



Managing Student Pickups

The Pickups section lists the names of all pickups in your database, and it's where you can manage adding and editing pickup information.

You can use the toolbar icons, located above the Pickup List, to view specific information about your pickups:

- Click the **Filter by form**  icon to display only Prospective or Inactive students in the list.
- Select a name in the Pickup List, and then click the **Show Details**  icon to view the names of all children that person is authorized to pick up.

1. On the Home screen, click **Pickups**.
2. On the toolbar, click **New**.
3. Select **Add New Student Pickup**, and click **OK**.

Note



When you add a new person as a pickup, the program assigns an Individual # to the new person.

There might be times when you want to assign an existing person as a pickup. An existing person already has an Individual #, so select **Select an existing person as the Student Pickup**.

4. Enter personal information for the pickup.
 5. Click **OK**.
1. On the Home screen, click **Pickups**.
 2. Select a name in the Pickup List.
 3. On the toolbar, click **Edit**.
 4. Make the changes, and click **OK**.
1. On the Home screen, click **Pickups**.
 2. On the toolbar, click **Print**. The Print window displays.
 3. Select a printer, and click **Print**.