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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

School Administrator

School-wide configuration, admissions, people, website and governance.

smssecdemo.tech4three.com · Generated 06 July 2026

School Administrator workspace

This guide reflects the live permissions and screens available to the School Administrator test account.

Portal access

<https://smssecdemo.tech4three.com/login>

Test account

administrator@riverside.test

Before you begin

1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

Demonstration data only: Never enter real confidential learner or financial information in this public demo.

Sign in and understand your dashboard

Purpose: Enter the correct role workspace and identify the decisions requiring attention.

The dashboard provides a comprehensive overview of school operations. Key data points include 36 active learners, a 93.5% attendance rate today, 6 admissions under review, and outstanding fees of US\$8,925. The performance pulse chart shows attendance consistently high (around 90-95%) while fee collection shows a steady upward trend from approximately 45% in Week 1 to 80% in Week 6. The admissions pipeline lists four candidates with their respective statuses: Thando Mpofo (Accepted), Nyasha Ncube (Interview), Tariro Sibanda (Waitlisted), and Kudzal Mushenge (Documents Review). The academic snapshot highlights top-performing learners with attendance rates of 93.00% to 99.00%.

School Administrator dashboard captured from the live system

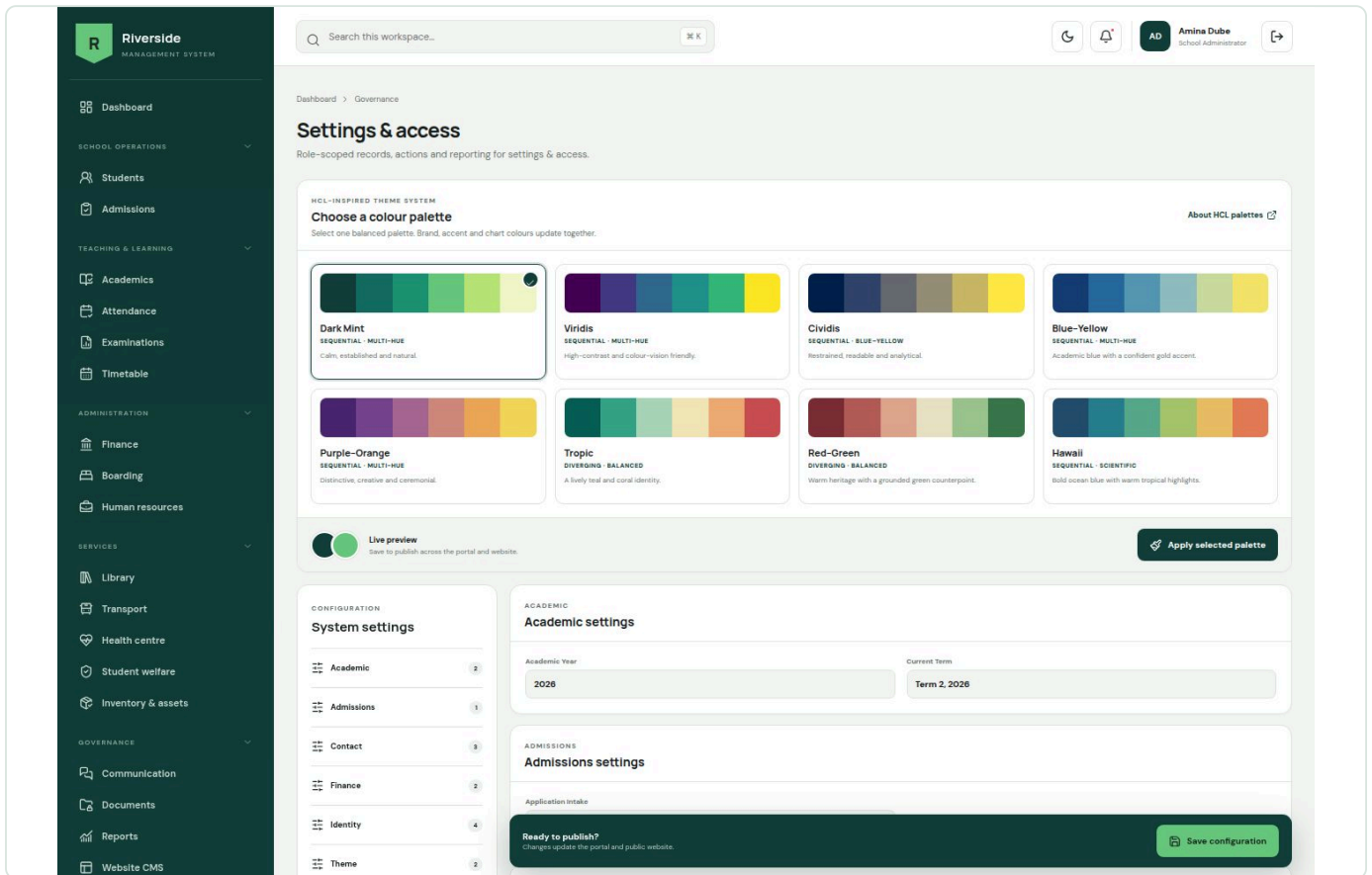
Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter administrator@riverside.test and the demonstration password.
3. Select **Sign in securely**.
4. Review the four summary cards, quick actions, notices and records visible to your role.

Expected result: The dashboard opens with only the navigation and data authorised for School Administrator.

Work in the settings module

Purpose: Find records, open command details and use the actions available to this role.



Role-scoped settings workspace

Steps

1. Open **settings** from the sidebar.
2. Use search and status indicators to find the required record.
3. Select a row or its visible action to open the record command modal.
4. Review all information before creating, updating, exporting or archiving.

Expected result: The record remains in the module and every allowed change is written to audit history.

Permission boundary: A hidden menu is not the security boundary. Direct routes and database queries enforce the same role scope.

Security and getting help

1. Sign out when leaving a shared device.
2. Do not share passwords, medical details, reports or finance documents through an unapproved channel.
3. Record the page name and exact error when requesting support.
4. Ask a School Administrator to review role access; do not work around permissions.

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