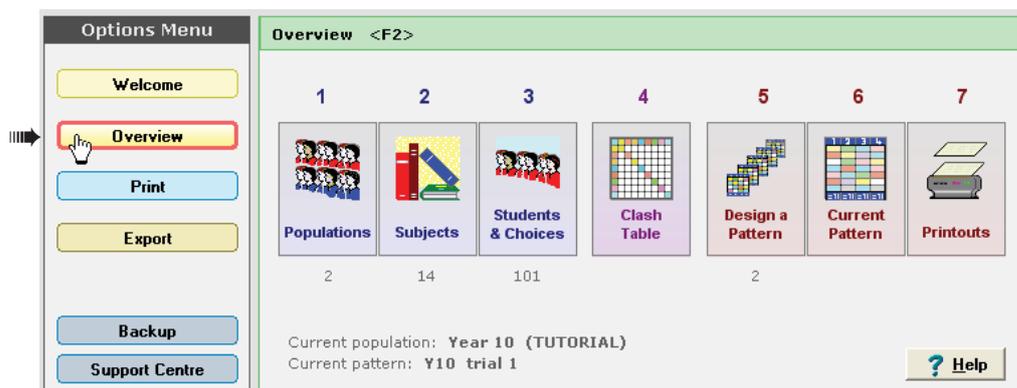


# New Features in Options 2010

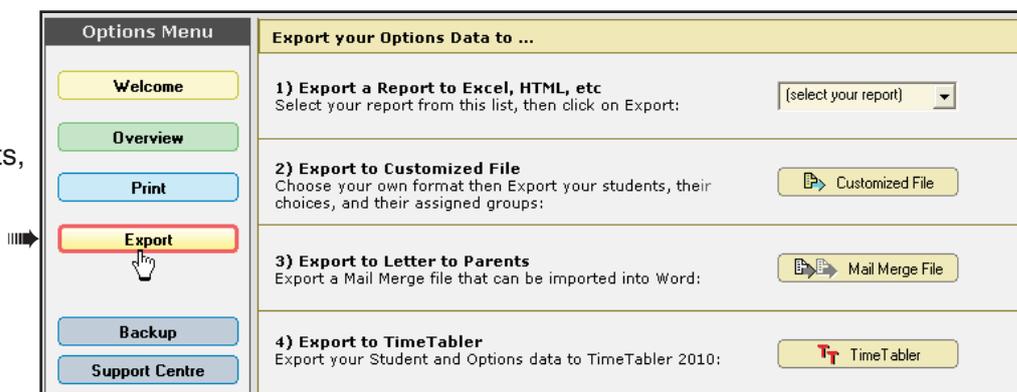
A new interface which makes it easier and quicker to get to different screens.



For example:

Clicking on the Export button now takes you directly to this screen :

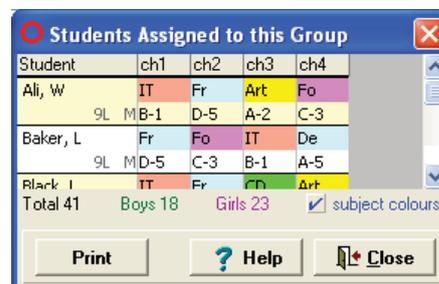
It gives you extra Exports, including an improved Mail Merge (see over).



## The Current Pattern Screen

All the relevant reports on the Current Pattern Screen now colour the subjects in their subject-colours, for ease of recognition. However, as this is a matter of personal taste, you can switch this off if you wish by un-ticking the 'subject colours' tick-box.

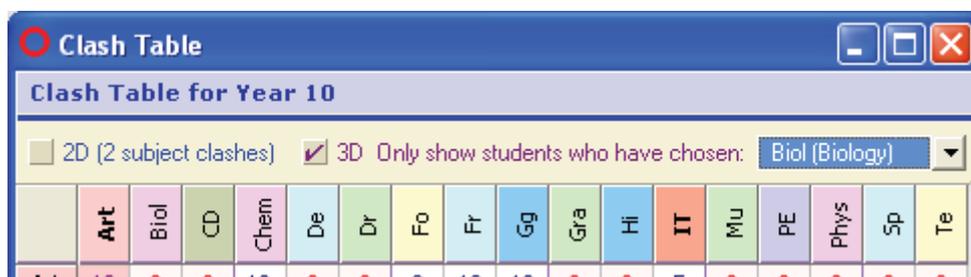
Previously if you clicked on – **Remove** you were shown just the students in the selected group. This is useful, but sometimes you just want to remove a student from all groups, and don't want to spend time finding each group that s/he is currently in. You can now do this, by ticking 'Show all students (not just the ones in this Group)'.



## The Clash Table

This has now been improved so you can view 3D-clashes as well as 2D-clashes.

(ie. 3-subject-clashes as well as 2-subject-clashes).



To view a 3D Clash Table :

- Tick '3D' and then choose a Subject from the drop-down list (eg. Biology).
- The clash table now only shows students who have chosen Biology.

So, for example, if the number 18 appears in the cell for 'Chemistry v Physics', then it means that 18 students chose Chemistry, Physics **and** Biology.

This is useful for analysing triple combinations in more detail (either obvious ones like 'Phys / Chem / Biol' ...or less common ones like 'French / Spanish / Latin').

continued...

## Students' Allocations

At Printouts  Student Allocations:

If there are 2 or more groups of the same Subject in a block (column), they are now distinguished. Eg. if there are 2 French Groups in Block B, then each French student is reported as being in either 'Fr1' or 'Fr2'. Previously it just showed 'Fr'.

Students' Allocations					
Student		Blk A	Blk B	Blk C	Blk D
Class: 9C					
Ross FARNELL	M	Art	Fr2	IT	PE
Sarah HEALEY	F	Sp	Fr1	IT	Fo2
Laura HOWARTH	F	Gra	Dr	Fo1	Fr
Paul HURST	M	Art	Fr1	Fo2	Fo1
Daniel JOHNSON	M	Art	Fr2	IT	Gn

## Mail Merge

It is now easier to send customized 'Mail Merge' letters to students and their parents.

More details are given on the HelpScreen in the program, with an example file.

In outline, **Options 2010** will export data for PLACEHOLDERS (see below) for you to place in a letter that you type in Microsoft Word (or other word-processing software).

For example, if a letter is written with the following «PLACEHOLDERS» inserted within Word:

To : the Parent or Guardian of «FORENAME» «SURNAME» Form: «CLASS»  
 Dear Parent or Guardian,

Options Choices

«FORENAME» has made the following choices:

Choice	Placed ?	in Block
1. «CHOICE1»	«PLACED1»	«INBLOCK1»
2. «CHOICE2»	«PLACED2»	«INBLOCK2»
3. «CHOICE3»	«PLACED3»	«INBLOCK3»

If «FORENAME» wishes to change any of «HISHER» choices at this stage, then please note that «HESHE» can only move to a subject in the **same block** as «HISHER» existing choice, and only if spaces are available:

Block «BLABEL1»	Block «BLABEL2»	Block «BLABEL3»
«GROUP1-1»	«GROUP2-1»	«GROUP3-1»
«GROUP1-2»	«GROUP2-2»	«GROUP3-1»
«GROUP1-3»	«GROUP2-2»	«GROUP3-1»

Then it will be printed out as:

To : the Parent or Guardian of David Walker Form: 9A  
 Dear Parent or Guardian,

Options Choices

David has made the following choices:

Choice	Placed ?	in Block
1. French	Yes	B
2. Art	Yes	A
3. Drama	Yes	C

If David wishes to change any of his choices at this stage, then please note that he can only move to a subject in the **same block** as his existing choice, and only if spaces are available:

Block A	Block B	Block C
History	French	Geography
Art	ICT	Drama
Music	PE	Spanish

There are more details in your Word Help files and in the KnowledgeBase in the 24/7 Support Centre.