

|| **SENTRAL ISSUE TRACKING**

OVERVIEW

1. What problem does this module solve?

i All Schools are required to manage the work, health and safety issues as well as general tasks and jobs at school. The Issue Tracking module handles the school tracking and management of tasks and jobs deemed as part of school maintenance, general chores and jobs tasked to staff. It provides an efficient, effective and clear end to end solution that seamlessly manages key processes and workflows for managing maintenance, repairs, duties outside of classroom teaching. The module is simple and fast to configure to your specific school's processes and requirements, but comprehensive enough to handle processes, responsibilities and workflows.

2. How does Sentral solve this?

i **The Sentral Issue Tracking Module:**

The ease of configuring this module ensures that schools can start managing and monitoring repairs, jobs and assignments of work to maintain school facilities and general. Staff responsibilities. Tasks and duties outside of teaching can be tracked and monitored for accountability as schools are tasked with maintaining essential services and facilities to meet occupational health and safety requirements.

Simple & easy tab navigation

- Gives an overview of school and my tasks with deadlines.
- Comprehensive information about any Issue that is being tracked.
- All common data fields come out of the box, allowing schools to easily manage & update issue tracking.
- Reporting functionality with options to monitor and manage issue within any category.
- Easy tracking of tasks to be able to determine if any assets require updating in Asset Manager or purchased made in Purchase order to replace damaged assets.

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

i The Issue Tracking module will be used by administrative and general staff who handle issues, tasks and generalist jobs within the school. General staff have access however may be required to follow school processes and policies. A deep understanding of current school policies and procedures is essential to ensure Issue Tracking is centralised & transparent.