



## ADAPT IT AUSTRALASIA

Adapt IT Australasia Limited, a New Zealand registered company since 2009, is a subsidiary of Adapt IT Holdings Limited, which is registered in South Africa and listed on the Johannesburg Stock Exchange. Adapt IT has been involved in the education sector for more than 29 years and has in excess of 200 clients world wide.

*"Adapt IT Australasia is committed to bringing you solutions for today and tomorrow. We work closely with sector participants and tertiary education organisations to enhance our products and identify opportunities for improvement."*

Joining forces with Student Management Software Solutions in 2015 places Adapt IT Australasia in an ideal position to offer tertiary sector clients products to meet the requirements of a diverse range of institutions, from the smallest Private Tertiary Establishments, Polytechnics and Wānanga to large Universities.

Effectively managing student related information is a key challenge for tertiary education providers. Get it right, and you'll have everything you need at your fingertips. Artena will transform the way you work, saving time and resources, offering new standards of efficiency, and empowering you to deliver an improved, more informed service to your stakeholders and students.

We place a strong emphasis on gathering customer feedback to influence our product development roadmap and, as a learning organisation, have added additional stages to our development methodology to increase our business analysis and user acceptance testing processes.

Artena was developed with flexibility in mind and our operational mantra is to work together with our clients to find the best fit to support business rules and processes.

## ARTENA STUDENT MANAGEMENT SYSTEM

Artena is a web-enabled, MOE certified student management system that allows staff to track and manage the student lifecycle from the first point of enquiry, through admission and enrolment to graduation. It is easy to set up, configure, manage, and use. Artena meets all the regulatory and reporting requirements for New Zealand tertiary education institutions.



Artena has been in use by the tertiary sector since the late 1990's. It was designed specifically for New Zealand tertiary education providers. The system is continually enhanced with input from education providers.

There are many features and benefits Artena will give you over and above your specified requirements.



## Key functional areas in Artena include

- Client
- Marketing
- Teaching Structures
- Admissions and Enrolments – accept applications directly from your website or through the Student Portal
- Student Attendance
- Standard Communications Engine
- Student Support
- Academic Records
- International Student Management
- Student Finance
- Reporting solutions and Business Intelligence (BI)
- Interfaces
- System Administration and Security.

## COMPLIANCE

Artena is annually certified by the Ministry of Education as complying with the mandatory reporting requirements of the:

- Ministry of Education Single Data Return (SDR)
- Unfunded International Providers (UIP) data collection system.

in addition.... providing reporting and data extracts to the following organisations

- New Zealand Qualifications Authority (NZQA)
- Studylink Verification of Study (VOS)
- National Student Index (NSI)
- Immigration New Zealand (INZ)
- Literacy and Numeracy (LLN)
- Public Trust.

## Artena functionality

### CLIENT

Use Artena capability to capture persons and organisations. A person may have a number of different roles, but their key biographical data is recorded only once, and the various roles they may hold are all connected to the same person record.

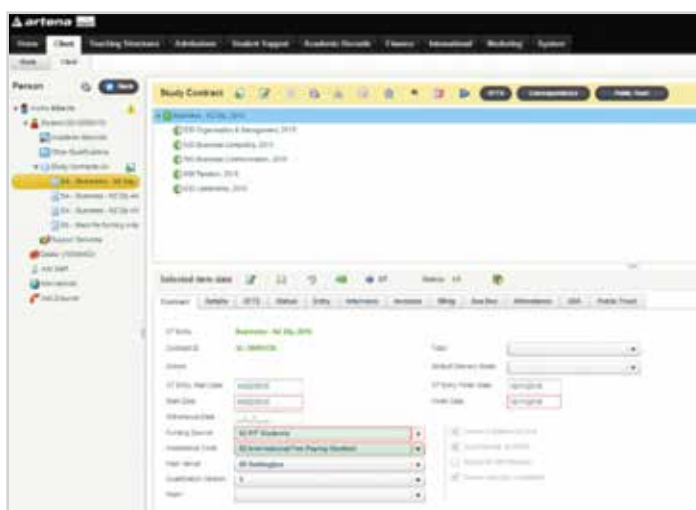
A person may be an enquiring prospective student, a student, an international student, a staff member or a debtor.

All contact with a person is recorded via the contact log, including biographical and role-specific information.

### MARKETING

Register enquiries to allow marketing personnel to track and cater for potential market demand.

A number of options are available to select from for on-line enrolment.



### TEACHING STRUCTURES

With a comprehensive register you'll have a complete record of the programmes, courses and units you offer. The system provides for programme management and supports version control of programmes and courses.



## ADMISSIONS AND ENROLMENTS

Artena allows for the set up and maintenance of student biographical, enrolment and academic achievement information.

On-line options are available, allowing students to enquire, apply and enrol. Students can also view their personal and academic information using the Student Portal module.

## ATTENDANCE

Quickly record attendance, manage student absences, and monitor regulatory attendance requirements.

## STANDARD COMMUNICATIONS ENGINE

Initiate various correspondence using pre-defined templates, or as created by a user as required.

Correspondence can be printed and mailed, sent by email, or text to individuals or groups directly from Artena.

## STUDENT SUPPORT

Maintain and track all your pastoral support records.

## ACADEMIC RECORDS

Records student results at programme and course level for enrolments, cross credits, RPL, and provides tools for qualification completion tracking.

## INTERNATIONAL STUDENT MANAGEMENT

The Artena system manages international student accommodation, recruiting agents, and insurance. The system supports visa applications through INZ.

## STUDENT FINANCE

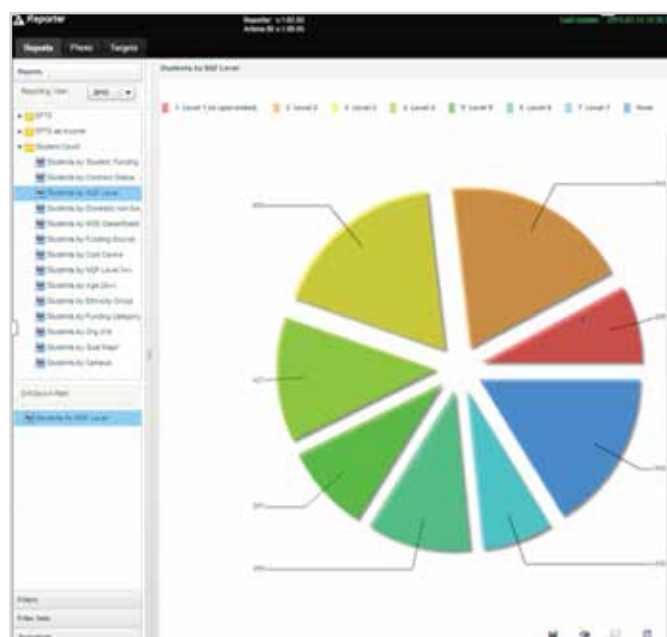
Artena provides a fully integrated module that allows for student debtor management, and the financial management of related education activities.

The system generates enrolment fees based on a pre-defined fees structure. Invoices for payment can be generated individually or in batches. The tracking of debtor ageing and sending of statements is provided for.

Period end reports are generated, or institutions can interface and export data into a 3rd Party Financial Management Information System.

## REPORTING SOLUTIONS

- Standard reports are available throughout Artena
- Custom reports can be developed
- Management reporting is available through Artena BI.



## INTERFACES

Artena has a number of 3rd party software interfaces including:

- Moodle
- TechnologyOne Financials
- Exonet
- Student Card
- Experian Address Validation
- Syllabus Plus.

Artena can be customised to interface with other software, including other finance systems. Export and import of data is available.





## SYSTEM ADMINISTRATION

- Set up of system-specific parameters, e.g. invoice numbers and account codes
- Client definable values for lookup tables
- The set up and configuration of the Live Form, meeting your institute's specific requirements
- The set-up of organisations with which your institute deals
- The system provides for the transfer of data to other Artena areas, or to organisations such as the NZQA
- Functionality for the set up and definition of the validation, or business rules for objects within the system.

## SYSTEM SECURITY

Artena's security module protects your organisation's information in the system against unauthorised access.

The system supports roll-based access control which ensures access to only the approved system areas. Comprehensive log files further enhance system and operational security.

Change user password functionality is available.

## Making it work for you

### SOUND IMPLEMENTATION AND SUPPORT

The implementation of the Artena system is done to meet your business rules and processes, which will be reviewed by Adapt IT during pre-implementation discussions. As part of the review possible functional gaps, as well as interfaces that may be required to other 3rd Party products will be identified. The outcome of the review will be discussed to ensure that focus is placed on the key modules to initially implement, supporting the most critical business requirements as fast as possible.

Data migration can be a complex task and is carried out by Adapt IT. Migrated data is validated by the client before go-live to ensure minimum business disruption.

Training is provided to users and administrators of the system, ensuring that the system will be used effectively and can be managed correctly post-implementation.

Post-implementation support for Artena is locally provided from Wellington with helpdesk staff available between 8.30 am to 5.00pm on business days. Out of hours support is available on request.

### THE TECHNICALITIES

Artena can be implemented on your infrastructure or can be hosted in the Cloud.

With Cloud hosting the client need not acquire any hardware infrastructure, appoint specialist staff to maintain the system, perform back-ups, install system updates, etc., as this is provided for as part of the hosting agreement.

As the system is web based, system users will be able to access Artena remotely from any location irrespective of being hosted or not, provided an internet connection is available. The device (PC, laptop, tablet) accessing Artena must have a compatible browser installed, e.g. Internet Explorer (IE, version 9 or higher) or recent versions of Firefox or Chrome, given that operational reports may display better in IE.



Talk to Adapt IT Australasia  
about meeting the challenges  
of your environment.

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