Course Enquiry	Gender	DoB	Postcode	28
Reference	Falliny	Given	Enquiry Dute					-
1463365 1662411	Gardner	Peter	12/07/2016		Male		B14 7DA	Â
1463365 1663411 1663423	Gardner Thompson Button	Peter Stuart	12/07/2016 09/03/2016 30/03/2016	30/03/2016	Male Male Male	15/12/1976	B14 7DA	^
1463365 1663411 1663423 1663424	Cardner Thompson Burton Carvell	Peter Stuart Mark Emma	12/07/2016 09/03/2016 30/03/2016 30/03/2016	30/03/2016 30/03/2016	Male Male Male Female	15/12/1976 14/10/1965	<u>B14 7DA</u> B14 7DA B14 7EW	^
1463365 1663411 1663423 1663424 1663425	Gardner Thompson Burton Carvell Higgins	Peter Stuart Mark Emma Peter	12/07/2016 09/03/2016 30/03/2016 30/03/2016 30/03/2016	30/03/2016 30/03/2016 30/03/2016	Male Male Male Female Male	15/12/1976 14/10/1965 16/09/1954	<u>B14 7DA</u> <u>B14 7DA</u> <u>B14 7EW</u> <u>B14 7EW</u>	Ŷ
1463365 1663411 1663423 1663424 1663425 1663425	Family Gardner Thompson Burton Carvell Higgins White	Peter Stuart Mark Emma Peter George	12/07/2016 09/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016	30/03/2016 30/03/2016 30/03/2016 30/03/2016	Male Male Male Female Male Male	15/12/1976 14/10/1965 16/09/1954 14/09/1954	B14 7DA B14 7DA B14 7EW B14 7EW B14 7EW B14 7EW	Â
1463365 1663411 1663423 1663424 1663424 1663424 1663426 1663426 1663428	Failing Gardner Thompson Burton Carvell Higgins White Taylor Horore	Peter Stuart Mark Emma Peter George Emity	12/07/2016 09/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016	30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 04/04/2016	Male Male Female Male Male Female Male	15/12/1976 14/10/1965 16/09/1954 14/09/1954 12/07/1979 14/10/1959	B14 7DA B14 7DA B14 7EW B14 7EW B14 7EW B14 7EW B14 6BB B14 6BB	Î
1463365 1663411 1663411 1663423 1663424 1663426 1663426 1663428 1663431 1663435	Gardner Thompson Burton Carvell Higgins White Taylor Harvey Levy	Peter Stuart Mark Emma Peter George Emily Dennis Ian	12/07/2016 09/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 04/04/2016	30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 04/04/2016	Male Male Female Male Male Female Male Male	15/12/1976 14/10/1965 16/09/1954 14/09/1954 12/07/1979 14/10/1959	B14 7DA B14 7DA B14 7EW B14 7EW B14 7EW B14 6BB B14 7LR	Î
1463365 1663423 1663424 1663425 1663426 1663426 1663426 1663426 1663426 1663426 1663426 1663426 1663421 1663424 1663424 1663441	Cardner Gardner Thompson Burton Carvell Higgins White Taylor Harvey Levy Levy Thomas	Peter Stuart Mark Emma Peter George Emily Dennis Ian Colin	1207/2016 90/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 04/04/2016 05/04/2016 14/04/2016	30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 04/04/2016 04/04/2016	Male Male Female Male Male Female Male Male Male	15/12/1976 14/10/1965 16/09/1954 12/07/1979 14/10/1959 12/09/1959	814 7DA B14 7DA B14 7EW B14 7EW B14 7EW B14 6BB B14 6BB B14 7LR B14 7DA	Î
1463355 1653423 1563423 1563424 1563425 1563426 1563428 1563428 1563431 1563435 1563435 1563441 1563473	Gardner Gardner Thompson Burton Carvell Higgins White Taylor Harvey Levy Thomas Greer	Peter Stuart Mark Emma Peter George Emily Dennis Ian Colin Judy	12/07/2016 99/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 04/04/2016 04/04/2016 14/04/2016 21/06/2016	30/03/2016 30/03/2016 30/03/2016 30/03/2016 03/03/2016 04/04/2016 05/04/2016 14/04/2016	Male Male Female Male Male Female Male Male Male Female	15/12/1976 14/10/1965 16/09/1954 14/09/1954 12/07/1979 14/10/1959 12/09/1959 15/08/1969	814 7DA B14 7DA B14 7EW B14 7EW B14 7EW B14 6BB B14 6BB B14 7LR B14 7DA B14 7DA	Î
1463365 1663423 1663423 1663425 1663426 1663428 1663428 1663431 1663435 1663431 1663435 1663436 1663437 1663460	Catthey Gardner Thompson Burton Carvell Higgins White Taylor Harvey Levy Thomas Greer Greer Gordon	Peter Stuart Mark Emma Peter George Emly Dennis Ian Colin Judy Peter	12/07/2016 12/07/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 06/04/2016 06/04/2016 14/04/2016 14/04/2016 21/06/2016 29/06/2016	30/03/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 0/04/04/2016 14/04/2016 21/06/2016 29/06/2016	Male Male Female Male Male Female Male Male Female Female Male	15/12/1976 14/10/1965 16/09/1954 14/09/1954 12/07/1979 14/10/1959 12/09/1959 15/08/1969 15/08/1969 15/11/1965	814 7DA 814 7EW 814 7EW 814 7EW 814 7EW 814 7EW 814 7EW 814 7EW 814 7DA 814 7DA 814 7DA 814 7DA 814 7DA	Î
1463365 11653423 1565423 1565424 1565425 1565426 1565426 1565427 1565428 1565431 1565443 1565443 1665473 1665483	Catthuy Gardner Thompson Burton Carvell Higgins White Taylor Harvey Levy Thomas Greef Gardon Jackson	Peter Stuart Mark Emma Peter George Emily Dennis Ian Colin Judy Peter Ian	12/07/2016 12/07/2016 30/03/2016 30/03/2016 30/03/2016 30/03/2016 06/04/2016 06/04/2016 21/06/2016 22/06/2016 30/06/2016	30/03/2016 30/03/2016 30/03/2016 30/03/2016 04/04/2016 05/04/2016 14/04/2016 21/06/2016 23/06/2016 30/06/2016	Male Male Female Male Male Female Male Male Male Male Male Male Econale	15/12/1976 14/10/1965 16/09/1954 12/07/1954 12/07/1959 14/10/1959 15/11/1965 33/1/0/1979 31/10/1979	B14 7DA B14 7DA B14 7DA B14 7EW B14 7DA	Â
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- Search Criteria: Enter data in the search criteria and List. This will return all enquirers for the selected date range and criteria entered. The results list may be reordered by clicking on any heading and includes:
 - Enquirer ID
 - Name
 - Enquiry Date
 - Latest Course Enquiry Date
 - Gender
 - Date of Birth
 - Postcode
- Buttons: Other functions available from this screen via the buttons highlighted:
 - **Select** to edit a current enquirer
 - New to create a brand new record
 - Add Enq to enables another enquiry to be created for the selected enquirer
- Last Enquirers Selected: Once accessed the enquirer may also be selected from this part of the screen.