



eSchool System Guide

Contents

1. Setup – Input and Manage Data	2
1.1. Students (Regular).....	2
1.2. Homestays.....	4
1.3. Agents	6
1.4. Groups (Study Tour)	7
1.4.1 Import New Study Tour Data.....	7
1.4.2 Manage Imported Study Tour Data.....	8
1.5. Finance	9
1.5.1 Finance setup	9
1.5.2 Quote (Study Tour).....	10
2. Output and Search Data.....	11
2.1 General Searching	11
2.2 Details Searching.....	11
2.3 Common Data in Needs	13
2.3.1 Homestays are being used for regular students.	13
2.3.2 Homestays that will be used for study tour groups in following months.	14
2.3.3 Homestays blue card and other details.	16



1. Set up – Input and Manage Data

1.1. Students (Regular)

Open eSchool, Click on topside navigation bar “Students” - “New Student”

eSchool Pro - Shafston International College

File Edit View Insert Format Records Scripts Window Help

Home **Students** Leavers Homestays Agents Proposals HS Payments

SHAFSTON Student Search

Search **New Student**

Name	Country	Status	Agent

eSchool Pro - Shafston International College

File Edit View Insert Format Records Scripts Window Help

Home **Students** Leavers Homestays Agents Proposals HS Payments Groups Trips Subjects Reports Let Menu Adv Options

SHAFSTON (Y)

Details Parents & Emergency Finance Accommodation Student Interviews/Reports

Name: First Name Middle Name Family Name

Preferred

Overseas Address: Street Suburb Town Region Postcode

Country

Phone: NZ Mobile Email Social Media Address

Religion

Requires a Homestay

Click to add a picture

Status: Inquiry Student ID: NDK Assigned to: International Source:

General Info Flights and Visas Travel Agent Local Agent Guardian Interests Academic Info Alerts

Date of birth Age Gender M F U

Ethnicity Citizenship Language

Comments

Notes For Teacher

Group ID Returning Year

Year Subgroup

Tutor Group Cohort

2023 Start Date Started School (NZ)

2023 End Date Fee Paid To Date

Tuition Weeks Homestay Funds Balance

FTE Permission for EOTC: Yes No

Previous School

UE Achieved: Yes No

After School Destination: Destination Institute Course

Waypoint Dates: Status Inquiry: 18 Oct 23 Status Applying: Status Enrolled: Status Current: SMS Export Date

Name, Country (all put “Australia”), Status, Source, Tutor Group (all put “Regular”), Star Data, End Data MUST NOT be empty.

If the student already has homestay, clicking on “Accommodation” to link a homestay, and change the Status to “Placed”

If the students hasn’t been placed yet, clicking on Status “Requested”. Later find a homestay required in “Source” and then follow the above steps.

Click Status on “Leaver” when the student finished.



An example:

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Home Students Leavers Homestays Agents Proposals HS Payments Groups Trips Subjects Reports List Menu Adv Options

SHAFSTON CHIANG, Yu-Ching (Yu-Ching) (Y)

Details	Parents & Emergency	Finance	Accommodation	Student Interviews/Reports	Insurance				
First Name: Yu-Ching Name: Yu-Ching Preferred: Yu-Ching Overseas Address: 29 Marsden St, Clayfield, QLD 4011, Australia Country: Australia	Middle Name: CHIANG Preferred: CHIANG Phone: 0423 467 711 NZ Mobile: 0423 467 711 Email: claire521128@gmail.com Social Media Address: Choose a type: Bank Acct No.: Religion:	Homestay: AMBROSELLI-DOMANTI, Della Address: 29 Marsden Street, Clayfield, QLD 4011 Phone: H/S Email: heavenlybandt@optusnet.com.au H/S Mobile: 0408728362	Brisbane Status: Current Student ID: 13111490 NSN Assigned to: International Source: e. IRR Regular - Half						
General Info	Flights and Visas	Travel	Agent	Local Agent	Guardian	Interests	Academic Info	Alerts	We
Date of birth: 7 Jul 2001 Age: 22.3 Gender: M F U Ethnicity: Taiwan Citizenship: TWIN Language: Comments: Notes For Teacher:			Group ID: Group: Year: Tutor Group: Regular 2023 Start Date: 4 Oct 2023 2022 End Date: 16 Dec 2023 Tution Weeks: 11 wks FTE: Previous School:	Returning Year: Subgroup: Cohort: Started School (NZ): Fee Paid To Date: Homestay Funds Balance: Permission for EDTC: Yes No			After School Destination UE Achieved: Yes No Destination: Institute: Course: Waypoint Dates Status Inquiry: 11 Sep 23 Status Applying: Status Enrolled: Status Current: 12 Oct 23 SMS Export Date:		

Regular students status explanation:

“Requested”: A new student has enrolled, no homestay yet, needs a homestay.

“Placed”: A new student, has placed in a homestay, hasn’t checked-in yet.

“Current”: A student has checked-in and lives in a homestay.

“Leaver”: A student has finished courses or checked-out from a homestay.

This system can automatically change "Placed" to "Current", but system managers need to manually change "Current" to "Leaver" and remove linked data from “Accommodation” page.

Searching Tutor Group “Regular” and “End Data” can find “Current” Students who should be “Leaver”. (See 2.2 Details Searching)

System managers daily tasks: Check and manage students status.



1.2. Homestays

Open eSchool, Click on topside navigation bar “Homestays” - “New homestay”

Category: MUST be “Homestay”

Rating: IRR (Regular students), ST (Study Tour students)

Status: ONLY “Current” homestays can be found on Student – Accommodation page when placing a new student

Group: Regular Care or Extra Care or Both

Blue Card: Expired Data – Bule Book Start, Bule Card Number – Vet Ref

Bulu Card setting up to see the following example

Click on middle navigation bar to set up details.



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File Edit View Insert Format Records Scripts Window Help

Home Students Leavers **Homestays** Agents Proposals HS Payments Groups Trips Subjects Reports List Menu Adv Options

AMBROSELLI-DOMANTI, Delia << 724 of 741 >> Search

Details Students (4) Inspections Payment History Photos Contact History

Name: **AMBROSELLI-DOMANTI, Delia** Red Flag

Address: 29 Marsden Street, Clayfield, QLD, Australia 4011

Phone: 0498728362
Mobile: 0498728362
Email: heavenlybandt@optusnet.com.au
Bank Acct No:
Stripe Address:
IBD No:
Emerg Name:
Emerg No:

Category: **Homestay** Rating: **1rr** ID: **H10038**
Status: **Current** Group: **Regular Care**

Rooms: 1
Rooms Left: -3

Payment Plan - Highly Rate Charge Paid to HS
Safe Plan Extra Care

Delia Ambroselli-Domanti

Ethnicity: Gender: **M** **F** **U**
Language: Work No.:
Occupation: Human Resources Mobile No.: 0498728362
Date of Birth: Relationship:
Email: heavenlybandt@optusnet.com.au ID Document: [Click here to add a document](#)
Comments: Blue Book/Start
Character Ref
ID Sighted

COVID-19 Vaccination

Date 1: Date 2: Last Booster: Manufacturer:

First Name	Family Name	Occupation	Mobile No.	Email
Delia	Ambroselli-Domanti	Human Resources	0498728362	heavenlybandt@optusnet.com.au
Sole	Domanti			
Clelia	Domanti			

General info: Comments (International team only), Police vetted, Religion, Languages, Available from, Care Agreement signed

Family Profile & Host Preferences: COVID Status

Homestay status explanation:

“Current”: A family has students now.

“Applying”: A family has linked with a new student who has not arrived.

“On Hold”: A family is active, so system managers can change status to “Current” and then link a new student.

“Inactive”: A family doesn’t accept any student now, but later can do homestay.

“Withdraw”: A family doesn’t do homestay anymore.

System managers daily tasks: Check and manage homestay status.



1.3. Agents

Open eSchool, Click on topside navigation bar “Agents” - “New Agent”

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File Edit View Insert Format Records Scripts Window Help

Home Students Leavers Homestays **Agents** Proposals HS Payments Groups

Agency Search

Search

Agency	Country	Status	Category	Rating	Group
[Empty table body]					

eSchool Pro - Shafston International College
File Edit View Insert Format Records Scripts Window Help

Home Students Leavers Homestays **Agents** Proposals HS Payments Groups Trips Subjects Reports List Menu Adv Options

Details Students Confirmed Offers Visits / Meetings Agent Surveys Parent Surveys () Stored References

Agency: First Name: Family Name: Status: Rating: ID:
 Red Flag: Category: Group: ActID:

Address: Postal Address: Phone:
 Mobile: Fax: Comm Rate:
 Country: Emergency No.: GST No.:
 Email: Govt ID:
 Skype Address: First Contacted:
 Web Site: Contract Signed:

General Info Notes / Countries Alerts

First Name	Family Name	Occupation	Phone No.	Mobile No.	Email
[Empty table body]					

Status: ONLY “Active” can be linked when creating a new study tour group or new regular student.

Group: IRR (regular students marketing), ST (Study Tour marketing), Shafston (Shafston marketing team)

Country: target market

Agency: Shafston marketing team should be named with “Shafston – (target market)”, and First name and Family Name should be the person in charge of this target market.

See the following example:

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File Edit View Insert Format Records Scripts Window Help

Home Students Leavers Homestays **Agents** Proposals HS Payments Groups Trips Subjects Reports List Menu Adv Options

Shafston - Japan

Details Students Confirmed Offers Visits / Meetings Agent Surveys Parent Surveys () Stored Refs

Agency: First Name: Family Name: Status: Rating: ID:
 Red Flag: Category: Group: ActID:

Address: Postal Address: Phone:
 Mobile: Fax: Comm Rate:
 Country: Emergency No.: GST No.:
 Email: Govt ID:
 Skype Address: First Contacted:
 Web Site: Contract Signed:

General Info Notes / Countries Alerts

First Name	Family Name	Occupation	Phone No.	Mobile No.	Email
[Empty table body]					



1.4. Groups (Study Tour)

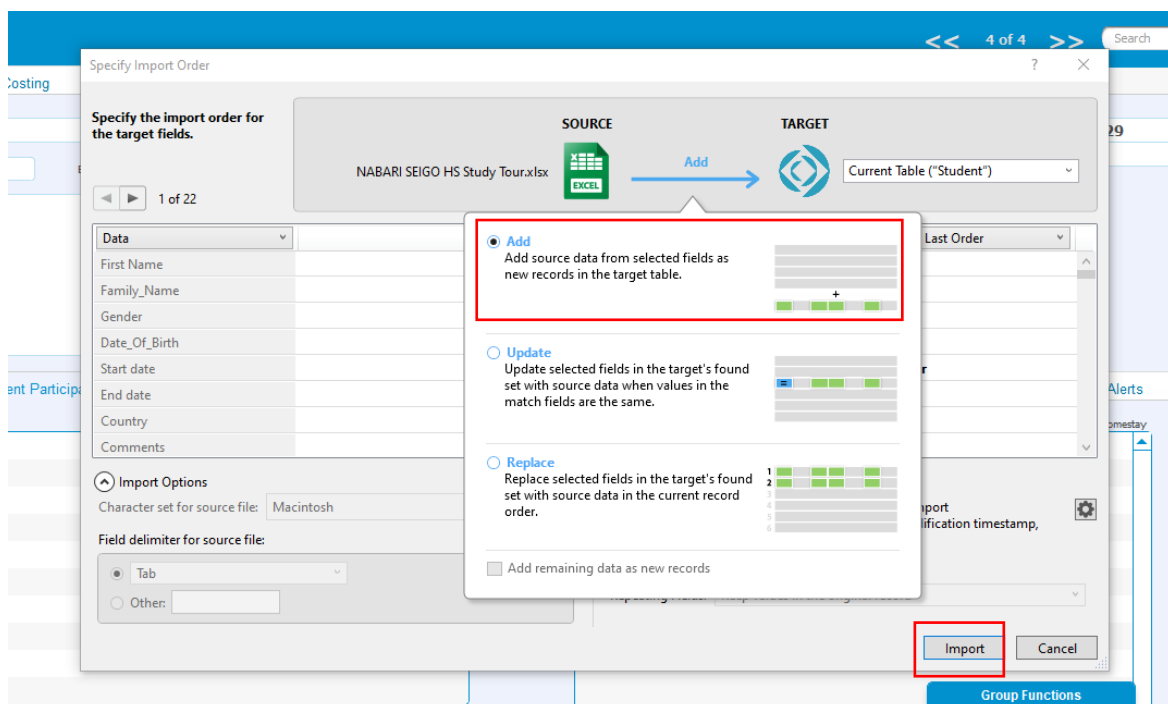
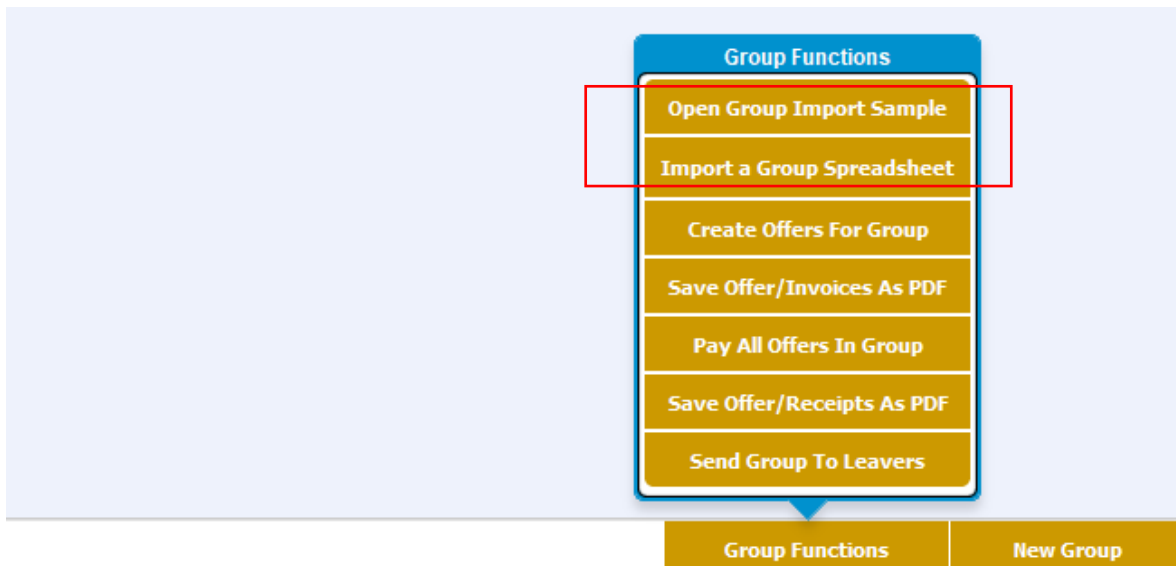
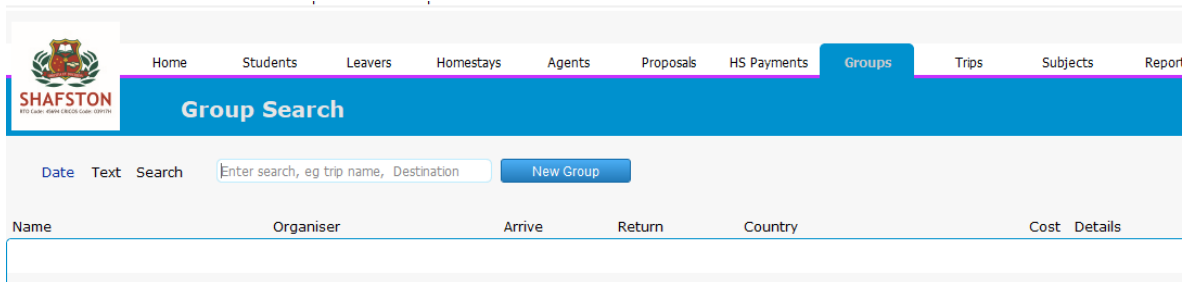
1.4.1 Import New Study Tour Data

Open eSchool, Click on topside navigation bar "Group" - "New Group"

And then Click on bottom right side "Group Functions" – "Open Group Import Sample"

Fill in the group students' data and "Save As" in this computer

Click on bottom right side "Group Functions" – "Import a Group Spreadsheet"





Name	Country of Birth	Year	Gender	Student Mobile	Student Email	Tag Found Set
FUKUTA, LILY FUKUTA	Japan	10	F			<input type="checkbox"/>
IKEDA, HARUKA IKEDA	Japan	10	F			<input type="checkbox"/>
MACHYASHIKI, SAYAKA	Japan	10	F			<input type="checkbox"/>
MAEKAWA, RIKI MAEKAWA	Japan	10	F			<input type="checkbox"/>
MATSUOKA, MINORI MATSUOKA	Japan	10	F			<input type="checkbox"/>
OKUI, HIYORI OKUI	Japan	10	F			<input type="checkbox"/>
OZAKI, HANA OZAKI	Japan	10	F			<input type="checkbox"/>
SUGAWARA, AMI SUGAWARA	Japan	10	F			<input type="checkbox"/>
TANAKA, AYA TANAKA	Japan	10	F			<input type="checkbox"/>
TERADO, HINAYO TERADO	Japan	10	F			<input type="checkbox"/>
TSUJII, NAOKI TSUJII	Japan	10	M			<input type="checkbox"/>
TSUKAMOTO, ITSUKI TSUKAMOTO	Japan	10	F			<input type="checkbox"/>
YAMAMOTO, AKARI YAMAMOTO	Japan	10	F			<input type="checkbox"/>

Date Import has been completed. 13 Records were imported.
Would you like to process offers for each student now?

1.4.2 Manage Imported Study Tour Data

Click on the right-side blue "i" of each student to set up homestays (See 1.1 students)

"√" (left of blue "i") : the student has been placed in a homestay.

"Cost" and "Headcount" to see "1.5.2 Quote"

See the following example:

Home Students Leavers Homestays Agents Proposals HS Payments **Groups** Trips Subjects Reports List Menu Adv Options

KUDAN

Details Costing Itinerary Contact Log

Group: **KUDAN** Supervising Staff Member:

Start Date: Sun, 5 Nov 2023 End Date: Fri, 10 Nov 2023 Country: Japan Agent: **Nippon Travel Agency** ID: 26

Description:

Cost: 7,408.00 Contact:

Headcount: 16 Email:

Student	Year	FTE	Country	Has Funds	In Homestay
1 OKANO, Yujiro	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2 OHARA, Kanto	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 SHIRAIISHI, Kaho	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4 SHIN, Haruka	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5 AZUMA, Asahi	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 AMANO, Kosei	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7 SUZUKI, Nonoka	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8 NISHIWAKI, Akari	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9 YANAI, Lala	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10 YAMAGUCHI, Karin	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Student	Year	FTE	Country	Has Funds	In Homestay
11 OGISAWA, Ruriko	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12 KAWASUMI, Kenta	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13 KUROHABAKI, Yuki	9		Japan	<input type="checkbox"/>	<input type="checkbox"/>
14 KUROHABAKI, Tomoyuki	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15 NAKAMURA, Yuto	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16 MATSUOKA, Hiroki	9		Japan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



1.5. Finance

1.5.1 Finance setup

Open eSchool, Click on topside navigation bar "Adv Options" - "Finance Setup"

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Home Students Leavers Homestays Agents Proposals HS Payments Groups Trips Subjects Reports List Menu **Adv Options**

Shafston International College

School Details **Finance Setup** Proposal Letters Student Letters Homestay Letters Agent Letters Online File Library User Login Accounts Other Options Drop Down Lists Reports & Surveys Web Enrol Setup

Tuition Prices Non Tuition Prices **Account Setup** Packages and Term Holidays Setup Homestay Setup Online Services

Tuition Prices

ID	Description	Group	Category	FTE	Sell Price	Start Date	Finish

Non-Tuition Prices: all projects and the price for Study Tours

eSchool Pro - Shafston International College
File Edit View Insert Format Records Window Scripts

Home Students Leavers Homestays Agents Proposals HS Payments Groups Trips Subjects Reports List Menu **Adv Options**

Shafston International College

School Details **Finance Setup** Proposal Letters Student Letters Homestay Letters Agent Letters Online File Library User Login Accounts Other Options Drop Down Lists Reports & Surveys Web Enrol Setup

Tuition Prices **Non Tuition Prices** Account Setup Packages and Term Holidays Setup Homestay Setup Online Services

Filter By Group: All

Non Tuition Item Prices

ID	Description	Group	Category	Sell Price	Net Price	GST	Acct Code	Tax Rate
Accommodation 1	Homestay (Per Head Per Night)	Homestay	Homestay	60.00	60.00			
English 1	English Learning Fee (Per day Per head)	Teaching	Teaching	86.00	86.00			
English 2	English Learning Material (Per head)	Teaching	Teaching	45.00	45.00			
General 1	Study Tour Coordinator - (Per Hour)	General	General	40.00	40.00			
General 2	Student Consumables - (Per Head)	General	General	10.00	10.00			
General 3	Student Farewell Gifts - (Per Head)	General	General	10.00	10.00			
General 4	Student Welcome expenses - (Per Head)	General	General	10.00	10.00			
General 5	Chaperone Food and drink - (Per Head)	General	General	100.00	100.00			
General 6	School Gifts - (Sum up)	General	General	150.00	150.00			
General 7	Chaperone/Agent Gifts - (Sum up)	General	General	150.00	150.00			
Other 1	Graduation Ceremony - (Per Head)	General	General	20.00	20.00			
Other 2	Go Card Deposit Fee - (Per Head)	General	General	20.00	20.00			
Other 3	Tour Guide Language Assistant (Per Assistant Per hour)	General	General	35.00	35.00			
Other 4	Contractor Weekend Staff (Per Staff Per Hour)	General	General	35.00	35.00			

Account Setup: Categories for all Non-Tuition projects and Tax Rate

eSchool Pro - Shafston International College
File Edit View Insert Format Records Window Scripts

Home Students Leavers Homestays Agents Proposals HS Payments Groups Trips Subjects Reports List Menu **Adv Options**

Shafston International College

School Details **Finance Setup** Proposal Letters Student Letters Homestay Letters Agent Letters Online File Library User Login Accounts Other Options Drop Down Lists Reports & Surveys Web Enrol Setup

Tuition Prices Non Tuition Prices **Account Setup** Packages and Term Holidays Setup Homestay Setup Online Services

Categories / Account Codes

Description	Code	Tax Rate	No GST	Tuition
Commission			<input checked="" type="checkbox"/>	<input type="checkbox"/>
General		0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Transportation		0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Homestay			<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACTIVITY		0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teaching		0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Commission NZ			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Insurance			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Miscellaneous			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tuition 23		0%	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Invoice Setup

Standard Tax Rate:
Standard tax rate can be overridden on account codes setup eg Boarding Tax Rate = 9%

Invoice Payment Terms:

Disable Auto Funds transfers on Offers:

Tick the box to leave funds for charge items like Tuition and Insurance in Student cashflow. This function disables the automatic process and allows this transfer to be done manually.
When the PAY ALL function is used on a study proposal (offer of place) all but homestay and contingency funds are automatically debited from the student's cashflow.



Packages and Term Holidays Setup:

Packages: used in "Groups" – "Study Tour" – "Costing"

Create a new Quote package by typing in the following empty ID

Edit a Quote package by clicking right side blue "i"

The screenshot shows the 'Package Details' window for a package named 'Brisbane'. The main window displays a list of packages with columns for ID, Description, Start Date, End Date, and Cost. The 'Brisbane' package is highlighted with a cost of 358.00. The 'Package Details' window shows a list of items with columns for Item ID, Description, Start, Finish, Cost, Qty, and Subtotal. The items include English Learning Fee, English Learning Material, Airport - BNE One Way, Graduation Ceremony, and Homestay. The total cost is \$358.00.

Item ID	Description	Start	Finish	Cost	Qty	Subtotal
English 1	English Learning Fee (Per day Per head)			88.00	1	88.00
English 2	English Learning Material (Per Head)			45.00	1	45.00
Transportation 1	Airport - BNE One Way - (Per Head Per			145.00	1	145.00
Other 1	Graduation Ceremony - (Per Head)			20.00	1	20.00
Accommodation 1	Homestay (Per Head Per Night)			60.00	1	60.00
Total						\$358.00

1.5.2 Quote (Study Tour)

Click on "Costing" of a study tour group – "Add A Package" – Select suitable Package – Type students number in "Headcount"

Add a unique costing project by clicking in the following empty Item ID

Change Package (See 1.5.1 Finance Setup)

The screenshot shows the 'Costing' window for the group 'NABARI SEIGO HS'. The window displays a table of items with columns for Item ID, Description, Category, Unit Cost (Gross), Unit Cost (Net), GST, Qty, Head Count, and Subtotal. The items include Transportation, Other, Accommodation, English, and various activities. The total cost is 6,019.00. A 'Choose a Package' window is open, showing a list of packages with columns for Description, Start, Finish, and Subtotal. The packages listed are Brisbane (\$358.00), Gold Coast (\$463.00), and Sydney (\$213.00).

Item ID	Description	Category	Unit Cost (Gross)	Unit Cost (Net)	GST	Qty	Head Count	Subtotal
Transportation 1	Airport - GC One Way - (Per Head Per Time)	Transportation	250.00	250.00	1	1	13	3,250.00
Other 1	Graduation Ceremony - (Per Head)	General	20.00	20.00	1	1	13	260.00
Accommodation 1	Homestay (Per Head Per Night)	Homestay	60.00	60.00	1	1	13	780.00
English 1	English Learning Fee (Per day Per head)	Teaching	88.00	88.00	1	1	13	1,144.00
English 2	English Learning Material (Per head)	Teaching	45.00	45.00	1	1	13	585.00
Grand Total: 6,019.00								



2. Output and Search Data

2.1 General Searching

Type “all” in the searching bar to see all general data, see example in the following:

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File Edit View Insert Format Records Scripts Window Help

Home **Students** Leavers Homestays Agents Proposals HS Payments Groups Trips Subjects Reports

Student Search

Search:

Name	Country	Status	Agent	Notes
Aba, Minami	Japan	Placed	Elite AUS	
ALLENDE TORRES, Javiera Paz	Chile	Placed		Non-Shafston HS
Amano, Kosei	Japan	Placed	Elite AUS	
Aoyama, Rira	Japan	Placed	JTB SYD	
Azuma, Asahi	Japan	Placed	Elite AUS	
Baba, Yumeho	Japan	Placed	Elite AUS	
Baek, Chaeyeon	Australia	Placed	Japan Australia Travel Service	
CASTRO ACOSTA, Zharick	Australia	Current	EdLink	
CHANG, Yu-Wei	Taiwan	Placed	EdLink	
CHEN, Yu-Ling	Taiwan	Placed	EdLink	
CHIANG, Yu-Chen (Candice)	Australia	Current	IDP	
CHIANG, Yu-Ching	Australia	Current	EdLink	
CHIU, Ching-Ting	Taiwan	Placed	EdLink	
Cho, Soomin	South Korea	Placed	Japan Australia Travel Service	
COELHO PONTES LEAL, Jonathan	Brazil	Placed	GDL Education	
CRISTINA DA SILVA, Gabriela	Brazil	Requested	GDL Education	Waiting for arrival time
DE LIMA SPINDOLA, Alexandre	Brazil	Inactive		Cancelled

Students page Search bar: Search Name, Country ONLY

Homestay page Search bar: Search Homestay Name, Suburb, Status ONLY

Agent page Search bar: Search Agency, Country ONLY

Groups page Search bar: Search Name, Country ONLY

2.2 Details Searching

Open any one in detail page, and then “Ctrl” + “F” – type the detail required – “Enter” MUST be Keyboard bottom right side one

An example of the following 2 shows: How many “Current” homestays are doing “Extra Care”

eSchool Pro - Shafston International College
File Edit View Insert Format Requests Scripts Window Help

Home Students Leavers **Homestays** Agents Proposals HS Payments Groups Trips Subjects Reports List Menu Adv Options

Details Students Inspections Payment History

Name: Salutation: Red Flag:

Address:

Phone: Mobile: Email: Bank Acct No.: Skype Address: IRD No.: Emerg Name:

Category: Rating: ID:

Status: **Current** Group: **Extra Care** Acct ID:

Rooms: Rooms Left:

Payment Plan - Nightly Rate Charge Paid to HS

Rate Plan:



is Subjects Reports List Menu Adv Options

Homestays

<< 1 of 14 >> Search

Payment History Photos Contact History

Rating: **Irr** ID: **H105**
 Group: **Extra Care** Accts ID:

Date	Charge	Paid to HS

Facilities Location Alerts

Mobile No.	Email	Exclude	Age	Main
+6142107140	soekanti@hotmail.com	<input type="checkbox"/>	54	<input type="checkbox"/>
+6142281140		<input type="checkbox"/>	71	<input type="checkbox"/>

The format of date searching should be “day/month/year...day/month/year”

The following shows how many Regular students has finished homestays from 1/1/2023 to 19/10/2023, and their status should be changed from “Current” to “Leaver”

Agent		Local Agent	
Group ID	<input type="text"/>	<input type="checkbox"/>	Returning Year
Group	<input type="text"/>		
Year	<input type="text"/>		
Tutor Group	Regular	<input type="checkbox"/>	Cohort
2023 Start Date	<input type="text"/>	<input type="checkbox"/>	Started School (NZ)
2023 End Date	1/01/2023...19/10/2023	<input type="checkbox"/>	Fee Paid To Date
Tuition Weeks	<input type="text"/>	<input type="checkbox"/>	Homestay Funds Balance
FTE	<input type="text"/>	<input type="checkbox"/>	Permission for EOTC



2.3 Common Data in Needs

2.3.1 Homestays are being used for regular students.

1. Open any student detail, and then click on left bottom "Find A student" – Status "Current" – Click "Groups" – Tour group "Regular" – Continue

A screenshot of the 'Find' dialog box in the eSchool Pro system. The 'Status' dropdown menu is open, and 'Current' is selected. The dialog has tabs for 'Demographics', 'More', 'Groups', and 'Vaccination Status'. The 'Groups' tab is active, and the 'Regular' option is highlighted in a red box. Other fields include Student, Homestay, Agent, Start Date, Year, Mobile, Email Available, Country, Address, and Finish Date.

A screenshot of the 'Find' dialog box in the eSchool Pro system. The 'Groups' tab is active, and the 'Regular' option under 'Tutor group' is highlighted in a red box. Other fields include Whanau / Group, Tagged Student, Level, and buttons for 'And Also', 'Omit', 'Cancel', and 'Continue'.

eSchool Pro - Shafston International College

File Edit View Insert Format Records Scripts Window Help

SORT MENU **LIST MENU** **HOME**

PRINT **PRINT PREVIEW**

Name	Country of Birth	Year	Gender	Student Mobile	Student Email	Tag Found Set
PIMIENTO POLANIA, Laura Sofia	Colombia		F	0424 838 637	laurasofiapimentopolaina@gmail.com	<input type="checkbox"/>
YOSHIDA, Rino	Japan		F	0487 294 567	r1003ry.2007@gmail.com	<input type="checkbox"/>
KIM, Cheayeon	Korea, Republic		F	0448 109 492	aa01064247851@gmail.com	<input type="checkbox"/>
GOMEZ PEREZ, Juan Felipe	Colombia		M	0434 941 854	juanfelipe.gomez@nas.edu.co	<input type="checkbox"/>
KIKUCHI COELHO, Ashley Akemi	Brazil		F	0403 238 709	ashkikuti@icloud.com	<input type="checkbox"/>
MAIA DE CARVALHO, Livia	Brazil		F	0420 448 356	liviamdc26@yahoo.com	<input type="checkbox"/>
RESTREPO CAMARGO, Pablo	Colombia		M	0425 865 086	paporestrepo2004@gmail.com	<input type="checkbox"/>
CASTRO ACOSTA, Zharick				0450 601 745	zca006@gmail.com	<input type="checkbox"/>
HUANG, Jyun-Li	Taiwan		M	0466 511 827	huangjohnny2000@gmail.com	<input type="checkbox"/>
LEE, Becky			F	0431 768 092	juhyun020917@naver.com	<input type="checkbox"/>
LEE, Yuwan				0406341353	balsam90@naver.com	<input type="checkbox"/>

Tag Found Set
Clear Tags
Find Tagged

2. Click on left top "SORT MENU" – "Homestay" – Counting the homestay number

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File Edit View Insert Format Records Scripts Window Help

SORT MENU **LIST MENU** **HOME**

PRINT **PRINT PREVIEW**

Name	Country of Birth	Year	Gender	Student Mobile	Student Email	Tag Found Set
AMBROSELLI-DOMANTI, Delia				1		<input type="checkbox"/>
CHIANG, Yu-Ching	Taiwan		F	0423 467 711	claire521128@gmail.com	<input type="checkbox"/>
BABAZADEH , Taron & Melika				1		<input type="checkbox"/>
CASTRO ACOSTA, Zharick				0450 601 745	zca006@gmail.com	<input type="checkbox"/>
BERRIMAN, Geoffrey & Simone				1		<input type="checkbox"/>
CHIANG, Candice	Taiwan		F	0466623195	st103014@gmail.com	<input type="checkbox"/>
BUTLER, Vincent & Evelyn				1		<input type="checkbox"/>
RAO, Bruce Harris			M	0490855225	bruceharris.777.bh@gmail.com	<input type="checkbox"/>
CUNNINGHAM, Noela				2		<input type="checkbox"/>
ITO, Hiroto			M		ike.baseball0108@gmail.com	<input type="checkbox"/>
LO, Yu-Ling					lynn072718@gmail.com	<input type="checkbox"/>
DONE, John & Santi				2		<input type="checkbox"/>
HUANG, Jyun-Li	Taiwan		M	0466 511 827	huangjohnny2000@gmail.com	<input type="checkbox"/>
LEE, Jaehyeon				0421 071 407	jawsba4@gmail.com	<input type="checkbox"/>
DRAKAKIS, Karen				1		<input type="checkbox"/>
KITAGAWA, Daichi			M		banana.k11092004@gmail.com	<input type="checkbox"/>
FERGUSON, Maureen				1		<input type="checkbox"/>
GOMEZ PEREZ, Juan Felipe	Colombia		M	0434 941 854	juanfelipe.gomez@nas.edu.co	<input type="checkbox"/>

Tag Found Set
Clear Tags
Find Tagged



2.3.2 Homestays that will be used for study tour groups in following months.

Open any student detail page – “Ctrl + F” – Tutor Group “Study Tour” + Start Date “date” – Enter on bottom right side.

Click on bottom left side “Choose a List” – “Homestay List” – SORT MENU - Group

Click on Top left side “View” – “View as Table” – Counting the homestay number form Homestay_ Name

An example of the following screenshots shows: Homestays will be used for study tour in Nov 2023.

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File Edit View Insert Format Records Window Scripts

SORT MENU		LIST MENU		HOME		
PRINT		PRINT PREVIEW				
Name	Homestay	Address	Suburb	Phone	Contact	Mobile
AOYAMA, Rira	PHILLIPS, Miles & Danielle	65 Grantson St	Windsor	61416447530	Danielle	+61416447530
YAMAGUCHI, Yua	PHILLIPS, Miles & Danielle	65 Grantson St	Windsor	61416447530	Danielle	+61416447530
OTOWA, Kanami	NEWITT, Fructuosa	5 Quay Street	Bulimba	07 3399 7227	Fructuosa	+61499533366
KASHIMA, Soken	WELCH, John & Dianne	5 Beatty Rd	Rocklea	07 3274 5151	Dianne	+61410334158
TAKADA, Shoya	WELCH, John & Dianne	5 Beatty Rd	Rocklea	07 3274 5151	Dianne	+61410334158
KITAMURA, Runa	ZHANG, Mike & Sherry	33/1 Wattle St	Cannon Hill	61434890409	Sherry(Yun)	+61434890409
SHIOMI, Aoi	ZHANG, Mike & Sherry	33/1 Wattle St	Cannon Hill	61434890409	Sherry(Yun)	+61434890409
SUMI, Asuka	SHERA-HOWARTH, Roger	19 Merthyr				
TOMOOKA, June	SHERA-HOWARTH, Roger	19 Merthyr				
AIBA, Minami	SHERA-HOWARTH, Roger	19 Merthyr				
DEMURA, Ayaka	STOKES, Johnny & Cheryl	25 Como Pla				
MIWA, Konoka	STOKES, Johnny & Cheryl	25 Como Pla				
TOMIOKA, Yui	GALYER, Bridget	97 Denman S				
OBA, Mihar	GALYER, Bridget	97 Denman S				
NAKAMURA, Hina	WEIR, Auriol	Unit 10 8-18				
BABA, Yumeh	WEIR, Auriol	Unit 10 8-18				
HASHIMOTO, Sakura	WEIR, Auriol	Unit 10 8-18				
NISHIMURA, Hinata	NEWITT, Fructuosa	5 Quay Stree				
UENO, Yui						
FUJITA, Kana	WYNDHAM, Peggy(Guat)	34 Merthyr F				
YAMANAKA, Shiki	WYNDHAM, Peggy(Guat)	34 Merthyr F				
FUJITSUKA, Taki	FARIA DE RESENDE, Livia	Unit 1/16 Tra				
YONEDA, Haru	FARIA DE RESENDE, Livia	Unit 1/16 Tra				
FURUKAWA, Kureha	TAUILILI, Kipeni &	20 Pine Grove Drive	Crestmead	61434041299	Ramona	+61434041299
TANAKA, Sakura	TAUILILI, Kipeni &	20 Pine Grove Drive	Crestmead	61434041299	Ramona	+61434041299
MURAKAMI, Yusuke	KHENG, Kudzai & Daly	41 Argyle St	Seventeen Mile	61488992481	Daly	+61488992481
...

Sort Menu

Full Name	Overseas Country	Citizenship
Accommodation Type	Year Levels	Tutor Group
Agent	Status	Start Date
Finish Date	Homestay	Country/Year
Course Duration	Year/Gender	Country/Status
School	School/Start Date	Group
Student Type	Arrival Date	Source Of Student

Cancel



eSchool Pro - Shafston International College

File Edit View Insert Format Records Window Scripts

NAME	Address	Suburb	Phone	Contact	Mobile
KUDAN					
					Total 16 26%
AMANO, Kosei	8 Wylie St	Graceville	61141540048	Farzana	+61141540048
AZUMA, Asahi	8 Wylie St	Graceville	61141540048	Farzana	+61141540048
KAWASUMI, Kenta	24/07 Boyd St	Bowen Hills	61410069600	Sonya	+61410069600
OMI KYODAI SHA					
					Total 45 74%
AIBA, Minami	SHERA-HOWARTH, Roger	19 Merthyr Road	New Farm	3254 1615	Narelle +61431560291
AOYAMA, Rira	PHILLIPS, Miles & Danielle	65 Grantson St	Windsor	61416447530	Danielle +61416447530

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File Edit View Insert ~~Format~~ ~~Records~~ ~~Window~~ ~~Scripts~~

Full_Name	Homestay_Name	Street_Address	Suburb_Address	Phone_Number	Primary_Contact_F...	Mobile_Phone
KUDAN						
AMANO, Kosei	BANDEGI, Nazir & Farzana	8 Wylie St	Graceville	61141540048	Farzana	+61141540048
AZUMA, Asahi	BANDEGI, Nazir & Farzana	8 Wylie St	Graceville	61141540048	Farzana	+61141540048
KAWASUMI, Kenta	BARBELER, Trevor & Sonya	24/07 Boyd St	Bowen Hills	61410069600	Sonya	+61410069600
OMI KYODAI SHA						
AIBA, Minami	SHERA-HOWARTH, Roger & Narelle	19 Merthyr Road	New Farm	3254 1615	Narelle	+61431560291
AOYAMA, Rira	PHILLIPS, Miles & Danielle	65 Grantson St	Windsor	61416447530	Danielle	+61416447530
BABA, Yumeho	WEIR, Auriol	Unit 10 8-18 Bailey Rd	Birkdale	61427759745	Auriol	+61427759745
DEMURA, Ayaka	STOKES, Johnny & Cheryl	25 Como Place	Parkinson	61419177885	Cheryl	+61419177885
ERYU, Nao	BARTLEY, Mark Peter & Elaine	2 Lissadell Street	Shailer Park	61402237086	Elaine	0402237086
FUJIO, Ami	CLARKE, Tony & Kadesh	14/35 Smith Place	Cannon Hill	61451954129	Kadesh	+61451954129
FUJITA, Kana	WYNDHAM, Peggy(Guat)	34 Merthyr Rd	New Farm	61402078888	Peggy(Guat)	+61402078888
FUJITSUKA, Taki	FARIA DE RESENDE, Livia	Unit 1/16 Trackson St	Alderley	61433929252	Livia	+61433929252
FURUKAWA, Chisuzu	FINNEMORE, Bill & Vicki	25 Ashfield St	East Brisbane	3342 6803	Vicki	+61417739930
FURUKAWA, Kureha	TAUILILI, Kipeni & Ramona	20 Pine Grove Drive	Crestmead	61434041299	Ramona	+61434041299
HASHIMOTO, Sakura	WEIR, Auriol	Unit 10 8-18 Bailey Rd	Birkdale	61427759745	Auriol	+61427759745
HIRATSUKA, Naoto	KHENG, Kudzai & Daly	41 Argyle St	Seventeen Mile	61488992481	Daly	+61488992481
KASHIMA, Soken	WELCH, John & Dianne	5 Beatty Rd	Rocklea	07 3274 5151	Dianne	+61410334158
KAWAKUBO, Ikoi	FINNEMORE, Bill & Vicki	25 Ashfield St	East Brisbane	3342 6803	Vicki	+61417739930
KITAMURA, Runa	ZHANG, Mike & Sherry(Yun)	33/1 Wattle St	Cannon Hill	61434890409	Sherry(Yun)	+61434890409
KONDO, Yua	KUMAR, Jenny	Unit 2, 206 West Ave	Wynnum	61415734335	Jenny	+61415734335
KONISHI, Anna	CLARKE, Tony & Kadesh	14/35 Smith Place	Cannon Hill	61451954129	Kadesh	+61451954129
KOTANI, Mayu	BARTLEY, Mark Peter & Elaine	2 Lissadell Street	Shailer Park	61402237086	Elaine	0402237086
MIWA, Konoka	STOKES, Johnny & Cheryl	25 Como Place	Parkinson	61419177885	Cheryl	+61419177885
MURAKAMI, Yusuke	KHENG, Kudzai & Daly	41 Argyle St	Seventeen Mile	61488992481	Daly	+61488992481
MURAKAWA, Kokoro	TAUILILI, Dwayne & Ninpha	169 Macquarie Way	Drewvale	61493592631	Ninpha	+61493592631
NAKAMURA, Hina	WEIR, Auriol	Unit 10 8-18 Bailey Rd	Birkdale	61427759745	Auriol	+61427759745
NISHIMURA, Hinata	NEWITT, Fructuosa	5 Quay Street	Bulimba	07 3399 7227	Fructuosa	+61499533366



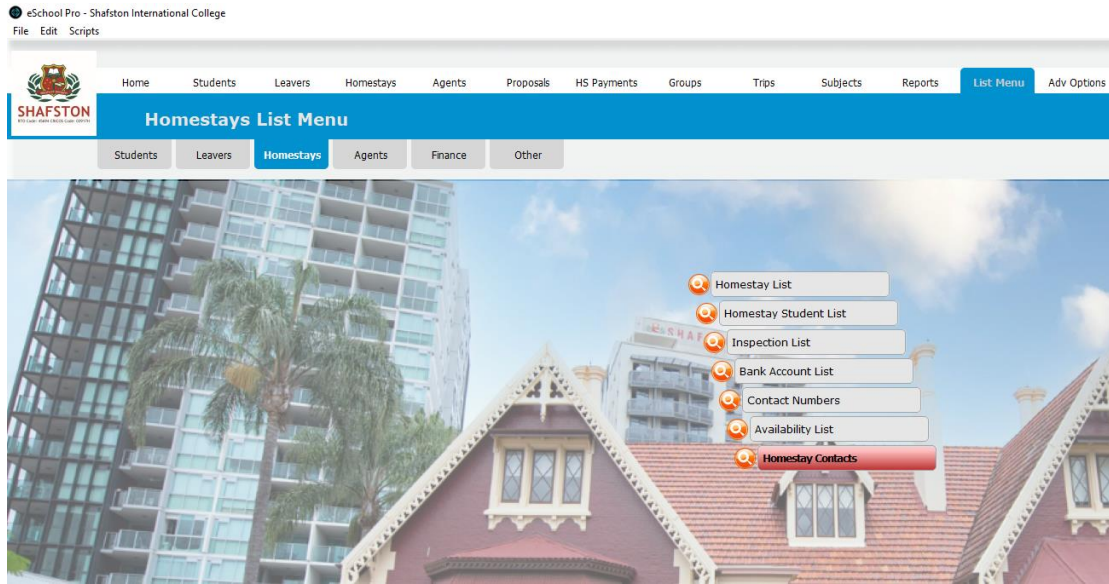
2.3.3 Homestays blue card and other details.

Click on “List Menu” – “Homestays” – “Homestay Contacts” – “View” – “View as Table” – “Sort” – “Homestay Status”

Second column “Policy_Vet_Date” shows blue card expired day

“Vet_Reference” shows the blue card number

Last_Inspection_Date does not show correct time format, so have to click on each one or Download as Excel file to change the format.



eSchool Pro - Shafston International College
File Edit View Insert Format Records Window Scripts

Records: 17 (Total 4 unsorted)

Layout: Homestay Contact List 2 View As: Preview

Full_Name	Policy_Vet_D...	Policy_Vet_D...	Age	::homestay_Name	::Street_Address	::Suburb_Address	::Phone_Number	Relationship	Homestay_ID	Vet_Reference	::homestay_Status	::Last_Inspection_Date
Elaine BARTLEY	9 Jan 23	2 Jan 26	47	BARTLEY, Mark Peter &	2 Lissadel Street	Shailer Park	61402237086	Mother	H100	715349/3	Applying	
Helen BUB	13 Oct 21	13 Oct 24	60	BUB, Edward Francis &	201 Fleming Road	Hemmant	61409183091	Mother	H101	1440551/3	On Hold	5
Melinda CASTON	10 Mar 22	9 Mar 25	51	CASTON, Melinda	18 Chelsea Cres	Bridgeman Downs	61447101175	Mother	H102	1187222/5	On Hold	
Loraine CROOKS	3 Aug 20	3 Aug 23	66	CROOKS, Michael &	27 Laie Eyre Crest	Parlison	61478660406	Mother	H103	1412362/4	On Hold	
Thi Tuyen DOAN	15 Jun 22	14 Jun 25	33	DOAN, Nguyen & Thi	72 Neils Crescent	Park Ridge	61414342311	Mother	H104	2191946 / 1	On Hold	
Santi DONE	27 Jun 22	24 Jun 25	54	DONE, John & Santi	11 Kingston Ave	Alexandra Hills	61421071407	Mother	H105	336565/7	Current	
Jamie GOODING	19 Jan 21	18 Jan 24	45	GOODING, Jamie	86 Woodville Street	Hendra	61409027033	Mother	H106	1166834/3	Current	
Vincenza GRASSO	7 Jul 22	6 Jul 25	67	GRASSO, John &	59 Moss Road	Wakerley	61407498941	Mother	H107	1606929/2	On Hold	
Glenys HAYES	14 Jun 22	11 Jun 25	77	HAYES, Glenys	62 Rogers Parade W	Everton Park	61421378334	Mother	H108	75558/8	On Hold	
Virginia JOHNSON	18 Aug 22	11 Aug 25	62	JOHNSON, Anthony &	52 Parkroyal Cres	Regents Park	61414728761	Mother	H109	645925/6	On Hold	
Maggie KEACHIE	17 Nov 22	14 Nov 25	64	KEACHIE, Robert &	26 Queensway St	Upper Mount Gravatt	61430782728	Mother	H110	969616/5	On Hold	
Lorraine KELK	27 Sep 23	24 Sep 26	74	KELK, Lorraine	1 Heathwhite Street	Tarragindi	61404054738	Mother	H111	706671/6	On Hold	
Annie KJRESA	9 Mar 25	8 Mar 28	59	KJRESA, Chris & Annie	17 Grounds St	Yeronga	61417909055	Mother	H112	355988/8	On Hold	
Kay LEWIS-WESTPHAL	20 Dec 22	18 Dec 25	71	LEWIS-WESTPHAL, Ian	2 Johnnys Lane	Birkdale	61478841808	Mother	H113	523984/7	Inactive	
Melissa LOW	13 Sep 20	11 Sep 23	54	LOW, Edmund & Melissa	2 Snowbird Place	Wishart	61422777251	Mother	H114	1634277/2	Inactive	
Razieh MAJD	25 Jun 22	24 Jun 25	38	MAJD, Abazar & Razieh	480 Brookfield Rd	Kenmore Hills	61422721620	Mother	H115	928092 / 5	On Hold	
Wiwik MARTIN	6 Feb 22	5 Feb 25	55	MARTIN, Wiwik	16 Lang Street	Sunnybank Hills	61416334188	Mother	H116	1766238/2	Applying	8/10/2023
Deb MYLES	16 Apr 23	15 Apr 26	50	MYLES, Deb	62 Glruth street	Kenmore	61401446800	Mother	H117	1522241/3	On Hold	
Mania PETERSON	13 Jan 22	11 Jan 25	33	PETERSON, Aaron &	9 Kenmore rd	Kenmore		Mother	H119	687833/6	On Hold	
Linda POLLARD	6 Jun 22	5 Jun 25	47	POLLARD, Linda	4 Duart court	Carindale	61427425695	Mother	H120	1638429/2	On Hold	
Marguerite SAWYER	6 Jun 22	5 Jun 25	74	SAWYER, Marguerite	36 Scherger Street	Morooka	61420246328	Mother	H121	575232/6	On Hold	11
Catherine SIM	27 Nov 20	27 Nov 23	49	SIM, Beng & Catherine	107 Garie Street	Wishart	61435949644	Mother	H122	776020/6	On Hold	
Tanya TABOLKIN	26 Apr 22	24 Apr 25	51	TABOLKIN, Dima &	298 Apple Blossom Pl	Eight Mile Plains	61432143853	Mother	H123	1196308/4	On Hold	
Diana WANG	18 Nov 22	17 Nov 25	42	WANG, Diana	49 Bordeaux St	Eight Mile Plains	61433734405	Mother	H124	974096/5	On Hold	
Gay-Brianne	25 May 23	24 May 26	63	WARBURTON, Gay-	165 Appleby Rd	Stafford Heights	61422571618	Mother	H125	262178/8	Applying	
Diane WIDI	16 Nov 21	14 Nov 24	62	WIKI, Diane	8 Lanorna St	Rosedale South	61410176489	Mother	H126	764712/5	Applying	23
Mai ZHANG-TANG	20 Apr 23	19 Apr 26	65	ZHANG-TANG, Ke-Gin &	20 Hillside Dr	Datsy Hill	61403363363	Mother	H127	527100/8	On Hold	
Mahana GARLICK	27 Jun 22	26 Jun 25	41	GARLICK, Mahana	89 Simpsions Road	Bardon	61412179856	Mother	H128	1591005/2	On Hold	
Amanda ROBERTS	17 Jul 20	17 Jul 23	47	ROBERTS, Steven &	190-204Mundoolun Rd	Jimboomba	61423267120	Mother	H129	660972/5	On Hold	
Annabel INFANF	08 Sep 20	08 Sep 23	49	DEANE, Andrew &	16 Rochester Trn	Kelvin Grove	61408277401	Mother	H130	678884/4	On Hold	