

R

RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

# Step-by-Step User Manual

## Receptionist

Front-desk learner lookup, enquiries, documents and approved communication.

smssecdemo.tech4three.com · Generated 06 July 2026

# Receptionist workspace

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

## Portal access

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

## Test account

reception@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 for a Receptionist. It includes a navigation sidebar, a search bar, and a user profile. The main content area is divided into several sections: a greeting, four summary cards for key metrics, a performance pulse chart, and two detailed sections for admissions and learner performance.

Receptionist dashboard captured from the live system

### Steps

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

## Work in the admissions module

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

Dashboard > School operations

### Admissions

Role-scoped records, actions and reporting for admissions.

Submitted: 2 | Documents Review: 2 | Interview: 2 | Waitlisted: 2 | Accepted: 2

APPLICATION WORKFLOW

#### Admissions pipeline

10 entries per page

Search records...

APPLICANT	REFERENCE	ENTRY	INTAKE	DOCUMENTS	STATUS	ACTION
Tediwa Dube family@example.test	ADM-2606-001	Form 2	January 2027	3 files	Documents Review	Review
Ropafadzo Nyathi family@example.test	ADM-2606-002	Form 3	January 2027	4 files	Interview	Review
Munasho Chikore family@example.test	ADM-2606-003	Form 4	January 2027	5 files	Waitlisted	Review
Tinasho Gumbo family@example.test	ADM-2606-004	Form 5	January 2027	2 files	Accepted	Review
Ruvimbo Msetwa family@example.test	ADM-2606-005	Form 1	January 2027	3 files	Rejected	Review
Tanaka Mutasa family@example.test	ADM-2606-006	Form 2	January 2027	4 files	Submitted	Review
Kudzai Mushonga family@example.test	ADM-2606-007	Form 3	January 2027	5 files	Documents Review	Review
Nyasha Ncube family@example.test	ADM-2606-008	Form 4	January 2027	2 files	Interview	Review
Tariro Sibanda family@example.test	ADM-2606-009	Form 5	January 2027	3 files	Waitlisted	Review
Thando Mpofo family@example.test	ADM-2606-010	Form 1	January 2027	4 files	Accepted	Review

Showing 1 to 10 of 12 entries

Role-scoped admissions workspace

### Steps

1. Open **admissions** 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.

---

Riverside Secondary School · Receptionist manual · <https://smssecdemo.tech4three.com>