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1 Introduction

This document describes key steps for successfully setting up Sentral to create rosters within a school. Rosters is a simple to use timetabling program designed to allow you to create and store online versions of all the individual timetables that your school may require. RFF, Playground Duty rosters, library, class teaching timetables and more. Timetables can be populated via automatic staff lists, or can be edited manually, and saved for public viewing or for your own personal use. The document describes the top-level setup of the Rosters Module.

A detailed description for the setup of each area in Rosters 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 Resource Booking module.

2.1 Staff Access

For the Resource Booking to operate and be useful, you must have user accounts created for staff members at the school.

2.2 User Permissions

Staff will need to view the User Permissions for staff absences via the **Sentral Cog Wheel > Setup Enterprise > Permissions > Rosters Setup**.

3 Setup Rosters

The following is a description of the setup for each area in the Rosters setup. These details will guide you through the critical configurations you need to setup. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **Rosters > Rosters Setup**.



3.1 General

This is where you configure the school start, recess and lunch times, along with the number of sessions around each of these break times by default when creating a new roster.

General Configuration		
Option	Value	Description
School day times	Start: 8 : 55 AM	The start and end times for a school day.
	End: 3 : 00 AM	
Recess times	Start: 10 : 30 AM	The start and end times for recess.
	End: 10 : 50 AM	
Lunch times	Start: 1 : 00 AM	The start and end times for a normal lunch.
	End: 1 : 55 AM	
First period amount	<input type="text" value="2"/>	Number of periods between the start of school and recess
Second period amount	<input type="text" value="2"/>	Number of periods between recess and lunch
Third period amount	<input type="text" value="1"/>	Number of periods between lunch and the end of school

[Save](#)

3.2 Lists

This is where you can create custom lists of staff that can be used in conjunction with rosters to autofill the roster allocations. You can create a list based on the type: Staff, Rooms, Classes and Other.

Manage Lists		
		New List
Name:	<input type="text"/>	The name of this list.
Type:	<input type="text" value="Staff"/>	The type of list this will be.
Save Cancel		
Name	Type	Options
Rosters	staff	Rename Edit
Casual Staff 1	staff	Rename Edit

4 Appendix A: Summary Checklist

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

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>General</i>	Manage school times for creating a roster	As required
<i>Lists</i>	Manage custom lists	As required