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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.

Report Permissions x

Data Reports	Export Reports
<p><small>As a Teacher, User has customisable access to Data reports. Check to boxes below to give User access to specific Data reports.</small></p> <p>Students and Carers</p> <ul style="list-style-type: none"> <input type="checkbox"/> ATSI Student Listing <input checked="" type="checkbox"/> Class List <input type="checkbox"/> Class Statistics <input type="checkbox"/> Country Of Birth Student Listing <input checked="" type="checkbox"/> House List <input checked="" type="checkbox"/> Medical Summary <input checked="" type="checkbox"/> Official Roll <input type="checkbox"/> Religious Instructions <input checked="" type="checkbox"/> Roll Class <input checked="" type="checkbox"/> Roll Class Statistics <input type="checkbox"/> Student Leavers <input type="checkbox"/> Year List 	<p><small>As a Teacher, User has customisable access to Export reports. Check to boxes below to give User access to specific Export reports.</small></p> <p>Export</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advanced Student Information <input checked="" type="checkbox"/> Class Roll <input checked="" type="checkbox"/> Classes <input type="checkbox"/> Complete Student Information <input checked="" type="checkbox"/> Email Addresses <input type="checkbox"/> Family Information <input type="checkbox"/> Mailing Addresses <input type="checkbox"/> Staff Information <input type="checkbox"/> Student Information
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

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
<i>User Permission</i>	Review User Permissions	On a regular basis