

# ***Browser Tips & Tricks:***

*Tips to Navigate ASAP with Success*

Presented by Julia Kim



# ***Agenda***

- Tips for entering and finding data
- Reports and tools to Manage data
- Browser tips



# ***Tips for Entering and Finding Data***

## ***Tip 1: Keyboard Shortcuts***

- **Tab key** to move to the next field
- **Shift + tab keys** to navigate to a previous field
- **Up/down arrow** in drop-down menus
- **Letter or number keys** to navigate to different sections of a drop-down menu, such as states or birthdates
  - Date: A=April, AA=August
- **Space bar** for checkboxes or radio buttons
- Beware of the **return key**!

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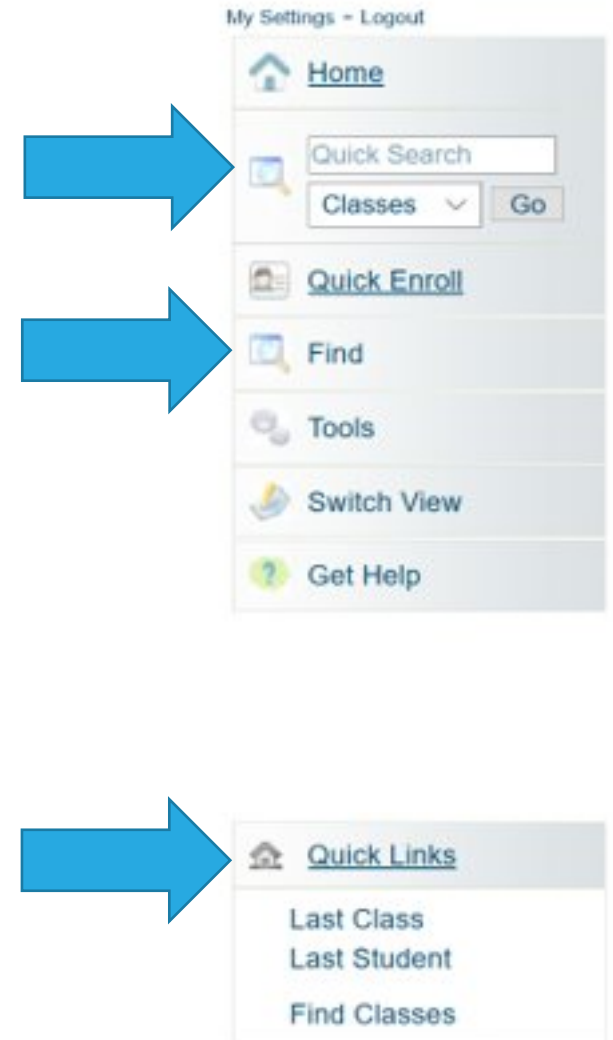
## ***Tip 2: Use the ID#'s***

- ASAP Student ID# and the Invoice ID# can be used to go directly to a student account or invoice
  - If you're on a student account, replace the ID# at the end of the URL with the ASAP Student ID#
  - If you're on an invoice, replace the ID# at the end of the URL with the Invoice ID#
  - Example: Searching for Student ID# 122756 or Invoice ID# 8829365



## ***Tip 3: Search Quickly***

- **Quick Search** for Students, Classes, Invoices and Staff
  - Note: Text must be entered in order to initiate the search
- **Quick Links** to go to the Last Class, Student Invoice, Report or Page
  - Depends on your user access permissions.



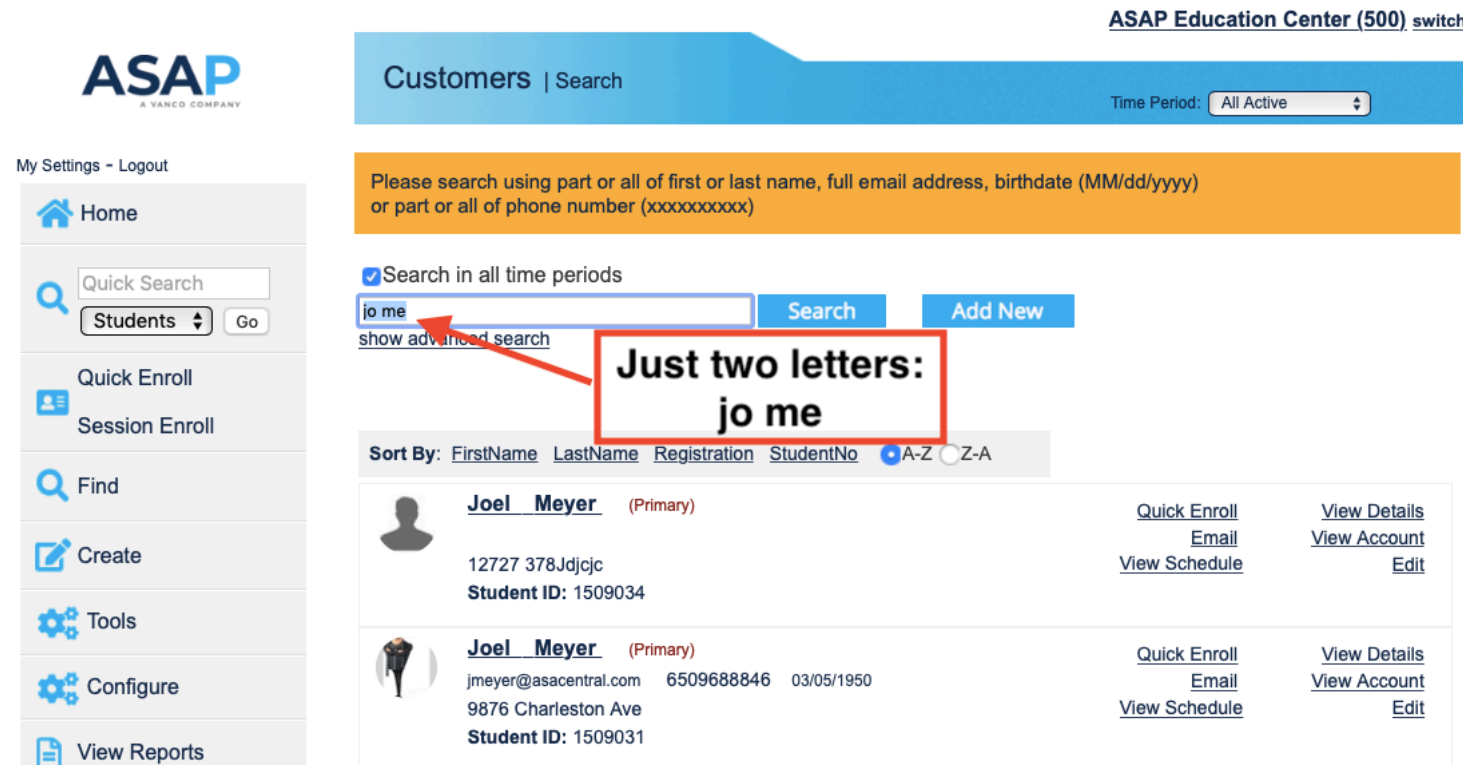


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# Tip 4a: Exact Search is Optional

- When you are unsure of the exact spelling, you can search on first 2 characters of first/last name in Classic



ASAP Education Center (500) [switch](#)

Customers | Search

Time Period: All Active

Please search using part or all of first or last name, full email address, birthdate (MM/dd/yyyy) or part or all of phone number (xxxxxxxxxx)



☒ Search in all time periods

jo me Search Add New

show advanced search

**Just two letters:  
jo me**

Sort By: [FirstName](#) [LastName](#) [Registration](#) [StudentNo](#) [A-Z](#) [Z-A](#)

	<b>Joel Meyer</b> (Primary) 12727 378Jdjcc Student ID: 1509034	<a href="#">Quick Enroll</a> <a href="#">Email</a> <a href="#">View Schedule</a>	<a href="#">View Details</a> <a href="#">View Account</a> <a href="#">Edit</a>
	<b>Joel Meyer</b> (Primary) jmeyer@asacentral.com 6509688846 03/05/1950 9876 Charleston Ave Student ID: 1509031	<a href="#">Quick Enroll</a> <a href="#">Email</a> <a href="#">View Schedule</a>	<a href="#">View Details</a> <a href="#">View Account</a> <a href="#">Edit</a>

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# Tip 4b: Partial Search on First or Last Name

- Search on first 2 characters of first or last name in ASAP Beta

The screenshot shows the ASAP Beta interface. On the left is a sidebar with navigation links: Enroll, Companies, Customers, Staff, Classes, Courses, Credit Programs, Enrollments, Fundraising, Invoices, Memberships, Products, Sessions, Tools, and Sandbox. The 'Customers' link is selected. The main area displays a table of customers. A search bar at the top of the table contains the text 'jo', with a red arrow pointing to it and a red box highlighting the text. A tooltip next to the search bar reads: 'Just two letters on first or last name: jo'. The table has columns: NAME, ID, BIRTHDATE, PHONE NUMBER, EMAIL, ADDRESS, and CREATED DATE. The table lists 10 customers, including John A, Jorge Abbud, John Abraham, John Adams, John Barleycorn, Joe Blue, Josefana Collado, Jorge Diaz, Edith Edmondson, and Joey Gaeta.

NAME	ID	BIRTHDATE	PHONE NUMBER	EMAIL	ADDRESS	CREATED DATE
John A	4991084	2/16/16	(123) 356-03546	john@asdfs.com	2345	9/12/17
Jorge Abbud	1509068		(650) 869-6375			2/23/15
John Abraham	1509076		(876) 543-1234	j@asa.com	1310 Hollenbeck Ave	2/23/15
John Adams	5621812		(123) 123-1234		120 Winter Drive	2/7/18
John Barleycorn	4523345					7/18/17
Joe Blue	3165884	2/15/88	(234) 345-3467	joe@blue123.com	2355	9/6/16
Josefana Collado	1509101		(650) 355-2205		1100 Fernwood Dr	2/23/15
Jorge Diaz	1509244		(650) 692-0117		129 Allison St.	2/23/15
Edith Edmondson	1509254	5/5/92	(987) 654-3212	joel@asa.com	137 Pecks Lane	2/23/15
Joey Gaeta	1508933		878-5111		1700 El Camino Real - Rue 2 - Space 4	2/23/15



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# Tip 5a: Focus Your Search with Advanced Search

- Search on name, email, birthdate
- Street address, city, Zip

Customers | Search Time Period: All Active

Please search using part or all of first or last name, full email address, birthdate (MM/dd/yyyy) or part or all of phone number (xxxxxxxxxx)





☒ Search in all time periods

Search Add New

[hide advanced search](#)

Street Address :  City :  Zip Code :  Search

Sort By: [FirstName](#) [LastName](#) [Registration](#) [StudentNo](#) ☒ A-Z ☐ Z-A

	<b>John Abraham</b> (Primary) j@asa.com (876) 543-1234 1310 Hollenbeck Ave Student ID: 1509076	<a href="#">Quick Enroll</a> <a href="#">Email</a> <a href="#">View Schedule</a>	<a href="#">View Details</a> <a href="#">View Account</a> <a href="#">Edit</a>
	<b>Hugo Boss</b> (Primary) u@asa.com (456) 789-7890 04/05/1980 1310 Hollenbeck Ave Student ID: 2246937	<a href="#">Quick Enroll</a> <a href="#">Email</a> <a href="#">View Schedule</a>	<a href="#">View Details</a> <a href="#">View Account</a> <a href="#">Edit</a>
	<b>Marty Builder</b> (Primary) builder@b.com 4646667777 09/13/1995 1310 Hollenbeck Ave, Suite C Student ID: 3429188	<a href="#">Quick Enroll</a> <a href="#">Email</a> <a href="#">View Schedule</a>	<a href="#">View Details</a> <a href="#">View Account</a> <a href="#">Edit</a>
	<b>Bob Builder</b> (Parent) builder@b.com 4646667777 04/04/2004 1310 Hollenbeck Ave, Suite C Student ID: 3429187	<a href="#">Quick Enroll</a> <a href="#">Email</a> <a href="#">View Schedule</a>	<a href="#">View Details</a> <a href="#">View Account</a> <a href="#">Edit</a>

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# Tip 5a: Focus Your Search with Filters

- Search on name, email, birthdate
- Filter by:
  - Customer Group
  - Customer Type
  - Status
  - Zip Code
  - Grade

Customers

Customer Group Customer Type Active 94087

Grade

**Use filters for Advanced Search: 94087**

	NAME	ID	BIRTHDATE	PHONE NUMBER	EMAIL	ADDRESS	CREATED DATE
	Jason Aalgard	1509055	5/6/76	(650) 380-6477	jmeyer@asacentral.com	1329 Western Cape Blvd	2/23/15
	Amelia Abalos	1509058	11/1/34			123 West Main St.	2/23/15
	John Abraham	1509076		(876) 543-1234	j@asa.com	1310 Hollenbeck Ave	2/23/15
	Bob Builder	3429187	4/4/04	(464) 666-7777	builder@b.com	1310 Hollenbeck Ave, Suite C	1/5/17
	Marty Builder	3429188	9/13/95	(464) 666-7777	builder@b.com	1310 Hollenbeck Ave, Suite C	1/5/17
	Seven Chen	6709044		(408) 775-7578	schen@asacentral.com	1310 Hollenbeck Ave.	2/8/19
	Steven Chen	5810106	5/1/30	(408) 775-7578	schen@asapconnected.com	1310 H st.	3/20/18
	Bob Frankenstein	1509138	1/3/85	(231) 213-2122	jmeyer@asapconnected.com	123 Graden St.	4/23/10
	Gerry FRankerin	1509121	3/4/80	(125) 654-6546	jmeyer@asacentral.com	3838 Ddkdkeidk	8/3/09
	Juniper Goodness	1509026	4/4/50	(215) 645-6544	jmeyer@asapconnected.com	282 Walker Ave.	7/15/09
	Hugh Grant	2149587	3/4/10	(987) 654-3214	t@asa.com	110 Main St.	9/4/15
	Andy Ha	1508955	3/3/52	(212) 326-3636	cloogarcia@asapconnected.com	987 Kimber Blvd.	2/23/15
	Hugh Harris	3245940	6/5/79	(123) 456-6599	u@asa.com	123 Walker Ave	9/26/16

# ***Reports and Tools to Manage Data***



## Tip 1: Bookmarks

- Save favorite reports with the ★, then locate in View Reports

Class and Lesson Reports		
★	<a href="#">Class Notes</a>	View class and lesson notes by time period and location.
★	<a href="#">Class Roster</a>	Filter by Time Period, Course Group, Instructors, and Enrollment Status Show or hide invoice data, as well as answers to custom questions
★	<a href="#">Class Roster (grid)</a>	Roster Report displayed in a grid, with payment and credit data
★	<a href="#">Class Summary</a>	Class Summary.
★	<a href="#">Class Summary Master</a>	Class Summary Master Report
★	<a href="#">Course Catalog</a>	View and print your course catalog by period
★	<a href="#">Drops &amp; Transfers</a>	View drops and transfers by class.
★	<a href="#">Incomplete Registrations</a>	Displays accounts created with no enrollments
★	<a href="#">MultiClassViewEdit</a>	Display Multi Class View
★	<a href="#">Private Lesson Roster</a>	Lessons by instructor, sorted by day and time
★	<a href="#">Roster By Teacher Day</a>	Extended daytime filters for class rosters
★	<a href="#">Roster Schedule by Day Report</a>	Get Roster Schedule by Day
★	<a href="#">Session Roster</a>	Class Roster for Event Sessions
★	<a href="#">Session Summary Master</a>	Class Summary for Event Sessions

Create

Tools

Configure

View Reports

Master Reports  
All Customers By Organization  
Class Roster (grid)

Switch View

Get Help



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# Tip 2: Proofing Classes



### ASAP Reporting - Course Catalog

☒ Show Course Descriptions ☐ Show Class Notes and Materials

Location:  Instructor:  Time Period:

Programs:  Age Range: Min:  Max:  Course Group:

Department:  Export to Excel Course:

1 of 2

### Course Catalog Report

### ASAP Education Centre

#### Advanced ESL

The course focuses on a few themes that, when taken together, provide a full view of what the human body is capable of and of the exciting processes going on inside of it. The themes are: Structure and function of the body, and the connection between the two. Homeostasis, the body's natural tendency to maintain a stable internal environment. Levels of Organization, the major levels of organization in the human organism from the chemical and cellular levels to the tissues, organs and organ systems. Integration of Systems, concerning which systems are subsets of larger systems, and how they function together in harmony and conflict. Developed with best practices in applied learning theory, this course offers an active learning experience for any student in the form of pre-tests, ample practice opportunities, 3D interactive images, walkthrough videos, and other special tools and applications that will increase your comprehension of anatomy and physiology. Ultimately, your understanding of the material offered in this course will provide you with a solid foundation to explore careers in the health and fitness industries.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	Ages	StartTime	EndTime	Location	Room	Fee*
4110.01	Jefferson, Thomas	07/02/2019	06/30/2020	Tu We Th	157	-	09:00 AM	11:00 AM	ASAP Education Center	Corner Nook	\$32.00
4110.05	Jefferson, Thomas	07/01/2019	06/30/2020	Mo Tu We	158	-	09:00 AM	11:00 AM	ASAP Education Center	Corner Nook	\$32.00

#### Basic Math Skills

This course focuses on teaching the basic math skills needed in everyday life. This includes addition, subtraction, multiplication and division. We also will introduce exponents and orders of operation. Once finished and successfully completing this class, students will be ready to take High School Math and Algebra subjects and to pass the math section of the High School Equivalency Exam.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	Ages	StartTime	EndTime	Location	Room	Fee*
Math.01	Carlson, Valda	07/01/2019	06/30/2020	Mo Tu Th	158	-	08:00 AM	10:00 AM	ASAP Education Center	Corner Nook	

#### English 1

English 1 is the first year of English taught in High School. It is in two parts: fall and spring semester

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	Ages	StartTime	EndTime	Location	Room	Fee*
0608	Barker, Bob	07/01/2019	06/30/2020	Mo Tu	106	-	05:30 PM	07:30 PM	ASAP Education Center	Austin Room	

## Course Catalog Report

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# Tip 3: Review Info for All Classes at a Glance


Group Name	Course Name	Description	Event Cd	Site Name	Start Date	End Date	Start Time	End Time	Default Fee Sum	Room	Days Of Week	Instructor	Additional Info	Event Detail Link
AEBG   Adult Basic Education	Basic Math Skills	This course focuses on teaching the basic math skills needed in everyday life. This includes addition, subtraction, multiplication and division. We also will introduce exponents and orders of operation. Once finished and successfully completing this class, students will be ready to take High School Math and Algebra subjects and to pass the math section of the High School Equivalency Exam.	Math.01	ASAP Education Center	07/01/2019	06/30/2020	08:00 AM	10:00 AM	0.0000	Corner Nook	Mo Tu Th	Valda Carlson		<a href="http://register.asapconnect.org=500&amp;pk=1471651">http://register.asapconnect.org=500&amp;pk=1471651</a>
AEBG   Adult Basic Education	English 1	English 1 is the first year of English taught in High School. It is in two parts: fall and spring semester	0608	ASAP Education Center	07/01/2019	06/30/2020	05:30 PM	07:30 PM	0.0000	Austin Room	Mo Tu	Bob Barker		<a href="http://register.asapconnect.org=500&amp;pk=1471653">http://register.asapconnect.org=500&amp;pk=1471653</a>
AEBG   Adult Basic Education	English 1	English 1 is the first year of English taught in High School. It is in two parts: fall and spring semester	0608	ASAP Education Center	07/01/2019	06/29/2020	05:30 PM	07:30 PM	0.0000	Austin Room	Mo	TBD TBD		<a href="http://register.asapconnect.org=500&amp;pk=1471654">http://register.asapconnect.org=500&amp;pk=1471654</a>
AEBG   Adult	English 9	Description	0609	ASAP Education Center	07/01/2019	06/29/2020	04:00	04:30	0.0000	10	Mo	Bob		<a href="http://register.asapconnect.org=500&amp;pk=1471655">http://register.asapconnect.org=500&amp;pk=1471655</a>

Class Details by Course Group

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# Tooltip: Edit All Classes with the Editors



ASAP Reporting - MultiClass View & Edit

Time Period:

Full Year 19-20


Course Group:

All Groups

Class Status:

Select All

Search Classes or Courses by name



Show Classes

Edit	Course	Code	Status	Location	Room	Instructor	Start Date	End Date	Start Time	End Time	Capacity	Default FeeSum	WaitList	Show Online	TBD	
<a href="#">Edit</a>	Advanced ESL	<a href="#">4110.01</a>	Active	ASAP Education Center	Cornor Nook	Jefferson, Thomas	7/2/2019	6/30/2020	09:00 AM	11:00 AM	30	\$32.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Edit</a>	Advanced ESL	<a href="#">4110.05</a>	Active	ASAP Education Center	Cornor Nook	Jefferson, Thomas	7/1/2019	6/30/2020	09:00 AM	11:00 AM	30	\$32.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Edit</a>	Basic Math Skills	<a href="#">Math.01</a>	Active	ASAP Education Center	Cornor Nook	Carlson, Valda	7/1/2019	6/30/2020	08:00 AM	10:00 AM	25	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Edit</a>	English 1	<a href="#">0608</a>	Active	ASAP Education Center	Austin Room	Barker, Bob	7/1/2019	6/30/2020	05:30 PM	07:30 PM	30	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Edit</a>	English 1	<a href="#">0608</a>	Active	ASAP Education Center	Austin Room	TBD, TBD	7/1/2019	6/29/2020	05:30 PM	07:30 PM	30	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Edit</a>	English 9	<a href="#">eng9</a>	Active	ASAP Education Center	10	Barker, Bob	7/1/2019	6/29/2020	04:00 PM	04:30 PM	30	\$0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Edit</a>	ESL - Advanced	<a href="#">ESLAdv.4</a>	Active	ASAP Education Center	Chicago Room	Barker, Bob	7/1/2019	6/30/2020	08:00 AM	10:20 AM	20	\$10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$
<a href="#">Edit</a>	ESL - Beginning Low	<a href="#">ESLBeginLow.04</a>	Active	ASAP Education Center	Seattle Room	TBD, TBD	7/2/2019	6/30/2020	09:00 AM	11:00 AM	30	\$10.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$

Class Grid Editor



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# Tip 4: Keep Data Clean and De-Dupe

- Step 1: ID duplicate students with the Possible Duplicate Student Report

## Possible Duplicate Student Records

List of all Customers having possible duplicated records

### Custom Query

Report View: Show matches on names only (more)

Filter

Export to Excel



Drag a column header and drop it here to group by that column

Customer ID	Last Name	First Name	Enrollment Records Count	Email	Primary Phone	Birthdate	Street1	City	STATE	Postal Code	Created Date	Customer Type Cd
5089451	a	Adriana	4		2345	03/02/2027	23	SF	CA	23545	10/19/2017	DFLT
5089586	A	Adriana	5	adriana@a.com	234534		235-234-5365	sdf	CA	234354	10/19/2017	DFLT
2781019	asdf	asdf	0	test54321@example.com	asdf	01/01/1957					05/25/2016	DFLT
6921160	asdf	asdf	0	asd@assdd.dd	23423	03/05/2015	Asdf	Asdf	CA	234	04/25/2019	DFLT
2028731	Builder	Bob	62	jmeyer@asapconnected.com	0	09/16/1991	101 Construction Lane	BuildMeBig	CA	93493	08/03/2015	DFLT
3429187	Builder	Bob	0	builder@b.com	4646667777	04/04/2004	1310 Hollenbeck Ave, Suite C	Sunnyvale	CA	94087	01/05/2017	DFLT



# Tooltip: Merge Students

- Step 2: Once you’ve verified the duplicates, use the Student Merge under Tools

Merge Students

Time Period: All Active

Enter the name of the student, then select the two student records you wish to merge. The student record marked Primary will be the record that remains after the merge.

To search for all possible duplicate students, click the Search button without entering a name.

Search

FIRST NAME	LAST NAME	EMAIL	PRIMARY PHONE	BIRTHDATE	ZIP	STUDENT ID	CREATED DATE	
Ayla	Elkins	ayla@elkins.com	555-555-5555	08/15/2008	23523	6589859	01/14/2019	Select
Ayla	Elkins	ayla2@elkins.com	555-555-5555	03/03/2001	3456	6955132	05/13/2019	Select
Joel	Meyer	jmeyer@asapconnected.com	(408) 775-7572	06/07/1970	94087	1503578	02/17/2015	Select
Joel	Meyer	jmeyer@asacentral.com	3335556666	04/08/1957	94043	1509019	02/23/2015	Select
Joel	Meyer	jmeyer@asacentral.com	6509688846	03/05/1950	94043	1509031	02/23/2015	Select
Joel	Meyer	jmeyer@asapconnected.com	4087328200	03/04/1980	94087	1509212	10/05/2012	Select
Joel	Meyer	jmmeyer72@yahoo.com	(650) 209-5544	08/06/1976	94087	3933488	06/06/2017	Select
TestApr25	TestApr25	TestApr25@TestApr25.com	TestApr25	04/05/2025	TestApr25	6921147	04/25/2019	Select
TestApr25	TestApr25	TestApr252@TestApr251.com	TestApr25	07/06/2014	TestApr25	6921152	04/25/2019	Select



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# Tip 5: Check for Missing Emails

## Missing Emails

List primary account holders with missing emails

Custom Query

Filter

Export to Excel

Drag a column header and drop it here to group by that column

First Name	Last Name	Username	Primary Phone	Secondary Phone	Street	City	State	Postal Code
Adriana	a	3821984	2345		23	SF	CA	23545
Rutherly	Aardvark	RutherlyAardvark	(650) 968-8846		1077-c Independence Ave	Mountain View		94043
Amelia	Abalos	AmeliaAbalos			123 West Main St.	Sunnyvale	CA	94087
Esther	Abanto	EstherAbanto	3440301			Burlingame	CA	
Cristian	Abaunza	CristianAbaunza					CA	
Vilma	Abaunza	VilmaAbaunza	4447567411		123 Tester Road	So San Francisco	CA	94080
Judith	Abaya	JudithAbaya	(650) 991-0266	0		Daly City	CA	94015
Abdul	Abbas	AbdulAbbas	6507553216			Daly City	CA	94014
Lily	Abbas	LilyAbbas	7426957			South San Francisco	CA	94080
Nuha	Abboushi	NuhaAbboushi	(650) 991-4678	0		South San Francisco	CA	94080
Jorge	Abbud	JorgeAbbud	6508696375			South San Francisco	CA	94080
Suha	Abdel	SuhaAbdel	(650) 588-1539			South San Francisco	CA	94080

Missing Emails (for Primary  
Accountholders) Report

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# Tip 6a: Keep Your Staff & Faculty Current

Drag a column header and drop it here to group by that column									
Employee ID	First Name	Last Name	Email	Employee Type	Is Teacher	Username	Details	Primary Phone	Secondary Phone
63827	Test	Administrator	mbarrera@asapconnected.com	ADMIN	No	max123			
22997	Dan	Auerbach	mbarrera@asapconnected.com	REPORT	Yes	dan	<p><b>Daniel Quine "Dan" Auerbach</b> (born May 14, 1979) is an American musician and record producer best known as the guitarist and vocalist for The Doors</p> <p><u>American actor</u> and is widely regarded as an American <u>cultural icon</u>. In 1999, the <u>American Film Institute</u> ranked Bogart as the <u>greatest male star</u> in the history of American cinema.</p> <p>After trying various jobs, Bogart began acting in 1921 and became a regular in Broadway productions in the 1920s and 1930s. When the <u>stock market crash of 1929</u> reduced the demand for plays, Bogart turned to film. His first great success was as Duke Mantee in <u>The Petrified Forest</u> (1936), and this led to a period of <u>typecasting</u> as a gangster with films such as <u>Angels with Dirty Faces</u> (1938) and <u>B-movies</u> like <u>The Return of Doctor X</u> (1939).</p>	555 5555555	

All Active Staff Report



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# Tip 6b: Keep Your Staff & Faculty Current

- For Active and Archived Staff, use the All Employees by Organization Report

## Custom Query

Filter Export to Excel



Drag a column header and drop it here to group by that column

Employee Type	Last Name	First Name	Middle Name	Is Teacher	Primary Phone	Secondary Phone	Email	Employee ID	Employee No	Details
ADMIN	Administrator	Sample		No	408 7757572		jmeyer@asacentral.com	57584		
ADMIN	F	J		No			j@f.com	92443		
ADMIN	Ho	Kevin		Yes			kho@asapconnected.com	78684		
ADMIN	Login	Admin		No	408 7757572		jmeyer@asapconnected.com	55762		
ADMIN	Matic	Svetlana		No	4154380063		T@gmail.com	86112	111	
ADMIN	Meyer	Joel		No	4087757572		jmeyer@asapconnected.com	80178		
ADMIN	Rosas	Monica		No			monica@rosas.com	72913		



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# Tooltip: Make Sure Former Staff are Archived










Reduce the security risks

Staff | Search Time Period: All Active

☐ Include Archived

Search Add New

[show filters](#)

 <a href="#">Steve Ackler</a> (Instructor)	<a href="#">View Full Schedule</a> <a href="#">View Today's Schedule</a> <a href="#">View Contact Info</a>	<a href="#">Edit</a> <a href="#">View Details</a> <a href="#">Archive</a>
 <a href="#">Sample Administrator</a> (Administrator)	<a href="#">View Full Schedule</a> <a href="#">View Today's Schedule</a> <a href="#">View Contact Info</a>	<a href="#">Edit</a> <a href="#">View Details</a> <a href="#">Archive</a>
 <a href="#">P:</a> (Administrator)	<a href="#">View Full Schedule</a> <a href="#">View Today's Schedule</a> <a href="#">View Contact Info</a>	<a href="#">Edit</a> <a href="#">View Details</a> <a href="#">Archive</a>
 <a href="#">Bob Barker</a> (Instructor)	<a href="#">View Full Schedule</a> <a href="#">View Today's Schedule</a> <a href="#">View Contact Info</a>	<a href="#">Edit</a> <a href="#">View Details</a> <a href="#">Archive</a>
 <a href="#">Justin Bieber</a> (Instructor)	<a href="#">View Full Schedule</a> <a href="#">View Today's Schedule</a> <a href="#">View Contact Info</a>	<a href="#">Edit</a> <a href="#">View Details</a> <a href="#">Archive</a>
 <a href="#">Humphrey Bogart</a> (Instructor)	<a href="#">View Full Schedule</a> <a href="#">View Today's Schedule</a> <a href="#">View Contact Info</a>	<a href="#">Edit</a> <a href="#">View Details</a> <a href="#">Archive</a>
 <a href="#">Valda Carlson</a> (Instructor)	<a href="#">View Full Schedule</a> <a href="#">View Today's Schedule</a> <a href="#">View Contact Info</a>	<a href="#">Edit</a> <a href="#">View Details</a> <a href="#">Archive</a>

Edit staff info

Archive or unarchive staff

# ***Browser Tips***



Explore + Connect

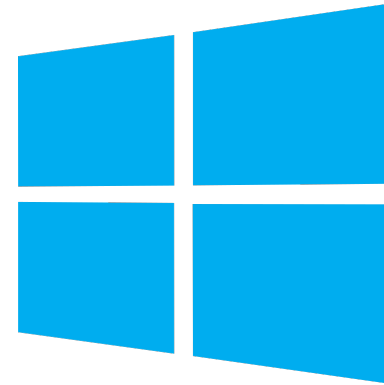
ASAP User  
Conference

## ***Tip 1: Stay Up-to-Date***

- ✓ Use the latest operating system (OS)
  - Are you using Windows 98? If so, it's time to upgrade!
- ✓ Don't Ignore Automatic Updates
  - Install the security updates
  - Install the browser version updates
  - Don't expose your org to security breaches

## ***Tooltip: Find the Versions***

- Operating Systems – Start with the Apple or the Window logos, then “Settings”



- Browsers
  - Chrome: Type **about:** in the address bar
  - Click on **Safari** or **Firefox**, then go to “About”

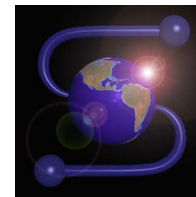


## ***Tip 2: Use More than One***

- ✓ Use multiple browsers – install if needed
- ✓ Use the **latest active** browsers, such as



- ⊠ Avoid using outdated, discontinued browsers



**Aol.**

Explore + Connect

ASAP User  
Conference



## ***Tip 3: Don't Store Sensitive Data***

If you work with student data, financial data in ASAP and/or on a shared computer and/or in an open environment



Reduce the security risks:



Disable/create exceptions for autofill



Choose “Never” when prompted to save passwords after creating a new student or

- Better yet, don't allow “Saved Passwords”



Force logout\*

- \*Ask your ASAP administrator to enable this Preferences setting

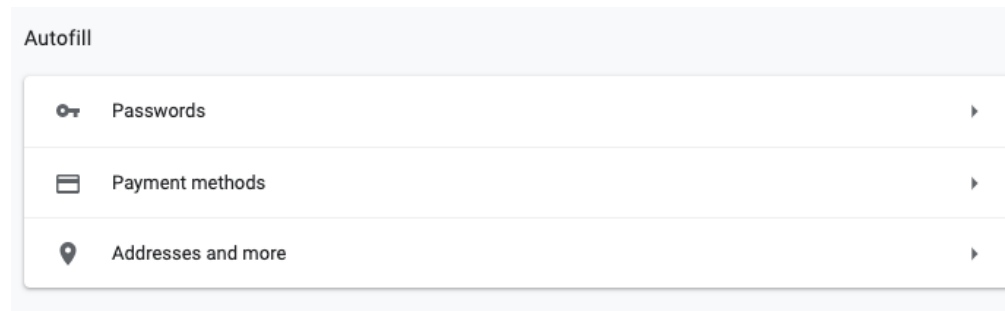
Explore + Connect

ASAP User  
Conference

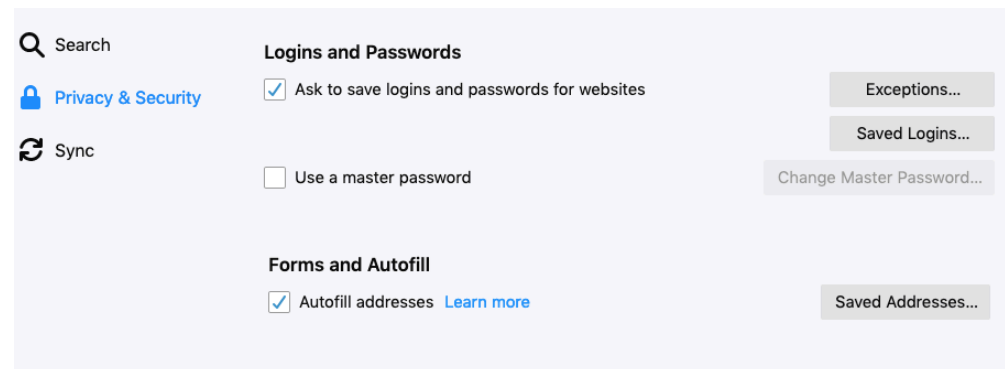


# Tooltip: Disabling Autofill

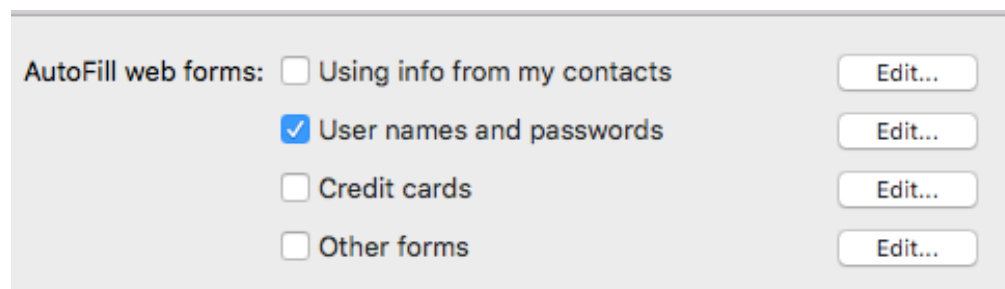
Chrome



Firefox



Safari



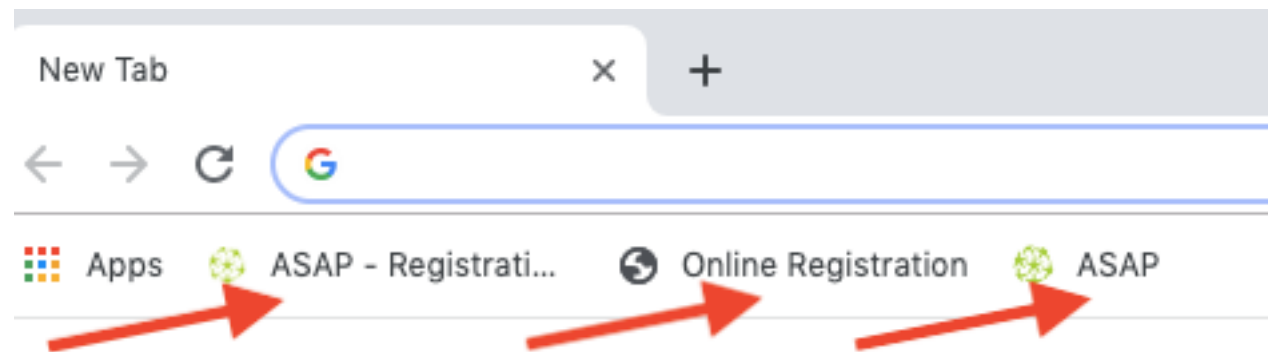


Explore + Connect

ASAP User  
Conference

## Tip 4: Use Bookmarks

- ✓ Bookmark ASAP or Add ASAP to Favorites
  - ASAP Admin:  
<https://app.asapconnected.com/login.aspx>
  - ASAP Public Site for Your Organization
  - ASAP Support Knowledge Base:  
<https://asapconnected.zendesk.com>
  - Quick Enroll or Favorite Reports

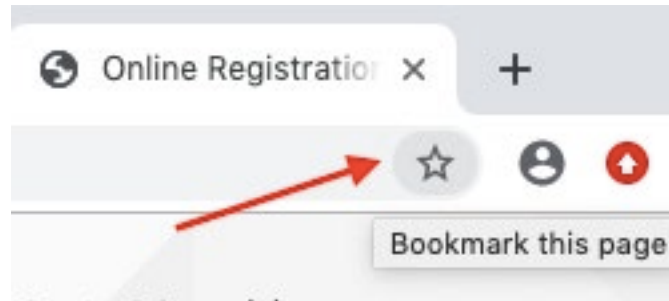


Explore + Connect

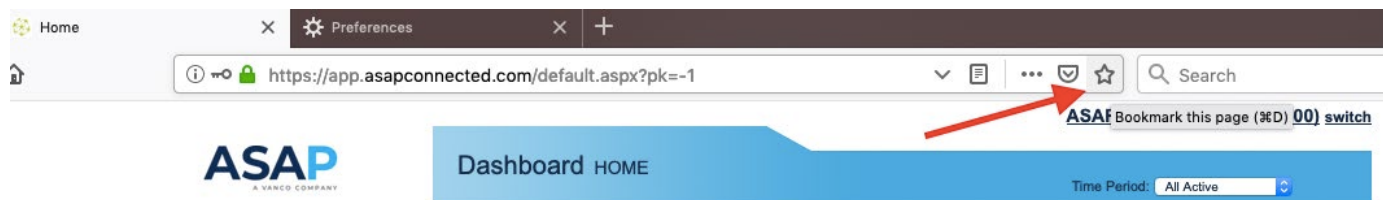
ASAP User  
Conference

# Tooltip: Add a Bookmark

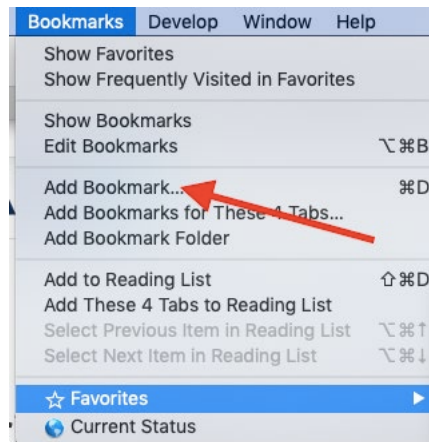
Chrome



Firefox



Safari



Explore + Connect

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Conference

## ***Tip 5: Manage Your Downloads***

- ✓ Choose a file location to save downloaded files
  - Typically, the “Downloads” folder
- ✓ Rename or move/save the file to a new location after downloading





Explore + Connect

ASAP User  
Conference

# Tooltip: Manage Downloads in Settings or Preferences

Chrome

## Downloads

Location  
/Users/jkim/Downloads

Change

Ask where to save each file before downloading



Firefox

## Files and Applications

### Downloads

☒ Save files to Downloads

Choose...

☐ Always ask you where to save files

Safari

File download location: Downloads

Remove download list items: After one day

- ☒ Open "safe" files after downloading  
"Safe" files include movies, pictures, sounds, PDF and text documents, and archives.

Explore + Connect

ASAP User  
Conference

# Tooltip: Finding Downloads in Firefox

ASAPConnected

https://app.asapconnected.com/ClassDetail.aspx?cid=1471650

Students

Go

Quick Enroll

Session Enroll

Find

Create

Tools

Configure

View Reports

Switch View

Get Help

ASAP Beta

AM  
7/2/2019 - 6/30/2020  
Full Year 19-20  
Where: Corner Nook, ASAP Education  
Who: Jefferson, Thomas  
Status: Active - Visible  
Credentials: Regular Student: \$32.00  
Fees:

English As a Second Language

RadGridExport-1.xls  
Completed — 18.3 KB

Show All Downloads

Drop/Transfer: 0  
Drop-In: 0

I want to: -- Select --

**In Firefox, after you download a file, it can be accessed here**

Class Roster Demographics Questions Grades/Credits Schedule Skills Notes

View: Enrolled and Pending Attendance Options

Drag a column header and drop it here to group by that column

	Actions	LastName	FirstName	Phone	Status	StudentID
<input type="checkbox"/> 1.	Action	A	Adriana	234534	ENROLLED	5089586
<input type="checkbox"/> 2.	Action	A	John	123-356-03546	ENROLLED	4991084
<input type="checkbox"/> 3.	Action	Abad	Bonifacio	(343) 555-3344	ENROLLED	1509056

Explore + Connect

ASAP User  
Conference

# Tooltip: Finding Downloads in Chrome

ASAPConnected

https://app.asapconnected.com/ClassDetail.aspx?cid=1471650

My Settings - Logout

Home

Quick Search

Students Go

Quick Enroll

Session Enroll

Find

Create

Tools

Configure

View Reports

Switch View

Get Help

ASAP Beta

### Advanced ESL

4110.01

When: Tuesday, Wednesday, Thursday 09:00 AM-11:00 AM  
7/2/2019 - 6/30/2020  
Full Year 19-20

Where: 10, ASAP Education Center

Who: Bogart, Humphrey

Status: Active - Visible

Credential: Regular Student: \$32.00

Fees:

Capacity: 30, Min: 0  
Enrolled: 21  
Completed: 0  
Pending: 0  
Waitlisted: 0  
Drop/Transfer: 0  
Drop-In: 0

I want to: -- Select --

Class Roster Demographics Questions Grades/Credits Schedule Skills Notes

View: Enrolled and Pending Attendance Options

Mass Edit Status

Drag a column header and drop it here to group by that column

	Actions	LastName	FirstName	Phone	Status	StudentID
1.	Action	A	Adriana	234534	ENROLLED	5089586
2.	Action	A	John	123-356-03546	ENROLLED	4991084
3.	Action	Abad	Bonifacio	(343) 555-3344	ENROLLED	1509056

RadGridExport {...xls}

Show All X

**In Chrome, downloaded files appear at the bottom of the screen**



Explore + Connect

ASAP User  
Conference

# Tooltip: Finding Downloads in Safari

ASAP Education Center (500) switch

## Class Detail

Time Period: All Active

### Advanced ESL

4110.01

**When:** Tuesday, Wednesday, Thursday 09:00 AM-11:00 AM  
7/2/2019 - 6/30/2020  
Full Year 19-20

**Where:** 10, ASAP Education Center

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**Status:** Active - Visible

**Credential:** Regular Student: \$32.00

**Fees:**

**Capacity:** 30, **Min:** 0  
**Enrolled:** 21  
**Completed:** 0  
**Pending:** 0  
**Waitlisted:** 0  
**Drop/Transfer:** 0  
**Drop-In:** 0

I want to: -- Select --

**Class Roster** Demographics Questions Grades/Credits Schedule Skills Notes

View: Enrolled and Pending Attendance Options


Mass Edit Status

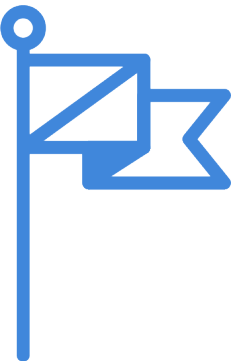
Drag a column header and drop it here to group by that column

	Actions	LastName	FirstName	Phone	Status	StudentID
<input type="checkbox"/>	1. Action	A	Adriana	234534	ENROLLED	5089586
<input type="checkbox"/>	2. Action	A	John	123-356-03546	FNROLLED	4991084
<input type="checkbox"/>	3. Action	Abad	Bonifacio	(343) 555-334 4	ENROLLED	1509056

In Safari, downloaded files appear in the dock

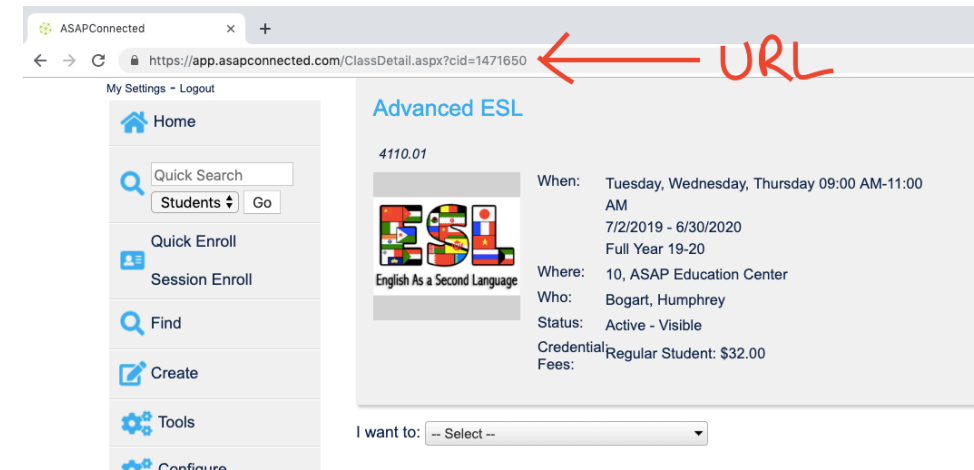
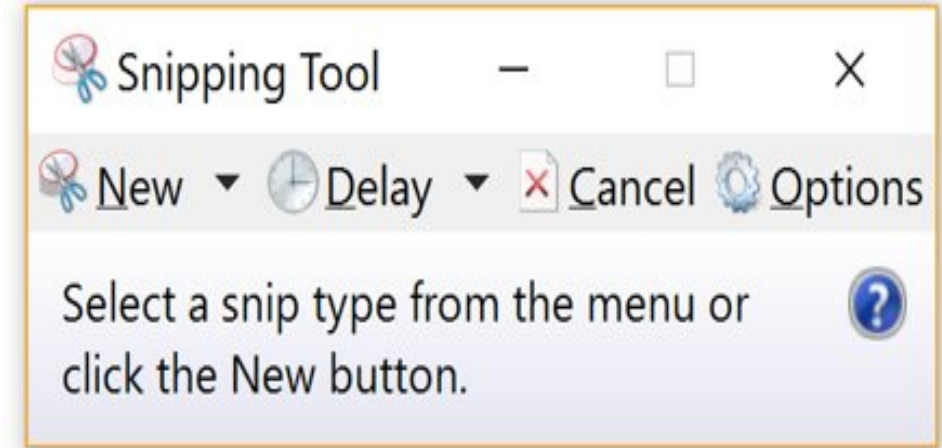
## ***Tip 6: Make the Most of Your Public Site***

- Add your own text to header/footer
- Personalize your home page
- [Add Hyperlinks](#) to [course pages](#) or a [specific class](#)
- [Link to PDFs](#) – let students download documents
- Find/create a button to link 
- Open links to a new window/tab or same window/tab



# Tooltip: Capture Your Screen

- Take a screenshot with the PRNT SCRNR key or Command+Shift+4 keys
- Use a Snipping Tool or Preview to mark up the screenshot
- This can take time to complete





Explore + Connect

ASAP User  
Conference

# ***Tooltip: Capture and Record Your Screen***

- JING ... if you can, download it. It's free!



***Questions?***

***THANK YOU!***

***Julia Kim***

***support@asapconnected.com***