

- 1 Since installing Staff Manager some of our staff are now not listed in Classroom Manager or Student Manager.
A Select the staff member in Staff Manager, go to the Personal tab then Access Rights and put a tick in the CM and SM visibility box.
- 2 I would like staff to be able to view but not edit their own information. Is this possible?
A Under the Personal > Access Rights tab for each staff member tick the Can view only their own data field.
- 3 Where can I enter teacher registration information and can the program warn me when each teacher's registration expiry date is approaching?
A For each staff member click on their School tab and the relevant Registration information can be entered there including expiry date. In Configuration > Alarm Setting the number of days ahead you wish the Alarm to trigger can then be set.
- 4 Does Staff Manager have grid mode data entry like Classroom Manager and Student Manager?
A Yes. This view can be toggled on by selecting it from the Options menu at the top left of the screen.
- 5 How can I set up pages on the User defined tab?
A Go into Configuration > Visible sections and click the Edit user-defined pages button. Now click a page, enter a title and add the objects you require.
- 6 Am I able to merge specific Staff Manager onto a document then print it?
A Yes, in Print Lists > Word Processing.
- 7 How do I include birthdays in the Alarm check?
A In Configuration > Alarm setting tick Include birthdays.
- 8 Is there any way I can filter the database for a specific item such as a key?
A Your data can be filtered by clicking the Apply Filter button then selecting the item/s you wish to list.
- 9 We are a primary school wanting to use the Daily Relief Organiser in Staff Manager but don't have a timetable. Can we still use this facility?
A A timetable to suit your needs can be configured under Timetable Links, then select We are not using Timetable software.
- 10 I have entered staff I intend to use as relievers but they are not listing on the right side of the screen?
A Ensure you have set their staff type as reliever in their Personal Details page, Designation field.