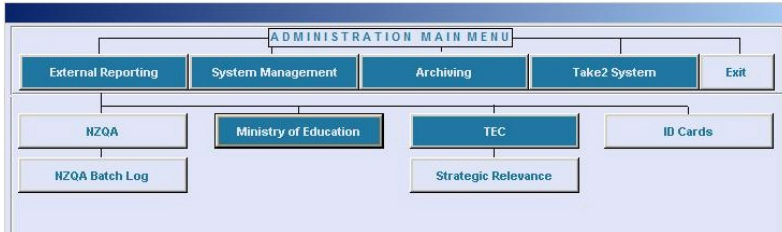


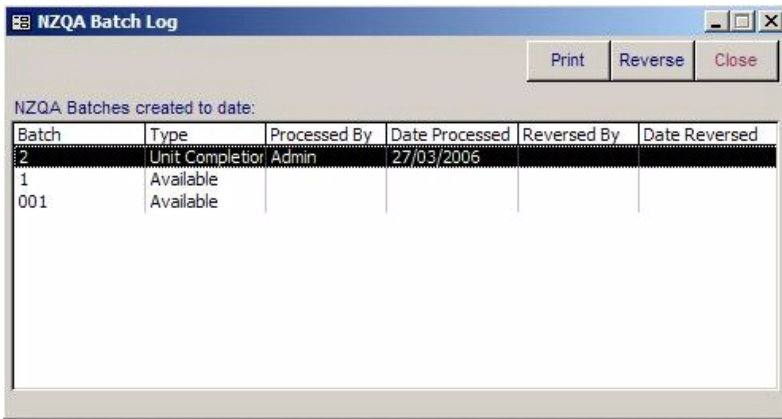
Viewing and Reversing a NZQA Batch

To view a NZQA batch

1. In the Administration Module **click** on the **External Reporting** button.
2. **Click** on the **NZQA Batch Log** button.



3. The NZQA Batch Log form will appear.



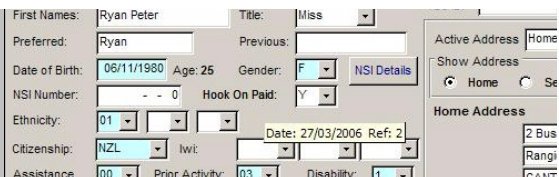
4. **Select** the applicable batch to view.
5. **Click** on the **Print** button.

Contents of NZQA Batch '2'
Type of Batch: Unit Standard Completions

Take2 ID	Student's Name	Unit Standard(s) Reported
118	Bamalman, Ryan Peter	UN56.5-05 Attend to customer enquiries face-to-face an UN57.5-05 Provide customer service in given situations
12	Belleman, Ryan	UN2875.3-05 Select and apply semipermanent hair colour UN56.5-05 Attend to customer enquiries face-to-face an UN57.5-05 Provide customer service in given situations UN58.4-05 Complete a sales transaction in a given situa
115	Bragg, Kori James	UN56.5-05 Attend to customer enquiries face-to-face an
65	Bremner, Scott Alan	UN56.5-05 Attend to customer enquiries face-to-face an

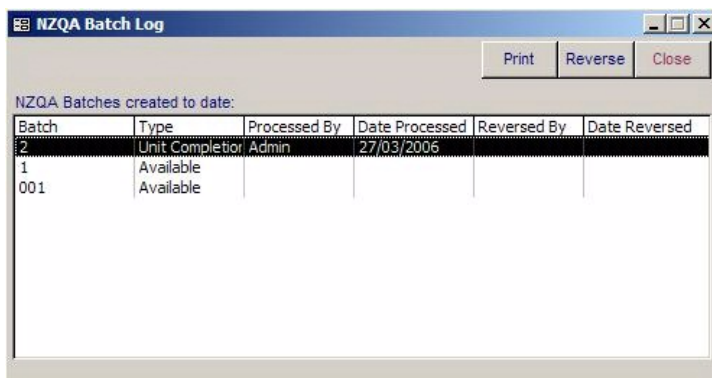
6. The details of the batch will be displayed.

NOTE: In the student's basic details, a tool tip will appear if the mouse pointer is hovered over the **Hook On Paid** field. This displays the date the Hook On was processed by Take2 and the batch reference.

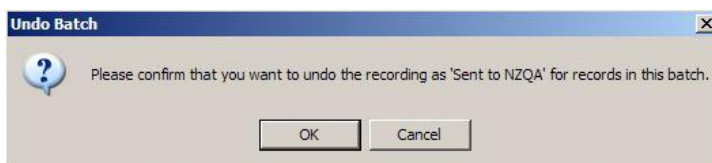


To reverse a NZQA batch

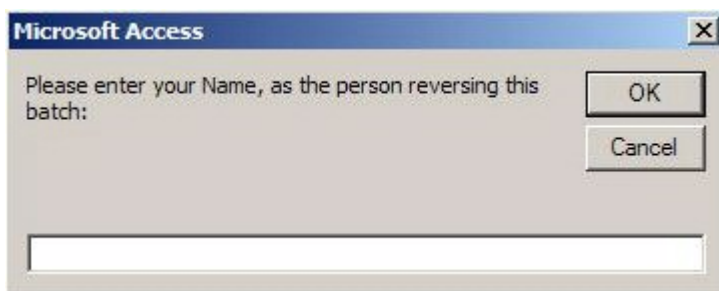
1. On the NZQA Batch Log form click on the **Reverse** button.



2. A dialogue box will appear asking you to confirm the reversal of the batch.



3. Click on the **OK** button.



4. A dialogue box will appear asking you to enter your name. This is to keep track of who reversed the batch.
5. Click on the **OK** button.
6. The NZQA Batch Log will be updated with the name of the person whom reversed the batch and date the batch was reversed.

