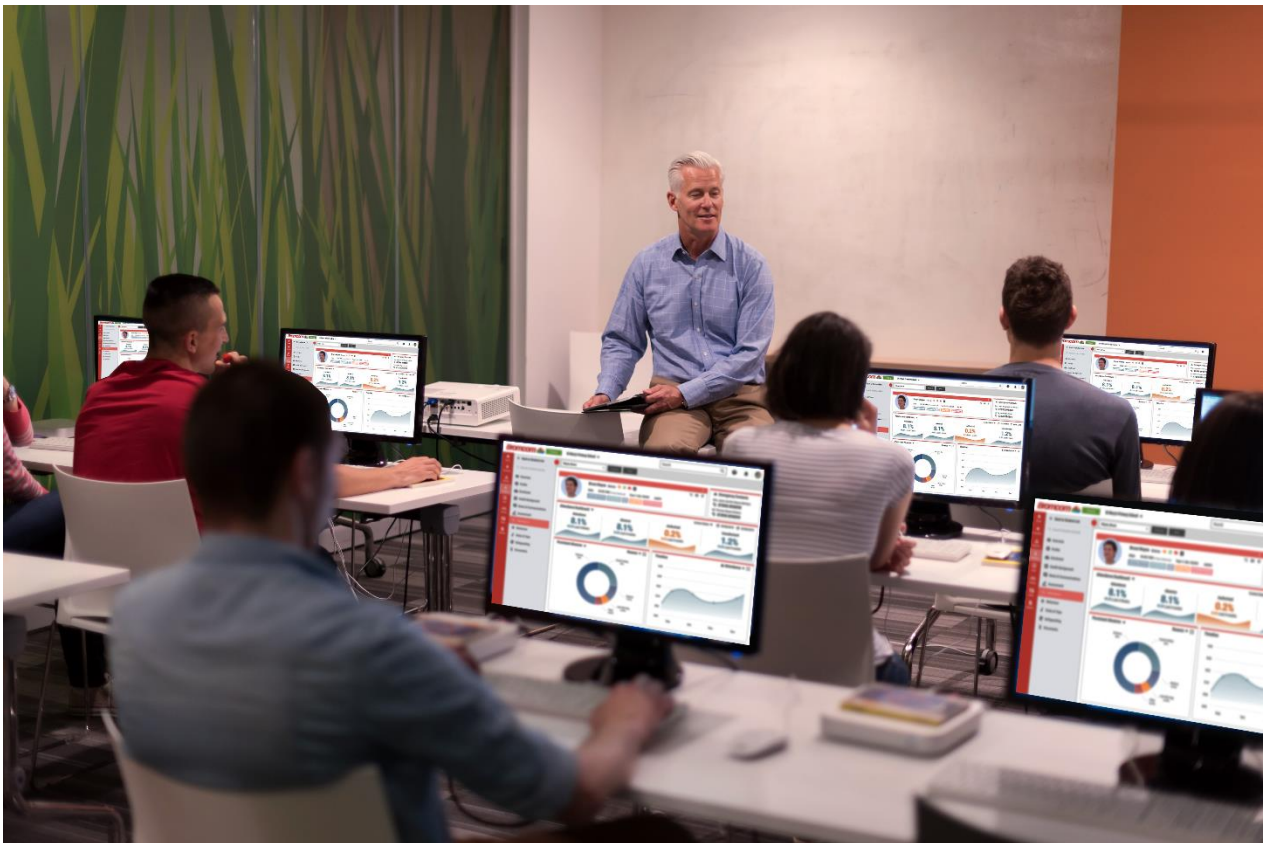


Training Course Agenda

Office Managers Primary and Secondary Schools



Introduction

Target Audience

The **Office Managers** training is recommended for delivery to the following people from your school:

- ✓ Member(s) from your Administration Team
- ✓ Member(s) from your Pastoral Team
- ✓ Deputy Headteacher/Senior Teacher

Facilities/Requirements

For **Onsite Training**:

Using the means provided by the establishment for example a whiteboard or projector, the trainer will deliver a session for the module being trained on. An internet connection will be required.

In some instances, attendees will be able to login to follow along with the session, this will be arranged beforehand and in this case login information will be supplied.

For **Webinar Training**:

This session will be delivered via an internet connection, you will be sent a link and login details in an e-mail. We ask that you test the link before the session to make sure you have access, if you do not your IT support should be able to help you with this. If you still cannot connect please let us know as soon as you can, we will try to help or arrange an alternative method to deliver the training.

Objectives of Session & Timings

The Attendees will work together with their trainer to learn about the host of features within the module being trained and how best they can take advantage of these.

These sessions will teach you how to operate and manage your Bromcom MIS on a day-to-day basis.

Agenda Overview

Student Admissions

- ✓ **School Details and Settings**
- ✓ **Enrolling a Student manually**
- ✓ **Student CTF/ATF Imports**
- ✓ **Viewing/Maintaining Student Information**
 - Adding Contacts and Linked Students
 - Adding/Amending Student Details
- ✓ **Manual Data Import/Export**

Student Maintenance

- ✓ **User Defined Fields and Flags**
- ✓ **Quick Reference Icons – Sticky Notes etc**
- ✓ **Quick Edit**
- ✓ **Lookup Tables**
- ✓ **Student Leavers Process**
 - Creating Leavers
 - CTF Export options
- ✓ **Re-admitting a Student**
- ✓ **Student Delete**

Quick Look at School Census

- ✓ **Creating a School Census Return**
- ✓ **Error Checking and Validation**
- ✓ **Summary**
- ✓ **Authorising the Census**
- ✓ **CES (Catholic schools only)**
- ✓ **Reports – Brief Overview**

Communication Maintenance & Routines

- ✓ Configurations
- ✓ Watchlists
- ✓ Message Composer
- ✓ Processing Watchlists
- ✓ Sending New Messages (SMS and Email)
- ✓ SMS & Email History Reports

Introduction to Custom Reporting

- ✓ Importing Reports from the Repository
- ✓ Editing an Existing Imported Report
- ✓ Adding a Report to a Module Homepage
- ✓ Running a Report
- ✓ Exporting a Report into Excel from Analysis

Quick Introduction to Reporting – Table and Quick Report

- ✓ Selecting a Report Type
- ✓ Selecting a Report Domain
- ✓ Understanding the Report Creation Wizard i.e. Data Items, Filters, Style etc
- ✓ Saving a Report including allocating Role Permissions
- ✓ Table Report

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Notes:

Student Maintenance

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- ✓ Quick Edit
- ✓ Lookup Tables

Notes:

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 - Creating leavers
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