



SAINT Support Team

Student Details Report

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The SAINT team welcomes feedback on its documentation. Please email any comments on the content of this document to saint@bradford.ac.uk

For other SAINT documentation please see:
<http://www.brad.ac.uk/admin/SAINT/traindocs.php>

How to create a Student Details Report

The student details report (letter code BIOSHEET2) is a comprehensive report detailing student's personal information, including name, address(es), course of study, emergency contact details and qualifications on entry to the course.

Open the SCE screen and retrieve the student(s) you wish to create a report for (figure 1).

Figure 1 – SCE screen with students retrieved

Go to Current or All (as appropriate) then Gen + Print Letters (figure 2).

Figure 2 – All → Gen + Print Letters

Enter the letter code BIOSHEET2 into the Standard Letter Selection box and click the 'Run' button (figure 3).

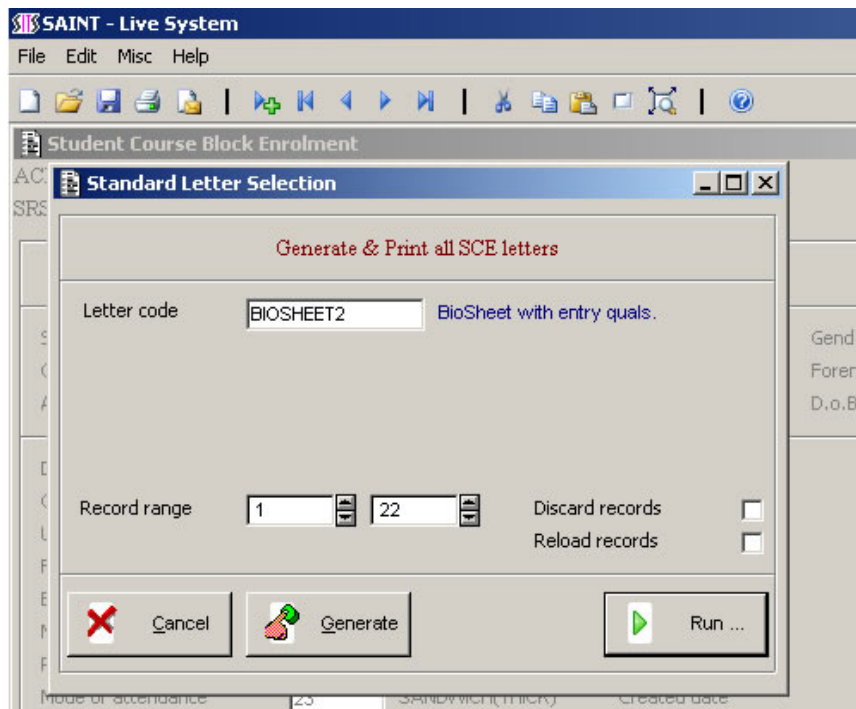


Figure 3 – Enter the letter code BIOSHEET2 and click 'Run'


The report will be displayed in your web browser (figure 4, on next page). This can then be printed and/or saved as a HTML file for future reference.

Enrolment Form - Windows Internet Explorer provided by the University of Bradford

C:\Documents and Settings\acryan1\Local Settings\Temp\BIOSHEET2.htm

File Edit View Favorites Tools Help

Enrolment Form



**UNIVERSITY OF
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MAKING KNOWLEDGE WORK

BioSheet 2008/9
/2

Enrolment Status: CURRENT

K A

Title	MR
Gender	M
Family/Surname	
Known As	K/
Date of Birth	
Nationality	BRITISH
COD	ENGLAND



<p>Home/Permanent Contact Details</p> <p>Address 23</p> <p>Bradford West Yorkshire BD</p> <p>Telephone No. 0127</p> <p>Personal Email @hotmail.co.uk</p>	<p>Local/Term Time Contact Details</p> <p>Address 23</p> <p>Bradford West Yorkshire E</p> <p>Telephone No. 07</p> <p>Mobile Number 07</p> <p>Acco Type PARENTAL HOME</p>
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Next of Kin/Emergency Contact Details 3,145

Relationship **MOTHER - NOT KNOWN**

Telephone **0127**

Mobile **07**

Address **23**

Figure 4 – the Student Details Report as displayed in a web browser