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## Newsletter 2008-2 March 27<sup>th</sup> 2008

### Special Announcement

#### **SNAP – It's available!**

##### 1. What is SNAP?

In the last newsletter (January 25<sup>th</sup> 2008) mention was made of “A user-friendly administration database program” being trialed. We are pleased to announce this system is now available.

SNAP, which stands for SeniorNet Administration Program, has been specifically designed to meet the administration needs of SeniorNet Learning Centres. It uses the database application Microsoft Access. Users do not need to have a working knowledge of Microsoft Access.

SNAP provides for the administration of membership matters, scheduling of courses and the allocation of members to courses.

The system can produce reports from the information that has been put into the system. This includes the production of invoices and associated information required to invoice the Federation for courses undertaken.

Naturally, the invoice will only be as accurate as the information that has been entered

so the invoice quality is the responsibility of the user.

One of its main features is that data is entered only once and actions are initiated by clicking buttons.

Short demonstrations of preliminary versions of SNAP have been given at recent Regional Meetings and the positive feedback has spurred us on to make it available as soon as possible. Likewise attendees at the upcoming Northland Regional meeting, being held at Whangarei on the 10<sup>th</sup> April, will be shown the system capabilities.

We are most grateful to SeniorNet Hutt City for the work they have done in creating this system. In particular Brian Thomas and Geoff Honey for the many hours of detailed work they have put into the engineering of SNAP. They needed to

customise the system which they had developed for the Hutt City Learning Centre four years ago.

Considerable checking of SNAP's functions has taken place since December 2007 using actual data from two Learning Centres. Ian Turner and Ray MacDonald put in many hours of effort to ensure SNAP is easy to use and workable.

## 2. How do we get SNAP?

Simply email The Hutt City Learning Centre [snet-huttcity@xtra.co.nz](mailto:snet-huttcity@xtra.co.nz)

State the following:

- The Name of your Learning Centre
- The contact person in your Learning Centre
- The postal address to have SNAP and the user guide sent to.

## 3. How much does it cost?

A conservative estimate to create SNAP for us by a commercial organisation would be \$30,000. In keeping with the spirit of SeniorNet, SeniorNet Hutt City and the authors of SNAP are making the program available to Federation Learning Centres for \$5.00.

This covers production of the CD and postage. An invoice will be included in the pack they send to you.

## 4. Can we get help if we get stuck using SNAP?

The User Guide is very detailed and should cover any problems you may encounter.

The authors and SeniorNet Hutt City are unable to provide a 24 hour "helpdesk" service, however they have offered to help where they can on a limited basis. We want to establish a help person in each region, and that may be possible in the near future.

5. What other software do we need on the computer to make SNAP work?

You will need to have installed Microsoft Access 2003 or Microsoft Access 2007. If you do not have Microsoft Access you can order it through the Federation Discount Software program by emailing Grant Sidaway [grant@seniornet.co.nz](mailto:grant@seniornet.co.nz) . The two best purchasing options to consider are:

- Access 2007 AE CD MS077-04552 \$210.00 incl. GST and delivery (normal retail version is \$500.00)
- Office Professional 2007 Intl AE MS269-10305 \$300.00 incl. GST and delivery (normal retail version is \$1118.00). NB, Office Professional is the suite of 2007 programs which includes Access.

6. Can we alter SNAP when we get it?

In theory yes, but in practise you should **not** tamper with the design. Considerable engineering effort has gone into making sure all the functions work in harmony. Altering one aspect could disrupt the smooth operation of SNAP. You are well advised not to tamper with the design. It is anticipated SNAP will remain in its current form for at least six months after which time Learning Centres with SNAP will be invited to put forward suggested alterations.

7. If we have an existing administration system can we import the data from it to SNAP?

Yes. Existing membership data can be imported but other data should be directly entered. You will need to have your data in a Microsoft Excel format. The User Guide will help you with this.

8. Who in our Learning Centre should use SNAP?

It is recommended only a few people (maybe 2-3) should input the data and create the necessary outputs (reports). Allowing free access to the system by everyone in the Learning Centre may compromise the accuracy of the data. However, membership lists, class lists, etc, can be made available to others in the form of printed reports or WORD files.

9. Are we required to have SNAP?

No, not at all. We think SNAP covers almost all the administration needs of a SeniorNet Learning Centre and in its current form would be a valuable tool to have. If your Learning Centre is comfortable with the system(s) it has and providing all the outputs (reports) required in the Federation Handbook are able to be obtained then it's purely optional. The Federation Handbook is available at:  
[www.seniornet.co.nz](http://www.seniornet.co.nz)

Ian Turner (Chairman)

Grant Sidaway (Executive Officer)

End of Newsletter