

Meril 2 Data Entry Guide

Views

- COE View contains COE Data
- Student View contains Student Data

Searching

- Search for a single student
 - Press the Search button to open the Student Search
 - On the Key Data tab, enter the student's data and press the Do Search for Child button
 - Results will be displayed in the grid, select the desired student and press Select Child or simply double click on the desired student
- Use the Student List function to create a list of students for data entry
 - Press the Search button to open the Student Search
 - Search for your student and press the Add to List button.
 - To use the list, press the Use List button on the Student List tab. You can now navigate through your list using the navigation buttons.
 - To clear the list, press the Clear list button on the Student List tab of the Search window.

Entering Data

- Press the Plus Button [+] to create a new record.
- Much of your data is associated with a specific enrollment. For these records, you must first select the enrollment during which the event (service, test, needs assessment, course) occurs, then press the Plus Button [+] to create the new record
 - Supplemental Programs represent the services that a student receives
 - Test Data represents the state tests/assessments with which a student was assessed
 - Student Needs represents the a student's needs assessment
 - Parent data represents a student's current family information
 - Credit Accrual represents courses in which a high school student accrued credit

Snap Reports

- Go to the Reports Menu and select Snap Reports. To run a snap Report:
 - Select the name of the report you'd like to run
 - Enter any desired filters
 - Enter your Start Date and End Date, if requested
 - Press the Run Report Button

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Sending and Receiving Data

- Under Procedures Menu, select Upload Changes
- System will check for Upgrades – If updates are available, follow the screens as prompted.
- Press the Begin Upload button
- When done, an “Upload Complete” message will display; Press OK
- Press “Close” button to close

Using the COE Log

- When a user completes a step of the process, it records:
 - User
 - Date and Time
 - Any Comment entered by the User
- Provides a record of the COE process
- Provides communication record between users; must be used if rejected

Navigation Buttons

- [|<] First COE
- [<] Previous COE
- [>] Next COE
- [> |] Last COE
- [+] Add/Create a New COE
- [–] Delete a COE
- [✓] Save Changes (many actions auto-save)
- [✕] Cancel Changes (can't cancel after certain actions that save)
- Note: Changing Screens Saves Changes