

Monthly Stats — one month, side by side with the last

The numbers the school reports each month. Live rows are calculated from Transition Enroll and the website; the rest are typed in by whoever knows the number.

1 What this page is for

WHAT THIS PAGE IS FOR

A month-by-month scorecard. Each row is one number for the month showing, next to the same number for the month before, and the change between them.

LIVE ROWS

Rows marked **Live** are worked out by the database every time the page opens, in Texas time, and cannot be edited:

ROW	HOW IT IS COUNTED
New leads	Inquiry records that arrived in the month (website + Transition Enroll).
Website leads	Of those, the ones from the website forms.
Registrations	Class registrations made in Transition Enroll in the month.
New students	Students whose first-ever registration was in the month.
Tuition collected (\$)	Successful Transition Enroll payments dated in the month.
Classes started	Classes whose start date falls in the month.
Students who finished a class	Registrations whose class end date falls in the month.
Website visits	Unique website visits in the month.

TYPED ROWS

Anything nothing captures automatically (for example exam passes reported by a testing body). Press **Enter** on the row to record or change the number; a typed number nobody has entered reads "not entered" — the page never guesses.

2 The number cards

The cards across the top of the page, left to right.

CARD	WHAT IT COUNTS
Month showing	The month on screen. Use the arrows to move.
Live numbers	How many rows are calculated automatically.
Typed-in numbers	How many rows were typed by staff for this month.
Compared against	The previous month; the Change column is against this.

3 The month

The table: one row per metric with **This month**, **Last month** and **Change**. Live rows carry a purple **Live** badge and no Enter button. Typed rows show who entered them and a note. Move months with the buttons at the right of the heading.

4 Step by step

Look at a past month

1. Press « **Previous** (or **Next** »).
2. Press **This month** to come back.

Type a number

1. Click the row's value cell and press **Enter**.
2. Type the number (leave blank to clear it), then an optional note on where it came from.
3. The row shows who typed it and when.

5 If something looks wrong

A live row is lower than I expect.

Live rows use Texas time and only count what is in the database. A payment made in Transition Enroll in the last hour appears after the next hourly sync.

The old typed numbers from September 5 are gone.

They are hidden, not deleted: a live row always wins over an old typed row for the same month. The old rows are still in the database.