**Login**

A screenshot of a computer

Description automatically generated

**Login** - The user can enter their username and password, and then select “Login” to gain access to the home page.

**Index**

A screenshot of a computer

Description automatically generated

**Index/Home -** This page provides the user with options to search the database for specific students, add a new student record, run a report that filters the students in the database, and send a batch email to the entire database

**Search**

A screenshot of a computer

Description automatically generated

**Search** – This page allows the user to search the student database with several parameters. The user can enter a first name and/or last name as a filter. They may also use the Student ID, and they may return a query with all uncertified students for the current semester.

**Search Results**

A screenshot of a computer

Description automatically generated

**Results –** This page displays the results from the prior search page. This will return records that include the Student ID, last name, first name, a Y or N response to certification for the current semester and the option to select all, one, or multiple returned results. Upon select, the user will be transferred to the email page.

**New Record**

A screenshot of a computer

Description automatically generated

**New Record –** This page allows the user to enter a student into the database. There are areas to put the student ID, first name, last name, address, phone number, and email.

**Student Record**

A screenshot of a computer

Description automatically generated

**Student record** – This page allows the user to view all student information.

**Email**

A screenshot of a computer

Description automatically generated

**Email** – This is the email page. The selected student(s) are displayed at the top, the template is selectable, the subject can be entered, and the body can be edited. The date to send can be scheduled for immediate dispatch or a later date. A Save Template button allows for saving of text for future use.

**Report**

A screenshot of a computer

Description automatically generated

**Reports** – This is the page to generate reports. Start and end dates can be entered, certification status can be selected, and aid type can be selected. You can select “Generate Report” to view results immediately, “Email All Results” to directly proceed to the email form with the results, or “Print Report” for later viewing.

[Cite your source here.]

**Report Results**

A screenshot of a computer

Description automatically generated

**Report Results**- This page supplies the user with the results inside of the specified parameters. The report parameters are listed at the top and the results follow. The user has the option to send a batch email to all results or to print the report.

[Cite your source here.]