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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

# Step-by-Step User Manual

## Librarian

Catalogue, lending, overdue follow-up and library reporting.

smssecdemo.tech4three.com · Generated 06 July 2026

# Librarian workspace

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

## Portal access

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

## Test account

librarian@riverside.test

## Before you begin

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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 screenshot shows the Librarian dashboard in the Riverside Management System. The interface includes a search bar at the top, a navigation sidebar on the left, and a main content area with several key sections:

- Summary Cards:**
  - Active learners: 36
  - Attendance today: 93.5%
  - Admissions in review: 0
  - Outstanding fees: US\$8,925
- School overview:** A line chart showing trends for Attendance and Fee collection over six weeks. Attendance remains high (around 90-95%), while Fee collection shows a steady increase from approximately 45% in Week 1 to 80% in Week 6.
- Quick Start / Frequent actions:** A grid of buttons for opening workspaces for Students, Library, Communication, and Reports.
- Admissions:** A section titled 'Current pipeline' which currently shows 'No applications in your scope.'
- Academic Snapshot / Learner performance:** A table listing student performance with columns for student ID, name, form, and attendance percentage.
 

Student ID	Name	Form	Attendance
MM	Munasho Mtetwa	Form 1 Gold	93.00%
TM	Tanaka Mpofo	Form 1 Green	92.00%
TM	Tariro Moyo	Form 2 Gold	91.00%
AM	Anesu Mtetwa	Form 3 Blue	90.00%
MM	Munasho Mpofo	Form 2 Gold	89.00%

Librarian dashboard captured from the live system

### Steps

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

## Work in the library module

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

The screenshot shows the Riverside Management System interface for the Library module. The sidebar on the left contains navigation links for Dashboard, School Operations, Students, Services (with Library selected), Governance, Communication, and Reports. The main content area features a search bar at the top, a breadcrumb trail (Dashboard > Services), and a title 'Library' with a subtitle 'Role-scoped records, actions and reporting for library.' Below this are four summary cards: 'TOTAL RECORDS' (1), 'ACTIVE / CURRENT' (0), 'UPDATED THIS MONTH' (1), and 'ATTENTION NEEDED' (0). A 'Library register' table follows, with a search input and a table with columns: REFERENCE, RECORD, DETAIL, DATE, AMOUNT / VALUE, STATUS, and ACTION. The table contains one entry: LIB-LOAN-482, Things Fall Apart, Borrowed by RS26007, 21 Jun 2026, with a 'Due Soon' status and an 'Open' action button. At the bottom of the sidebar, there are links for 'View public website' and 'System operational'.

Role-scoped library workspace

### Steps

1. Open **library** 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

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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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