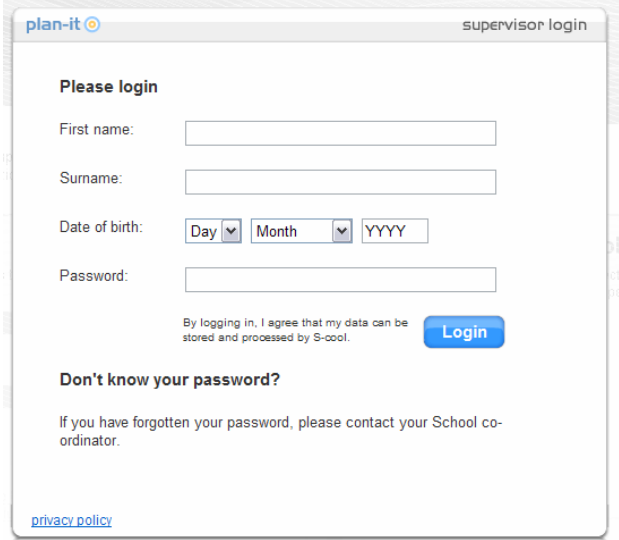
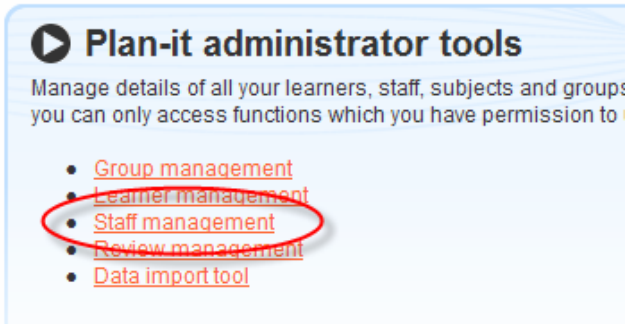





In order to edit supervisor details, please ensure that you have a Supervisor login with Administrative access.

Staff Management	
<p>1. Open your web browser (for example Internet Explorer) and then open the supervisor site located at http://planit.s-cool.co.uk/supervisor</p>	
<p>2. Login into Plan-it using the details supplied by S-Cool. If you do not have access to the Supervisor site, please contact our Support desk.</p>	
<p>3. From the main menu select "Staff Management"</p>	

<p>This will load the staff management screen, which contains a brief description of what this section allows you to do.</p>	<p> back to home</p> <h2> Staff management</h2> <p>This section enables you to:</p> <ul style="list-style-type: none"> • Manage staff details • Activate staff administrator rights • Create new staff passwords <p>1. To view and edit staff details: Click on either the staff first name or surname.</p> <p>2. To activate staff administrator rights: Check the 'Administrator' box. This will enable your staff members to set up group manage learners and supervisors.</p> <p>3. To change staff passwords: Click on 'Change' in the password column.</p> <p>Here are the staff currently associated with...</p> <div data-bbox="678 840 1364 996"> <p>Search by surname: <input type="text"/></p> <p><input type="button" value="Search"/></p> </div>										
<p>4. All staff members are displayed in a list below the search option, however the surname search will allow you to quickly locate their surname.</p>	<div data-bbox="710 1064 1324 1232"> <p>Search by surname: <input type="text"/></p> <p><input type="button" value="Search"/></p> </div>										
<p>5. The results will appear beneath the search criteria.</p>	<table border="1" data-bbox="646 1299 1372 1377"> <thead> <tr> <th>First name</th> <th>Surname</th> <th>Date of birth</th> <th>Group</th> <th>Password</th> </tr> </thead> <tbody> <tr> <td>Rob</td> <td>Smith</td> <td>01/01/1991</td> <td>1 groups</td> <td>Change</td> </tr> </tbody> </table>	First name	Surname	Date of birth	Group	Password	Rob	Smith	01/01/1991	1 groups	Change
First name	Surname	Date of birth	Group	Password							
Rob	Smith	01/01/1991	1 groups	Change							
<p>6. You can change the supervisor's administrative rights by clicking on the box provided.</p>	<table border="1" data-bbox="782 1400 1244 1579"> <thead> <tr> <th>Is Administrator</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Is Administrator	<input type="checkbox"/>								
Is Administrator											
<input type="checkbox"/>											
<p>7. To change the staff member's details, click on either their first name or surname.</p>	<table border="1" data-bbox="646 1601 1372 1758"> <thead> <tr> <th>First name</th> <th>Surname</th> </tr> </thead> <tbody> <tr> <td>Hilary</td> <td>Bridge</td> </tr> </tbody> </table>	First name	Surname	Hilary	Bridge						
First name	Surname										
Hilary	Bridge										

<p>8. The following page will allow you to edit supervisor's details</p> <p>Please note that if you change the supervisors first name, surname or date of birth, it will change their log in details.</p>	<p style="text-align: center;">▶ Update a staff member</p> <p style="text-align: center;">Here are the details about the supervisor you have selected.</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p>Title <input type="text" value="Ms"/></p> <p>First name <input type="text" value="Hilary"/></p> <p>Initials <input type="text" value="HB"/></p> <p>Surname <input type="text" value="Bridge"/></p> <p>Date of birth <input type="text" value="1"/> <input type="text" value="January"/> <input type="text" value="1950"/></p> <p>Email address <input type="text"/></p> <p>Sex <input type="text" value="Female"/></p> <p>Staff code <input type="text"/></p> <p style="text-align: right;">✖ cancel ✔ save</p> </div>		
<p>9. Once all your changes have been made select Save (if you wish to revert to the last saved state, click on cancel)</p>	<p style="text-align: center;">✔ save</p>		
<p>10. You will be asked to confirm your changes. Once you have confirmed this, you will be returned to the "Staff Management" page</p>	<p style="text-align: center;">▶ Staff management</p> <p style="text-align: center;">Are you happy to save your changes?</p> <p style="text-align: center;">Cancel Yes</p>		
<p>11. To change the supervisor's password, click on the field provided in the results box.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Password</td> </tr> <tr> <td style="text-align: center; padding: 5px;">Change</td> </tr> </table>	Password	Change
Password			
Change			
<p>12. The following screen will allow you to either create a new password for the staff member, or alternatively generate a secondary password, a five digit randomly generated password.</p>	<p style="text-align: center;">▶ Change password</p> <p style="text-align: center;">Change password for Hilary Bridge</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p><input type="text"/> Generate random password</p> <p style="text-align: right;">✖ cancel ✔ save</p> </div>		

<p>13. Once you have input the password click on save. It will return you to the “Staff Management” page.</p>	
<p>Once you have finished editing staff details, click on ‘Home’ to return to the main menu</p>	