

Pool and Areas – Bulletin

Project Information

The Pools and Sections pages have been upgraded to make them...

- Easier to understand.
- Easier to use.
- And to reduce data entry if you are running a lot of activities.

Full instructions on how to use the new pages can be found by pressing **Help** when viewing one of the two new pages.

New Page Access

The new pages are accessed either by...

Pressing **Location Configuration** then **Pools, Areas and Section**

or

From either a **Course Configuration** or **Creation** page by selecting the **Add/Edit** options on the **Pools** or **Sections** dropdowns.

Tip and Change

Some users may see pools duplicated entries on the **Course Configure** and **Pools** page because the Pool name or Area has been entered multiple times when the system was originally set up, this is resolved by making one (or if necessary more) Pools inactive, the aim being to only have Pool (name) active. The table below shows how the pools page may look if you see duplicates, and how the setting should be changed, basically ensure that only one of each pool name is active. All changes here are reversible so do not be concerned about making changes.

Before

Pool Name	Active
Main Pool	Yes
Main Pool	Yes
Main Pool	Yes
Teaching Pool	Yes
Teaching Pool	Yes

After

Pool Name	Active
Main Pool	Yes
Main Pool	No
Main Pool	No
Teaching Pool	Yes
Teaching Pool	No