

Synergetic eLearning Presents:

# Past Students

Manage information about your organisation's alumni.

This course provides an overview of managing information about your organisations past students (also known as alumni).

We will look at how to effectively manage these records and ensure they are up to date.

## Course Outline:

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- Past Student Maintenance
- Past Student Maintenance Tabs
- How to Add a New Relation
- Document Manager
- Creating a New Past Student
- Maintaining Spouse Links
- Mark as Deceased
- Past Student Crystal Reports

## Learning Outcomes:

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- View and maintain past student data in Synergetic
- Add relations to past students
- Use DocMan to link a document to a record
- Use the tag list functionality to create a temporary list and link a single document to members of that tag list

## Perfect For:

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- Student services officers
- Admin staff
- Daily organisers