

- 1 **Since installing Staff Manager some of our staff are now not listed in Classroom Manager or Student Manager.**  
**A** Select the staff member in Staff Manager, go to the Personal tab then Access Rights and put a tick in the CM and SM visibility box.
- 2 **I would like staff to be able to view but not edit their own information. Is this possible?**  
**A** Under the Personal > Access Rights tab for each staff member tick the Can view only their own data field.
- 3 **Where can I enter teacher registration information and can the program warn me when each teacher's registration expiry date is approaching?**  
**A** For each staff member click on their School tab and the relevant Registration information can be entered there including expiry date. In Configuration > Alarm Setting the number of days ahead you wish the Alarm to trigger can then be set.
- 4 **Does Staff Manager have grid mode data entry like Classroom Manager and Student Manager?**  
**A** Yes. This view can be toggled on by selecting it from the Options menu at the top left of the screen.
- 5 **How can I set up pages on the User defined tab?**  
**A** Go into Configuration > Visible sections and click the Edit user-defined pages button. Now click a page, enter a title and add the objects you require.
- 6 **Am I able to merge specific Staff Manager onto a document then print it?**  
**A** Yes, in Print Lists > Word Processing.
- 7 **How do I include birthdays in the Alarm check?**  
**A** In Configuration > Alarm setting tick Include birthdays.
- 8 **Is there any way I can filter the database for a specific item such as a key?**  
**A** Your data can be filtered by clicking the Apply Filter button then selecting the item/s you wish to list.
- 9 **We are a primary school wanting to use the Daily Relief Organiser in Staff Manager but don't have a timetable. Can we still use this facility?**  
**A** A timetable to suit your needs can be configured under Timetable Links, then select We are not using Timetable software.
- 10 **I have entered staff I intend to use as relievers but they are not listing on the right side of the screen?**  
**A** Ensure you have set their staff type as reliever in their Personal Details page, Designation field.