PAM Database - Newsletter #11   March 2017

Hi everyone, as the season draws to the close I would like to thank you again for all of your hard work over the summer. Although the warmer weather may end soon, I know that for many of you the work continues into and over the winter months. Please get in touch with me if there's anything you need assistance with. More database training will be available over the off season, both online and in person.

Patrol Input

When checking your patrol occurrences it's important that the following fields are set correctly on the form:

- Make sure that you have ticked '**All Attendance Updated**' (when all of your patrol attendances are on the patrol). This will generate the total hours for the patrol which then flow through into the patrol reports.
- Make sure the Patrol Status is set to '**Planned**'. Any hours on a patrol that is still set to 'Ready to Project' or 'Draft' will not come through to patrol reports.

Entry System

We had very few issues this year with clubs entering their members into carnivals. It was great to see this system being implemented at local level too – it makes our staff member's job of keeping track of athletes a lot easier on the day of competition.

Main points to remember:

- Make sure they hold the right awards.
- Make sure people are rolled over.
- Make sure they are a primary member of your club.

Remember to check out the new SLSNZ Results system - http://liveresults.co.nz/sls

Booking System

We are in the process of testing our new booking system which will enable members to enter themselves onto courses and for club administrators to manage their members bookings more smoothly. We look forward to bringing you more information about this system in the near future.

Awards

It is around this time of the season that we look to start tallying all of the qualifications gained by our members this season. These figures are passed to the Board and Staff for analysis and are published in the Annual Report. Please ensure that all paperwork has been processed so your awards are as up to date as possible.

We have the ability to '**bulk import**' awards into the CRM so if you have a large amount of members to credit, you can forward these in spreadsheet format to me.

Frequently Asked Questions:

How do I find patrol reports?

There are three patrol reports in the system, they are:

- Member Season Patrol Stats – how many patrol hour's members have completed.
- Club Season Patrol Stats – all of your patrol hours and incidents.
- Club Monthly Patrol Stats **–** a breakdown of the patrol hours and types of patrols done on a monthly basis.

They can be found on the Patrolling menu in the CRM. Check under 'My Views' for some specially-filtered 2016/2017 reports.

Tip of the Week:

Click the 'Recently Viewed Items' button in the main menu bar (pictured below) when using the CRM to return to recently viewed records and reports.
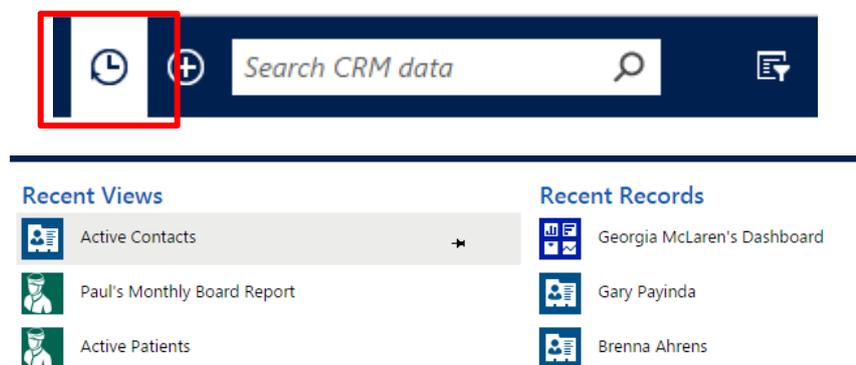
Save

If you are working in a system that requires you to save information hold down the Ctrl and S buttons.

Multiple Screens

If you are working in a web browser where there are multiple screens you can hold down the Ctrl and F4 buttons to close the primary open screen.

Regards,
Georgia McLaren (SLSNZ Database Administrator)