## Admin Guide – Admin Enquiry



# Contents

1	Intro	oduction	.2		
2	Con	Considerations, Dependencies and Pre-Requisites2			
	2.1	Students, Staff and Roll Classes	.2		
	2.2	User Permissions	.2		
3 Setup Admin Enquiry			.2		
	3.1	User Permissions	.2		
4	qqA	endix A: Summary Checklist	.3		



## 1 Introduction

This document describes key steps for successfully setting up the Admin Enquiry module. This document describes the top-level setup of the Admin Enquiry Module.

A detailed description for the setup of each area in Admin Enquiry has been provided as well as a **checklist** of **pre-requisites**, **decisions** and recurring tasks that need to be reviewed on a periodic basis.

## 2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Admin Enquiry module.

#### 2.1 Students, Staff and Roll Classes

For the Admin Enquiry module to operate, you must have user accounts created for staff members at the school, as well as roll classes with students in them. This is synchronised from the school management system.

#### 2.2 User Permissions

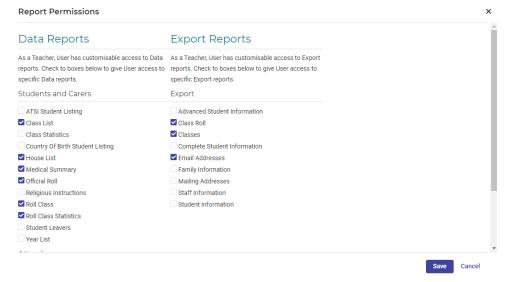
Staff will need to view the User Permissions for Admin Enquiry via the **Sentral Cog Wheel > User Accounts > Manage Permissions > select Admin Enquiry**.

### 3 Setup Admin Enquiry

The following is a description of the setup for Admin Enquiry setup. These details will guide you through the critical configurations you need to setup.

#### 3.1 User Permissions

This section defines the levels of access for individual users, as well as managing the reports which different users are able to gain access to.





# 4 Appendix A: Summary Checklist

So, you have scanned the detailed document and are wondering what is next? This table gives you a road map in concise, easy to read steps of how to get your Admin Enquiry module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
User Permission	Review User Permissions	On a regular basis