

Basic System Navigation.

Training Agenda



Introduction

Target Audience

The **Basic System Navigation** training is recommended for delivery to the following people from your school:

- ✓ MIS/Office Managers
- ✓ Office/Pastoral Administration Teams

Objectives of Session & Timings

By the end of this session, attendees will be able to:

- ✓ Understand how to locate help and guidance
- ✓ Use the Global Search Tool to locate various record types
- ✓ Understand how to add a favourite page/report
- ✓ Customise the Overview Dashboard

Agenda Overview

- ✓ **Help Centre and Online Community Area**
 - Help & Resources Icon in the MIS
 - How to find useful/relevant guides within the Help Centre
 - How to view the Online Community area
- ✓ **Logging In**
 - Bromcom URL
 - Login Credentials (inc. SSO)
- ✓ **Top Toolbar Navigation**
 - School Details
 - Bromcom AI
 - AI Settings
 - Privacy Statement
 - How to Use
 - Global Search Tool
 - Fire Drill
 - Notifications
 - What's New
 - User Profile Menu



✓ **Left-Hand Menu**

- Config/Modules/Reports
- Framework
 - Students
 - Staff
 - Groups
 - Others
- Favourites

✓ **Dashboards**

- Teacher
- Overview

Next Steps

To continue developing Bromcom knowledge and system confidence, attendees are encouraged to progress onto further training modules, such as **Student Management**, **Staff Management**, **Communications** and **Reporting – Basic**.