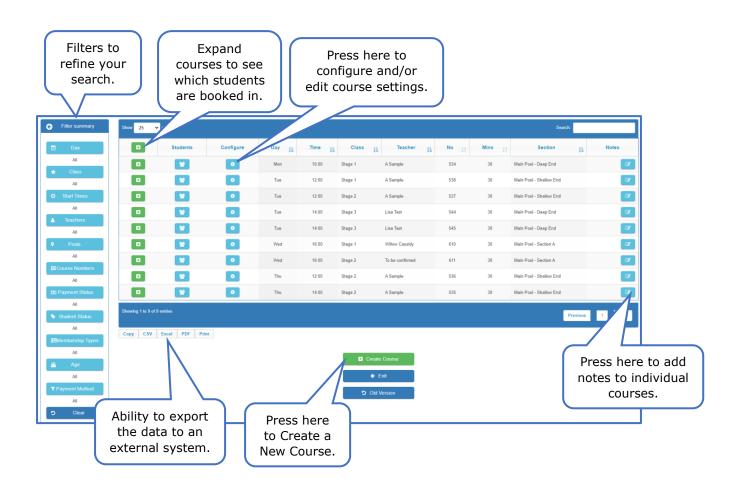# How to Search for a Course

The **Courses** and **Search** facility has three primary functions. The first is to manipulate courses, the second is to change student's settings and the third is to contact people en-mass.

Once you've gone to **Courses** from the **Main Menu** and then pressed **Search**, you will be presented with the page below.

Filters to refine your search.

Expand courses to see which students are booked in.

Press here to configure and/or edit course settings.

Press here to add notes to individual courses.

Ability to export the data to an external system.
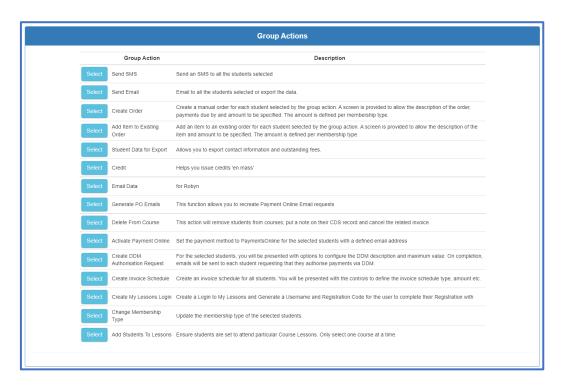
Press here to Create a New Course.

On the left-hand side of the screen, you will see a list of filters. These can be used to refine your search to find the desired courses easily and efficiently. The various filters include Day, Class, Start Times, Teachers, Pools, Course Number, Payment Status, Student Status, Membership Types, Age and Payment Method.

Group Actions

At the very bottom of the list of filters, you have the option of a **Group Action**. This will take all students who are on a selected course/courses and you will be able to complete an action for all these students at once.

Group Action	Description
Select — Send SMS	Send an SMS to all the students selected
Select — Send Email	Email to all the students selected or export the data.
Select — Create Order	Create a manual order for each student selected by the group action. A screen is provided to allow the description of the order, payments due by and amount to be specified. The amount is defined per membership type.
Select — Add Item to Existing Order	Add an item to an existing order for each student selected by the group action. A screen is provided to allow the description of the item and amount to be specified. The amount is defined per membership type.
Select — Student Data for Export	Allows you to export contact information and outstanding fees.
Select — Credit	Helps you issue credits 'en mass'
Select — Email Data	for Robyn
Select — Generate PO Emails	This function allows you to recreate Payment Online Email requests
Select — Delete From Course	This action will remove students from courses; put a note on their CDS record and cancel the related invoice.
Select — Activate Payment Online	Set the payment method to PaymentsOnline for the selected students with a defined email address
Select — Create DDM Authorisation Request	For the selected students, you will be presented with options to configure the DDM description and maximum value. On completion, emails will be sent to each student requesting that they authorise payments via DDM.
Select — Create Invoice Schedule	Create an invoice schedule for all students. You will be presented with the controls to define the invoice schedule type, amount etc.
Select — Create My Lessons Login	Create a Login to My Lessons and Generate a Username and Registration Code for the user to complete their Registration with
Select — Change Membership Type	Update the membership type of the selected students.
Select — Add Students To Lessons	Ensure students are set to attend particular Course Lessons. Only select one course at a time.

The **Group Actions** page has two columns, one says what the Group Action is called and the other gives a brief description. Press the **Select** button next to the Group Action you wish to carry out and you will be taken to the next step.

Configure button

The **settings wheel** in the configure column of the Search page is for editing or configuring course settings.

You will be redirected to the **Manage Course** page. Here, you can update any existing course, add a new course, and delete courses. You will have seen this page before when first configuring your activities and courses and so should be familiar with the aspects.

Student Settings

Pressing the **Students** button next to the relevant course will take you to the **Edit Course Attendees** page. Here, you will see a list of the students on the course, you are able to navigate straight to their **CDS**, issue them awards or delete them from the course.

If the data is available, you will be able to see if they are moving or staying at the next re-enrolment period, and what class they will be staying in or moving to.