



**DENBIGH**  
INTERNATIONAL

Administration  
Solutions  
for Education

# Denbigh Administration Staff Manual

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## Main Menu - Staff

The screenshot displays the 'Main Menu - Staff' interface. The left-hand navigation pane features a tree structure with 'Staff' and 'Staff Details' highlighted in red. The right-hand pane shows a 'Reminders' section with a list of reminders, each with a date, staff name, and action. The top navigation bar includes icons for Main Menu, Back, Database Config, Admin Tasks, Quick Search, and Quit. The bottom status bar indicates 'MAIN MENU' and 'DENBIGH DEMONSTRATION SCHOOL'.

## Staff - Staff Details

## Staff Details (Confidential screen)

The screenshot shows the 'Staff Details' confidential screen. The top navigation bar includes icons for Main Menu, Back, View As List, Find, Find Teachers, Move to Former Staff, Add New, Staff Email Menu, Print Menu, Students Menu, Former Staff, Class Cover Extras, PGD Roster, Classes, Staff Absences, Community Details, and Meeting Times. The 'Staff Details' header is centered. Below the header, there are search fields for Denbigh, DENO, Densbigh, Surname, Densbigh, First Name, Second Name, Known As, Head of Middle School, and SSO063. The 'General Information' section includes fields for email, title, alternative title, qualifications, phone, and various checkboxes for roles and faculties. The 'Residential Address' and 'Postal Address' sections include fields for property, street, suburb, and state. The 'Home Phone' and 'Mobile' sections include fields for phone numbers and dates. The 'Email Type' section includes a dropdown for work email.

The Staff Details screen displays personal details of staff members as well as other information such as timetables, notes, classes etc.

## Staff Details (higher access user)

**Staff Details**

DENJ Denbigh Jane Head of Middle School S00063

**General Information**

email: developers@denbigh.com.au  
 Title: Mrs  
 Alternative Title:  
 Qualifications: B.Vis. Arts (Hons), M. Teach.  
 Phone Ext.: 1680  
 Tutor Group: 11.1  
 Tutor Group Room: D1.3  
 PTI Default Room: D0.1  
 Receives Timetable  
 Pastoral Care Team  
 Casual Teacher

Residential Address  
 Property: Unit 1/12 Denbigh Street  
 Street: Unit 1/12 Denbigh Street  
 Suburb/State/PC: Cobbitty NSW 2570  
 Address ID: ADID43319

Postal Address  
 Property:  
 Street: 5 Murray Court  
 Suburb/State/PC: Murraysville NSW  
 Address ID: ADID43326

Home Phone: 0298611145  
 Mobile: 0413582908  
 DOB: 26 Oct 2016  
 Spouse/Partner: Mark  
 Silent Number  
 Child Protection Certificate

Faculty  
 Administration  
 Junior School  
 Science  
 Co-Curricular  
 LOTE  
 Special Needs  
 Computing  
 Mathematics  
 TAS  
 Creative Arts  
 Music  
 English  
 PDHPE  
 History  
 Primary School  
 HSIE  
 Religion

Campus  
 JS  
 SS

General Information  
 Classes  
 Timetable  
 Tutor Group  
 Absences and Extras  
 CoCurricular  
 Groups  
 Professional  
 Correspondence  
 Notes  
 Confidential

Audit

Staff Details screen with Confidential information.

1. Homeroom/Tutor/Roll class room and group allocated. This is allocated through the Database Configuration.
2. Default room for Parent Teacher Interviews
3. Check boxes for whether teaching staff must receive a timetable, have a Pastoral Care team, or are a Casual Teacher
4. Faculty (required for class, staff absences and Markbook functions)
5. Campus check box

## Staff Birthdays

The screenshot shows the 'Staff Details' form for a staff member. The 'Date of Birth' field is highlighted with a red circle and contains the text 'DOB: 26 Oct 2016'. The form includes sections for General Information, Residential Address, and Faculty. The 'Date of Birth' field is located in the 'Home Phone' section, with a 'Silent Number' checkbox and a 'Child Protection Certificate' checkbox nearby.

When adding a staff member's Date of Birth, it is important that the correct date is entered in the staff file, as shown above. The Date of Birth should follow the following convention: date/month/year.

The Date of Birth that is entered in the staff file will be displayed in Main Menu under birthday reminders when that birthdate falls due.

The screenshot shows the 'Denbigh Administration' Main Menu. The 'Birthdays' reminder screen is visible on the right, showing a list of birthdays for today and this week. The 'Staff Birthdays' section is highlighted with a red box, showing 'Mon Moderegger Ms G' and 'Thu Denbigh Mrs J'.

As stated above, the birthday reminders for a staff member's Date of Birth is taken from the Staff file's DOB field. Please ensure that the staff member's correct Date of Birth has been entered in the Staff File.

**\*Note: The Staff Members Date of Birth Within the Community file is not the Date of Birth that is displayed on the Main Menu Birthday Reminders Screen.**

## Create new Staff Member

The screenshot shows the 'Staff Details' page for a user named Jane. The 'Add New' button in the top navigation bar is highlighted with a red circle. The form contains the following fields and sections:

- General Information:** email (developers@denbigh.com.au), Title (Mrs), Alternative Title, Qualifications (B.Vis. Arts (Hons), M. Teach.), Phone Ext (1680), Tutor Group (11.1), Tutor Group Room (D1.3), PTT Default Room (D0.1).
- Residential Address:** Property (Unit 1/12 Denbigh Street), Street, Suburb/State/PC (Cobbitty NSW 2570), Address ID (ADID43319).
- Postal Address:** Property (5 Murray Court), Street, Suburb/State/PC (Murrumbidgee NSW), Address ID (ADID43326).
- Faculty:** Administration, Co-Curricular, Computing, Creative Arts, English, History, HSIE, Junior School, LDTE, Mathematics, Music, PDHPE, Primary School, Religion, Science, Special Needs, TAS.
- Other Fields:** Home Phone (0298611145), Mobile (0413582908), DOB (26 Oct 2016), Spouse/Partner (Mark), Silent Number, Child Protection Certificate.
- Form Controls:** 'Update' button, 'Add New' button (highlighted), 'Use to Email to' dropdown.

To create a new staff member, click the Add New button.

The screenshot shows a 'Message' dialog box with the following content:

Message

Create a record for a new staffmember?

No Yes

Once the "Add New" button has been selected, a pop-up will appear prompting the user if they would like to create a record for a new staff member. Click "Yes" if you wish to, otherwise click "No".

## Create new Staff Member

Enter First Name and Surname into the fields above. Any potential matches will be displayed below.  
Click create New if you wish to create a new record.  
Click on the arrow beside the name to select the pre-existing person.

### Locate Community Member

First Name :  Surname :

Given Names	Surname	Community ID	Community Status	Date of Birth	Mobile Phone
Michael	Phillips	500001	Father GroupMember Donor	22/02/1955	0414 123 456
Family Address: Denbigh 56 Pitt Street Sydney NSW Individual's Address: The Property Name 33 Smith Street Homebush NSW					
Lucy Abednego	Paloni	MABEDNEGO	Mother Past Parent GroupMember		0409872400
Family Address: 1 John St Sydney NSW Individual's Address: 1 John St Sydney NSW					
Tom	Paloni	FABEDNEGO	Father Past Parent GroupMember		
Family Address: 1 John St Sydney NSW Individual's Address:					
Indra	Thompson	1029653	GroupMember		0414 123 456
Family Address: Individual's Address:					
Thamarasa	Newman	1029654	GroupMember		0414 123 456
Family Address: Individual's Address:					
Amelia	Brearley	MABOUZEID01	Mother GroupMember		
Family Address: 26 Jackaranda St Marys NSW Individual's Address: 26 Jackaranda St Marys NSW					

Cancel Create New

Enter the First and Surname of the staff member. As you type, the list below will display any community members with that name. If the person is already in the system, click the arrow beside their name to use that person. Otherwise click the Create New button.

## Create new Staff Member

Please complete the following information, and click 'Continue' when done.

### 1. Personal Details

Staff Code: JS Surname: Snow First Name: John Second Names: Mr Title: Male Sex: 24/10/1990 Date of Birth: Rachael Spouse:

### 2. Address

Property Name: 24 Street: Belghert Suburb: Campsie State: NSW PCode: 2135

### 3. Communications

Home Phone: 928451554 Number is Silent:  Mobile: Home Fax: Email Address:

### 4. Medical

Doctor: Doctor Phone: Medicare No: Fund: Emergency: Rnship: Phone: Medical Details:

### 5. Employment

Date of Employment: 10 Oct 2016 Previous Employer: Confidential Info: Notes:

### 6. Vehicles

Make: Ferrari 458 Rego: 458 NSW Insurer:

### 7. School / Professional

Meteorology Qualifications: Geography Teacher Science Position: Tutor Group: Homeroom: Phone Ext:

### 8. School Other

Receives Timetable:  JS WWCC Number: 485963 Pastoral Care Team:  Login Name WWCC Date: 13/10/2016 Relief Teacher:  WWCC Outcome: Pass WWCC Expiry Date: 13/01/2017

Cancel Continue

The staff code created can be customised depending on the schools needs. However, as default, the system will create a unique code for the staff member. Enter all the details regarding the staff member. Click Continue when completed. Ensure that the Login Name is completed, this is the name that the staff member uses to login to their computer.

## Classes

**Staff Details**

DENJ Denbigh Jane Head of Middle School S00063

**Classes**

Class	Subject	Yea	Units
07DTE	Design and Technology	7	
08VA7	Visual Arts	8	
09VI2	Photography and Digital Media	9	
10.1	Tutor Group	10	
10ENS	English	10	
11PO1	Photography	11	

This page will display the classes taught by the current staff member.

## Timetable

**Staff Details**

DENJ Denbigh Jane Head of Middle School S00063

**Timetable**

Week A Week B

	Monday	Tuesday	Wednesday	Thursday	Friday
Before School PGD					
Tutor Group	11.1	11.1	11.1	11.1	11.1
Period 1	08VA7	10ENS M0.2	10ENS F1.4		11PO1 N1.5
Period 2		10ENS N1.2	10ENS S3.1		11PO1 N1.14
Period 3		08VA7			
Recess PGD					
Period 4	07DTE				
Period 5			08VA7		
Lunch 1 PGD			Cafe		
Lunch 2 PGD					
Period 6					
Period 7					
After School PGD					
After School Class					

Current

Refresh Timetable 1

Print Timetable 2

Exempt from Extras 3

4

Reserve Lessons (must be entered in the form 103605)

5

Timetabled Load

Total 18

1. Refresh timetable if any classes have been updated
2. Print timetable
3. Check to be exempt from Extras (class covers) and displays the current count of covers
4. Lesson times not to be used for class covers
5. Total number of timetabled lessons

## Tutor Group (Roll Class/Homeroom Group)

**Tutor Group - 11.1**

Year	Surname	Preferred Name	Absences	Merits	Demerits
11	Bolieu	Thomas	5	0	0
11	Bootes	Samantha	3	0	0
11	Bowen	Neil	3	0	0
11	Choudhury	Geoffrey	2	0	0
11	Da-Rin	Matthew	3	0	0
11	Hopton	Tracey	1	0	0
11	Jerogin	Jack	3	0	0
11	Kim	Peter	1	0	0
11	Martin	Soo Chung	2	0	0
11	McGrath	William	1	0	0
11	Morrison	Johnathon	1	0	0
11	Pennington	Robert	2	0	0
11	Pozza	Jimmy	2	0	0
11	Reid	Anusha	2	0	0
11	Royall	Hugo	1	0	0
11	Smith	Sung	1	0	0
11	Talbot	Connor	2	0	0
11	Traynor	Shirley	1	0	0
11	Vong	Bich	1	0	0
11	Westgarth	James	1	0	0
12	Daroesman	Gary	5	0	0

List the students that are in the teacher's Tutor group, and displays their current total of Absences, Merits and Demerits.

1. Email Students (click this to send an email to the staff members tutor group)

## Absences and Extras

**Absences and Extras Cover**

**Current**

Statistics	Current	Total	Balance
Sick Leave	2	1	8
Annual Leave	1	1	8
Total	2	1	8
Entitlement			20

**Archive**

Date	Lesson	Class	In absence of
1/05/2013	3-5	12EA5	Ms J Harty
10/09/2013	2-1	CH2H1	Dr M Balfourson
19/08/2015		11.3	Mr G T Bolton
27/04/2016	3-3	MMZ51	Mrs C Angel

**Absence Records**

Date	Type	Reason	Med Certificate
16/05/2013	Sick Leave	Sick	
11/09/2013	Off Campus	Excursion	
13/09/2013			
26/09/2014	Off Campus	Excursion	
29/09/2014	In School	Excursion	
15/02/2016	Sick Leave	Flu	X
27/04/2016	Annual Leave	3 days	
28/04/2016			

1. Leave entitlement details
2. Add an absence entry
3. Absence records
4. Extras records
5. Archive absence and extras records.

## CoCurricular - Sport/Extra Curricular

Staff Details

DENJ Code Denbigh Surname Jane First Name Second Names Known As Head of Middle School Position S00063 Community ID

**CoCurricular**

Activity Code	Activity Name	Level
ATH		
DOE	Duke of Edinburgh's Award Scheme	

Sport Teams and Extra Curricular groups that the staff member is associated with.

## Groups

Staff Details

DENJ Code Denbigh Surname Jane First Name Second Names Known As Head of Middle School Position S00063 Community ID

**Groups**

Group Code	Group Name	Start Date	End Date	Status
OBU	Old Boys Union	2/07/2012		Current
AD09	Annual Dinner 09	16/05/2013		Current
				Current

Groups that the staff member is a part of.

1. To the Groups list view. (all groups)

## Professional Development - Qualifications

Years of Experience	15	Add Qualification	
Degree / Qualification	Diploma	Date Obtained: 1970	Attach
Major / Minor Subjects		Years Fulltime Study: 5	Save
Tertiary Institution	University of NSW		View
Degree / Qualification	Msc	Date Obtained: 1998	Attach
Major / Minor Subjects		Years Fulltime Study: 2	Save
Tertiary Institution	UWS		View
Degree / Qualification		Date Obtained:	Attach
Major / Minor Subjects		Years Fulltime Study:	Save
Tertiary Institution			View
Degree / Qualification		Date Obtained:	Attach
Major / Minor Subjects		Years Fulltime Study:	Save
Tertiary Institution			View

Staff qualifications and years of experience.

## Creating a Professional Development Course

Main Menu Back Database Config Admin Tasks Quick Search Quit

Denbigh Administration

Family Students Markbook Menu Staff Timetables

Community Staff Staff Details Class Details Staff Timetables

VTR Academic Staff Absences Academic Reports Playground Duty Roster

Compliance Development Office Prof Devpt Courses Playground Duty Roster Find Free Teachers

PTI Finance New Bulletin Entry Find Teachers of Year ...

Enrolment Enquiries Export Menu Incident Reports Bulletin List Print Bulletin

Calendar Print Menu

Birthdays Absences Timetable Calendar Reminders

Reminders

Reminder Note: Actioned

9/6/2015 - Deak, Ryan  
Check on Clergy Discount

Reminder Note: Actioned

9/6/2015 - Willis-Heron, Felicity  
Check on enrolment Fee

Reminder Note: Actioned

9/6/2015 - Thomas, Sophia  
Check on Enrolment date

Reminder Note: Actioned

9/6/2015 - Thomas, Sophia  
Check on Enrolment Date.

Reminder Note: Actioned

9/6/2015 - Jordt, Jack  
Ring to check on enrolment

Leave Phone Message View all my reminders

You can get to the Professional Development Courses through Main Menu.

Course Code	Course Name	Course Cost	Location	Start Date	End Date	PD Hours	Attachments
OHS	OH&S Chemical Safety Programme						4
FA	First Aid Course	100	Camden Civic Centre	14/03/2015	14/03/2015	7	1
FA2011	First Aid Course 2011	100.00	Camden Civic Centre	5/09/2011	5/09/2011	1	2
FA2013	First Aid Course 2013	100.00	Camden Civic Centre	28/02/2013	28/02/2013	3	1
WWCC	Working with Children check		School Hall	9/03/2016	9/03/2016	.5	1

To add a professional development course, click the "Add Course" button.

Course Code: 2146  
 Course Name: The Power of Computers  
 Course Cost: 0  
 Location: School  
 Course Type: Individual  
 Start Date: 11/12/2016  
 End Date: 11/12/2016  
 PD Hours: 3  
 Attachments:

Course Description:  
 The course is meant to allow teachers to identify the use of computers in classrooms and identify the benefits that can come about when allowing students to use computers as well as the disadvantages.

Attendees:

Community ID	Code	Name
S00011		Adams, Damien
ADAD		Adams, Damien
ALLT		Allesch, Trevor
AMPH		Amponin Jr, Hilary
ANGC		Angel, Caroline
ARCD		Arcidiacono, Douglas
ARMG		Armitage, Greg
AYRS		Ayre, Siobhan
BAIR		Bailey, Robert
BALG		Balcan, Genevieve
BERJ		Berzins, Julie
BERP		Berman, Punam
BIRM		Bird, Michele
BLUJ		Blumer, Jody
BOIG		Bolton, Gavin

Attachments:

Add Attachment

The user with the appropriate privileges determined by the school can then go and enter information about the professional development course. Teachers can be added by selecting on the drop down list of teachers.

The screenshot shows the 'Professional Development' section of a staff file. It contains a table with the following columns: Course, Name / Course Description, Start / End Date, Location, Course Type, Attachment, Course, and Total. A red box highlights the following row:

Course	Name / Course Description	Start / End Date	Location	Course Type	Attachment	Course	Total
2146 The	The Power of Computers	11/12/2016 11/12/2016	School Hall	Group	Attach	Course: \$0.00 Transport: \$0.00 Accom: \$0.00 Sundries: \$0.00	\$0.00

Summary statistics at the bottom of the table: Total PD Hours this year: 6.5, Total PD Cost: \$250, Total PD Hours: 11.5.

Once the Professional Development course has been created, the teacher can then go into their Professional tab within their staff file and view the development courses that they are meant to be going to.

## Professional Development

The screenshot shows the same 'Professional Development' section as above, but with four red circles highlighting specific UI elements:

1. The 'Add Event' button in the 'Professional Development' section.
2. The 'Course List' button in the 'Professional Development' section.
3. The 'Print PD Hour - All Staff' button in the top right of the table area.
4. The 'Total' column header in the table.

Any professional development and course can be added for all Staff. Accrues the total PD hours for the year and costs.

1. Add a Professional Development event
2. Go to the Professional Development Course Lists
3. Print Professional Development for all staff for a calendar year
4. Print Current Staff Professional Development

## Printing Professional Development Courses

The screenshot shows the 'Staff Details' interface. At the top, there is a navigation bar with icons for Staff Email Menu, Print Menu, Students Menu, Former Staff, Class Cover Extras, PGD Roster, Classes, Staff Absences, Community Details, and Meeting Times. Below this, there are input fields for Second Names, Known As, Position, and Community ID (S00003). The 'Professional Development' section is active, showing a table with columns for Description, Start / End Date, Location, Course Type, Attachment, Course, and Total. Two buttons, 'Print PD Hour - All Staff' and 'Print PD', are highlighted with a red circle.

In the professional section within the Staff file, the user has two options to Print out the Professional Development courses.

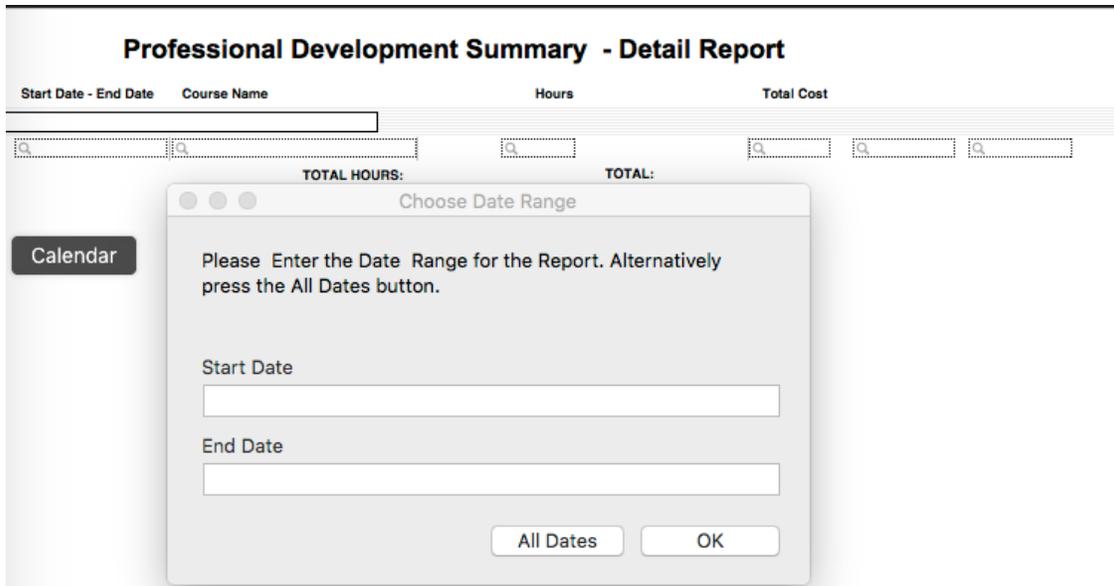
"Print PD Hour- All Staff" - Click to print the Professional Development for a found set of staff members or all staff members

"Print PD" - Click this to print the Professional Development Course for an individual staff member.

## Print PD Hour - All Staff

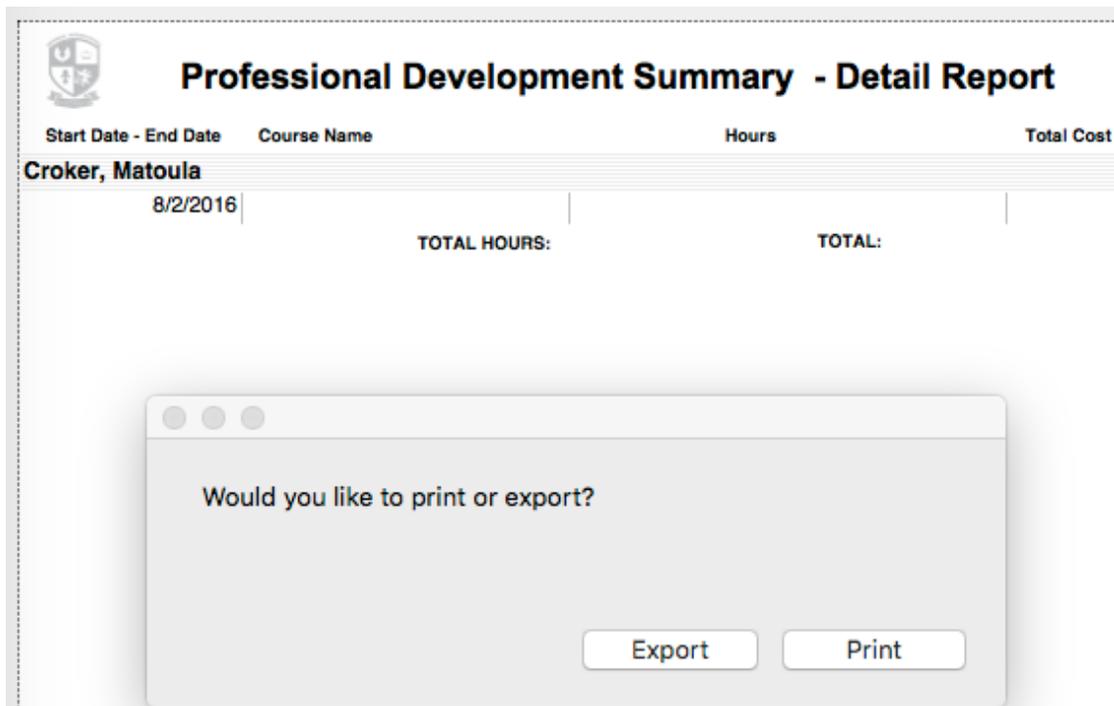
The screenshot shows the 'Professional Development' section of the Staff file. The 'Print PD Hour - All Staff' button is highlighted. A dialog box titled 'Choose who to Print for' is displayed, asking 'Would you like to print a Report for the Found Set or All Staff?'. The 'All Staff' and 'Found Set' buttons are highlighted with a red circle.

User can print a report for both the found set of staff members or all staff.



Once the user selects whether to choose all staff members or found set, they will have to enter in a start date as well as an end date.

**Note\*** Please ensure that the date is entered in the following format dd/mm/yy



Once the date range has been entered the user will then get the option of either printing or exporting the report. Exporting the report will allow the user to save the file in multiple different file formats such as .xml, texteditor file etc...

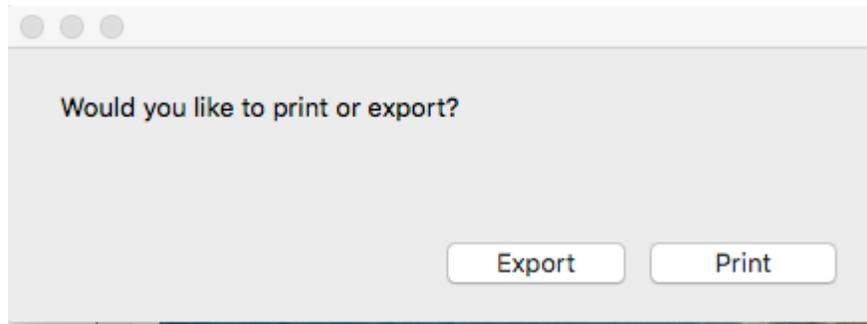
## Print PD

The screenshot shows the 'Staff Details' page in a web application. At the top, there is a navigation bar with icons for 'Add New', 'Staff Email Menu', 'Print Menu', 'Students Menu', 'Former Staff', 'Class Cover Extras', 'PGD Roster', 'Classes', 'Staff Absences', 'Community Details', and 'Meeting Times'. Below the navigation bar, there are input fields for 'First Name' (Trevor), 'Second Names', 'Known As', 'Position', and 'Community ID' (S00003). A 'Professional Supervisor' dropdown menu is also visible. The main content area is titled 'Professional Development' and contains a 'Course List' table. The table has columns for 'Course Description', 'Start / End Date', 'Location', 'Course Type', 'Attachment', 'Course', and 'Total'. A row is visible for 'Chemical Safety Programme'. A 'Print PD' button is highlighted in the top right of the course list. A dialog box titled 'Choose who to Print for' is overlaid on the page, asking 'Would you like to print a Report for the Selected Individual?'. The dialog has two buttons: 'Cancel' and 'Individual', with 'Individual' highlighted by a red circle.

When a user is aiming to print a Professional Development report for the current staff member whose file he/she is on they can "Print PD". This will prompt the user to confirm they want to print the PD report for the Individual or allow them to cancel.

The screenshot shows the 'Professional Development Summary - Detail Report' page. The page has a header with the title and a table with columns for 'Start Date - End Date', 'Course Name', 'Hours', and 'Total Cost'. Below the header, there are search fields for each column. A dialog box titled 'Choose Date Range' is overlaid on the page. The dialog contains the text: 'Please Enter the Date Range for the Report. Alternatively press the All Dates button.' Below this text, there are two date input fields: 'Start Date' with the value '11/06/2016' and 'End Date' with the value '15/09/2016'. At the bottom of the dialog, there are two buttons: 'All Dates' and 'OK'.

Please ensure that a valid date range has to be entered into both the start dates and the end dates in order to generate the PD report.



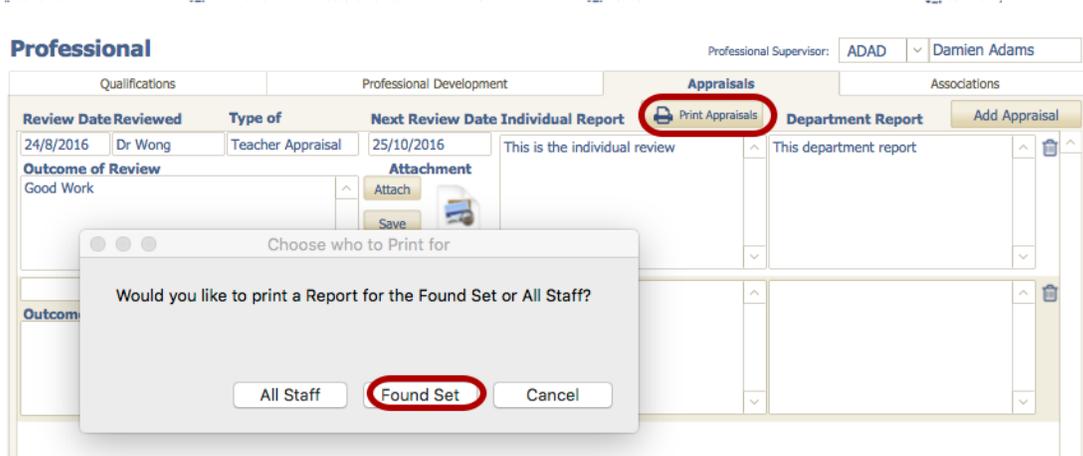
Once valid dates have been entered into the PD summary, the user will then be able to "Print" or "Export" the report.

## Professional Development - Appraisals

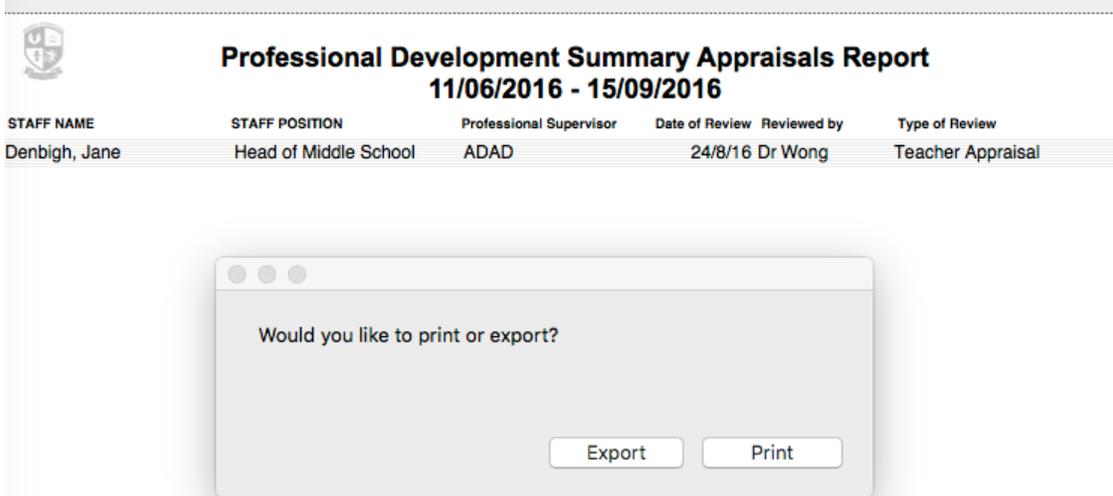
The screenshot shows a web application interface for staff appraisals. At the top is a navigation bar with various icons and the text "Staff Details". Below this is a form for staff information, including fields for Code (DENJ), Surname (Denbigh), First Name (Jane), Second Names, Known As, Position (Head of Middle School), and Community ID (S00063). The "Professional" section is active, showing a table of appraisals. The table has columns for Review Date, Reviewed, Type of, Next Review Date, Individual Report, and Department Report. The first row shows a review on 24/8/2016 by Dr Wong, a Teacher Appraisal, with a next review date of 25/10/2016. The individual report contains the text "This is the individual review" and the department report contains "This department report". There are buttons for "Print Appraisals" (circled in red), "Add Appraisal", "Attach", "Save", and "View" for each row. A sidebar on the left contains buttons for General Information, Classes, Timetable, Tutor Group, Absences and Extras, CoCurricular, Groups, Professional (selected), Correspondence, Notes, and Confidential. At the bottom right, there is an "Audit" button.

This is where the staff appraisals can be entered.

## Print Appraisals - Found Set



When a user wants to print an appraisal like the one above they simply click the "Print Appraisals" button. This will prompt them with a pop up which allows them to print an appraisal report for "All Staff" or for a "Found Set" of staff members.



Once appropriate date sets have been entered the user is then able to Print or export their Appraisal Report.



# Correspondence

Staff Details

DENJ Denbigh Jane Head of Middle School S00063

**Correspondence**

Correspondence Sent    Correspondence Received    eMail Sent    eMail Received

New Letter to these Staff    New Letter to this Staff Member

Date	Title /Salutation	Body
12/09/2016	Dear Mr and Mrs Roche	Mr S and Mrs E Roche
12/09/2016	Dear Cameron,	
12/09/2016	Dear Mr Vuong	
8/09/2016	Dear Mr and Mrs Price	Please confirm that these are the subjects for your student for the coming years.
8/09/2016	Dear Michael,	Please confirm that these are the subjects for your student for the coming years.
7/09/2016	Thank You for Your Enquiry-Information	Thank you for your recent Enquiry about our school. Please find attached an application form to fill out if you desire to send your child Holly Edstein to our school.
7/09/2016	Exam notification	Test new Year 8 student Portia
7/09/2016	Exam notification	Dear Mr Vuong
7/09/2016	Exam notification	Test new Year 8 student James
7/09/2016	Dear Dr and Mrs Graham	

1. Correspondence Sent
2. Correspondence Received
3. Email Sent
4. Email Received
5. To create a letter for the found set of staff
6. To create a new letter to just this staff member

Staff Details

DENJ Denbigh Jane Head of Middle School S00063

**Correspondence**

Correspondence Sent    **Correspondence Received**    eMail Sent    eMail Received

Date	Title /Salutation	Body
14/01/2010	Dear Jane,	
14/01/2010	Dear Jane,	
14/01/2010	In-complete assessment suspension	Re: Notification of fourth in-school suspension due to late or incomplete assessment
14/01/2010	Dear Jane,	
14/01/2010	In-complete assessment suspension	Re: Notification of fourth in-school suspension due to late or incomplete assessment
14/01/2010	Dear Jane,	
14/01/2010	seeking permission for WISC	I am writing to inform you that we have identified that <<Your Current Student's Preferred Name>> may benefit from undertaking a WISC III with Janet Matthews – psychologist. The WISC III indicates areas of strengths and weaknesses in verbal and nonverbal reasoning, memory, and attention.
14/01/2010	In-complete assessment suspension	Re: Notification of fourth in-school suspension due to late or incomplete assessment
14/01/2010	Dear Jane,	
12/01/2010	Dear Jane,	test
12/01/2010	Dear Jane,	

Correspondence Received will display all correspondence that has been received back with a reply.

The screenshot shows the 'Staff Details' page for Jane Denbigh. The 'Correspondence' section is active, and the 'eMail Sent' tab is highlighted with a red circle. The table below displays a list of emails sent by Jane Denbigh.

Date	Subject/ Sent	Email Text
12/10/2016	Notice of new VTR Jane Denbigh	A new VTR/TPL has been submitted and is awaiting your approval. Please log into Denbigh and look at the VTR Stage 2 list to view
10/10/2016	Notice of new VTR Jane Denbigh	A new VTR/TPL has been submitted and is awaiting your approval. Please log into Denbigh and look at the VTR Stage 2 list to view
14/09/2016	WWCC Renewal Reminder John Denbigh	This is just a test  Please ignore but lets see how it goes shall we!
13/09/2016	Notification of Absence Jane Denbigh	I am writing to bring to your attention the fact that according to our records <<Your Student Preferred Name>> has been marked as absent from school for the last 3 day in their school attendance records.
13/09/2016	Notification of Lates Jane Denbigh	I am writing to bring to your attention the fact that according to our records <<Your Current Student's Preferred Name>> has been marked as late to school three times in the last fortnight in <<Your Current Student his/her>> school attendance records.
13/09/2016	Class Cover Memo Jane Denbigh	see attached
13/09/2016	Class Cover Memo Jane Denbigh	see attached

Email sent will allow the user to view all emails that have been sent by the current staff member in a list view.

The screenshot shows the 'Staff Details' page for Jane Denbigh. The 'Correspondence' section is active, and the 'eMail Received' tab is highlighted with a red circle. The table below displays a list of emails received by Jane Denbigh.

Date	Subject/ From	Email Text
21/07/2016	test email sent by Peter Gort, please disregard Peter Gort	test email sent by Peter Gort, please disregard
	just a test, please ignore Jane Denbigh	test
	Jane Denbigh	
	Jane Denbigh	
7/09/2016	new test email enquirer Jane Denbigh	This is a new email to the enquirer.
	Jane Denbigh	I am writing to bring to your attention the fact that according to our records <<Your Student Preferred Name>> has been marked as absent from school for the last 3 day in their school attendance records.
	Jane Denbigh	test <<Full Name>>

Email received is an area which allows the user to view all emails that have been received by the current staff member.

## Notes

The screenshot displays the 'Staff Details' page for a user named John Denbigh. The 'Notes' section is highlighted with a red box and contains a table with columns for 'Attachment' and 'Note'. The table has one row with 'CV attached' in the 'Note' column. To the right of the table are buttons for 'Add Reminder', 'Notes File', 'Print', and 'Add Note'. The 'Add Note' button is circled in red and labeled '4'. The 'Notes File' button is circled in red and labeled '2'. The 'Print' button is circled in red and labeled '3'. The 'Add Reminder' button is circled in red and labeled '1'. The left sidebar contains buttons for General Information, Classes, Timetable, Tutor Group, Absences and Extras, CoCurricular, Groups, Professional, Correspondence, Notes, and Confidential. The bottom right corner has an 'Audit' button.

Notes files this will allow the current staff member to create notes for any particular events.

1. Add Reminder will prompt the user to indicate how many days they would like to be reminded for and then the text file can be edited to display exactly what the user wishes to see
2. Notes File, will take the current staff member to the notes file where they can view all notes that had been created by him/her
3. Print, will print a summary of the notes that had been created
4. Add Note, this will create a new note to the portal where the user can enter in text as well as view, attach or save any attachments

## Confidential - School Info

The screenshot shows the 'Staff Details' form for a staff member named Jane Denbigh. The form is divided into several sections:

- General Information:** Includes fields for DENU Code (DENU), Surname (Denbigh), First Name (Jane), Second Names, Known As, Position (Head of Middle School), and Community ID (S00063).
- Confidential:** A tab at the top of the form, highlighted with a red circle '3'.
- Current Staff:** A section with a red 'X' and a red circle '1' next to the signature field. It includes:
  - Medical / Emergency Info:** Doctor (Dr Smith), Doc Ph (1234 5678), Medicare No (123456 789), Fund (MBF), Emergency (Mary), Phone (01245 789), and Medical Details (Allergic to hard work).
  - Vehicle Details:** Make of Car (Tovota Prado), Colour (Silver), Registration (ABC-123), and Insurer (NRMA).
  - School / Employment Info:** Employment Date (1/02/1995), Codes (T), Termination Date (highlighted with a red circle '2'), Teacher # (123456), Previous Employer (BBC Hardware), Employment Basis (Full Time), Employment % (100%), Category (Teacher), Teaching % (80%), HTML Signature, and a signature field containing 'Jane Denbigh Account Manager'.
  - WWCC / PD Accreditation Info:** WWCC No (12345), WWCC Renewal needed (checkbox), WWCC Date (1/08/2013), WWCC Status (Barred), WWCC Responsible Staff member (checkbox), WWCC Expiry Date (19/02/2014), PD Accreditation Stage, and PD Accreditation Delegate (checkbox).
  - Staff Declaration:** Declaration (Yes/No) and Date (19/11/2003).
- Professional:** Includes Police Check (1/06/2007) and MCEETYA Check (19/06/2009).
- Confidential:** A section at the bottom of the form.

Confidential information regarding Doctors, Medical Information, Account, Email, Security and Employment details.

1. Signatures can be stored for use in the correspondence module.
2. Enter a date in the termination field when a staff member leaves to make them former staff. The record will appear in a yellow in list view to display the record as a former staff member.
3. Confidential tab to store any confidential information.

## Confidential - Working With Children Check Info

**Staff Details**

DENJ Denbigh Jane Head of Middle School S00063

**Confidential**

**Current Staff**

**Medical / Emergency Info**

Doctor: Dr Smith Doc Ph: 1234 5678  
 Medicare No: 123456 789 Fund: MBF  
 Emergency: Mary Phone: 01245 789  
 Medical Details: Allergic to hard work

**Vehicle Details**

Make of Car	Colour	Registration	Insurer
Tovota Prado	Silver	ABC-123	NRMA

**School / Employment Info**

Employment Date: 1/02/1995 Codes: T  
 Termination Date: Teacher #: 123456  
 Previous Employer: BBC Hardware Employment Basis: Full Time  
 Employment %: 100% Category: Teacher  
 Teaching %: 80%  
 HTML Signature: Jane Denbigh Account Manager

**WWCC / PD Accreditation Info**

WWCC No: 12345 WWCC Renewal needed   
 WWCC Date: 1/08/2013 WWCC Responsible Staff member   
 WWCC Status: Barred  
 WWCC Expiry Date: 19/02/2014  
 PD Accreditation Stage: PD Accreditation Delegate

**Staff Declaration**

Declaration:  Yes  No  
 Date: 19/11/2003

1. Displays an Alert if the Status is Barred/Expired or past expiry date.
2. WWCC number, Date of issue, Status, Expiry date. The Renewal needed is calculated based on their date of the card.
3. Check to staff member responsible for checking Working with Children Checks. They will receive emails on the status of each staff members, if they need to be renewed or if they have expired.

## Confidential - Account/Email Info/Security

**Staff Details**

DENJ Denbigh Jane Head of Middle School S00063

**Confidential**

General Information | School Info | Confidential | Account / Email Info / Security

ReAuthenticate | Account / Email Info | Security

Login Name | 
  eMail Username

Local\_Access\_DataEntry | 
  Proxy Username

Proxy Password | 
  Pushover Device Name

Prevent Security Idle Timeout | 
  Override Idle Time

Markbook Administrator | 
  Markbook Administrator

eMail Signature HTML Wrapper :

Jane Denbigh  
 Account Manager

Denbigh International Pty Ltd  
 A FileMaker Business Alliance - Platinum Member  
 PO Box 3166 Narellan 2567  
 Ph: 1300 788 948

Fax: (02) 4447 3410  
 e-mail: [shill@denbigh.com.au](mailto:shill@denbigh.com.au)

Do not include the <body> and <html> tags, they will be ignored  
 Enter tags <name>, <position>, and <phone> to be substituted.  
 If you require additional tags, let denbigh know.

Addresses |  Finance |  References  
 Attendance |  Finance\_Correspondence |  ReportArchive  
 Audit |  Function |  Reports  
 Calendar Bookings |  Internal Messaging |  SMS  
 Calendar Events |  iOS |  Staff  
 Calendar |  MainMenu |  Student Class Enrolments  
 Classes |  Markbook Group Students |  Student Current  
 Clubs |  Markbook Groups |  Student Former  
 Community |  Markbook Task Students |  Student Future  
 Correspondence |  Markbook Tasks Groups |  Test Results  
 Denbigh Assets |  Markbook Tasks |  TextBooks  
 Denbigh Calendar |  Markbook |  Times  
 Discipline |  Notes |  Timetable Lessons  
 Email |  Photos |  TimeTables  
 Enrollment Report |  POS |  Transport Passes  
 Extra Curricular |  Program |  VCal  
 Family |  PurchasingInterface |  VSR

Users will need to log out and back in to apply new settings.

Audit

Ensure that the Login Name and email Username match the details of the staff login to the server.

## Former Staff

**Staff Details**

DENJ Denbigh Jane Head of Middle School S00063

**Confidential**

General Information | School Info | Confidential | Account / Email Info / Security

**Current Staff**

Medical / Emergency Info

Doctor: Dr Smith | Doc Ph: 1234 5678  
 Medicare No: 123456 789 | Fund: MBF  
 Emergency: Mary | Phone: 01245 789  
 Medical Details: Allergic to hard work

Vehicle Details

Make of Car: Toyota Prado | Colour: Silver | Registration: ABC-123 | Insurer: NRMA

School / Employment Info

Employment Date | Codes: T  
 Termination Date | Teacher #: 123456  
 Previous Employer: BBC Hardware | Employment Base: Full Time  
 Employment %: 100% | Teaching %: 80%  
 Category: Teacher  
 HTML Signature: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Jane Denbigh  
 Account Manager

WWCC / PD Accreditation Info

WWCC No: 12345 | WWCC Renewal needed:   
 WWCC Date: 1/08/2013 | WWCC Responsible Staff member:   
 WWCC Status: Barred  
 WWCC Expiry Date: 19/02/2014  
 PD Accreditation Stage: \_\_\_\_\_  
 PD Accreditation Delegate: \_\_\_\_\_

Staff Declaration

Declaration:  Yes  No  
 Date: 19/11/2003

Enter the termination date. Click to move the to the Former Staff file, the records will then be stored in the Former Staff file (archive). They can also stay in the current file but will display as former staff.

## Former Staff

Staff Code	Title	Surname	Given Names	Sex	Spouse	Home Telephone	Mobile	Email
DESM	Mrs	Desmond	Maureen	Female			0414 123 456	apearce@denbigh.com.au
jmjones	Mr	Jones	Murray Lloyd	Male			0409 872 400	
JF	Mr	Freerange	Jibin mathew	Male				
MOEJ	Ms	Moeder	Juan	Female				dkalnian@denbigh.com.au
GILE	Ms	Gilmour	Evelyn	Female			0425264227	pwindle@denbigh.com.au
JS	Mr	Snow	John	Male	Rachael	928451554		

Former Staff not moved to the Former file will display with a yellow highlight in list view.

## Former Staff File

**Former Staff Details**

DESM Desmond Maureen [Second Names] [Known As] [Position] S00020 [Community ID]

### General Information

Receives Timetable  
 Pastoral Care Team  
 Casual Teacher

Administration  Junior School  Science  
 Co-Curricular  LOTE  Special Needs  
 Computing  Mathematics  TAS  
 Creative Arts  Music  
 English  PDHPE  
 History  Primary School  
 HSIE  Religion

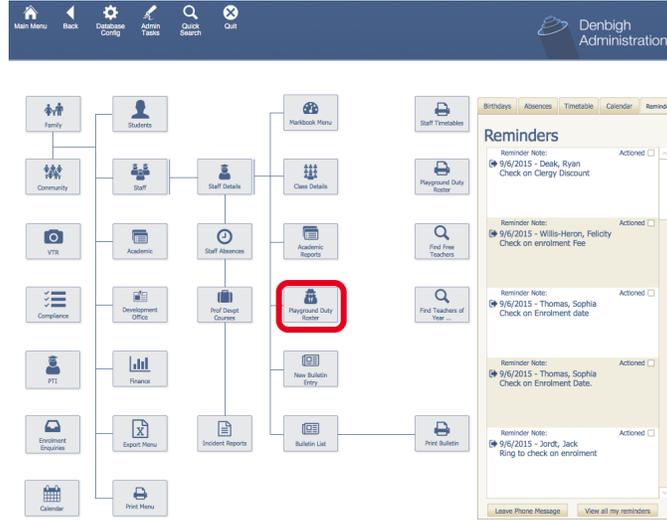
JS  SS

Residential Address: Property: [ ], Street: 1 John St, Suburb/State/PC: Sydney NSW 2000, Address ID: SBRE1  
 Postal Address: Property: [ ], Street: [ ], Suburb/State/PC: [ ], Address ID: SBRE1

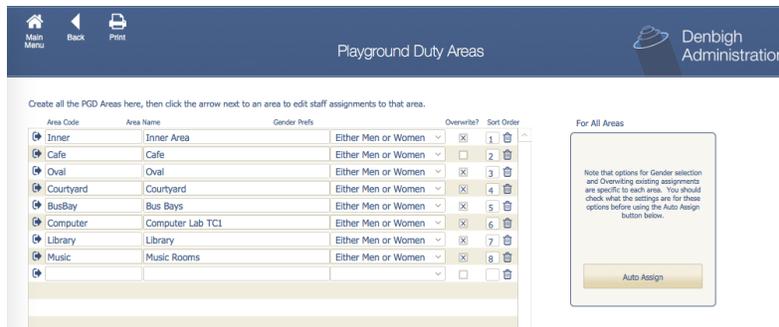
Home Phone: [ ], Mobile: 0414 123 456, DOB: 11 Sep 1946, Spouse/Partner: [ ], Silent Number:  Child Protection Certificate:

Staff display in the Former Staff Details. Staff can then be moved back to current if necessary.

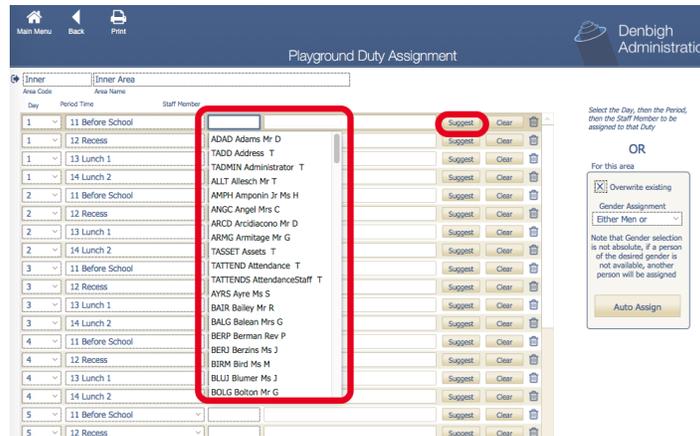
# PlayGround Duty Roster



To Create the Duty Roster for Staff, click the following button within Main Menu.



Enter the area's where the duties are to be held. This function can be used to auto assign staff to the roster based on their timetables. Click into an area to add the times that the area needs to be covered.



Enter the day, period time and then choose the teacher to cover the duty from the drop down list. Or click suggest for the system to choose a teacher.

# Playground Duty Roster

Select Teacher for Grounds Duty								
Select Name		Lessons Today	Extras Today	Extras Count	Extras Count / Load	Teaching Load	PGD Duties Max	PGD Duties Assigned
<input checked="" type="checkbox"/> T Staff	TAS	2	0	0	50%	4	0	
<input type="checkbox"/> T Attendance				0	0	50%	4	0
<input type="checkbox"/> T FinanceWrite				0	0	50%	4	0
<input type="checkbox"/> T DBA				0	0	50%	4	0
<input type="checkbox"/> T HRWrite				0	0	50%	4	0
<input type="checkbox"/> T HRRead				0	0	50%	4	0
<input type="checkbox"/> T FinanceRead				0	0	50%	4	0
<input type="checkbox"/> T Registrar				0	0	50%	4	0
<input type="checkbox"/> T Address				0	0	50%	4	0
<input type="checkbox"/> T Community				0	0	50%	4	0
<input type="checkbox"/> T Curriculum				0	0	50%	4	0
<input type="checkbox"/> T CorrespondenceRead				0	0	50%	4	0
<input type="checkbox"/> T CorrespondenceWrite				0	0	50%	4	0
<input type="checkbox"/> T MarkbookAdmin				0	0	50%	4	0
<input type="checkbox"/> T MarkbookEntry				0	0	50%	4	0
<input type="checkbox"/> T MedicalRead				0	0	50%	4	0
<input type="checkbox"/> T MedicalWrite				0	0	50%	4	0
<input type="checkbox"/> T AttendanceStaff				0	0	50%	4	0
<input type="checkbox"/> T Calendar				0	0	50%	4	0
<input type="checkbox"/> T Discipline				0	0	50%	4	0
<input type="checkbox"/> T Sport				0	0	50%	4	0
<input type="checkbox"/> T ExtraCurricular				0	0	50%	4	0
<input type="checkbox"/> T UserRead				0	0	50%	4	0
<input type="checkbox"/> T UserWrite				0	0	50%	4	0
<input type="checkbox"/> T User				0	0	50%	4	0
<input type="checkbox"/> T Assets				0	0	50%	4	0
<input type="checkbox"/> T Foundation				0	0	50%	4	0
<input type="checkbox"/> T Groups				0	0	50%	4	0
<input type="checkbox"/> T Letters				0	0	50%	4	0
<input type="checkbox"/> T PastoralCare				0	0	50%	4	0
<input type="checkbox"/> T PtiWrite				0	0	50%	4	0
<input type="checkbox"/> T PtiRead				0	0	50%	4	0
<input type="checkbox"/> T References				0	0	50%	4	0
<input type="checkbox"/> T SmsRead				0	0	50%	4	0

Suggests a list of available teachers.

# Playground Duty Roster

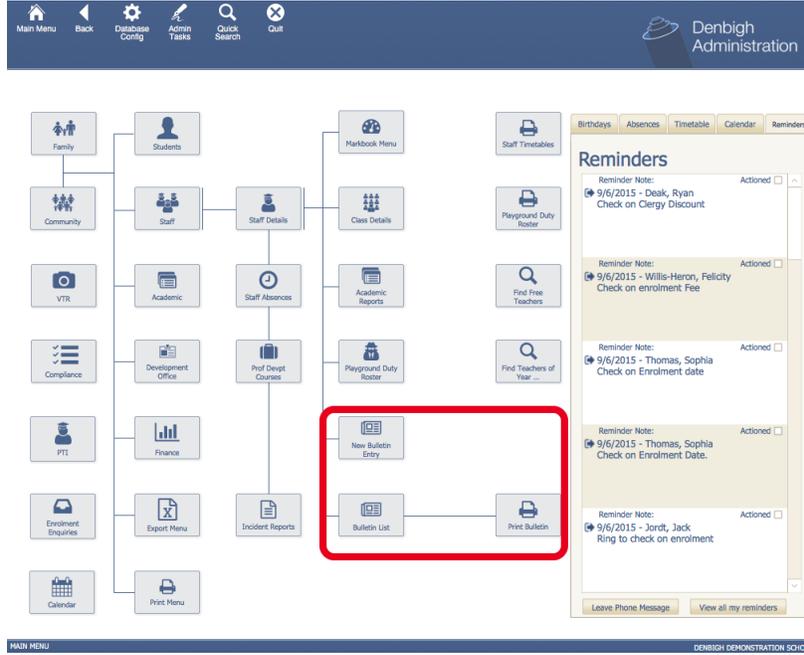


**Denbigh Demonstration School**  
**Playground Duty Roster** Printed 13:56 26/02/11

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>	Brettell Mr A Adams Mr D	Brettell Mr A Sun Mr N Stokes Ms M	Waugh Ms J Burlinson Dr M Lam Mrs L	Grierson Ms V Angel Mrs C Fricker Ms J	Faulks Mrs J Petersons-Rusmanis Burlinson Dr M
<b>Recess</b>	Tonkin Mr M  Kearsley Ms J	Guinness Ms R Lee Ms K Thompson Mrs L Hallett Ms R Merchant Mrs J	Arcidiacono Mr D Tindall-Jones Mrs L Mackie Mrs T Vlahos Ms R Merchant Mrs J	Lang Ms K Preeyadarshanan Mrs Tonkin Mr M Kovats Mr J Denbigh Mr J	Balean Mrs G Robertson Mrs K Angel Mrs C McLeod Ms L Burdon Mr J
<b>Lunch 1</b>	Holmes Mrs A Mackie Mrs T Sowden Mrs A Cameron Ms K Donald Miss J	Bowd Mr D Holmes Mrs A Grierson Mrs J Adams Mr D Morris Ms B Rumsey-Merlan Mrs K MacIntosh Mr W	Denbigh Mr J Gairey Mr E Koning Rev S Grierson Mrs J Cunningham Ms K Bailey Mr R Sanderson Mr R	Stkrbinsek Ms J Tran Ms L Economopoulos Ms M Sun Mr N Hirst Mrs L Stankovich Mr J Dragnich Ms K	Harvey Mr M James Mrs S Brown Ms A Tindall-Jones Mrs L Kossak Mr S Moeder Ms J Lindsay Mrs C
<b>Lunch 2</b>	Gorringe Mr W Kilham Ms A Weatherstone Mrs N Allesch Mr T Morris Ms B Williams Mrs J Lejak Ms B	Gibbons Ms D Tran Ms L Lam Mrs L Berman Rev P Carvalho Mr G McMaster Mrs R Logue Ms K	Moderegger Ms G Bolton Mr G Saeck Mrs L Weatherstone Mrs N Armitage Mr G Wilson Mr C Shaw Mrs M	Clinch Mrs P Richardson Ms O Matthews Mr M Lee Ms K Patterson Ms R Blumer Ms J Berzins Ms J	Davies Ms L McAlpine Mrs L Pino Ms L Preeyadarshanan Mrs Ayre Ms S Starling Ms A Harding Mrs A
<b>After School</b>	Bird Ms M  Ford Ms K	Grierson Ms V  Groux Ms M	Dragnich Ms K  Toohey Ms J	Moran Ms C  Hudspeth Mrs L Denbigh Mr J	Paterson Ms L  Hartnell Mr D
<b>Tutor Group</b>	Bolton Mr G	Denbigh Mr J		Bolton Mr G	Ayre Ms S
<b>Tutor Group</b>	Gilmour Ms E	Bowd Mr D	Bowd Mr D	Bowd Mr D	Bowd Mr D

Printed Playground duty.

# Staff Bulletin



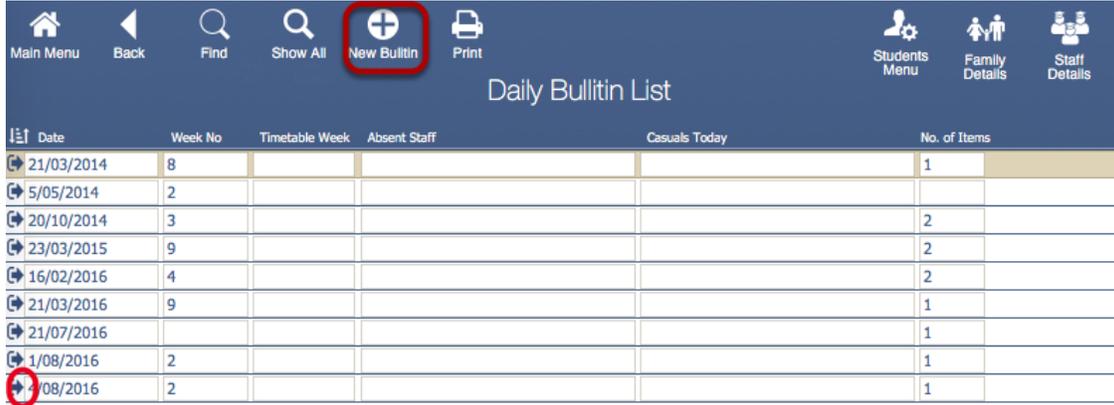
Adding Bulletin items, viewing the list and Printing the Bulletin

## Staff Bulletin - New Bulletin Entry

The screenshot shows the 'Daily Bulletin Entry' form. At the top, the title 'Daily Bulletin Entry' is displayed. Below the title, there are three input fields: 'Date' with the value '13/10/2016', 'Staff Code' with the value 'DENJ', and 'Staff Code' with the value 'Mrs Jane Denbigh'. Below these fields is a large text area for the bulletin text, containing the message: 'School Choir Practice is at 11 am today, please meet in the Hall.' At the bottom of the form, there are two buttons: 'Cancel' and 'Done'.

Add a bulletin Entry.

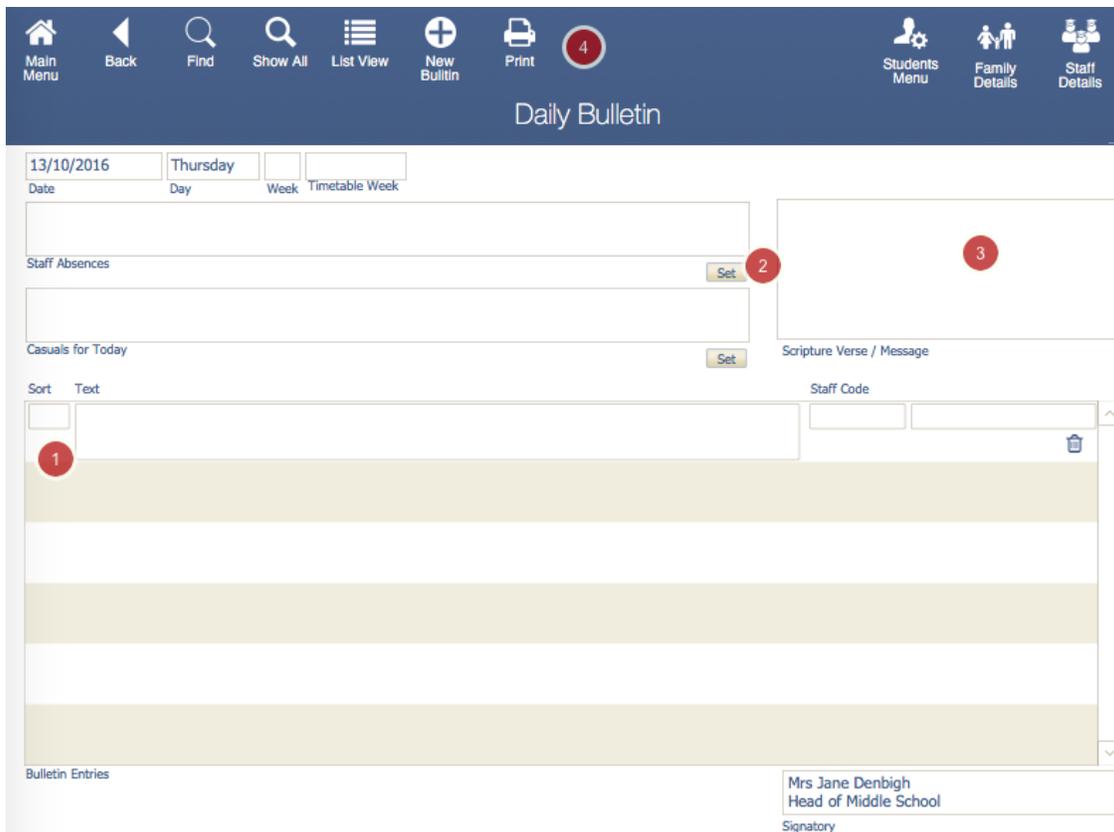
## Bulletin List



Date	Week No	Timetable Week	Absent Staff	Casuals Today	No. of Items
21/03/2014	8				1
5/05/2014	2				
20/10/2014	3				2
23/03/2015	9				2
16/02/2016	4				2
21/03/2016	9				1
21/07/2016					1
1/08/2016	2				1
1/08/2016	2				1

Click on the Jump button to the view the day's bulletin items. Click the New Bulletin to Create the Daily Bulletin.

## New Daily Bulletin



13/10/2016 Thursday  
 Date Day Week Timetable Week

Staff Absences   2

Casuals for Today   3

Scripture Verse / Message

Sort Text  Staff Code

1

Bulletin Entries

Mrs Jane Denbigh  
 Head of Middle School  
 Signatory

1. Add the sort number for the bulletin entries.
2. Add Staff Absences and Casuals for the day.
3. Add any Verse of daily message.
4. Click to Print.

## Daily Bulletin - Print

### Denbigh Demonstration School

#### Daily Bulletin

<b>Date:</b>	<b>7 Sep 07</b>	<b>Day:</b>	<b>Friday</b>
<b>Week:</b>	<b>W36</b>	<b>Timetable Week:</b>	

**Staff absent today:**

Antonella Sowden - Leave      Evelyn Gilmour -      Trevor Allesch -

---

**Casual teachers in today:**

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**Notices for Today:**

Meeting in the Hall regarding Sports Houses

Maths faculty meeting cancelled today

Please make sure all students permission notes are handed into the Administration office.

**Principal**

Printed daily bulletin.

# Incident Reports

The Incidents Report file aims to document and archive any incidents which have occurred. The Incidents reports file can be accessed through Main Menu

Incident Type	Name	Date of Incident	Injury Nature	Claim Made
Casualty	John Smith	21/10/2015	twisted ankle	YES
Casualty	sean	2/12/2015	dead	YES
Casualty	John Smith	5/10/2015		
Casualty				

1. To create a new incident report
2. The jump button will take you to a previously created incident report.

## Creating a new Incident Report

The screenshot shows the 'Incident Report Form' interface. The top navigation bar includes 'Main Menu', 'Back', 'Find', 'View As List', 'Delete', 'New Report', and 'Print'. The form is divided into several sections. The top section contains fields for 'Name of School' (Denbigh Demonstration School), 'Address' (33 Cobbity Road), 'Suburb' (Narellan), 'Contact Person' (James), 'Policy No.', 'Client No.', 'Telephone', 'Facsimile', and 'Email' (denbigh@gmail.com). A 'Done' button is located in the top right. Below this is the 'Details Of Injured Person' section, which includes fields for 'Name' (John Pearce), 'Personnel Type' (Student), 'Address' (4 Brooklyn Drive), 'Gender' (Male), 'Age' (13), 'Date of Birth' (12/03/2003), and 'Year Level (if applicable)' (10). A green checkmark and the text 'Section Completed' are displayed below these fields. A 'Next' button with a red circle containing the number '1' is positioned to the right of the 'Details Of Injured Person' section. At the bottom, there is a 'Completed (report will be locked):' checkbox and a 'Signed:' field with the text 'Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:35:32 AM'.

The following information will need to be filled in when creating a new incident report.

1. Clicking next will take you to a secondary stage which will allow the user to fill in a more detailed version of what happened.

The screenshot shows the 'Incident Report Form' interface, specifically the 'Details Of Incident/Occurrence' section. The top navigation bar is the same as in the previous screenshot. The form is divided into several sections. The top section contains fields for 'Name of School' (Denbigh Demonstration School), 'Address' (33 Cobbity Road), 'Suburb' (Narellan), 'Contact Person' (James), 'Policy No.', 'Client No.', 'Telephone', 'Facsimile', and 'Email' (denbigh@gmail.com). A 'Done' button is located in the top right. Below this is the 'Details Of Incident/Occurrence' section, which includes fields for 'Date Of Incident' (13/10/2016), 'Time Of Incident' (2:20 pm), 'Type Of Activity' (Soccer), 'Accident Description' (Minor Injury), 'Brief Details' (Student Rolled his ankle upon stepping on an unbalanced cone), 'Parent Notified' (YES), 'Notified Date' (13/10/2016), 'Name Of Witness' (James), 'Accident Site' (MAS), and 'First Aider' (Mark). A green checkmark and the text 'Section Completed' are displayed below these fields. A 'Next' button with a red circle containing the number '1' is positioned to the right of the 'Details Of Incident/Occurrence' section. At the bottom, there is a 'Completed (report will be locked):' checkbox and a 'Signed:' field with the text 'Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:39:08 AM'.

Once the details of the incident have been entered click next again for more fields that need to be completed.

**Incident Report Form**

Name of School: Denbigh Demonstration School  
 Address: 33 Cobbity Road  
 Suburb: Narellan  
 Contact Person: James

Policy No:   
 Client No:   
 Telephone:   
 Facsimile:   
 Email: denbigh@gmail.com

**Details Of Injury**

Nature Of Injury: Rolled Ankle  
 Severity Of Injury: Minor  
 Treated By Dr: Seus

Location Of Injury: Ankle  
 Hospital: none

Completed (report will be locked):  Signed: Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:41:04 AM

As per above fill in the following information and then click next.

**Incident Report Form**

Name of School: Denbigh Demonstration School  
 Address: 33 Cobbity Road  
 Suburb: Narellan  
 Contact Person: James

Policy No:   
 Client No:   
 Telephone:   
 Facsimile:   
 Email: denbigh@gmail.com

**Has Student/Parent/Visitor Made a Claim**

Made a Claim:  YES  NO

Completed (report will be locked):  Signed: Mrs Jane Denbigh - Head of Middle School - 13/10/2016 11:41:04 AM

Once the final question has been answered a pop up will appear informing the user that the section has been completed and they are now okay to hit the done button.

## Viewing Incident Reports

Incident Type	Name	Date of Incident	Injury Nature	Claim Made
Casualty	John Smith	21/10/2015	twisted ankle	YES
Casualty	sean	2/12/2015	dead	YES
Casualty	John Smith	5/10/2015		
Casualty				
Casualty	John Pearce	13/10/2016	Rolled Ankle	NO

Once the new incident report has been created it can be viewed in the incident Report List by clicking the jump button.

