



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 navigation tree on the left includes categories like Family, Community, VTR, Compliance, PTI, Enrolment Enquiries, and Calendar. Under 'Staff', the 'Staff Details' option is highlighted. The right-hand side features a 'Reminders' panel with a list of reminders, each with a date and a note, such as '9/6/2015 - Deak, Ryan Check on Clergy Discount'. The top navigation bar contains 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' screen for a staff member. The top navigation bar includes options like 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 main content area is titled 'Staff Details' and includes a 'WWCC Alert' button. Below this, there are search fields for 'DENO', 'Denbigh', 'Surname', 'First Name', 'Second Name', 'Known As', 'Head of Middle School', and 'Position'. The 'General Information' section is expanded, showing fields for email, title, qualifications, phone, and various checkboxes for roles and faculties. The 'Residential Address' and 'Postal Address' sections are also visible, along with a 'Silent Number' checkbox and a 'Child Protection Certificate' checkbox. The bottom status bar indicates 'AUDIT'.

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

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'. Other fields include 'email: developers@denbigh.com.au', 'Title: Mrs', 'Qualifications: B.Vis. Arts (Hons), M. Teach.', 'Residential Address: Unit 1/12 Denbigh Street', 'Suburb/State/PC: Cobbley NSW 2570', 'Postal Address: 5 Murray Court', 'Murrayville NSW', 'ADID43326', 'Home Phone: 0298611445', 'Mobile: 0413582908', 'Silent Number', 'Child Protection Certificate', 'Spouse/Partner: Mark', and 'Email Address: developers@denbigh.com.au'.

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 is highlighted with a red box, showing 'Mon Moderegger Ms G' and 'Thu Denbigh Mrs J'. The main menu includes options for Family, Students, Community, Staff, VTR, Academic, Compliance, Development Office, PTT, Finance, Equipment Enquiries, Export Menu, Calendar, and Print Menu. A 'Privacy reminder' is also visible in the center of the screen.

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 staff member named Jane. The 'Add New' button in the top navigation bar is highlighted with a red circle. The form contains the following fields and options:

- General Information:** email: developers@denbigh.com.au, Title: Mrs, Alternative Title: (empty), 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: (empty), Street: Unit 1/12 Denbigh Street, Suburb/State/PC: Cobbley NSW 2570, Address ID: ADID43319
- Postal Address:** Property: (empty), Street: 5 Murray Court, Suburb/State/PC: Murrumbidgee NSW, Address ID: ADID43326
- Contact:** Home Phone: 0298611145, Mobile: 0413582908, Spouse/Partner: Mark, Silent Number: (unchecked), Child Protection Certificate: (checked)
- DOB:** 26 Oct 2016
- Faculty:** Administration, Co-Curricular, Computing, Creative Arts, English, History, HSIE, Junior School, LOTE, Mathematics, Music, PDHPE, Primary School, Religion, Science, Special Needs, TAS
- Other:** Receives Timetable (checked), Pastoral Care Team (checked), Casual Teacher (unchecked)
- Additional:** Email Type: Work, Email Address: developers@denbigh.com.au

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: Rachael

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: X 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

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

Timetable

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)

| 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

| 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

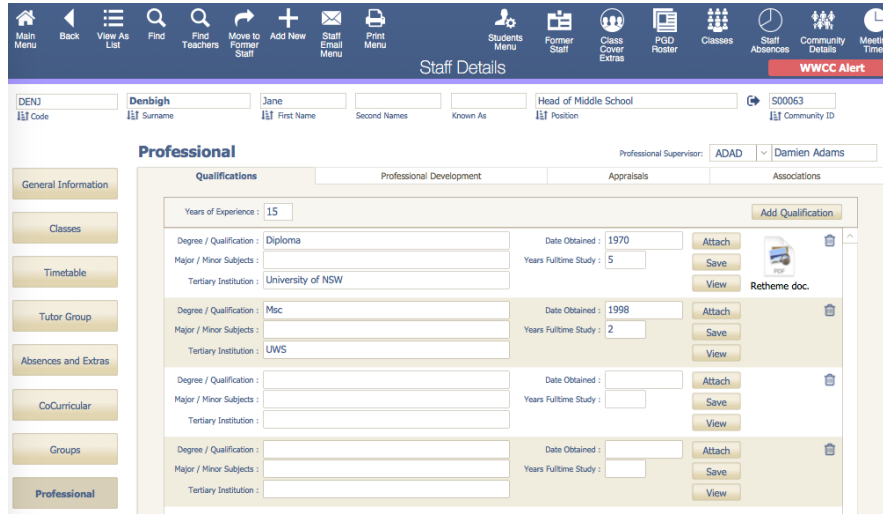
Groups

| 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.

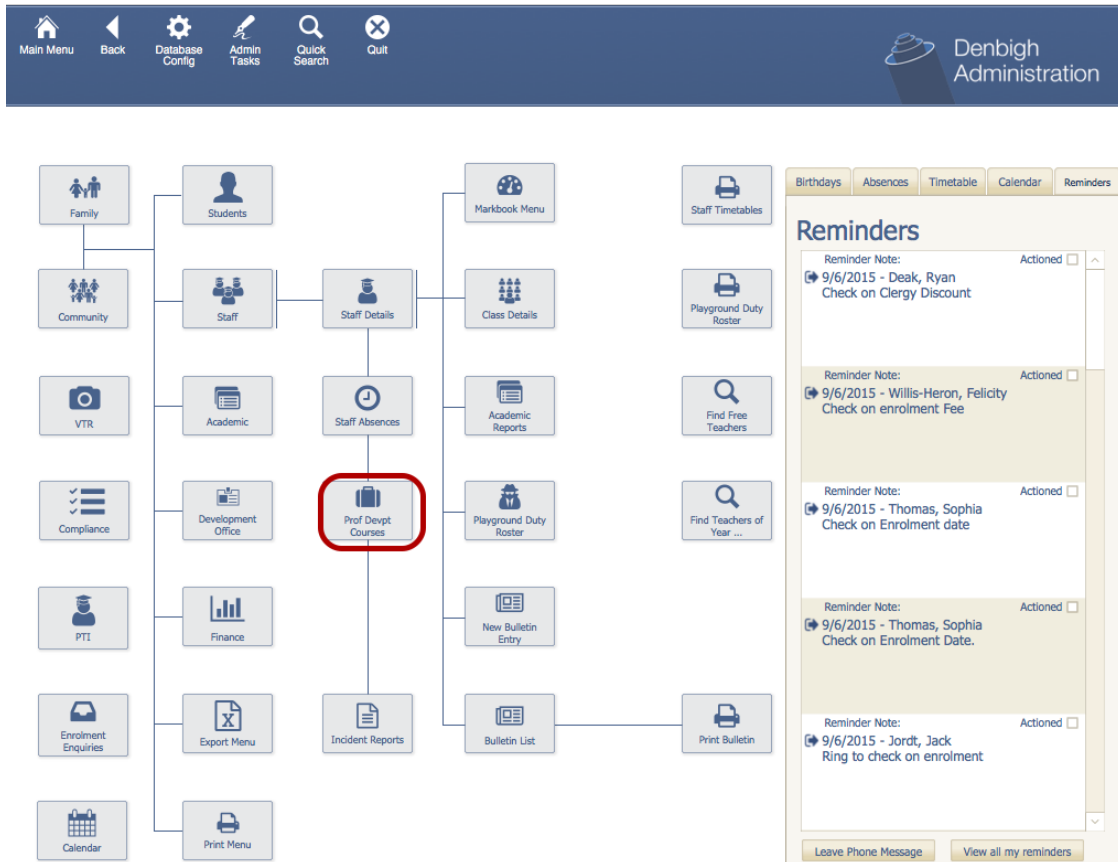
1. To the Groups list view. (all groups)

Professional Development - Qualifications



Staff qualifications and years of experience.

Creating a Professional Development Course



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 features a table with columns for 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

This screenshot shows the same 'Professional Development' section as the first image, but with four red circles highlighting key actions:

1. The 'Add Event' button in the 'Professional Development' sub-tab.
2. The 'Course List' button in the 'Professional Development' sub-tab.
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.

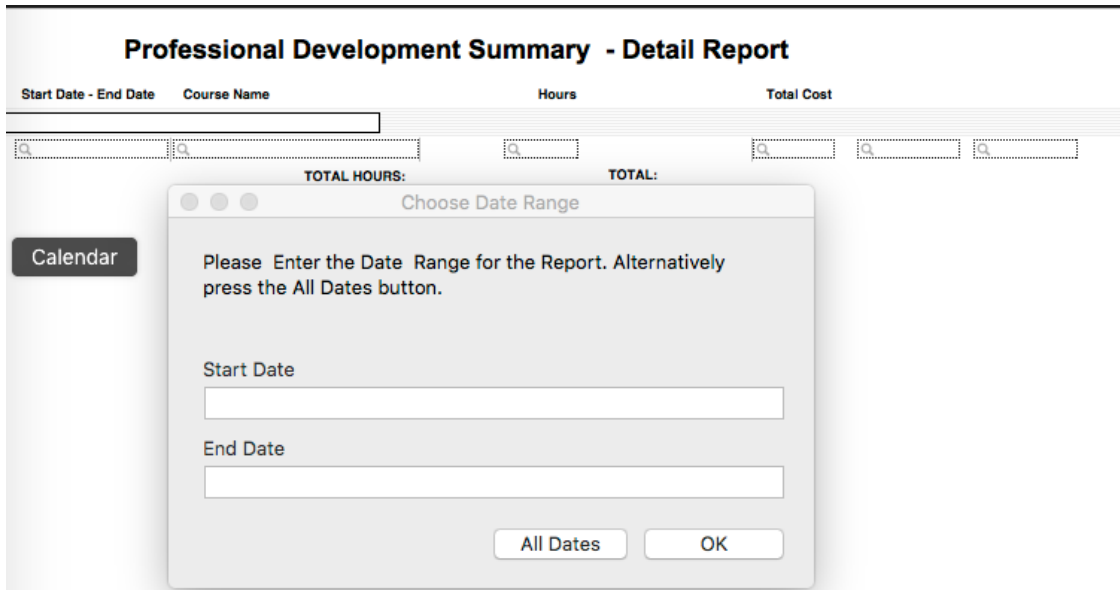
"Print PD Hour- All Staff" - Click to print the Professional Development for a found set of staff members or all staff members

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

Print PD Hour - All Staff

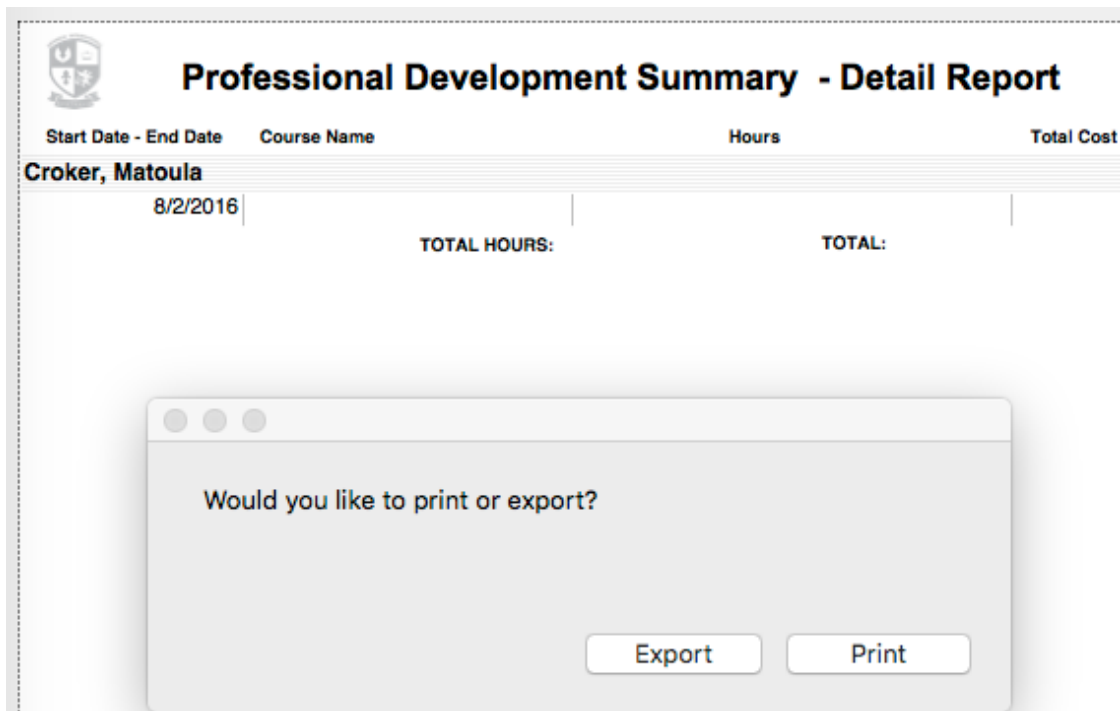
The screenshot shows the 'Professional Development' section of the Staff file. The 'Print PD Hour - All Staff' button is highlighted. A dialog box titled 'Choose who to Print for' is displayed, asking 'Would you like to print a Report for the Found Set or All Staff?'. The 'All Staff' and 'Found Set'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

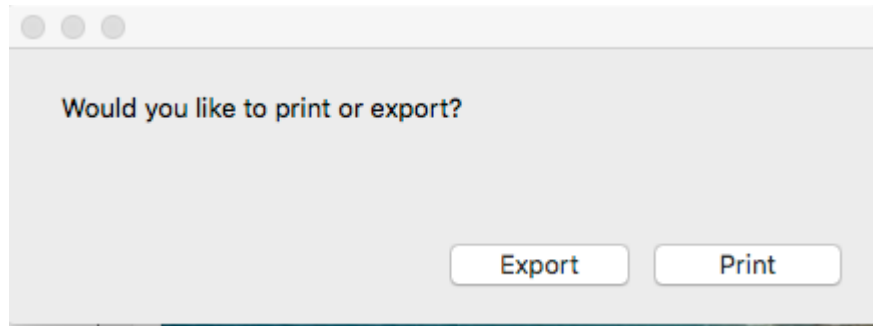
Print PD

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 'Trevor' (First Name), '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 includes a 'Course List' table with columns for 'Course Description', 'Start / End Date', 'Location', 'Course Type', 'Attachment', 'Course', and 'Total'. A 'Print PD' button is highlighted in the top right of the course list area. A modal dialog box titled 'Choose who to Print for' is open in the foreground, 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 modal dialog box titled 'Choose Date Range' is open in the foreground. 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.



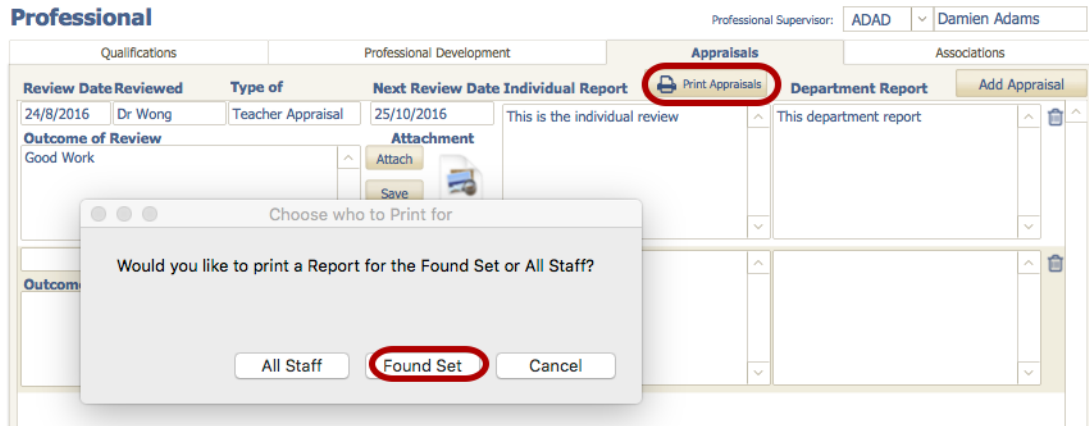
Once valid dates have been entered into the PD summary, the user will then be able to "Print" or "Export" the report.

Professional Development - Appraisals

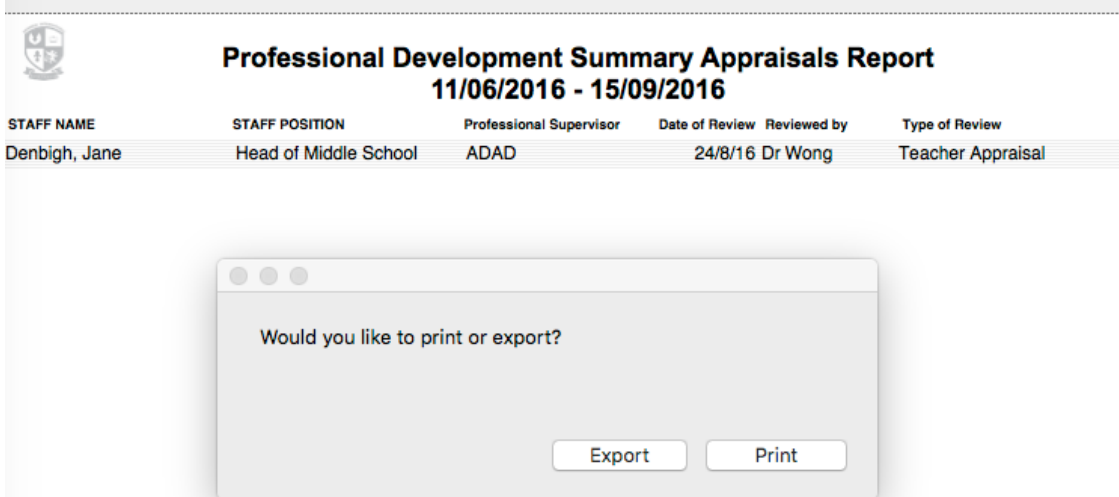
The screenshot shows a web application interface for staff appraisals. At the top is a navigation bar with various icons and the text "Staff Details". Below this is a form for staff information, including fields for Code (DENJ), Surname (Denbigh), First Name (Jane), Second Names, Known As, Position (Head of Middle School), and Community ID (S00063). The main section is titled "Professional" and contains a table for appraisals. The table has columns for "Review Date", "Reviewed", "Type of", "Next Review Date", "Individual Report", "Department Report", and "Add Appraisal". 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 is "This is the individual review" and the department report is "This department report". There are "Attach", "Save", and "View" buttons for each row. A "Print Appraisals" button is circled in red. On the left side, there is a sidebar with buttons for "General Information", "Classes", "Timetable", "Tutor Group", "Absences and Extras", "CoCurricular", "Groups", "Professional", "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.

Print Appraisals - All Staff

Professional Development Summary Appraisals Report
11/06/2015 - 15/09/2016

| STAFF NAME | STAFF POSITION | Professional Supervisor | Date of Review | Reviewed by | Type of Review |
|---------------|-----------------------|-------------------------|----------------|-------------|-------------------|
| Denbigh, Jane | Head of Middle School | ADAD | 24/8/16 | Dr Wong | Teacher Appraisal |

Would you like to print or export?

When attempting to print a Appraisal Report for all Staff, the same steps should be followed as above, entering an appropriate date range etc. Once the user has done this they will be prompted to either export or print the appraisal Report.

Professional Development - Associations

Staff Details WWCC Alert

DENJ Denbigh Jane Head of Middle School S00063

Professional Professional Supervisor: ADAD Damien Adams

| Teacher Institute Levels | | | | ISTA | | | |
|--------------------------|------|------|-------|-------|------|------|-------|
| Level | Date | Year | Curre | Level | Date | Year | Curre |
| | | | X | | | | X |
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Audit

Details of Institutes, Unions and/or Associations that staff are members.

Correspondence

The screenshot shows the 'Staff Details' page for a staff member named Jane Denbigh. The 'Correspondence' section is active, displaying a table of correspondence. Red callouts are placed as follows:

- 1: Correspondence Sent (tab)
- 2: Correspondence Received (tab)
- 3: Email Sent (tab)
- 4: Email Received (tab)
- 5: 'New Letter to these Staff' button
- 6: 'New Letter to this Staff Member' button

| 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

The screenshot shows the 'Staff Details' page for a staff member named Jane Denbigh. The 'Correspondence Received' tab is highlighted with a red oval. The table below shows the correspondence 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 lists 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 lists 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, who is the Head of Middle School. The page features a navigation bar at the top with various icons for system functions. Below the navigation bar, the staff member's details are listed, including their code (DENJ), surname (Denbigh), first name (Jane), and position (Head of Middle School). A red 'WWCC Alert' banner is present. The main section is titled 'Notes' and contains a table with columns for 'Attachment' and 'Note'. The table has one row with the note 'CV attached'. The table is surrounded by 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 Notes section also includes a sidebar with buttons for General Information, Classes, Timetable, Tutor Group, Absences and Extras, CoCurricular, Groups, Professional, Correspondence, Notes, and Confidential. The bottom right corner of the page 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 red circle highlights this tab, indicating where confidential information is stored.
- Current Staff:** A sub-section with a red 'X' icon and a red circle '1' highlighting the signature field. The signature is 'Jane Denbigh, Account Manager'.
- Medical / Emergency Info:** Fields for Doctor (Dr Smith), Doc Ph (1234 5678), Medicare No (123456 789), Fund (MBF), Emergency (Mary), and Phone (01245 789). Medical Details include 'Allergic to hard work'.
- School / Employment Info:** Fields for Employment Date (1/02/1995), Codes (T), Termination Date (highlighted with red circle '2'), Teacher # (123456), Previous Employer (BBC Hardware), Employment Basis (Full Time), Employment % (100%), Category (Teacher), and Teaching % (80%).
- Vehicle Details:** Fields for Make of Car (Tovota Prado), Colour (Silver), Registration (ABC-123), and Insurer (NRMA).
- WWCC / PD Accreditation Info:** Fields for WWCC No (12345), WWCC Date (1/08/2013), WWCC Status (Barred), WWCC Expiry Date (19/02/2014), and PD Accreditation Stage.
- Staff Declaration:** Fields for Declaration (Yes/No) and Date (19/11/2003).

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 **WWCC Alert** 1

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 2 WWCC Renewal needed
 WWCC Date: 1/08/2013 WWCC Responsible Staff member
 WWCC Status: Barred 3
 WWCC Expiry Date: 19/02/2014
 PD Accreditation Stage:
 PD Accreditation Delegate

Staff Declaration

Declaration: Yes No
 Date: 19/11/2003

Audit

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

Confidential

School Info: DENJ, Denbigh, Jane, Head of Middle School, S00063

Account / Email Info / Security

ReAuthenticate: Prevent Security Idle Timeout

Account / Email Info: Login Name: denbigh, eMail Username: denbigh

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

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

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

Former Staff

Former Staff

Navigation: Move to Former Staff

School Info: DENJ, Denbigh, Jane, Head of Middle School, S00063

Current Staff

Medical / Emergency Info: Doctor: Dr Smith, Medicare No: 123456 789, Emergency: Mary, Medical Details: Allergic to hard work

School / Employment Info: Employment Date: 1/02/1995, Termination Date: [Redacted], Previous Employer: BBC Hardware, Employment Base: Full Time, Teaching %: 80%, Police Check: 1/06/2007, MCEETYA Check: 19/06/2009

Vehicle Details: Make of Car: Toyota Prado, Colour: Silver, Registration: ABC-123, Insurer: NRMA

WWCC / PD Accreditation Info: WWCC No: 12345, WWCC Date: 1/08/2013, WWCC Status: Barred, WWCC Expiry Date: 19/02/2014

Staff Declaration: Declaration: Yes, 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

Google Chrome

Main Menu Back View As List Find Find Teachers **Move to Current Staff** Email Menu Print Menu Students Menu Current Staff Class Cover / Extras PGD Roster Classes Staff Absences Community Details Meeting Times

Former Staff Details

DESM Desmond Maureen S00020

Code Surname First Name Second Names Known As Position 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

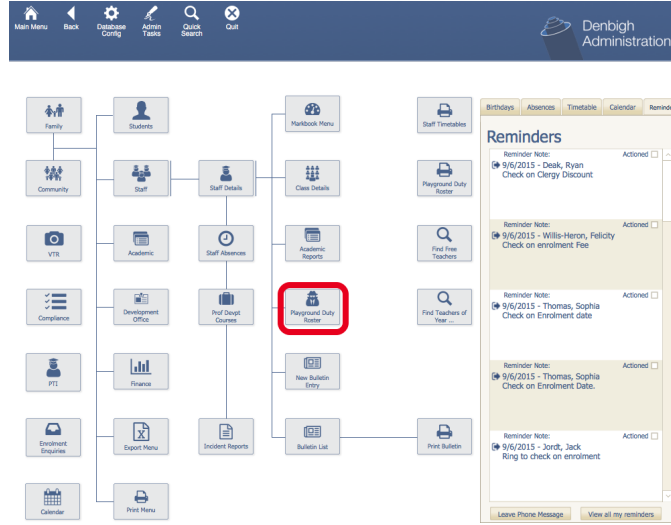
Home Phone: Mobile: 0414 123 456
 DOB: 11 Sep 1946
 Spouse/Partner: Silent Number Child Protection Certificate

email: apearce@denbigh.com.au
 Title: Mrs
 Alternative Title:
 Qualifications: T.P.T.C.(Vic) T.Cert.(NSW), Dip. Sp.Ed
 Phone Ext: 152

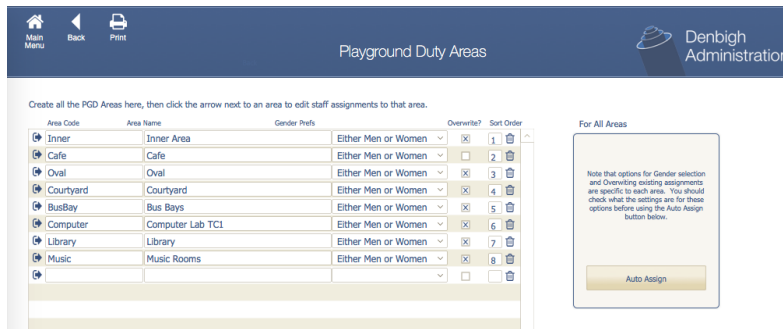
Absences and Extras
 Groups
 Professional
 Correspondence
 Notes
 Confidential

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

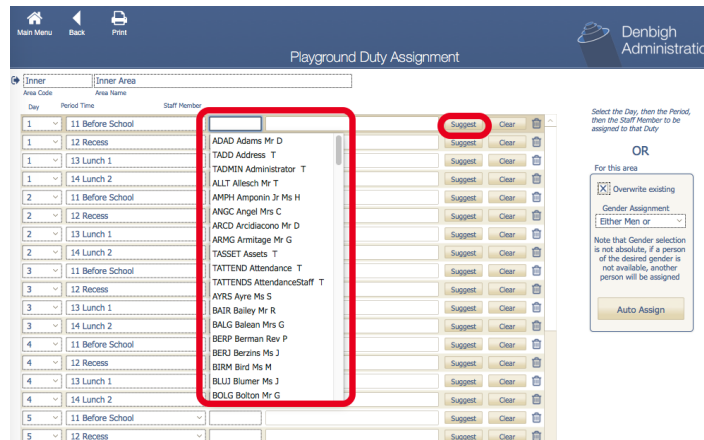
PlayGround Duty Roster



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 | Toggle Suggested | | | | | | | |
| | | Lessons Today | Extras Today | Extras Count | Extras Count / Load | Teaching Load | PGD Duties Max | PGD Duties Assigned |
| ☞ T Staff | TAS | 2 | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Attendance | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T FinanceWrite | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T DBA | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T HRWrite | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T HRRead | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T FinanceRead | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Registrar | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Address | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Community | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Curriculum | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T CorrespondenceRead | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T CorrespondenceWrite | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T MarkbookAdmin | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T MarkbookEntry | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T MedicalRead | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T MedicalWrite | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T AttendanceStaff | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Calendar | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Discipline | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Sport | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T ExtraCurricular | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T UserRead | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T UserWrite | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T User | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Assets | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Foundation | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Groups | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T Letters | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T PastoralCare | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T PtiWrite | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T PtiRead | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T References | | | 0 | 0 | 50% | 4 | 0 | |
| ☞ T SmsRead | | | 0 | 0 | 50% | 4 | 0 | |

Suggests a list of available teachers.

Playground Duty Roster

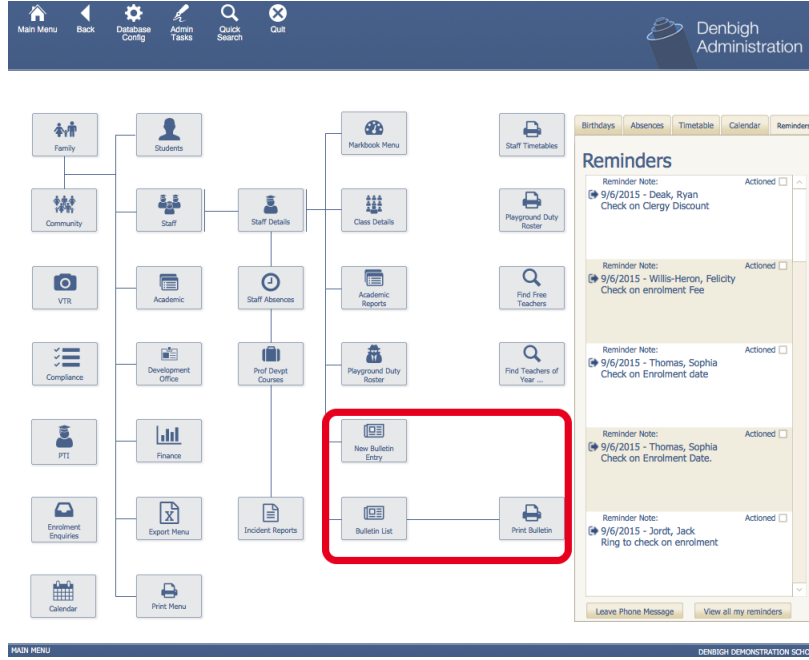


Denbigh Demonstration School
Playground Duty Roster Printed 13:56 26/02/11

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------|---|---|---|---|--|
| Before School | 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 |
| Recess | 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 |
| Lunch 1 | 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 |
| Lunch 2 | 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 |
| After School | 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 |
| Tutor Group | Bolton Mr G | Denbigh Mr J | | Bolton Mr G | Ayre Ms S |
| Tutor Group | Gilmour Ms E | Bowd Mr D | Bowd Mr D | Bowd Mr D | Bowd Mr D |

Printed Playground duty.

Staff Bulletin



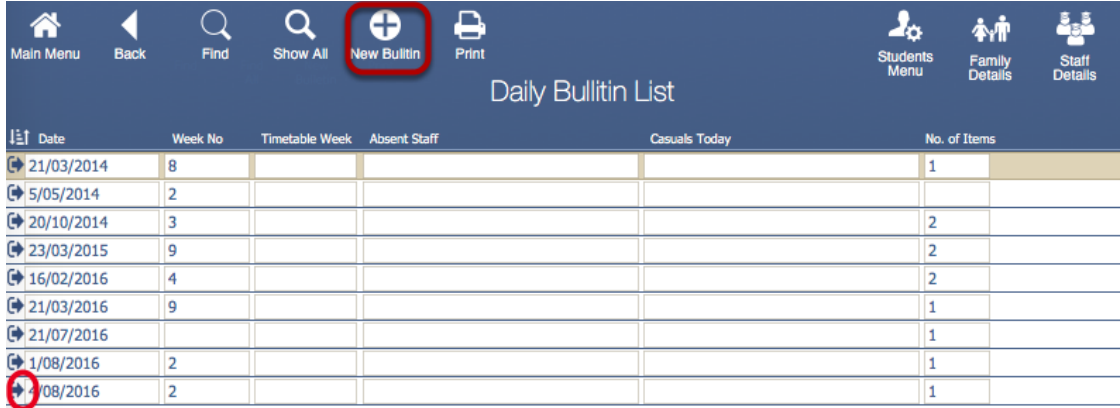
Adding Bulletin items, viewing the list and Printing the Bulletin

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 containing the text '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.

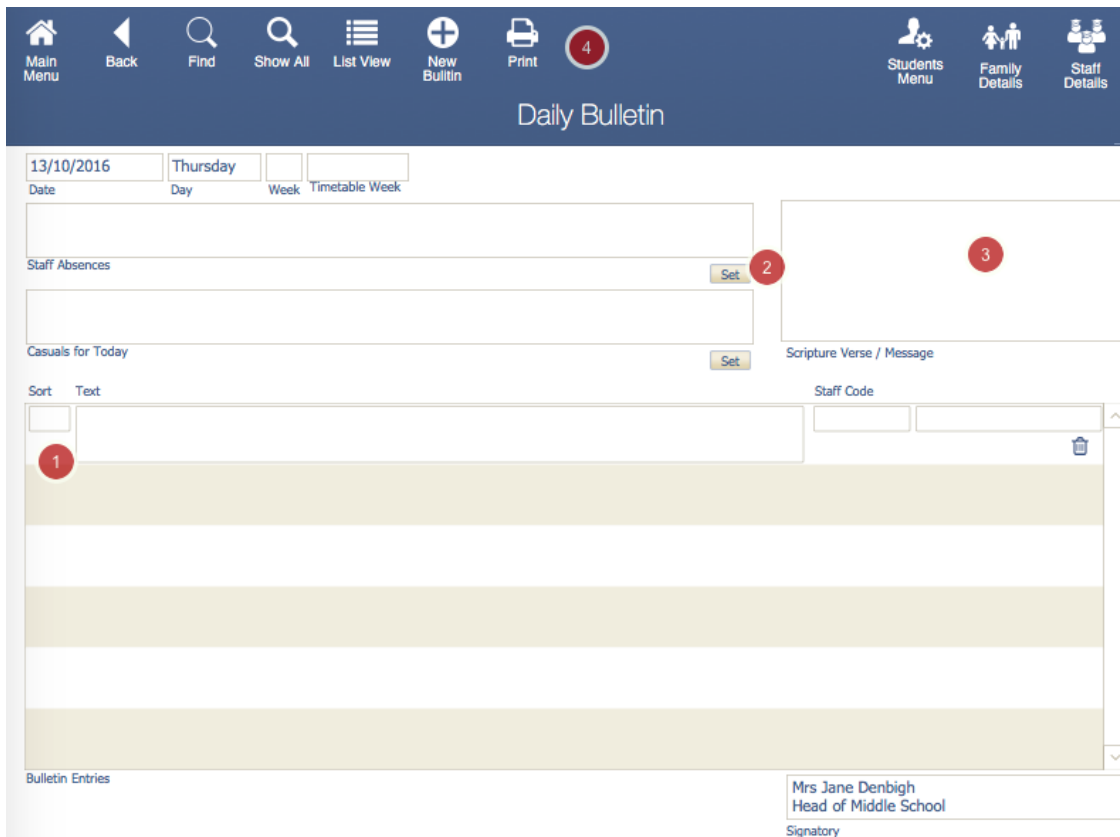
Bulletin List



| 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 Week Timetable Week

Staff Absences

Casuals for Today

Scripture Verse / Message

Sort Text Staff Code

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

| | | | |
|--------------|-----------------|------------------------|---------------|
| Date: | 7 Sep 07 | Day: | Friday |
| Week: | W36 | Timetable Week: | |

Staff absent today:

Antonella Sowden - Leave Evelyn Gilmour - Trevor Allesch -

Casual teachers in today:

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.

Google Chrome

Main Menu Back Find View As List Incident Report Form Delete New Report Print

Name of School: Denbigh Demonstration School Policy No: Done

Address: 33 Cobbity Road Client No:

Suburb: Narellan Telephone:

Contact Person: James Facsimile:

Email: denbigh@gmail.com

View All Previous Details Of Injury Next 1

Nature Of Injury: Rolled Ankle Location Of Injury: Ankle

Severity Of Injury: Minor Hospital: none

Treated By Dr: Seus

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.

Main Menu Back Find View As List Incident Report Form Delete New Report Print

Name of School: Denbigh Demonstration School Policy No: Done

Address: 33 Cobbity Road Client No:

Suburb: Narellan Telephone:

Contact Person: James Facsimile:

Email: denbigh@gmail.com

View All Previous Has Student/Parent/Visitor Made a Claim

Made a Claim: YES NO

Section Completed

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

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

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

