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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

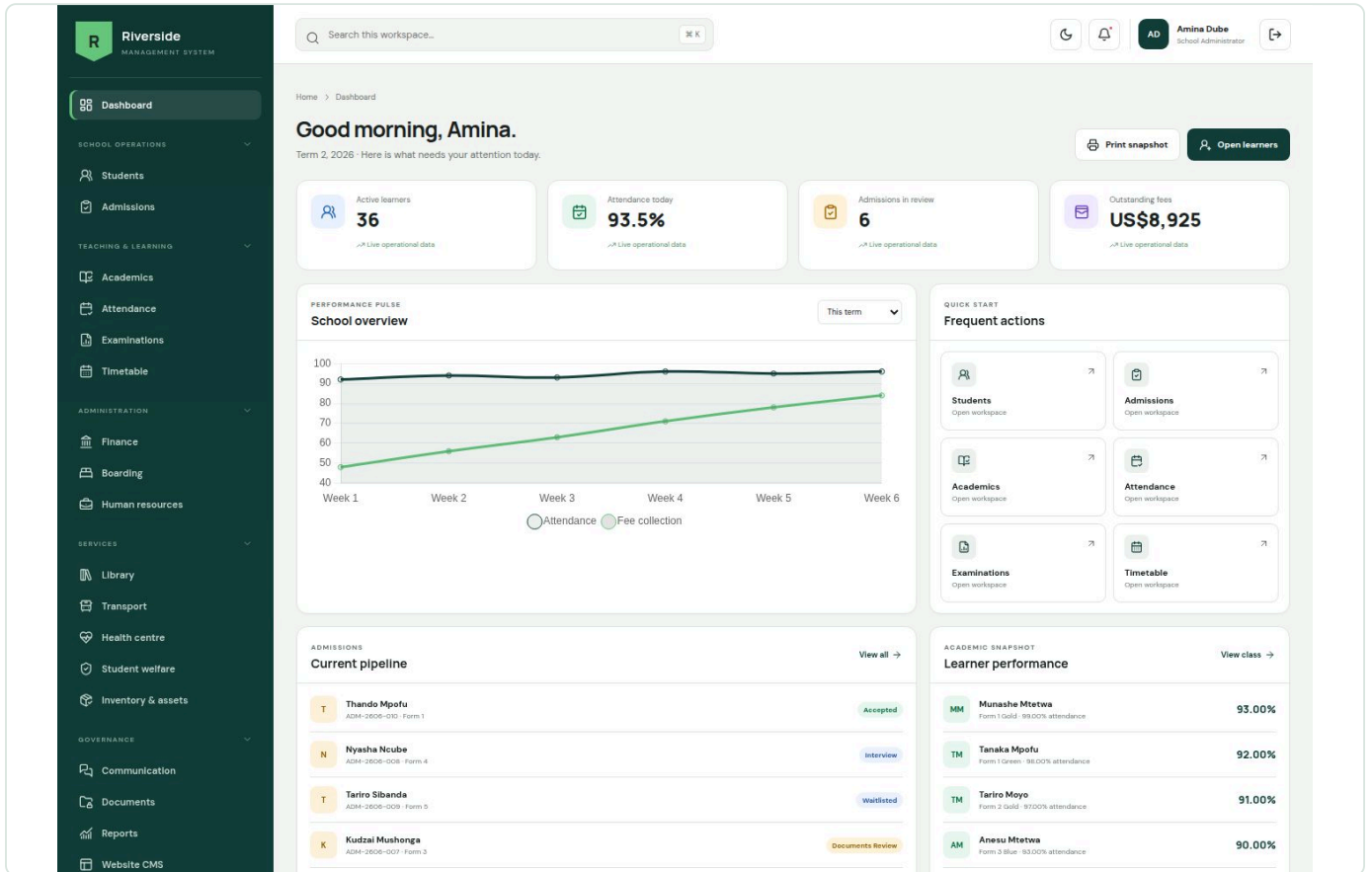
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1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

**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.



School Administrator dashboard captured from the live system

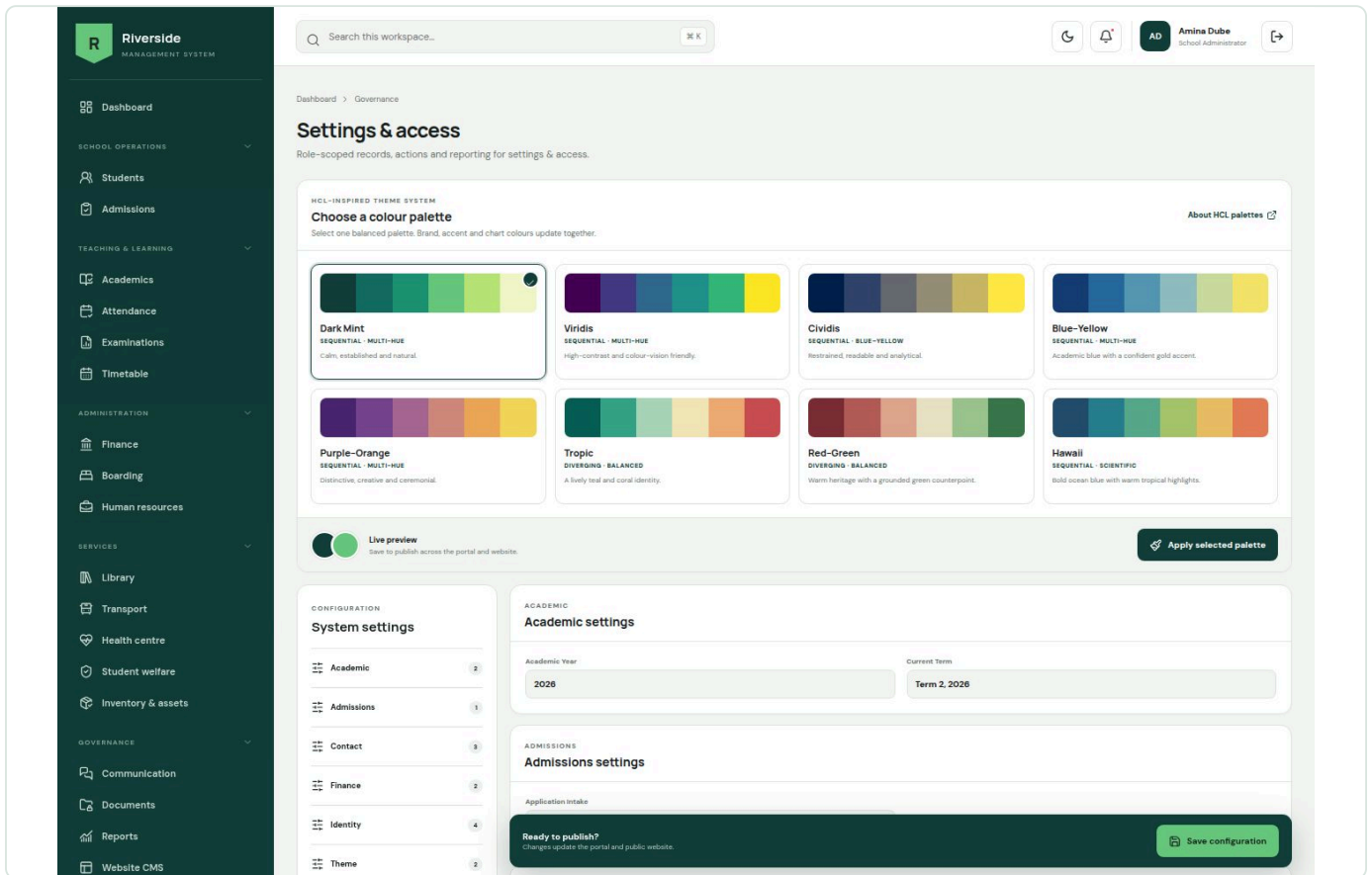
## Steps

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

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



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# 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

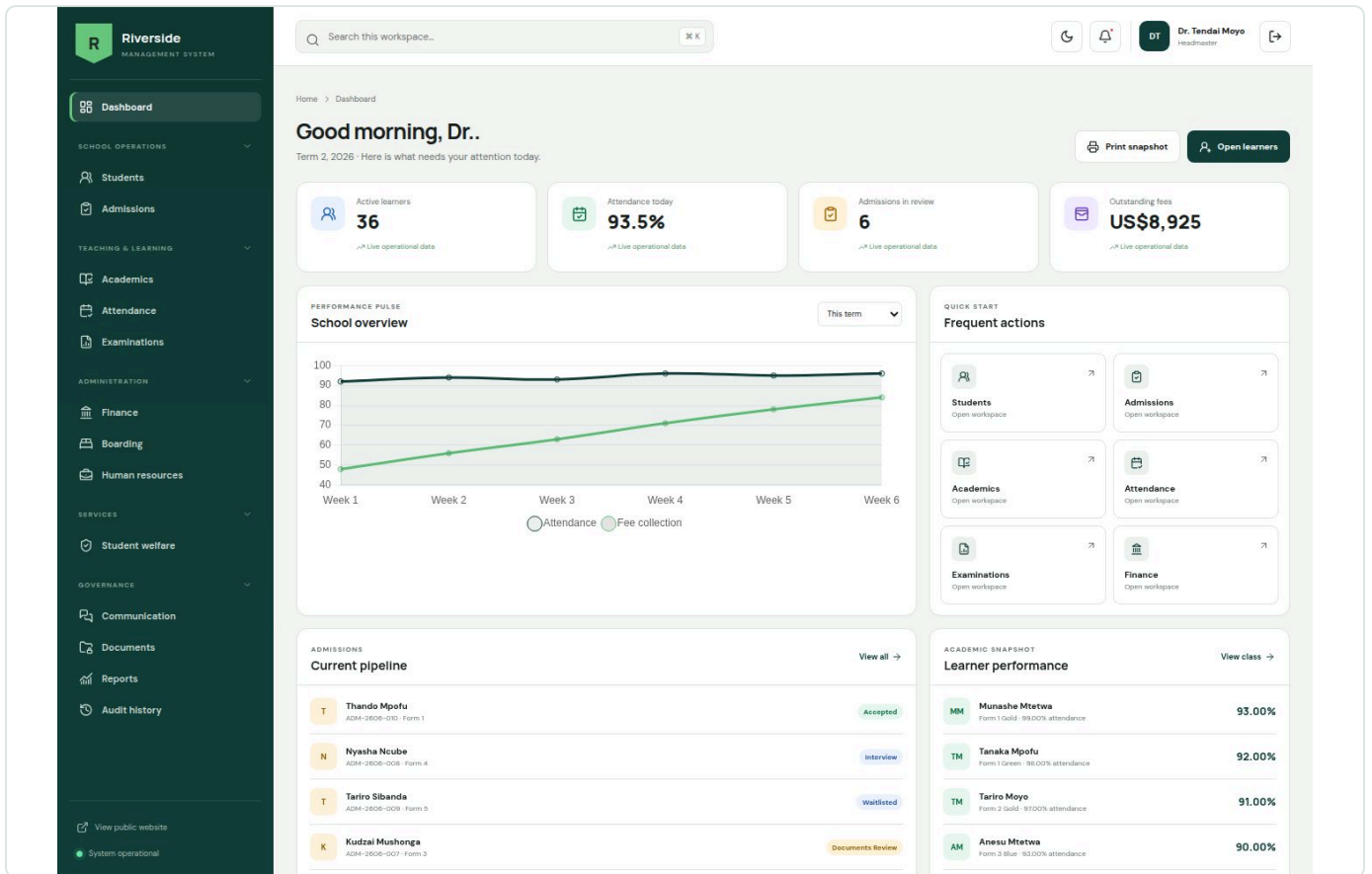
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1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

**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.



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. Below this is a 'Reports register' table with one entry: 'Term attendance analysis' (School average 94.6%, 27 Jun 2026, Ready status, Open action).

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

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

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# 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

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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 dashboard provides a comprehensive overview of school operations. Key data points include 36 active learners, a 93.5% attendance rate, zero admissions in review, and outstanding fees of US\$8,925. The 'School overview' chart indicates a steady increase in fee collection from approximately 45% in Week 1 to 80% in Week 6, while attendance remains consistently high, fluctuating between 90% and 95%. The 'Academic Snapshot' table highlights the performance of four students:

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	97.00%	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

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



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# Step-by-Step User Manual

## Registrar

Applications, enrolment, learner profiles and admissions communication.

smssecdemo.tech4three.com · Generated 06 July 2026

# Registrar workspace

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

## Portal access

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

## Test account

registrar@riverside.test

## Before you begin

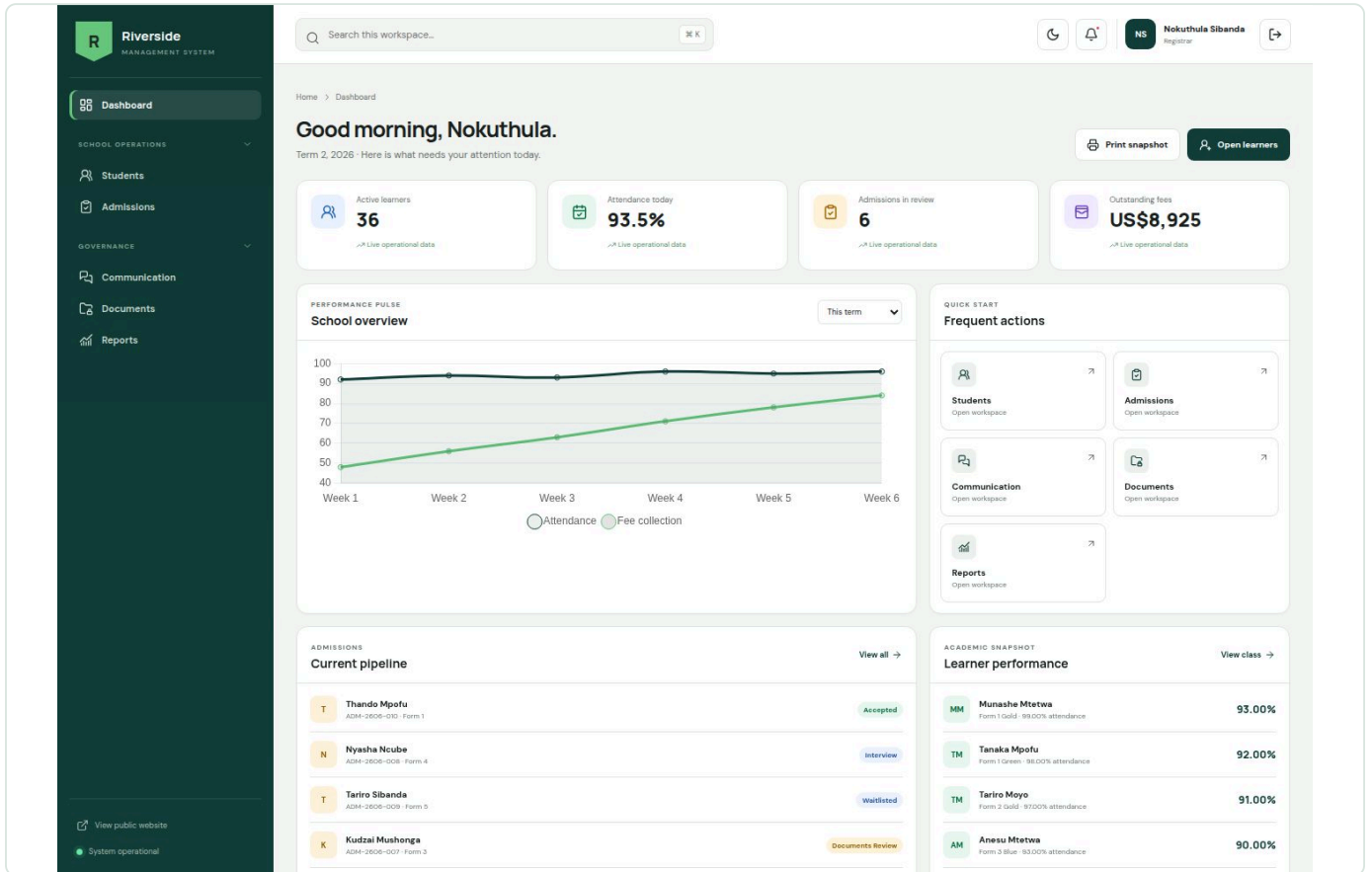
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1. Use a current browser on a trusted device.
2. Sign in only with your assigned account.
3. Check learner, date and status information before saving.
4. Use Archive rather than attempting to erase institutional history.

**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.



Registrar dashboard captured from the live system

## Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter registrar@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 Registrar.

## 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

Public form

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
Munasha Chikore family@example.test	ADM-2606-003	Form 4	January 2027	5 files	Waitlisted	Review
Tinasha 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.

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



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# Step-by-Step User Manual

## Bursar

Fee structures, invoices, collections and financial reporting.

smssecdemo.tech4three.com · Generated 06 July 2026

# Bursar workspace

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

## Portal access

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

## Test account

bursar@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 displays the Riverside Management System dashboard for the Bursar role. The interface includes a dark green sidebar with navigation options like Dashboard, School Operations, Students, Administration, Finance, and Governance. The main content area features a search bar, user profile (Farai Ncube, Bursar), and a 'Good morning, Farai.' greeting. Key financial metrics are shown in summary cards: Invoiced this term (US\$30,560), Collected (US\$24,260), Outstanding (US\$6,300), and Overdue invoices (4). A 'School overview' line graph tracks Attendance and Fee collection over six weeks. A 'Frequent actions' grid provides quick access to various workspace areas. The 'Current pipeline' section shows no applications, and the 'Learner performance' table lists students with their respective attendance percentages.

Category	Amount
Invoiced this term	US\$30,560
Collected	US\$24,260
Outstanding	US\$6,300
Overdue invoices	4

Initials	Name	Form	Attendance	Percentage
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%

Bursar dashboard captured from the live system

### Steps

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

## Work in the finance module

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

Dashboard > Administration

### Finance

Role-scoped records, actions and reporting for finance.

TOTAL INVOICED	COLLECTED	OUTSTANDING	COLLECTION RATE
US\$30,560	US\$24,260	US\$6,300	79.4%

FEES AND BILLING

#### Invoice register

10 entries per page

Search records...

INVOICE	LEARNER	TERM	AMOUNT	PAID	BALANCE	DUE	STATUS
INV-26-T2-0013	Tariro Mpofo R260013	Term 2, 2026	US\$1,450.00	US\$925.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0024	Makanaka Moyo R260024	Term 2, 2026	US\$920.00	US\$920.00	US\$0.00	11 Jul 2026	Paid
INV-26-T2-0023	Tariro Mbetwa R260023	Term 2, 2026	US\$1,450.00	US\$925.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0022	Tanaka Mpofo R260022	Term 2, 2026	US\$1,450.00	US\$1,100.00	US\$350.00	11 Jul 2026	Partial
INV-26-T2-0021	Munasha Moyo R260021	Term 2, 2026	US\$920.00	US\$745.00	US\$175.00	11 Jul 2026	Overdue
INV-26-T2-0020	Aneku Mbetwa R260020	Term 2, 2026	US\$1,450.00	US\$1,450.00	US\$0.00	11 Jul 2026	Paid
INV-26-T2-0019	Makanaka Mpofo R260019	Term 2, 2026	US\$1,450.00	US\$750.00	US\$700.00	11 Jul 2026	Partial
INV-26-T2-0018	Tariro Moyo R260018	Term 2, 2026	US\$920.00	US\$395.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0017	Tanaka Mbetwa R260017	Term 2, 2026	US\$1,450.00	US\$1,100.00	US\$350.00	11 Jul 2026	Partial
INV-26-T2-0016	Munasha Mpofo R260016	Term 2, 2026	US\$1,450.00	US\$1,450.00	US\$0.00	11 Jul 2026	Paid

Showing 1 to 10 of 24 entries

Role-scoped finance workspace

### Steps

1. Open **finance** 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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Riverside Secondary School · Bursar manual · <https://smssecdemo.tech4three.com>

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# Step-by-Step User Manual

## Accounts Clerk

Day-to-day finance records and operational reports.

smssecdemo.tech4three.com · Generated 06 July 2026

# Accounts Clerk workspace

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

## Portal access

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

## Test account

accounts@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 displays the Riverside Management System dashboard for an Accounts Clerk. The interface includes a dark sidebar with navigation options: Dashboard, School Operations, Students, Administration, Finance, Governance, and Reports. The main content area features a search bar, user profile (Sean Mlambo, Accounts Clerk), and a 'Print snapshot' button. A 'Good morning, Sean.' greeting is followed by a summary of attention points for Term 2, 2026. Four summary cards show: Invoiced this term (US\$30,560), Collected (US\$24,260), Outstanding (US\$6,300), and Overdue invoices (4). A 'Performance Pulse' section contains a 'School overview' line chart for 'This term' showing Attendance (blue line) and Fee collection (green line) from Week 1 to Week 6. The 'Admissions' section shows 'Current pipeline' with 'No applications in your scope.' The 'Academic Snapshot' section displays 'Learner performance' for five students: Munashe Mtetwa (93.00%), Tanaka Mpofo (92.00%), Tariro Moyo (91.00%), Anesu Mtetwa (90.00%), and Munashe Mpofo (89.00%).

Accounts Clerk dashboard captured from the live system

### Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `accounts@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 Accounts Clerk.

## Work in the finance module

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

Dashboard > Administration

### Finance

Role-scoped records, actions and reporting for finance.

TOTAL INVOICED	COLLECTED	OUTSTANDING	COLLECTION RATE
US\$30,560	US\$24,260	US\$6,300	79.4%

FEES AND BILLING

#### Invoice register

10 entries per page

Search records...

INVOICE	LEARNER	TERM	AMOUNT	PAID	BALANCE	DUE	STATUS
INV-26-T2-0013	Tariro Mpofo R260013	Term 2, 2026	US\$1,450.00	US\$925.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0024	Makanaka Moyo R260024	Term 2, 2026	US\$920.00	US\$920.00	US\$0.00	11 Jul 2026	Paid
INV-26-T2-0023	Tariro Mbetwa R260023	Term 2, 2026	US\$1,450.00	US\$925.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0022	Tanaka Mpofo R260022	Term 2, 2026	US\$1,450.00	US\$1,100.00	US\$350.00	11 Jul 2026	Partial
INV-26-T2-0021	Munasha Moyo R260021	Term 2, 2026	US\$920.00	US\$745.00	US\$175.00	11 Jul 2026	Overdue
INV-26-T2-0020	Aneau Mbetwa R260020	Term 2, 2026	US\$1,450.00	US\$1,450.00	US\$0.00	11 Jul 2026	Paid
INV-26-T2-0019	Makanaka Mpofo R260019	Term 2, 2026	US\$1,450.00	US\$750.00	US\$700.00	11 Jul 2026	Partial
INV-26-T2-0018	Tariro Moyo R260018	Term 2, 2026	US\$920.00	US\$395.00	US\$525.00	11 Jul 2026	Partial
INV-26-T2-0017	Tanaka Mbetwa R260017	Term 2, 2026	US\$1,450.00	US\$1,100.00	US\$350.00	11 Jul 2026	Partial
INV-26-T2-0016	Munasha Mpofo R260016	Term 2, 2026	US\$1,450.00	US\$1,450.00	US\$0.00	11 Jul 2026	Paid

Showing 1 to 10 of 24 entries

Role-scoped finance workspace

### Steps

1. Open **finance** 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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Riverside Secondary School · Accounts Clerk manual · <https://smssecdemo.tech4three.com>

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# Step-by-Step User Manual

## Class Teacher

Assigned-class learners, attendance, results and guardian communication.

smssecdemo.tech4three.com · Generated 06 July 2026

# Class Teacher workspace

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

## Portal access

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

## Test account

teacher@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 screenshot displays the Riverside Management System dashboard for a Class Teacher. The interface includes a dark green sidebar with navigation options like Dashboard, School Operations, Students, Teaching & Learning, Academics, Attendance, Examinations, Timetable, Services, Student welfare, Governance, Communication, and Reports. The main content area features a search bar, user profile (Rudo Nyathi, Class Teacher), and a 'Good morning, Rudo.' greeting. Summary cards show 4 My learners, 93.0% Class attendance, 78.0% Class average, and 12 Marks needing entry. A 'School overview' chart tracks Attendance and Fee collection over six weeks. Quick start actions include Students, Academics, Attendance, Examinations, Timetable, and Student welfare. The Admissions section shows no applications, and the Academic Snapshot lists learner performance for Anesu Mtetwa (90.00%), Anesu Moyo (82.00%), Anesu Mpofo (74.00%), and Anesu Mtetwa (66.00%).

Class Teacher dashboard captured from the live system

### Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `teacher@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 Class Teacher.

## Work in the students module

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

Dashboard > School operations

### Students

Role-scoped records, actions and reporting for students.

Export CSV Print

ENROLLED: 4 AVERAGE ATTENDANCE: 93.0% BOARDERS: 3 OUTSTANDING BALANCE: US\$0

STUDENT INFORMATION SYSTEM

#### Learner register

4 records

ID entries per page  
Search records...

LEARNER	ADMISSION NO.	CLASS	GUARDIAN	ATTENDANCE	BALANCE	STATUS	ACTION
AM Anesu Mmetwa Female 17 yrs	RS26005	Form 3 Blue Mugari House	Peter Mmetwa +253 77 2002955	93.00%	US\$0.00	Active	View
AM Anesu Moyo Female 13 yrs	RS26015	Form 3 Blue Day learner	Daniel Moyo +253 77 2003955	91.00%	US\$0.00	Active	View
AM Anesu Mpofo Female 16 yrs	RS26025	Form 3 Blue Mugari House	Peter Mpofo +253 77 2098175	89.00%	US\$0.00	Active	View
AM Anesu Mmetwa Female 13 yrs	RS26035	Form 3 Blue Mugari House	Daniel Mmetwa +253 77 2007683	99.00%	US\$0.00	Active	View

Showing 1 to 4 of 4 entries

View public website System operational

Role-scoped students workspace

### Steps

1. Open **students** 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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Riverside Secondary School · Class Teacher manual · <https://smssecdemo.tech4three.com>



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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

# Step-by-Step User Manual

## Teacher

Assigned teaching work, assessments, timetables and learning materials.

smssecdemo.tech4three.com · Generated 06 July 2026

# Teacher workspace

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

## Portal access

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

## Test account

subjectteacher@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 screenshot displays the Teacher Dashboard in the Riverside Management System. The interface includes a dark sidebar with navigation options and a main content area with various data visualizations and action links.

**Summary Cards:**

- My learners: 4
- Class attendance: 93.0%
- Class average: 78.0%
- Marks needing entry: 12

**School Overview 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	~95

**Academic Snapshot Learner Performance:**

AM	Name	Form	Attendance (%)
AM	Anesu Mtetwa	Form 3 Blue	93.00%
AM	Anesu Moyo	Form 3 Blue	82.00%
AM	Anesu Mpofo	Form 3 Blue	74.00%
AM	Anesu Mtetwa	Form 3 Blue	66.00%

Teacher dashboard captured from the live system

### Steps

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

## Work in the academics module

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

Search this workspace... [Microphone icon]

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

View public website System operational

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

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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

---

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 displays the Librarian dashboard in the Riverside Management System. The interface includes a search bar at the top, a user profile for Kudzai Mutasa (Librarian), and a personalized greeting. The dashboard is organized into several key sections:

- Summary Cards:** Four cards provide quick insights: 36 Active learners, 93.5% Attendance today, 0 Admissions in review, and US\$8,925 Outstanding fees.
- Performance Pulse:** A line chart titled 'School overview' tracks Attendance (black line) and Fee collection (green line) from Week 1 to Week 6. Attendance remains high, while fee collection shows a steady upward trend.
- Admissions:** The 'Current pipeline' section indicates 'No applications in your scope.'
- Academic Snapshot:** A table titled 'Learner performance' lists five students with their respective attendance percentages:
 

Name	Form	Attendance
Munasho Mtetwa	Form 1 Gold	93.00%
Tanaka Mpofo	Form 1 Green	92.00%
Tariro Moyo	Form 2 Gold	91.00%
Anesu Mtetwa	Form 3 Blue	90.00%
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, showing one record with columns for REFERENCE, RECORD, DETAIL, DATE, AMOUNT / VALUE, STATUS, and ACTION. The record details are: LIB-LOAN-482, Things Fall Apart, Borrowed by RS26007, 21 Jun 2026, and a 'Due Soon' status with an 'Open' action button.

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

---

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

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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

# Step-by-Step User Manual

## Boarding Master

Hostel allocation, attendance, welfare, inventory and incidents.

smssecdemo.tech4three.com · Generated 06 July 2026

# Boarding Master workspace

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

## Portal access

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

## Test account

boarding@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 (Performance Pulse):**

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	~95

**ACADEMIC SNAPSHOT - Learner performance:**

Initials	Name	Form	Attendance
MM	Munashi 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%

Boarding Master dashboard captured from the live system

### Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `boarding@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 Boarding Master.

## Work in the boarding module

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

The screenshot shows the Riverside Management System interface. The sidebar on the left contains navigation options: Dashboard, School Operations, Students, Teaching & Learning, Attendance, Administration (highlighted), Boarding (highlighted), Services, Student welfare, Inventory & assets, Governance, Communication, and Reports. The main content area has a search bar and a user profile for Peter Mayo, Boarding Master. The 'Boarding' section includes a summary of records and a table of boarding entries.

REFERENCE	RECORD	DETAIL	DATE	AMOUNT / VALUE	STATUS	ACTION
HST-MJP-01	Mupani House	84 / 96 beds occupied	04 Jul 2026	—	Active	Open
HST-MSA-02	Masa House	77 / 88 beds occupied	03 Jul 2026	—	Active	Open

Role-scoped boarding workspace

### Steps

1. Open **boarding** 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 · Boarding Master manual · <https://smssecdemo.tech4three.com>

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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

# Step-by-Step User Manual

## School Nurse

Clinic visits, medical alerts, treatment history and notifications.

smssecdemo.tech4three.com · Generated 06 July 2026

# School Nurse workspace

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

## Portal access

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

## Test account

nurse@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 screenshot displays the Riverside Management System dashboard for a School Nurse. The interface includes a dark sidebar with navigation options like Dashboard, School Operations, Students, Services, Health centre, Governance, Communication, and Reports. The main area features a search bar, user profile (Melody Mpfu, School Nurse), and a 'Good morning, Melody.' greeting. Summary cards show 36 Active learners, 93.5% Attendance today, 0 Admissions in review, and US\$8,925 Outstanding fees. A 'School overview' chart tracks Attendance and Fee collection over six weeks. Frequent actions include Students, Health centre, Communication, and Reports. The Admissions pipeline shows no applications. The Academic Snapshot lists learner performance for five students.

Initials	Name	Form	Attendance	Percentage
MM	Munasho Mtetwa	Form 1 Gold	93.00% attendance	93.00%
TM	Tanaka Mpfu	Form 1 Green	92.00% attendance	92.00%
TM	Tariro Moyo	Form 2 Gold	91.00% attendance	91.00%
AM	Anesu Mtetwa	Form 3 Blue	90.00% attendance	90.00%
MM	Munasho Mpfu	Form 2 Gold	89.00% attendance	89.00%

School Nurse dashboard captured from the live system

### Steps

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

## Work in the health module

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

Role-scoped health workspace

### Steps

1. Open **health** 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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Riverside Secondary School · School Nurse manual · <https://smssecdemo.tech4three.com>

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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 key performance indicators, a performance pulse graph, and detailed views of the admissions pipeline 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.

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

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RIVERSIDE SECONDARY SCHOOL · SCHOOL OS

# Step-by-Step User Manual

Parent / Guardian

Only the linked learner, attendance, academic and fee information.

smssecdemo.tech4three.com · Generated 06 July 2026

# Parent / Guardian workspace

This guide reflects the live permissions and screens available to the Parent / Guardian test account.

**Portal access**

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

**Test account**

parent@riverside.test

## Before you begin

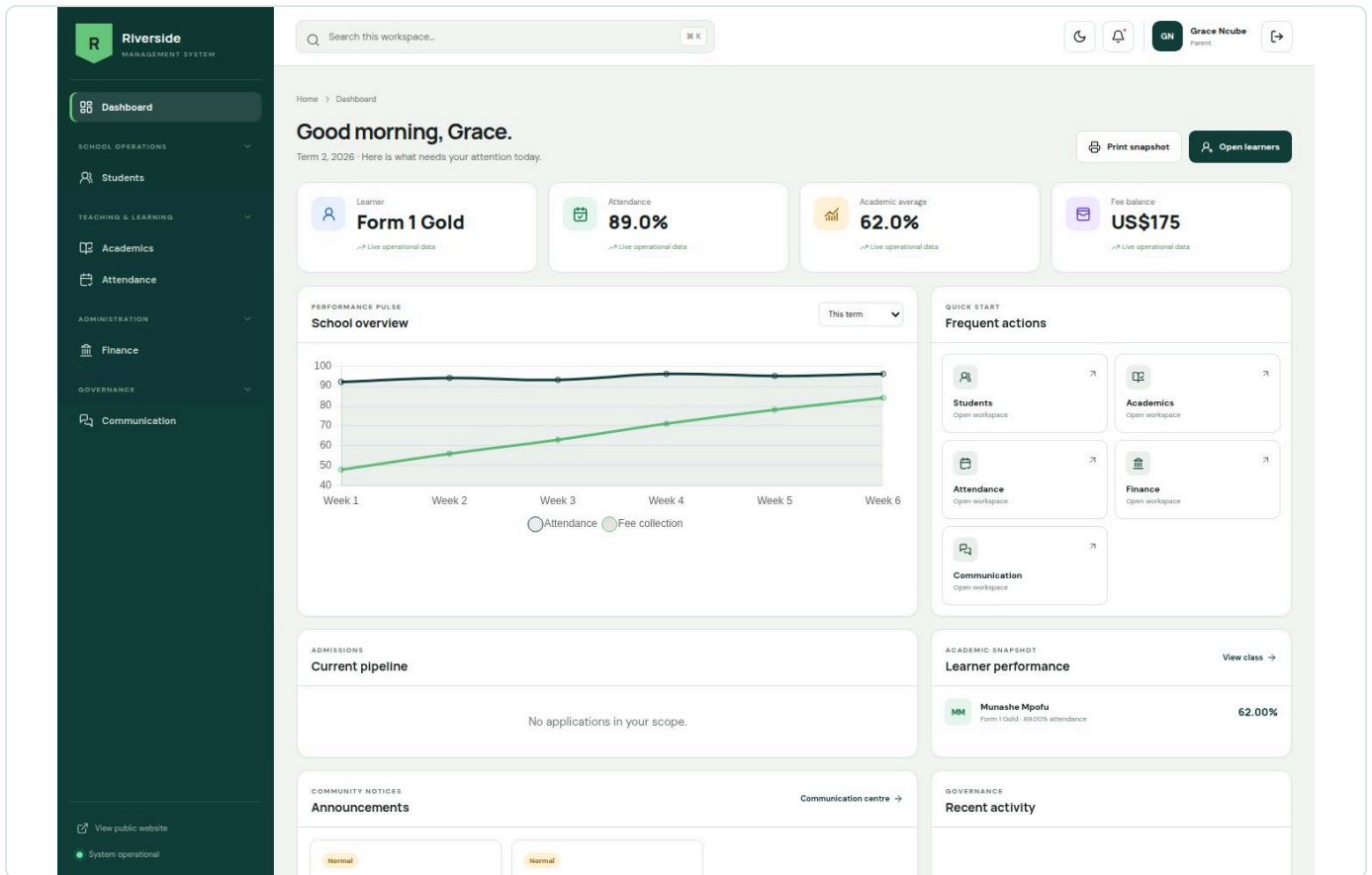
---

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.



Parent / Guardian dashboard captured from the live system

### Steps

1. Open <https://smssecdemo.tech4three.com/login>.
2. Enter `parent@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 Parent / Guardian.

## Work in the students module

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

The screenshot shows the 'Students' module workspace in the Riverside Management System. The interface includes a sidebar with navigation options and a main content area with a search bar, summary cards, and a learner register table.

LEARNER	ADMISSION NO.	CLASS	GUARDIAN	ATTENDANCE	BALANCE	STATUS	ACTION
Munashe Mpofu Female 13 yrs	RS26001	Form 1 Gold Mupani House	Peter Mpofu +263 77 3000781	89.00%	US\$175.00	Active	View

Role-scoped students workspace

### Steps

1. Open **students** 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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Riverside Secondary School · Parent / Guardian manual · <https://smssecdemo.tech4three.com>



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RIVERSIDE SECONDARY SCHOOL

# Online Application User Guide

## Public Applicant

Apply for admission without a portal account and retain the reference supplied after submission.

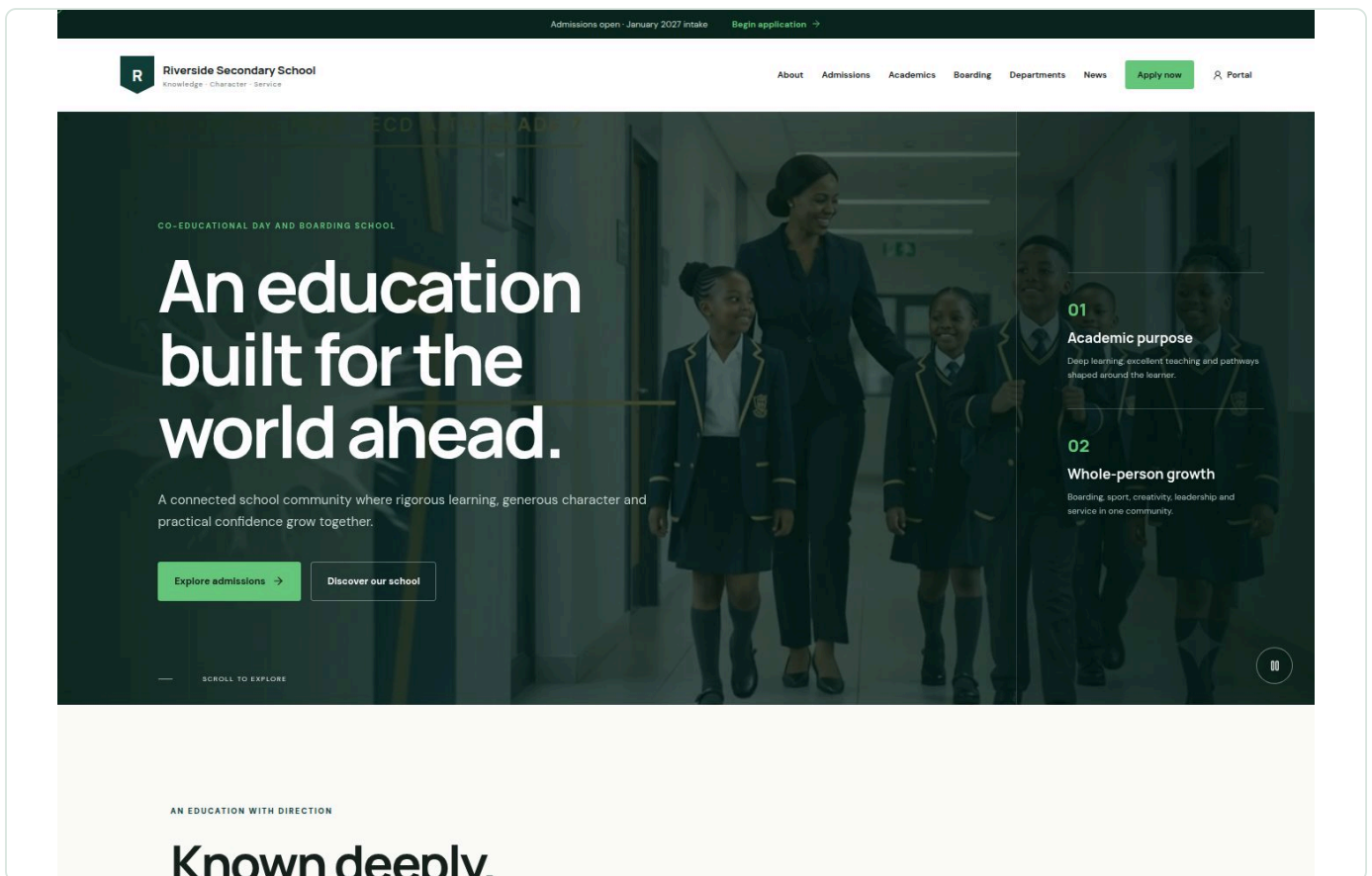
## Before you apply

The public admissions form does not require a school portal account.

1. Prepare the learner's legal name and guardian contact details.
2. Confirm the intended entry form and intake period.
3. Use a working guardian email address and phone number.
4. Do not submit the same application twice.

**Demonstration site:** Use sample information only.

## 1. Open the school website



Public secondary-school website

1. Open <https://smssecdemo.tech4three.com>.
2. Select **Apply now** or **Begin application**.
3. Review the admissions steps and intake information.

## 2. Complete and submit the application

Admissions open - January 2027 intake [Begin application](#) →

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# Start a conversation about your child's future.

ADMISSIONS

Submit the first stage online. You will receive a reference immediately, and our admissions team will guide you through documents, interview and assessment.

APPLICATIONS OPEN  
**January 2027 intake**  
hello@riverside-demo.test

- 1 Tell us about the learner**  
Basic details and preferred intake
- 2 Admissions review**  
Documents, interview and assessment
- 3 Decision and enrolment**  
Offer, registration and welcome

ONLINE APPLICATION

### Applicant details

This short form creates a trackable admissions record.  
Fields marked \* are required.

Learner's full name \*

Parent / guardian email \*

Phone number \*

Public online application form

1. Enter the learner's full name.
2. Enter the guardian email and phone number.
3. Select the entry form and intake.
4. Add relevant context, then submit once.
5. Save the tracking reference shown in the success message.

**Expected result:** The admissions team receives a timestamped application and the applicant receives a unique tracking reference.