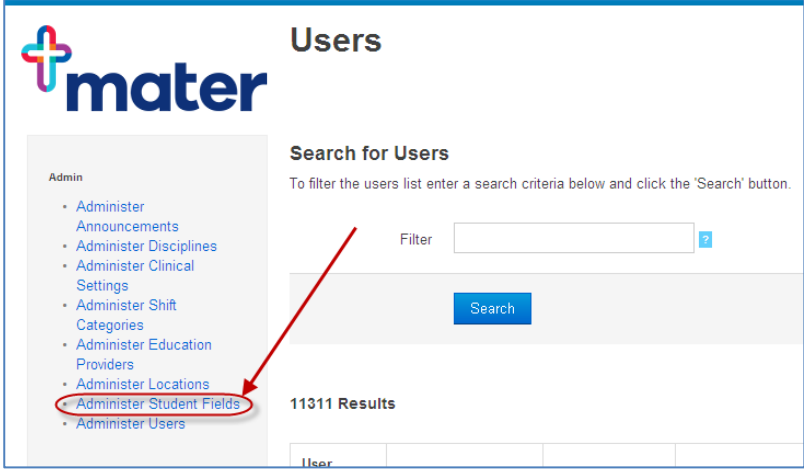
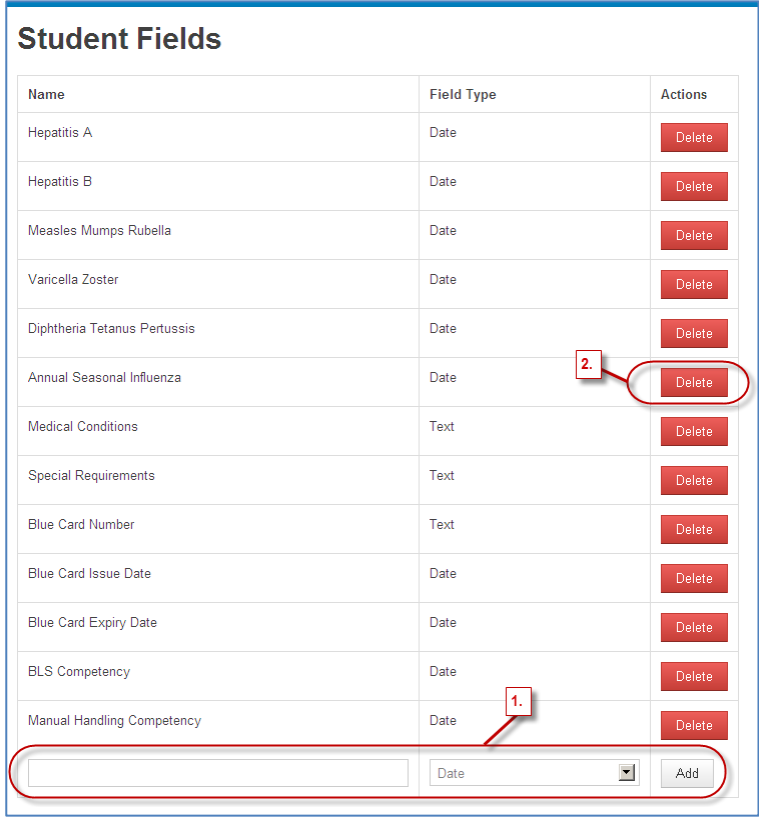


## ARef-07 - Administrator Reference Sheet – How to Administer Student Fields.

Steps	Action	What it looks like																																										
1.	<p>Click on the <b>Administer Student Fields</b> link in the side bar.</p> <p>This navigates to the <b>Student Fields</b> screen.</p>																																											
2.	<p>The <b>Student Fields</b> screen shows a list of all Student Fields that may be requested as mandatory prerequisites from Education Providers for students attending placement.</p> <p>You can:</p> <ol style="list-style-type: none"> <li>1. add a <b>Student Field</b> by typing its name into the free test field, selecting whether the field should be entered as a <i>Date</i> (eg the date of immunisation) or as <i>Text</i> (eg any Special Requirements) from the drop down list, and clicking the <b>Add</b> button.</li> <li>2. delete a Student Field by clicking the <b>Delete</b> button.</li> </ol>	 <table border="1" data-bbox="699 1041 1428 1713"> <thead> <tr> <th>Name</th> <th>Field Type</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Hepatitis A</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Hepatitis B</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Measles Mumps Rubella</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Varicella Zoster</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Diphtheria Tetanus Pertussis</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Annual Seasonal Influenza</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Medical Conditions</td> <td>Text</td> <td>Delete</td> </tr> <tr> <td>Special Requirements</td> <td>Text</td> <td>Delete</td> </tr> <tr> <td>Blue Card Number</td> <td>Text</td> <td>Delete</td> </tr> <tr> <td>Blue Card Issue Date</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Blue Card Expiry Date</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>BLS Competency</td> <td>Date</td> <td>Delete</td> </tr> <tr> <td>Manual Handling Competency</td> <td>Date</td> <td>Delete</td> </tr> </tbody> </table>	Name	Field Type	Actions	Hepatitis A	Date	Delete	Hepatitis B	Date	Delete	Measles Mumps Rubella	Date	Delete	Varicella Zoster	Date	Delete	Diphtheria Tetanus Pertussis	Date	Delete	Annual Seasonal Influenza	Date	Delete	Medical Conditions	Text	Delete	Special Requirements	Text	Delete	Blue Card Number	Text	Delete	Blue Card Issue Date	Date	Delete	Blue Card Expiry Date	Date	Delete	BLS Competency	Date	Delete	Manual Handling Competency	Date	Delete
Name	Field Type	Actions																																										
Hepatitis A	Date	Delete																																										
Hepatitis B	Date	Delete																																										
Measles Mumps Rubella	Date	Delete																																										
Varicella Zoster	Date	Delete																																										
Diphtheria Tetanus Pertussis	Date	Delete																																										
Annual Seasonal Influenza	Date	Delete																																										
Medical Conditions	Text	Delete																																										
Special Requirements	Text	Delete																																										
Blue Card Number	Text	Delete																																										
Blue Card Issue Date	Date	Delete																																										
Blue Card Expiry Date	Date	Delete																																										
BLS Competency	Date	Delete																																										
Manual Handling Competency	Date	Delete																																										