

Adding Tags

File Tags
Menu → Settings → Tags → Files
→ Tag Name → Add



Student Tags
Menu → Settings → Tags →
Students → Tag Name → Add

Tags

Files Students

Tag Name

Name Active

Child in Need Plan (CIN)	Edit Delete
Timetable	Edit Delete
Referral Forms	Edit Delete
IEP	Edit Delete
Restraint	Edit Delete
Target evidence	Edit Delete

Tags

Files Students

Tag Name

Name Active

Child in care	Edit Delete
SEMH	Edit Delete
ADHD	Edit Delete
OT	Edit Delete
CPP	Edit Delete
Loud noise	Edit Delete

Guardian Settings

Menu → Settings → Guardian → Guardian Type → Add
Appears as "Relationship" on Guardian Details in Student Area

Guardian Type Settings

guardian Type Add

guardian Type Active

Other Relative 4	Edit Delete
Step Mum 0	Edit Delete
Dad 10	Edit Delete
Keyworker 1	Edit Delete
Step Dad 0	Edit Delete
Main Carer 2	Edit Delete
Mum 17	Edit Delete

Guardian

First Name Work Phone Number Contact Preferences

Last Name Address Line 1 Emergency Contact: No

Relationship --- SELECT --- Address Line 2 Primary Contact: No

City Address Line 3 Email Delivery No

Home Phone Number County Half Term School Report: No

Mobile Phone Number PostCode Full Term School Report: No

Onsite Confirmation: No

Weekly Logs: No

Save

Contact Settings

**Menu → Settings → Contacts → Contact Type
→ Add**
**Appears as “Contact Type” on Professional
Contact Details in Student Area**

Contact Settings

Contact Type	Add
Contact Type Active	
External Provision 0	Edit Delete
SENCO 1	Edit Delete
SEN Caseworker 0	Edit Delete
Doctor 0	Edit Delete
Social Worker 1	Edit Delete

Professional Contact

ContactType Doctor	AddressLine1
Name	AddressLine2
Email	City
TelephoneNumber	County
	PostCode
Notes	
Save	