

Maze School Community Component



Case Study

Unity College is situated on the outskirts of the rural city of Murray Bridge, 80 km from the heart of Adelaide.

Unity has been a Maze user since July 1997. In those 10 years it has doubled in size to almost 1,000 students. Such rapid growth has put severe pressure on the administration database:

- Large volumes of enquiries were tracked manually
- Considerable time was lost updating people's details in more than one place
- It was difficult to track students who left the school for a short period and then returned
- Recording family break-ups and special arrangements was a nightmare
- Grandparents were crucial to fundraising efforts but it was difficult to track which families they related to

In May 2007 the school installed Maze with School Community. The data entry bottleneck has been cleared, workflow has been streamlined, error rates have been reduced, and the administration team now saves considerable time.

Maze now makes it easier for you to track the people, organisations, and groups within your school's community. It empowers data managers, registrars, teachers, administrators and fundraisers by increasing efficiency and streamlining workflow.

System functions

The system includes new (or improved) functionality for Fundraising, Associations, Grandparents, Past Members, Enquiries, Enrolments, Students, Families, Family Members, Finance, Staff Members, Entities, Relationships, Notes, Addresses, Mailing Lists, and much more

You get these benefits

Greater efficiency and control for data managers...

- Data duplication eliminated by recording all people, organisations, and groups in a single database table
- System caters more than 20 different family, student, staff, fundraising, business, VET, and member roles
- Easy to get a complete picture of an entity's involvement in the school via a single "roles" tab that has links to relevant screens for active roles
- Each entity can be linked to 5 different mailing lists
- Automatically generated numeric keys used on account tables make it easy to change people's names
- Address data meets Australia Post standards and geo-census reporting requirements
- Notes function enables date/time stamping, notes history, follow-up reminders, etc

Better information and workflow for registrars...

- Enquiry screen captures caregiver, prospective student, career choice, and marketing details
- Enquiry "quick add" screen makes data entry easy and fast
- Enquiry screen can be published to eMaze to capture enquiry details directly from the internet
- Family, caregiver, and applicant records automatically created when an enquiry moves to the applicant stage
- Enquiry records can be retained for adding additional children to existing families or extracting "hit rate" data
- Easy to change applicants to enrollees to students to past students
- The system automatically sorts applicants according to pre-set criteria to make it easy to select and notify enrolment offers
- Easy to reinstate enrolments that have previously been transferred to students
- Easy to change past students to current students while retaining past member history

More information overleaf...



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Easier for the academic office to manage family and student data...

- The system automatically assigns roles to caregivers, grandparents, applicants, enrollees, and students
- Additional relationships (e.g. "step father", "guardian", "friend", etc) can be assigned by the user if needed
- All the members of each family are listed on a single screen
- Family names, addresses, and phone numbers can be changed easily
- Family members can be changed to accommodate different billing arrangements when caregivers separate
- The members of two families can be combined, if required
- Split billing can be set up to enable students who live with a guardian family to have their fees paid by a Trustee
- Ability to process mail-outs for split families

Better information for fundraisers...

- Easy to record existing community members as donors
- All family members related to a donor can be viewed on a single screen
- Grandparents "quick add" screen makes data entry easy and fast
- Grandparents can be related to up to 5 families for fundraising (or other) purposes

Easier to find records...

- "Hide key" function enables easy surname search using "numeric" key field
- Person names displayed as "Surname, First name"
- Special "search" screens for enquiries, grandparents, entities, and addresses



Take the next step

How important would it be for you to manage your community data better?

If you would like to find out more, please call Trevor Ainsworth on: 08 8342 3255 or email: sales@pactsolutions.com.au

FREE Trial

Contact us today for on-line access to a demonstration database.

Additional functionality

School Community is not just a Maze component. It's a major "overhaul" of the core system. Additional features include:

Students

- Student dashboard screen makes it easy for teachers to view student information in one place when conducting interviews
- CFS fire zone automatically displayed for each student
- Ability to record international student details
- Ability to record transport to/from school for each student
- Additional "ID" fields such as library ID, SACE ID, TAFE ID, etc
- Enhanced emergency contact details
- Enhanced medical details and alerts
- Ability to record unlimited medical conditions for each student
- Ability to record privacy details for "buzz book" purposes
- Behaviour screens simplified
- Accident & Sickbay screens simplified
- Ability to record late and early times for absentees

Staff

- NGS export to super funds
- Ability to record SGL amounts as \$ or %
- Recording of start & end dates for mandatory reporting, first aid, police clearance, registration, etc
- Ability to record unlimited medical conditions for each staff member
- Average attendance report for staff members

Finance

- General ledger budgeting by user-determined budget split
- Ability to enable/disable general ledger, debtor and creditor accounts
- Ability to post transactions to prior periods
- Recording of deferred debts incurred by families
- Balance Sheet and Profit & Loss reports with drill-down to underlying transactions
- Aged balance listings for debtors and creditors as at a nominated date, with drill-down
- Users restricted to entering purchase orders against their own (available) budget lines
- Data validation consistent across all finance modules
- Dates on batch screens validated at time of entry not when saving the screen or printing the batch
- Audit trails consistent across invoices, receipts, payments, journals, etc with common tab settings and widths

Other

- Consistent screen names and layout throughout the system
- Screens consolidated where possible, e.g. General Ledger Details and General ledger Financial Details
- Consistent grouping of fields on different screens, e.g. demographic/address fields on Student Details are identical to Enrolment Details
- Mandatory fields are populated using default values and/or enforcing in-list selection before a new record can be saved