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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

Step-by-Step User Manual

Headmaster

Leadership oversight, approvals, performance and institutional reporting.

smssecdemo.tech4three.com · Generated 06 July 2026

Headmaster workspace

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

Portal access

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

Test account

head@riverside.test

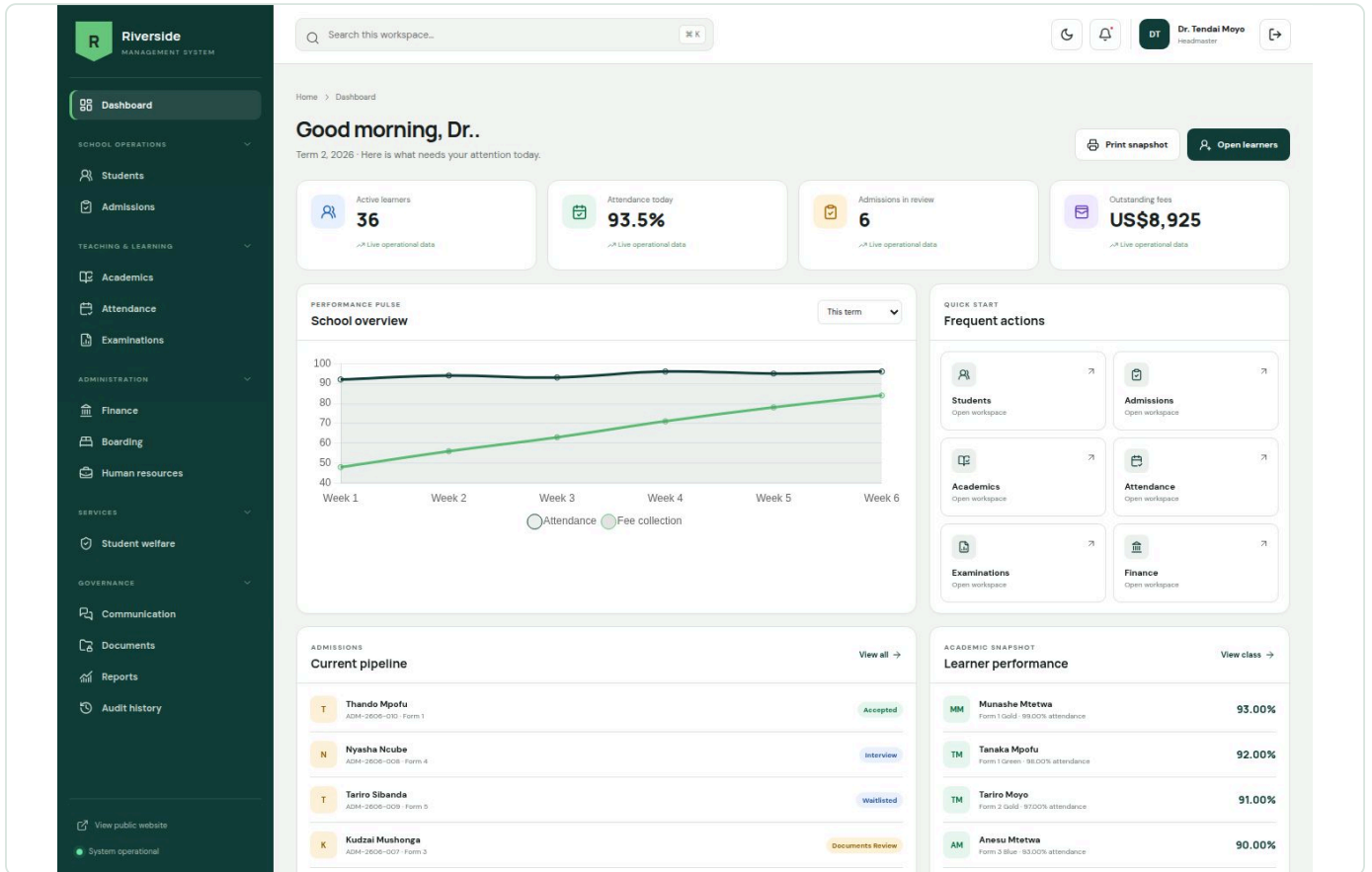
Before you begin

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.



Headmaster dashboard captured from the live system

Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `head@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 Headmaster.

Work in the reports module

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

The screenshot displays the 'Reports' module in the Riverside Management System. The sidebar on the left contains various navigation categories: Dashboard, School Operations (Students, Admissions), Teaching & Learning (Academics, Attendance, Examinations), Administration (Finance, Boarding, Human resources), Services (Student welfare), and Governance (Communication, Documents, Reports, Audit history). The 'Reports' option is highlighted. The main workspace features a search bar, a breadcrumb trail 'Dashboard > Governance', and a 'Reports' section with the subtitle 'Role-scoped records, actions and reporting for reports.' Summary statistics show 1 total record, 1 active/current record, 1 record updated this month, and 0 records needing attention. The 'Reports register' table lists one record: 'Term attendance analysis' (Reference: RPT-T2-ATT) with a school average of 94.6%, dated 27 Jun 2026, and a 'Ready' status. An 'Open' action is available for this record. The footer indicates the system is operational.

Role-scoped reports workspace

Steps

1. Open **reports** 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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