



Quarterly Report guide - RYE Management System 2010

Introduction

Multi District Denmark has developed a new module for managing Quarterly Reports received from exchange students.

The new module will make it easy to send a request to the students from a given team to submit their reports by a certain deadline. It works as a management tool, allowing you to see which reports have been received and signed off.

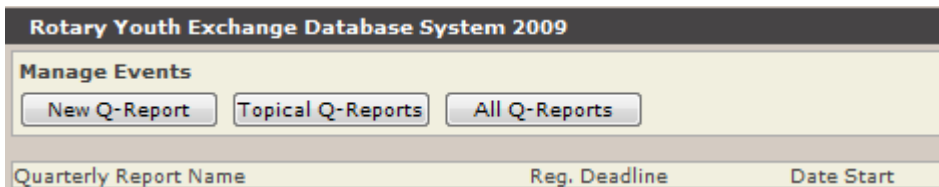
This manual was written by

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Quarterly Report



Click on **Q-Report** in the menu



Click **New Q-Report**

A screenshot of the "Prepare Quarterly Reports" form in the "Rotary Youth Exchange Database System 2009". The form contains the following fields:

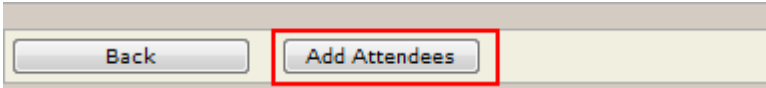
- Name: Quarterly Report - 1470
- Registration Deadline: 31-01-2009
- Email Reminder Date: 14-01-2009
- Responsible District: 1470
- Responsible Person: Niels Oehlenschläger
- Remark: (empty text area)

At the bottom of the form are two buttons: "Back" and "Save".

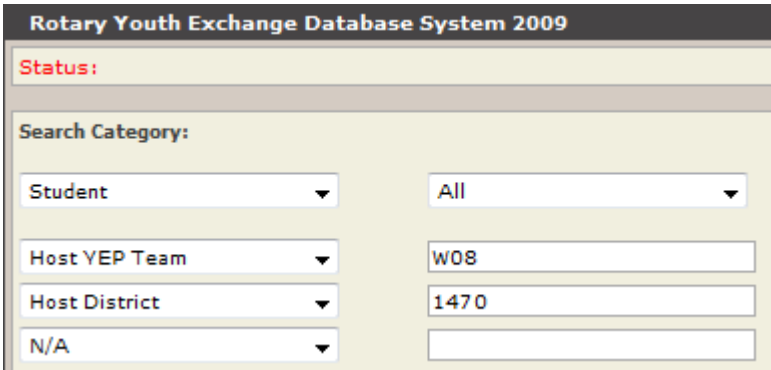
Fill in all the fields – Click **Save**

NB:

It is not necessary to fill out the **Remark** field.



Click **Add Attendees** to add a group of students



Rotary Youth Exchange Database System 2009

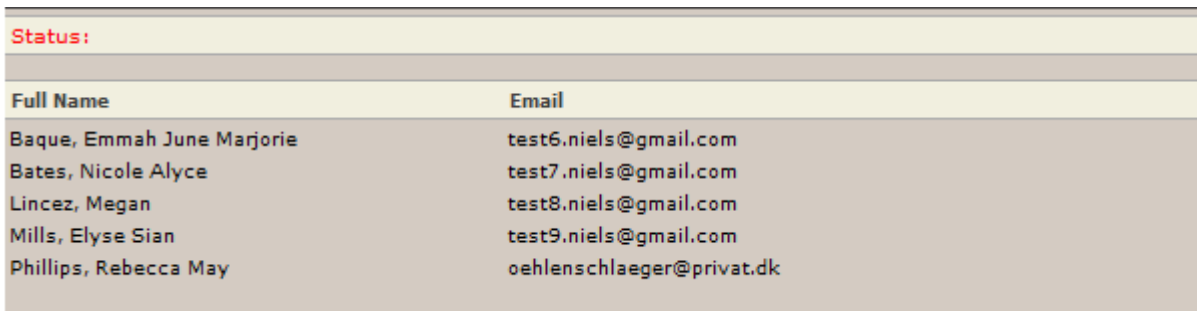
Status:

Search Category:

Student	All
Host YEP Team	W08
Host District	1470
N/A	

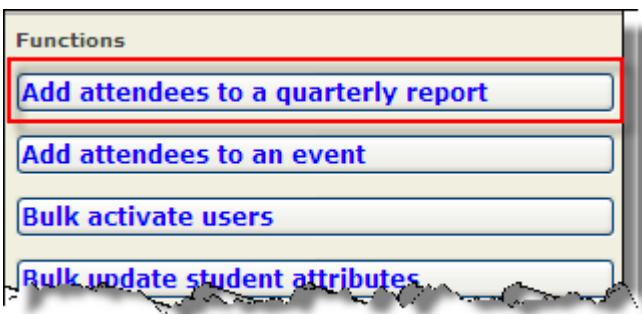
Select search criteria

Click **Continue**



Full Name	Email
Baque, Emmah June Marjorie	test6.niels@gmail.com
Bates, Nicole Alyce	test7.niels@gmail.com
Lincez, Megan	test8.niels@gmail.com
Mills, Elyse Sian	test9.niels@gmail.com
Phillips, Rebecca May	oehlenschlaeger@privat.dk

The result of your search will be shown above.



Click **Add attendees to a quarterly report** in the Functions menu.

Select a quarterly report where to add attendees

Quarterly Report Name	Reg. Deadline	Date Start
Quarterly report 1470	13-08-2010	13-08-2010

Click **Quarterly report 1470** to add the attendees to the selected Quarterly.

50 attendees was successfully added to quarterly report Quarterly report 1470

[View Attendees](#)

Click **View Attendees** to return to your Q-Report.

Full Name	Email	Advertised	Approved	Completed	Remove
Baque, Emmah June Marjorie	test6.niels@gmail.com	✗	✗	✗	Remove
Bates, Nicole Alyce	test7.niels@gmail.com	✗	✗	✗	Remove
Lincez, Megan	test8.niels@gmail.com	✗	✗	✗	Remove
Mills, Elyse Sian	test9.niels@gmail.com	✗	✗	✗	Remove
Phillips, Rebecca May	oehlenschlaeger@privat.dk	✗	✗	✗	Remove

<< Back Advertise Remind Remove All

Click **Advertise** to send an e-mail to the students.

Full Name	Email	Advertised	Approved	Completed	Remove
Baque, Emmah June Marjorie	test6.niels@gmail.com	✓	✗	✗	Remove
Bates, Nicole Alyce	test7.niels@gmail.com	✓	✗	✗	Remove
Lincez, Megan	test8.niels@gmail.com	✓	✗	✗	Remove
Mills, Elyse Sian	test9.niels@gmail.com	✓	✗	✗	Remove
Phillips, Rebecca May	oehlenschlaeger@privat.dk	✓	✗	✗	Remove

Status **Advertised** will now switch to green.

Quarterly Report Quarterly Report -1470 needs to be completed

no-reply@rotary-yep.net

Sendt: on 21-01-2009 19:09

Til: oehlenschlaeger@privat.dk

Dear Phillips, Rebecca May

Quarterly report Quarterly Report -1470 needs to be completed.

Please login to your Rotary YEP Account and complete your quarterly report: http://test.rotary-yep.net/gui/User/StudentQReport.aspx?user_id=10088&qrep_id=570

(If the url do not work, please copy/paste the url to the address line of your web browser)

Best Regards

Niels Oehlenschlæger (noe@rotary-yep.dk)

Above is a copy of the e-mail received by the students.

They can click on the link in the mail to open the database, enter their User Name and Password and then proceed to write their report.

The template used by the students is shown on the next page.

The screenshot shows a web application interface for a quarterly report. At the top, there are navigation tabs: General, Event, Contact, Travel Plan, Q-Report, and Account. The main content area is divided into several sections with text input fields and dropdown menus. The 'Download old quarterly reports:' section includes a 'Choose report:' dropdown set to '21-01-2009', a 'Host Country:' dropdown set to 'Denmark', and an 'E-mail:' field containing 'oehlenschlaeger@privat.dk'. Below this is a question 'How often are you in contact with your club counsellor? : ?' with a 'Choose from the list:' dropdown set to 'Weekly'. The 'How is the daily life with your host family? ?' section has a text area containing 'OK'. The 'How is your Rotary Club? ?' section has a text area containing 'OM'. The 'How is your day at school? ?' section has a text area containing 'OK'. At the bottom, there are three buttons: 'Print', 'Save', and 'Close', along with a small printer icon on the right.

Quarterly Report template. Once they have finished entering their report, they click on **Save**.

A mail will now be sent to the student to confirm the report has been sent. A copy of that mail is shown below:

A mail is also sent to the recipient of the report:

Quarterly Report ID 570 has been completed by Phillips, Rebecca May (10660)

no-reply@rotary-yep.net

Sendt: on 21-01-2009 19:21

Til: Niels Oehlenschläger; oehlenschlaeger@privat.dk

Phillips, Rebecca May (10660) has saved a quarterly report. To view the report please follow the url below:

http://test.rotary-yep.net/gui/User/StudentQReport.aspx?user_id=10088&qrep_id=570

(If the url do not work, please copy/paste the url to the address line of your web browser)

In touch with CC: Weekly

Daily life: OK

Problems: OK

My Rotary Club: OM

You can click on the link to read the report in the database. You can also read the content in the mail you receive once a report has been submitted by a student.

How to read Quarterly Reports in the database

Log in and select the report you want to read.

The screenshot shows the 'Rotary Youth Exchange Database System 2009' interface. The main heading is 'View Quarterly Report'. Below this, there are several input fields: 'Name' with the value 'Quarterly Report -1470', 'Registration Deadline' with '31-01-2009', 'Email Reminder Date' with '14-01-2009', 'Responsible District' with a dropdown menu showing '1470', and 'Responsible Person' with a dropdown menu showing 'Niels Oehlenschläger'. There is also a 'Remark' field with a scrollable area. At the bottom of the form, there are five buttons: '<< Back', 'Add Attendees', 'View Attendees' (which is highlighted with a red rectangular box), 'Update', and 'Delete'.

Click **View Attendees** to show all students.

Rotary Youth Exchange Database System 2009						
Full Name	Email	Advertised	Approved	Completed	Remove	
Baque, Emmah June Marjorie	test6.niels@gmail.com	✓	✗	✗	Remove	
Bates, Nicole Alyce	test7.niels@gmail.com	✓	✗	✗	Remove	
Lincez, Meqan	test8.niels@gmail.com	✓	✗	✗	Remove	
Mills, Elyse Sian	test9.niels@gmail.com	✓	✗	✓	Remove	
Phillips, Rebecca May	oehlenschlaeger@privat.dk	✓	✗	✓	Remove	

The status of all Quarterly Reports will be shown.

Click on the name of a student to the left to read their report which will now be shown.

How is your day at school?

OK

Write comment to student!

Print Reject Approve Close

An excerpt of a report is shown here.

To read the report in a larger window or to print it out, click **Print**.

When you have read the report, you can sign it off by clicking either **Approve** or **Reject**. You can write a mail with comments to the student in the field marked with a red box before clicking Reject or Approve.

Click **Close** to return to the overview list.

Press **F5** on your keyboard to refresh the list.

Full Name	Email	Advertised	Approved	Completed	Remove	
Baque, Emmah June Marjorie	test6.niels@gmail.com	✓	✗	✗	Remove	
Bates, Nicole Alyce	test7.niels@gmail.com	✓	✗	✗	Remove	
Lincez, Meqan	test8.niels@gmail.com	✓	✗	✗	Remove	
Mills, Elyse Sian	test9.niels@gmail.com	✓	✗	✓	Remove	
Phillips, Rebecca May	oehlenschlaeger@privat.dk	✓	✓	✓	Remove	

The status of the student will now be green.