



Modules in ASAP

Upon opening **ASAP**, six large buttons will appear on the left side of the screen. These are your menu choices. By clicking on any one of these, you will open new choices on the right-hand side of the screen in the form of more buttons. Following is the format of the main screen:

Setup:

- Time Periods
- Calendar
- Programs
- Courses
- Personnel
- Survey

Sections:

- Manage Sections
- Print Attendance
- Scan Attendance
- Manage Sheets
- Input Attendance
- Quick Attendance

Students:

- Manage Students
- Scan Registration
- Student Locator
- Quick Registration
- Input Transcripts
- Mass Transcripts

Reports/Applications:

- ASA Reports
- Custom Reports
- Online Registration
- Tops Client
- Teacher Attendance
- Inventory-Bookstore
- Lab Attendance



Lookup Tables:

- Student Type
- ADA Type
- Race
- Language
- Enrollment Status
- States
- County
- Zip City
- Districts
- Sites
- Rooms
- Schools
- Teacher Status
- Teacher Credentials
- Teacher Degree
- Teacher Excuses
- Employee Type
- Department
- Grades Ranking
- Attendance Type
- Skill Level
- Fee Items
- Student Fee Types
- Country of Origin
- Payment Type

Accountability:

- Print Grade Scanner
- Scan Grades
- Report Cards
- Dupl. Student Check
- GPA Update Utility
- Management Summary
- IAP

