





## SIMS

1. Click on the 'Staff' icon, as highlighted below.

The screenshot shows the SIMS application interface. At the top, there is a menu bar with 'Focus', 'Reports', 'Routines', 'Tools', 'Window', and 'Help'. Below the menu bar is a toolbar with various icons. The main area displays a list of staff members with columns for Name, Previous Name, Title, Gender, and Staff Code. The first row is highlighted in blue. Below the list, there are tabs for 'Personal Details', 'Professional Details', 'Employment Details', and 'Appraisals'. The 'Employee Details' section is active, showing a form with fields for Title, Legal Forename, Middle Name(s), Legal Surname, Preferred Forename, Preferred Surname, Gender, and Eligible for SWR. There is also a section for '2 Personal Information' with fields for Date of Birth, NI Number, and Ethnicity.

Name	Previous Name	Title	Gender	Staff Code
Abdullah, Souda		Miss	F	
Abell, Anita		Mrs	F	AA
Anderson, Mary Elizabeth		Mrs	F	MA
Andrews, Selina	Andrews, Selina	Mrs	F	SA
Ansar, Zaidan		Mr	M	
Asher, Dawn		Mrs	F	DA
Auf, Mina		Mrs	F	MIA
Atkinson, John Henry		Mr	M	JA
Batchley, Andrea		Miss	F	ABY
Blackler, Adrian		Mr	M	AB

2. Select the member of staff you would like to amend details for then go to 'Contact information'.

The screenshot shows the 'Contact Information' section of the Employee Details form for Selina Andrews. The '5 Contact Information' section is active, showing a table for 'Telephones' and a section for 'Email Addresses'. The 'Email Addresses' section has a 'New' button highlighted in yellow. Below the 'Email Addresses' section is a section for 'Cars' with a table for car details.

Device	Location	Number	Daytime No.	Primary	Notes
Telephone	Home	01632 857336	Yes		

Location	Main	Primary	Address	Notes
Home	Yes	Yes	Andrews@example.com	

Model	Colour	Registration
Renault Clo	Blue	AD51 RTZ

3. On the 'Email Addresses' section, click the 'New' button on the right hand side.

The screenshot shows the 'Add Email' dialog box in the SIMS .net Green Abbey School interface. The dialog box contains the following fields:

- Location: Work
- Address: sa@greenabbey.school.com
- Main: No
- Primary: No
- Notes: School Email Address

The 'OK' and 'Cancel' buttons are visible at the bottom of the dialog box.

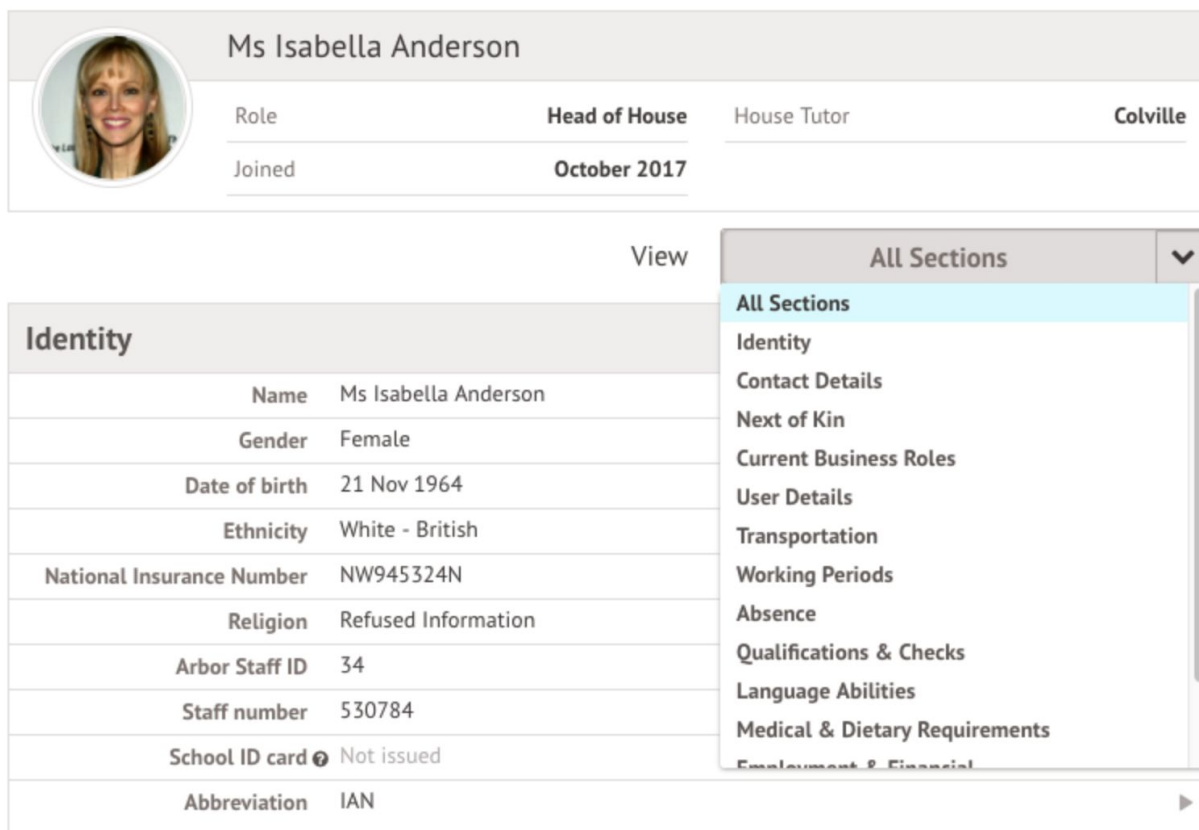
4. Add your work email address which must include your work domain.

The screenshot shows the 'Employee Details' page for Selina Andrews in the SIMS .net Green Abbey School interface. The 'Email Addresses' section is highlighted in yellow, showing the newly added work email address: sa@greenabbey.school.com. The 'Save' button is highlighted in the top left corner of the main interface.

5. Once complete, click the 'save' button in the left hand corner.

## Arbor

1. If you would like to edit one staff member's details you can use the top-right search bar or the Browse staff page to find their profile and edit directly from there instead, as shown below.



**Ms Isabella Anderson**

Role: **Head of House** | House Tutor | **Colville**

Joined: **October 2017**

View

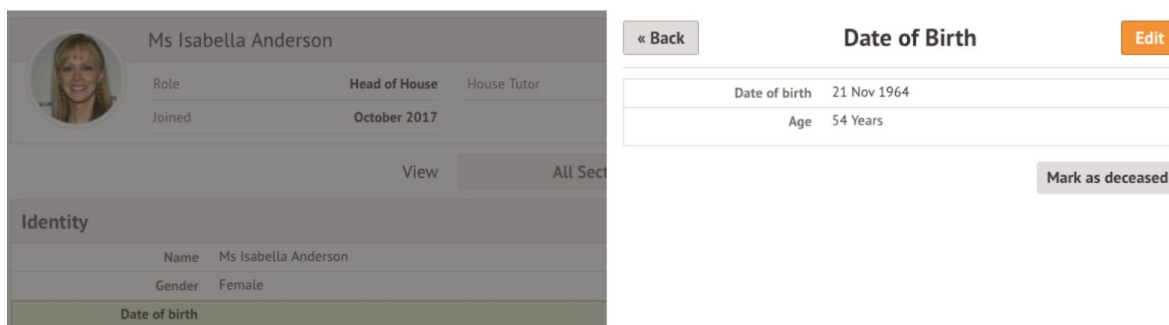
**All Sections** ▼

- All Sections
- Identity
- Contact Details
- Next of Kin
- Current Business Roles
- User Details
- Transportation
- Working Periods
- Absence
- Qualifications & Checks
- Language Abilities
- Medical & Dietary Requirements
- Employment & Financial

**Identity**

Name	Ms Isabella Anderson
Gender	Female
Date of birth	21 Nov 1964
Ethnicity	White - British
National Insurance Number	NW945324N
Religion	Refused Information
Arbor Staff ID	34
Staff number	530784
School ID card	Not issued
Abbreviation	IAN

2. Select the section which needs amending - eg. *Contact details*.
3. Click on the orange *Edit* button to amend the details



**Ms Isabella Anderson**

Role: **Head of House** | House Tutor

Joined: **October 2017**

View

**Date of Birth** Edit

Date of birth: 21 Nov 1964

Age: 54 Years

Mark as deceased

**Identity**

Name	Ms Isabella Anderson
Gender	Female
Date of birth	

4. Enter the staff email address containing the schools domain, and click save.

## Integris


1. Log into your MIS and go to the *Modules* section.
2. Then go to *General*.
3. Then *Staff Details*.
4. From here, go to the *Personal* tab as circled below.

Modules > General > Staff Details

### Edit Staff - Qualifications - Miss Mabel Abels

**Personal** Additional Info Contacts Groups Activity UDI

Qualified Teacher Status:

QTS Route:  

#### Qualifications

Type	Date	Subject 1
DOCT		Accounting
MAST		SEN - SENCO
CTED	15 Apr 2018	Operational Research

5. In here you will be able to enter the staff email address containing the schools domain, in the *Work email* section.

## Bromcom

1. Log into your Bromcom portal as a 'System User' and use the search bar as seen below to search for the *Staff details* page



2. You can then use the search bar below to search for the particular member of staff.

 A screenshot of the 'Select Staff' search interface. At the top are three buttons: 'New' (purple), 'Go' (dark blue), and 'Delete' (red). Below is a blue header bar with the text 'Select Staff'. Underneath is a search bar labeled 'Staff Name' with a gear icon to its right. To the right of the search bar are three buttons: 'Find' (with a magnifying glass icon), 'Clear', and 'Select Last'.

3. Bring up the member of staffs details and tick the *Send account details to email* - a box will then appear allowing you to add a work email address as seen below.

 A screenshot of the user account creation form. The form includes fields for Username (gbarnes), Password (4dc8f56e), and Work email (george@our School.com). There are several checkboxes: 'Create User Account' (checked), 'Show password' (checked), 'User must change password at next logon' (checked), and 'Send account details to email' (checked). Under 'User role(s)', there are checkboxes for 'Administrator', 'MCAS Administrator', 'Assessment', and 'Office'. A modal box is overlaid on the form, showing a Username field with 'gbarnes1' and a message: 'Username not available. Suggestion provided'.

4. Enter the staff work email address containing the schools domain, and click *Save*.

## ScholarPack

1. Log into your Scholarpack portal as an administrator and go to the *Admin* section.
2. Then go to *Personnel*, then *Staff*.
3. From there, browse for the member of staff by clicking on the drop down box.
4. You can then start typing the staff member's name and select their name as it pops up.
5. Once their record has opened, click on the cog next to their name, this will allow you to edit their personal details.

Primary Email	mbrown@example.co.uk
Secondary Email	

6. There is the option to enter a Primary and Secondary email address for staff on their Profile - Please enter the work email containing the schools domain in *Primary*, and their personal email in *Secondary*.

If you would like to update email addresses for a large number of staff you can do so.

1. Go to *Admin*.
2. Then click *Personnel* then *Staff Group Updater*.



### Staff Group Updater

3. Click on *Select a Staff Attribute* and type 'email'. This will filter the available options.

**Staff - Group Updater**

Staff Attribute:

Include inactive staff

**Staff Attribute: Primary Email**



4. Select *Primary Email* and click *Choose* - a table with all of the staff will appear like the one below.

**Check All**

Name	Present value	Select	Value
Mark Brown	mbrown@example.co.uk	<input type="checkbox"/>	<input type="text"/>
George Foster		<input checked="" type="checkbox"/>	gfoster@example.co.uk
Jordan Green	jordan.green@cpoms.co.uk	<input type="checkbox"/>	<input type="text"/>
Sid Jones		<input type="checkbox"/>	<input type="text"/>
Georgia Lloyd	Georgia.Lloyd@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Jacob Newton	Jacob.Newton@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Leanne Stewart	Leanne.Stewart@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Suzanne Taylor	Suzanne.Taylor@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Julian Thornton	Julian.Thornton@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Ellie Walton	Ellie.Walton@example.co.uk	<input type="checkbox"/>	<input type="text"/>
Josephine White	deborah.moss@scholarpack.com	<input type="checkbox"/>	<input type="text"/>

**Update Staff**

5. Use the *Check All* button to select them all, or use the *Select* box to select individuals.
6. Enter the email addresses in the *Value* column and click *Update Staff*. The email addresses entered here will now appear in the Personal Details field on the Staff profiles.