SENTRAL DOCUMENTS

OVERVIEW

1. What problem does this module solve?

ℹ Many schools store school, department and parent facing documents and policies to in share files. The documents module handles the uploading of online documents in one repository to share with staff and parents via the portal. The module is simple and fast to configure to your specific school's processes and requirements.

2. How does Sentral solve this?

ℹ **The Sentral Documents Module:**

- The ease of configuring this module ensures that schools can start creating specific rosters for staff

- Simple & easy tab navigation

- Ability to create school, portal and teach own documents

- Ability to categories documents in an easy catalogue system

- Ability to upload revised documents

- Add Portal restriction for documentation by year groups and academic years to ensure information goes to the right recipients

3. Who will use and get value from this Module?

ℹ The Documents module will be used by administrative and teaching staff who handle school documentation for staff and communication to parents. A deep understanding of current school policies and procedures is essential to ensure management & communication is centralised & transparent.