Guidance on using the Schools Directory Builder

The seven filters allow you to select the types of schools you want to include in your school directory. You must first click on the ‘Load Data’ button to enable the above filters to work.

When you choose multiple options from within one filter schools for each option are selected; for example, schools from Christchurch Region or Dunedin Region.

However, when you choose options from different filters only schools that are true for an option from each filter are selected; for example, schools from Christchurch Region and a State Schools.

Click on the ‘Load Data’ button to enable the filters above to work. It may take a few seconds to load the data in the background.

Use the ‘Expand’ button increases the size to be full screen. When it is full screen the button changes to ‘Shrink’ which will revert it to normal size when selected.

The date when the indicative roll numbers were extracted.

‘Reset’ removes all the filter choices and clears the Viewing Pane. After you have clicked on ‘Reset’, if you make new selections, these should be displayed in the Viewing Pane.

This is the Viewing Pane. Once you select ‘Load Data’ the headings of the school directory will appear. This will take a few seconds.

Following that you can use the filters on the left to select the institutions you want in your tailored directory.

The directory will include all institutions selected, along with their associated profile and contact details.

If you have already made some filtering choices, click ‘Reset’ to remove those choices; and start using the filters again.

Use this button to export your final selection as a csv file. The output will include a list of your selected filter variables.