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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Deputy Head

Academic operations, attendance, examinations and learner welfare.

smssecdemo.tech4three.com · Generated 06 July 2026

Deputy Head workspace

This guide reflects the live permissions and screens available to the Deputy Head test account.

Portal access

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

Test account

deputy@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 displays the following data:

- Active learners:** 36
- Attendance today:** 93.5%
- Admissions in review:** 0
- Outstanding fees:** US\$8,925

School overview (Line Chart):

| Week | Attendance (%) | Fee collection (%) |
|--------|----------------|--------------------|
| Week 1 | ~95 | ~45 |
| Week 2 | ~95 | ~55 |
| Week 3 | ~95 | ~65 |
| Week 4 | ~95 | ~75 |
| Week 5 | ~95 | ~85 |
| Week 6 | ~95 | ~90 |

Academic Snapshot - Learner performance:

| Initials | Name | Form | Attendance | Score |
|----------|----------------|--------------|------------|--------|
| MM | Munasho Mtetwa | Form 1 Gold | 99.00% | 93.00% |
| TM | Tanaka Mpofo | Form 1 Green | 98.00% | 92.00% |
| TM | Tariro Moyo | Form 2 Gold | 99.00% | 91.00% |
| AM | Anesu Mtetwa | Form 3 Blue | 93.00% | 90.00% |

Deputy Head dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `deputy@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 Deputy Head.

Work in the academics module

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

Search this workspace...

Dashboard > Teaching & learning

Academics

Role-scoped records, actions and reporting for academics.

Export CSV Print + New record

| TOTAL RECORDS | ACTIVE / CURRENT | UPDATED THIS MONTH | ATTENTION NEEDED |
|---------------|------------------|--------------------|------------------|
| 2 | 2 | 2 | 0 |

TEACHING & LEARNING

Academics register

10 entries per page
Search records...

| REFERENCE | RECORD | DETAIL | DATE | AMOUNT / VALUE | STATUS | ACTION |
|------------|---------------------------|-------------------------|-------------|----------------|--------|--------|
| CUR-ENG-03 | Form 3 English curriculum | 12 units - 8 assessed | 21 Jun 2026 | — | Active | Open |
| CUR-SCI-04 | Form 4 Integrated Science | 10 units - 6 practicals | 16 Jun 2026 | — | Active | Open |

Showing 1 to 2 of 2 entries

Role-scoped academics workspace

Steps

1. Open **academics** 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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