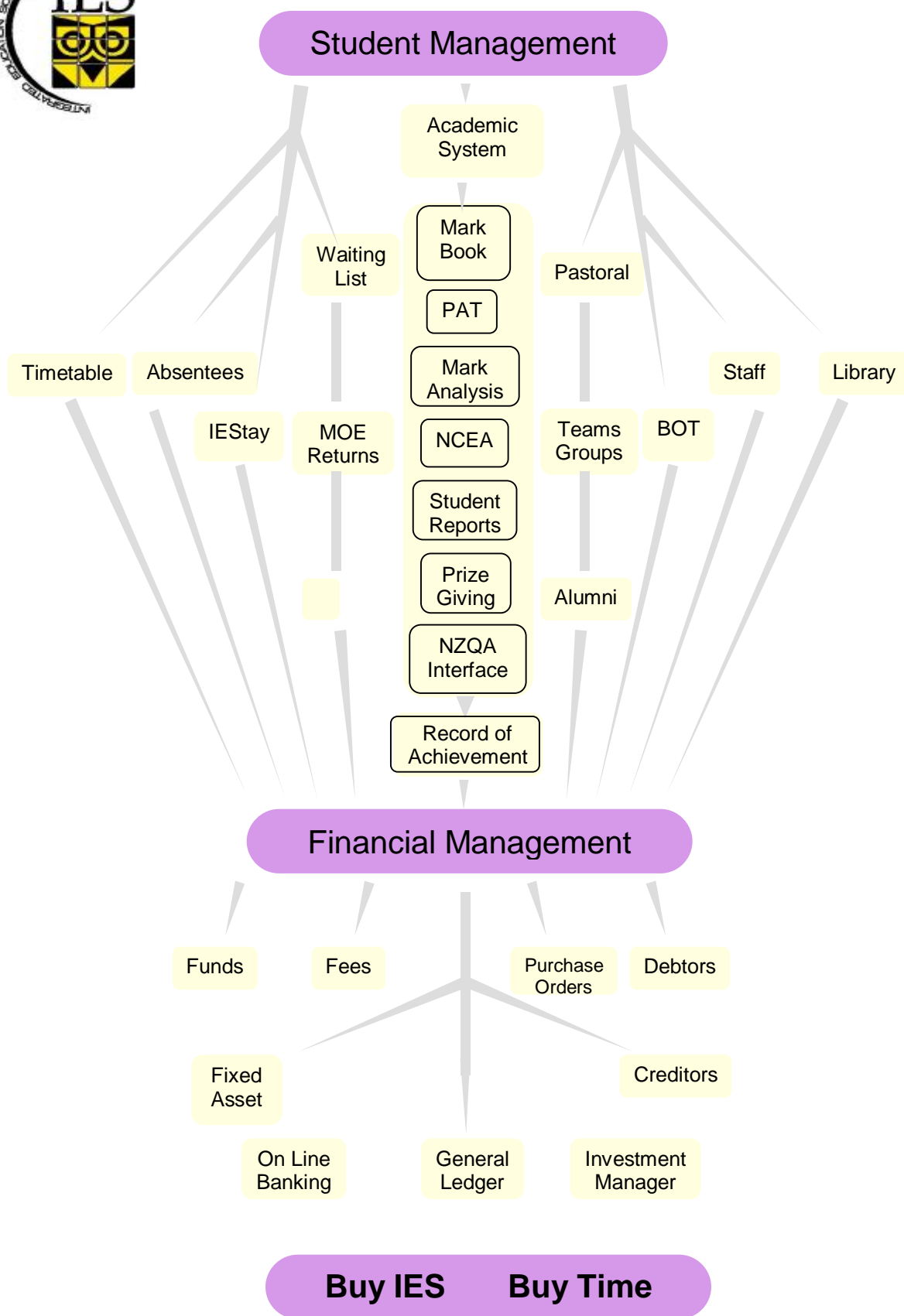




The IES System



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The IES System

Comprehensive Education Administration System

IES Software

- **Student Management Software**
- **Financial Management Software**
- **Library Software**

IES Services

- **Software Support**
- **Administration Support and Advice**
- **Accounting Support and Advice**
- **Bureau Service for Student Management**
- **Full Financial Bureau Service**

Buy IES Buy Time



IES – The Company

- Committed to education
- 20 years in the education market
- Working Directors
- Adaptable to constant changes in this unique market



IES – The Software

- Integrated
- Comprehensive
- Timesaving
- Developed In-House
- Continually updated for changing situations
- Secure



IES – The Support

- Timely
- Experienced, knowledgeable staff
- Remote access available
- On-going training



IES – The Service

- Personalised
- Friendly
- Advisory Service for peripheral issues
- Network & Hardware assistance



IES Student System



IES Student Database

The IES Student Database maintains extensive details on students.

This information is used in many of the other IES Systems and in various ways.

Features

- ↪ Comprehensive database (over 900 data fields for each student)
- ↪ New fields added very simply
- ↪ Retrieve student by name or ID number
- ↪ Automatic sibling links
- ↪ Automated End of Year rollover
- ↪ Interfaces to IES Fees, Funds, Debtors, Library, Timetable, Teams, Academic, IES Stay Systems
- ↪ Extensive reporting including:
 - Roll reports
 - System reports
 - Class reports
 - Report writing facility
 - Labels
- ↪ Automatic creation of Vertical and Horizontal Classes
- ↪ Extensive use of MoE tables for speed and validation
- ↪ New, current and left students reported correctly

Benefits

- ↪ Fast and accurate data entry
- ↪ Very flexible
- ↪ Easy to adapt to meet new situations
- ↪ Use of multi-value fields allows for unlimited data in a field (eg addresses, subjects)
- ↪ Able to design and print reports for any field in student database
- ↪ Security may be designed to match a user's requirements including read only



IES Timetable System

The IES Timetable System is designed to create classes and specify the timetable for each class.

Features

- Supports multiple sets of Option Lines
 - Allows separate sets of Option Lines for Senior school, Year 9 and 10 etc
 - Allocates students to Option Lines – classes balanced by size and gender
 - Lists students with clashes
 - Lists missing subjects that were requested by students
 - Supports 'What-If' scenarios
 - Load entire Option Line into Timetable Grid to specify when classes are taught
 - Develop new timetable without overwriting current timetable
 - Creation of classes from Option Lines
- Supports Core Classes
 - Allocates students to Core Classes
 - Allocation may be done in advance (eg for next year)
- Timetable Grid specifies when classes are taught
 - May be entered manually
 - May be loaded automatically from Option Lines
- Reports
 - Timetables for students, staff, classes
 - 'Wall' Timetables for staff room, office etc
 - Validation report to check student timetables are valid

Benefits

- Interface to other IES modules (eg Fees, Absentee, Academic Systems)
- Self verification systems help find problems in student timetables



IES Academic System

Features

- Handles wide variety of tests (eg Local, NCEA, PAT, other tests)
- Handles variety of marks (eg percentage, grades, out of 10)
- Prints wide variety of reports based on test type
- Prints variety of student reports
- Student reports have Academic and Pastoral Sections
- International Baccalaureate (IB) requirements can be generated automatically from existing data within the IES System
- Word checker optional
- Interface to IES Record of Achievement System
- Interface to NZQA to register students, their results and import results
- Profiling allows tracking of student progress over several years
- Profiling allows comparison to external cohort groups / schools

Benefits

- Fast and accurate data entry
- Uses data from other IES Systems (Database, Timetable, Teams) therefore no double entry
- Re-use of Subject programs from previous years
- Validation eliminates data which is outside the parameters
- Interface to IES Timetable System makes setup easy and automated
- Easy to use by staff
- Use of mark codes and descriptors results in meaningful reports for parents
- Interface to IES Teams System adds in student extra-curricular activities into Pastoral section of Student Report
- Pastoral details may be entered quickly and accurately on a wide variety of topics outside the classroom
- Re-print reports from previous years or terms
- Student marks kept for years
- Calculation of NZQA fees with interface to IES Fees System



IES Absentee System

The IES Absentee System is designed to record, display and print Attendance and/or Absenteeism. This may be done period by period or by half days.

Features

- Record any type of attendance or absenteeism (eg sick, school trip)
- Mark groups of students as absent (eg teams, school camp, field trips)
- Keep track of Truancy Risk and At Risk students
- Daily, Weekly, Term, Year reports
- Multiple sort options for reports – staff, student group, class
- Audit Report – students absent for a number of periods, days
- Statistics by Year, class etc
- Class Register

Benefits

- Fast and accurate data entry
- Supports data entry by Barcode for greater speed
- Interface to IES Teams System, IES Timetable System
- Timely data for different sectors (Principals, Deans, Teachers)
- Easy to track students who are a risk
- Strong Security facilities for data entry and reports



IES Archive System

The IES Archive System maintains details on students who have left. Student details are transferred automatically from the main IES Student Database.

Features

- Full student record transferred from the current Student System
- Students can be transferred en masse or individually
- Archived students may be transferred back into the current Student Database

Benefits

- Keeps former student data in a separate system
- IES Student System is freed of left students
- No double entry of student data



IES Alumni System

The IES Alumni System is designed for school re-unions and for former student associations.

Features

- Only selected fields transferred from the current Student System
- New data may be entered on leavers (eg married name, region)
- New records may be entered (eg for spouses, ex-staff)
- Subscription details may be entered
- Reports by region, city, association members etc; prints labels

Benefits

- Database is much smaller
- Easy to use by association members
- No double entry of student data



IES Class Lists

IES maintains many lists of students. These are created in the IES Timetable System or from the Student Database. They are an essential component of school administration.

Features

- Timetable classes: created by the IES Timetable System
 - Option line classes
 - Core Classes
- Pastoral classes
 - built from student data in the student database
 - Year, class, house, group, vertical group, whanau
 - Room
 - Race
 - Boarders
 - Bus routes
- Print classes with selected data from the student database. Eg:
 - Name and address, phone numbers
 - Caregivers
 - Subjects and classes
- Print class lists with any selected fields from the student database (over 700 fields to choose from)
- Export class lists to Word Processors and Spreadsheets
- Print class lists with student photos

Benefits

- Very easy to maintain and print
- Class lists may be created for a future date (eg next school year)
- Class lists may be created for a past date (eg for an audit)
- Timetable and Pastoral classes grouped in the same area so that they are easy for staff to access



IES Record of Achievement System

The IES Record of Achievement System is designed to maintain a history of the activities of students during their time at the school.

Features

- Over 20 categories of achievement may be recorded including:
 - Sports, culture, activities
 - Clubs, peer groups
 - Academic record (internal and external exams)
 - Extra-curricular courses
 - Work exploration
 - Personal details, qualities and skills
- Interfaces with other modules minimises the amount of data entry
- Use interfaces or manually enter personal data
- Prints attractive Record of Achievement (Testimonial) for students

Benefits

- Uses data already entered into other IES modules:
 - IES Teams System – sports teams, culture groups
 - IES Academic System – exam marks
 - IES Prizegiving System – academic and other prizes
- Interfaces mean good quality data is retrieved with no additional data entry
- Builds a history of activities over many years as it occurs
- Covers non-academic life of student as well as academic



IES Pastoral System

The IES Pastoral System is designed to maintain details on 'incidents' which may occur with the student. They fall into 3 broad areas:

Discipline

Positive (eg seeking a career)

Neutral (eg personal issues, health issues)

Features

- Speed of entry is critical (eg 10 seconds to record basic details)
- Letter writing facility greatly reduces time to write to caregivers
 - Standard letters may be created (over 200 is common)
 - Create letter 'on the fly'
 - Modify standard letter for 'one-off' letter
 - Handles gender issues (eg he, she, his, her)
 - Prints details on incident
- Points system, based on incidents, to pick up difficult students
- Detention system based on incidents
- Extensive reporting

Benefits

- Fast and accurate data entry
- Builds a broader perspective of student at school
- Requires very little training for staff to use
- Accessible by accredited users on network
- Strong security facilities to block unauthorised users
- Powerful tool to handle discipline and other pastoral issues
- Points system (positive incidents) may be used for House / Class competitions,



IES Prizegiving System

The IES Prizegiving System is designed to record the prizes and awards a student receives and to print a list of prizes to be awarded at a Prizegiving ceremony.

Features

- Records Academic prizes:
 - By subject (eg Certificate of Excellence)
 - By class (eg First in class, first in English)
 - Cups and Trophies (eg Dux)
- Records Non-Academic prizes:
 - Cups and Trophies (eg Debating Champion, winner 100m)
- Maintains history of who has been awarded Cups and Trophies
- Interface to IES Record of Achievement System maintains a history of prizes for each student
- Print report for Prizegiving ceremony in order required

Benefits

- Fast and accurate data entry
- Hundreds of prizes, awards, cups, trophies entered very quickly
- Builds student testimonial without any further work



IES Teams System

Allows students to be grouped together, such as for sports teams, culture groups, academic groups.

Interfaces to other IES Systems makes the Teams System one of the most powerful systems.

Features

- ↪ Maintains details on groups of students
 - Sports teams, cultural groups, external exam results
 - At Risk students
- ↪ Maintains details on position (captain, goalkeeper) or on achievement for external exams (excellent)
- ↪ Prints lists of students in each team/group with personal details
 - Contacts and addresses
 - Health issues
 - Emergency contacts
 - Passport details
- ↪ Interface to IES Fees System to charge fees (eg for sports trips)
- ↪ Interface to IES Absentee System to mark team as absent
- ↪ Interface to IES Record of Achievement System to record history of achievements
- ↪ Interface to IES Academic System to print team participation on student report

Benefits

- ↪ Data Entry is very quick and easy
 - Team of 20 easily entered in 1 minute
 - Minimal details need to be entered
- ↪ Details for Team Reports uses data from the student and staff databases
- ↪ Easy End of Year roll-over of teams
- ↪ Return on effort exceeds all other modules



IES Waiting List System

The IES Waiting List System is designed to maintain enrolment enquiries and record students waiting for a roll vacancy.

Features

- Maintains details on
 - Basic student details
 - Application date
 - Entry Year
 - When accepted onto school roll
- ♣ Transfers details to IES Student database on enrolment
- ♣ Reports on those in the Waiting List System
- ♣ Prints labels for communications with parents of pre-enrolments
- ♣ Notes facility
- ♣ Marketing tool

Benefits

- Assists with long term roll predictions
- Avoids cluttering the current Student database with pre-enrolment details of students who may not eventually enrol
- Promotional material can be sent to prospective students / parents



IES Library System

The IES Library System is a full library system with special interfaces into the IES Student and Fees Systems.

Features

- **Full Cataloguing:** handles books, non-books, holdings outside library
- **Circulation:** issues, returns, overdues, reservations, borrowing restrictions
- **Enquiries** (Public Access): by keywords, subjects, authors, titles, media, language, accession number
- **Stock take:** returned and issued holdings automatically marked as verified; list of missing stock; removal of missing stock
- **Overdue lists:** by students, class and staff; overdue statements printed
- **Reports:**
 - by author, title, Dewey Number, subject, keyword
 - asset register
 - titles read by students (e.g. for the English teacher)
 - titles read by staff
- Interface to IES Student, Staff, Timetable and Fees System
- Teachers may make Library enquiries from their computers
- **Security System**
 - Limits areas of the IES Library System staff may enter
e.g. cataloguing, stock take
 - Used to allow students to issue books but no access to other parts of IES Library System
 - Restrict library staff to IES Library System only
 - Restrict usage of Library system for groups of staff

Benefits

- Easy to use and flexible
- Designed specifically for education institutions
- Powerful tool for teachers to check on student reading habits
- May be used anywhere on the school network



IES Staff Database

The IES Staff Database maintains comprehensive details on all staff.

Features

- Over 150 data fields may be used in staff database covering:
 - Personal details
 - Qualifications
 - Teachable subjects, special knowledge
 - Extra-curricular subjects
 - TCB details
 - Vetting
 - Employment history at school
- Used for Teaching and Non-Teaching staff
 - IES Timetable System automatically distinguishes between the two
- Extensive interfaces to other IES modules
 - Library System - issue books
 - Debtors System - create staff member as debtor
 - Timetable System - no double entry
 - Absentee System
 - Academic System
- Reports
 - Staff lists
 - Timetables

Benefits

- Easy to use
- Tight security to control how much or little may be seen by authorised IES users



IES Teacher Relief System

The IES Teacher Relief System is designed to allocate relief teachers to classes and to maintain details on absent staff along with the relief teaching staff have done.

Features

- Records kept on a daily basis
- Record periods and days teachers are absent
- Record reason for absenteeism (eg sick, Professional Development)
- Record relief teaching that has been done by a teacher
- Allocate relief teachers for the day or period by period
- Record duties (eg after school bus duty) that have been by staff
- Record location of work for relief teacher
- Manual or Automatic allocation of staff for relief work
- Weighting of relief work done to allocate more relief work to those who want it
- Comprehensive reports
 - New timetables printed for relief staff
 - Class lists for new staff
 - Report on staff absenteeism and relief work done
 - Staff absenteeism by relief type (eg sick, PD)
- Work at home – if there is no on-line connection, key data may be taken home on a floppy disc

Benefits

- Fast and accurate data entry
- Produces a fair system with printed data to back up decision



IES Board of Trustees Elections

The IES Board of Trustees Election System manages the election process.

Features

- Uses Caregiver data in the student database
- Requires little, if any, additional data entry
- Handles Primary and Secondary Caregivers to determine eligible voters
- Additional voters may be added
- Prints Electoral Rolls:
 - Electoral roll for verification (with relevant personal data)
 - Labels for mailing electoral and voting papers
 - Electoral roll for public viewing (no personal details)
- Maintains a database of elected trustees
- Print reports for trustees
 - Trustee details
 - labels

Benefits

- Simple to use
- Handles a difficult election process very easily
- Requires no additional data entry if student database set up correctly



IES Security System

The IES Security System controls the access of users into the IES System.

IES comprises over the 20 separate but integrated systems.

Some users will require access to all systems

Some users will be restricted to one system.

Once in an IES System, you are able to restrict what a user is permitted to do.

Features

- Able to set up users and passwords
- Able to set up groups of users
- Define entry point in IES (eg the IES Library System for Librarians)
- Define what a user is permitted to see in a system
- Define which pages of a student database a user may see (e.g. remove access to confidential pages)
- Option to make database read only
- Report prints security setups
- Special options based on user:
 - Automatic entry to Academic System (displays teachers classes for selection to enter test marks)
 - Automatic entry to Absentee System (displays teachers classes for selection, to mark students as absent)
- Second level of security available
 - Forces minimum length of user name
 - Prevents re-use of user name
 - Restricts log-in time
 - Records failed logins

Benefits

- Powerful facilities
- Very flexible
- Permits special users to be setup for specific tasks
- Restrict who may add, delete, change, view students



Financial System



IES General Ledger System

The IES General Ledger has been designed specifically for use in the financial administration of education organisations.

Features

- Unique chaining available in the design of a Chart of Accounts
 - Provides great flexibility in Chart of Accounts design
 - New accounts added easily
 - Chart structure simplifies report design
 - Structure supports automatic verification of accounts
 - Systems available to verify structure of Chart is valid
- One point data entry
- Automatically calculates GST
- Interfaces from IES Creditors, Fees, Funds and Debtors Systems
- Interfaces to IES Fixed Assets: simplifies adding new assets
- Ability to operate Ledgers for multiple Accounting Entities
- Numerous Report Layouts
- Facility to enter Current, Alternate and Next Year Budgets
- Previous Years' Ledgers easily accessible
- Ability to operate in two financial years
- Comprehensive systems available to check that data has not been corrupted by hardware failures

Benefits

- Fast and accurate data entry – easy to use by non-accounting staff
- IES staff keeps users informed of changing government requirements
- Interfaces from other IES System avoids duplication of data entry and provides for accuracy and timeliness
- Interface to IES Fixed Assets ensure Asset Register is always current
- Access to previous years' data provides for historic reporting
- IES can assist in the design of the Chart of Accounts



IES Creditors System

The IES Creditors Systems provides for the processing of payments to Creditors.

Features

- Maintains details on Creditors
 - Payment details – by Direct Credit, cheque
 - Invoices paid
 - Invoices awaiting payment
- Appropriate reports, including:
 - Payment Schedule
 - Payment Check List
- Prints Cheque and Direct Credit Schedules
- Payment blocks can be recorded against creditor
- Interface to IES General Ledger
 - Updates accounts with debit details from invoices
 - Updates accounts with payment details
- Interface to IES Fixed Assets System for new asset
- Interfaces to Bank Software for Direct Credit payments
- Bank Reconciliation

Benefits

- Fast and accurate data entry – easy to use
- No duplication of Invoice entry
- Creditors can be paid at any time



IES Debtors System

The IES Debtors System is designed to handle the charging of Debtors, their payments and the printing of statements.

Features

Comprehensive and flexible

- Use Interfaces to create Debtors
 - IES Student System - select students (eg all or selected students)
 - IES Staff System - create staff as Debtors
- May charge a fee for a group of students or staff (eg boarding fee)
- Interface to IES General Ledger to update accounts:
 - Charges made to Debtors
 - Payments made by Debtors
- Facility to charge interest on outstanding balances
- Facility to age balances at any given time
- Bank Schedule used to ensure General Ledger is correct and timely
- Numerous report options
- Interface to IES HomeStay System for International students
- Print Statements
 - Personalised statements may be designed by IES
 - May print amount in other currency signs (e.g. \$US, RM)
 - Message on Statements;
 - ♣ For individual Debtors
 - ♣ All Debtors
 - ♣ Outstanding Debtors
 - ♣ Age of Debt

Benefits

Fast and accurate data entry

Powerful interfaces greatly reduce data entry and processing time

General Ledger accounts are accurate and up-to-date

Calculation of GST at interface to General Ledger



IES Fixed Assets System

The IES Fixed Assets System is used to record and depreciate all assets for an organisation.

Features

- Flexible usage:
 - Use as a Stand alone system - Assets entered directly
 - Integrated with the IES General Ledger System - Automatic creation of asset when invoice entered
- Copy facility for multiple Asset purchases
- Records assets for multiple Organisations
- Depreciation for any range of dates within current year
- Handles any number of depreciation rates
- Calculates Diminishing Value and/or Straight line depreciation
- Various data recording fields (Location, Serial No., Person Responsible)
- Control Account check to IES General Ledger
- Extensive Reports
 - Multiple Sort options allows sub-totals for different criteria
 - Reports for asset register, depreciation, departments etc
 - Report Writer

Benefits

- Fast and accurate data entry
- Use of codes for data entry to speed entry and for verification
- Reconciliation facility to General Ledger
- Copy asset facility for multiple assets provides time savings and accuracy
- Accuracy of data when interfacing from General Ledger
- No double entry of asset details
- Asset created when invoice is processed – saves time
- Replacement Schedule for financial planning
- Depreciation calculated to date (by month and year-to-date)



IES Fees System

The IES Fees System is designed to handle the charging of student fees and the receipting of payments.

It is probably the most heavily used system in a school.

Extensive design work has been done to minimise time spent on data entry.

Features

- Charge Fees by individual or en masse.
 - Individual eg exam fees, vandalism
 - Year eg school camp
 - Timetable Class eg field trip
 - Team eg sports trip
- Charge all subject Fees in one process
- Charge and receipt in one transaction – print receipt now or later
- Interface to IES Student System for student details
- Interface to IES General Ledger for payments
- View siblings with their charges and payments
- Flexible reporting system
- Print Statements
 - Variety of Statement options
 - Facility to print message for all students or individuals
 - Print Student Number and amount due in barcode format on Remittance Advice slip to speed data entry when payment received
 - Facility to print message on Remittance Advice slip
- Facility to archive and view previous years' data
- Facility to carry forward Fees / outstanding balances at year end
- Caters for Fees Paid in Advance

Benefits

Fast and accurate data entry

No duplicate data entry of student data

Prints Banking Schedule including cheque listing

Interfaces to IES General Ledger for accuracy and timeliness



IES Funds System

The IES Funds System is designed to record money received for which no invoice was raised in the IES Fees or Debtors System.

It works in conjunction with the IES Fees System.

Features

- Records details on payments received and prints receipts.
- Used in many areas, such as:
 - Staff expenses (eg toll calls)
 - Payment for student uniforms, stationery etc
 - School trips
- Interfaces to Student and Staff Systems for:
 - Names and addresses
 - Bank details
 - Verification
- Interface to IES General Ledger:
 - Payments automatically update the user specified General Ledger accounts
- Variety of Reporting Options
- Prints Banking Schedule:
 - Simplifies banking
 - Proves data entry matches monies received

Benefits

- Fast and accurate data entry
- Very easy to use
- Banking Schedule includes cheque listing
- GST calculated on interface to General Ledger
- Removes need for a receipt book
- General Ledger is always up-to-date
- Accurate reporting to Board



IES Investments System

The IES Investment System is designed to maintain details on investments, in particular maturity date and returns.

Features

- Records Investments details such as investment amount, start and end date, interest rate
- Calculates interest for maturity
- Calculates interest for end of year accrual figures
- Reports may list investments by start date or maturity date
- Reports list investments which mature in a given period
- Handles investments on behalf of other schools

Benefits

- Fast and accurate data entry
- Quick reference for current and historic investments
- Useful when re-investing money over holiday periods



IES Financial Services

IES provides Financial Services to clients ranging from a full Bureau Service to assistance with the preparation of Annual Accounts.

Features

- Full Bureau Financial Service
 - Pay monthly accounts
 - Provide Financial Reports
 - GST Returns
 - Bank Reconciliations
- Monthly / Periodic Financial Assistance on or off site
- Financial Advice and Assistance to EOs, Principals and Trustees
- Preparation of Annual Accounts
- Liaison with Auditors
- Assistance with criteria for Staff Appointments

Benefits

- Knowledgeable Accounting staff at IES
- IES Staff experienced in reporting requirements for the Education Sector
- School staff can up skill with IES assistance
- Timely Reporting to EOs, HODs, Principals and Trustees



IES Building Maintenance System

The IES Building Maintenance System keeps details on properties and buildings. The system records details on work which needs to be done and when. It maintains data on work which has been done on the buildings.

Features

- Maintain details on all buildings and rooms
- Record regular maintenance required with dates due
- Record dates for major maintenance
- Record estimated costs
- Record details on work which has been done for comparison
- Reports for maintenance due
- Record contractor details

Benefits

- Reports available to plan maintenance
- Reports to assist budget planning
- All information on buildings in one place
- Able to print 5 and 10 year plans of maintenance



IES Purchase Order System

The IES Purchase Order System is designed to:

- Accept Requests for Purchases from staff
- Place Orders with Suppliers
- Receive goods and services from Suppliers
- Interfaces exist into other IES Systems:

Creditors System

- Access creditors
- Create invoices

General Ledger

- Report expenses and payments

Benefits

- Ease of use
- Timely information on requests for goods available to staff
- School's financial commitment to purchases
- Improved budgeting

Advantages

- Fast data entry
- Enter data once
- Accurate data in many IES Systems



Additional Notes about the IES System

IES – The Program

IES is written in the Development Tool OpenInsight. This Development Tool was chosen for its versatility and flexibility. It means that the IES System can be readily adapted to User requirements. In the case of our International Schools, we are able to add individual pages in the Student Database to record “Local Information” for reporting purposes. The System is also able to print in various languages, including Asian / Chinese characters.

IES Support

IES offers software support via telephone, fax, email and the IES Website - IEdeSk. This support cost is covered by an Annual Support Fee.

IES can also access Clients' IES software via Terminal Server. This is becoming a popular solution for our Clients, nationally and internationally, to provide fast assistance to problem solving. For the most up-to-date information about Terminal Server, refer to the Microsoft Website.

Terminal Server is also used by Clients for staff to log into the IES System, or other school systems, remotely.

IES Upgrades

IES provides regular upgrades to meet Statutory reporting requirements and Client requests. These upgrades are available from the Members Section of the IES Website and all clients are notified of the upgrade availability by email.

Network Licence Fees

A Network Licence per user is required to run IES on the Network. The cost is approximately \$US300 per user with a multiuser licence available at \$US6,000.

Data Conversion

In most cases, a school's current Student database and Library database can be converted into the IES System.

Installation and Training

Initial installation, data conversion and training would involve approximately a week for the Student System and a similar length of time for the Financial Systems depending on the use that would be required. The number of modules taken and the number of staff to training would also determine the length of time needed.