Integris G2

Adding, Editing, Transferring & Deleting Staff Records

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(Int. 88881)



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Adding a Staff Record

To add a new staff member go to **General (1) > Staff Details (2) > Add (3)**

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General Administration	Personal Personal Additional Inf	in Contacts Groups Articular III	Find Ar	dd Edit Move to Former Roll Print
Attendance		provising all staff	0	uick Search
System Management Assessment Behaviour	Dr Brian Aldridge (1	23456794) - Male	Staff Code:	DAA NI Number: GFS 1990D
유, Census 요. Reporting to Parents 요. Programme Nanagament 초. School Workforce Census	Title: Initials: Surname: Legal Surname: Previous Surname: First Name: Second Name: Third Name: Known Name:	Dr Aldridge Aldridge Brian Brian	Address: Administrative Area:	Home Farm, Windy Lane Ambridge Pelgarsham Borcetshire B023 7TR
Student Details	Home 1:	00991 678345	Fax:	
Staff Details	Home 2: Mobile:		E-mail:	baldride@primary.sch.uk
 Groups School Details School Diary Parameters 	Date of Birth: Join Date: Leave Date: Teacher (GTC) No.: LEA Identifier:	18 Oct 1945 01 Jan 1996 7654321	Staff Type: Governor: Governor Type: Governor Status: Governor Statu Date: Governor End Date:	Head Teacher No

The following screen will appear....

Enter data simply by typing or selecting values from the drop down lists.

Title: *	Ma	 	Data of Bistle 1	_	10
initials:			Gender:	Male	× 1
Surname: *		_	Staff Code:	1.11	-
			Reference: *		_
irst Name: *			NI Number:		
econd Name:			Staff Type:	Teacher	~
hird Name:			Governor:		
nown Name:			Governor Type:	Not Specified	~
egal Surname:			Governor Status:		
revious Surname:			Governor Start Date:		6
eacher (GTC) No.:			Governor End Date:		ĕ
EA Identifier:			Join Date: *	30 Sep 2010	6
			Leave Date:		6
intraduced lines		6	Home Telephone 1:		
our-uwening.	<u> </u>		Home Telephone 1		
wening:			Mobile:	-	_
treet:	<u> </u>	_	Pioble:		_
ocality:	<u> </u>	_	Fax:		_
own:			c-mail:		
ounty:		_			
ostcode:	<u> </u>	_	Absent on SWF Census Day		
country:		_	SWF Census Category:	Not Specified	~
Administrative Area:					-

The Name/Surname/DOB/Gender and Join Date fields are mandatory fields. The Reference number will be generated automatically.

Work through the tabs until you have entered all of the necessary information.

Then click **Save** at the bottom right of the screen. Your new Staff record can now be found on the Current Roll of your Database.

Editing a Staff Record

To edit an existing staff record go to **General (1) > Staff Details (2) >** Search for the Staff record you wish to edit & click **Edit (3)**

Attendance	Personal Personal Additional Inf	fe Centacts Groups Activity UDI	Find A Qualifications Training	dd tels Move to Former Roll Pri Medical Control 0
Attendance Attendance System Management Assessment Behaviour Cress Reporting to Parents Programme Management School Workforce Census	Curvet W O O O Booling all staff Quick Search 1 Curvet M O O O Booling all staff Quick Search 1 Curvet Staff Code: BAA NI Number: GPS670			
	Title: Initials: Surname: Legal Surname:	Dr Aldridge Aldridge	Address:	Home Farm, Windy Lane Ambridge Felpersham Borcotshire B023 7TR
	Previous Surname: First Name: Second Name: Third Name: Known Name:	Brian Arthur Brian	Administrative Area:	
Student Details Staff Details	Home 1: Home 2:	00991 678345	Fax:	1971-1985-1995-1996
Groups © School Details © School Diary © Parameters	Hobite: Date of Birth: Join Date: Leave Date: Teacher (GTC) No.: LEA Identifier:	18 Oct 1945 01 Jan 1996 7654321	E-mail: Staff Type: Governor: Governor Type: Governor Status: Governor Statt Date: Governor End Date:	baldrige@primary.sch.uk Head Teacher No

Existing data in each field can simply be deleted and replaced with new information, working through the tabs as seen in the previous section of this document.

Once the necessary changes have been made, click **Save** at the bottom right of the screen. Your changes will now be saved to the Staff record.

Transferring a Staff Record to Former Roll

To Transfer a staff record to the former roll, go to **General (1)** > **Staff Details (2)** > Search for the Staff record you wish to transfer & click **Move to Former Roll (3)**

Current V 0001	browning all staff	Qualifications Training	Medical Contracts O
Dr Brian Aldridge (1	23456794) - Hale	Staff Code	BAA NI Number: GF567890D
Title: Initials: Surname: Legal Surname:	Dr Aldridge Aldridge	Address:	Home Farm, Windy Lane Ambridge Felpersham Boroetshire B023 778
Frevious Surname: First Name: Second Name: Third Name: Known Name:	Brian Arthur Brian	Administrative Area:	
Home I: Home 2: Mobile:	00991 678345	Fax: E-mail:	beldrige@primary.sch.uk
Date of Birth: Join Date: Leave Date: Teacher (GTC) No.: LEA Identifier:	18 Oct 1945 01 Jan 1996 7654321	Staff Type: Governor Governor Type: Governor Status: Governor Start Date: Governor End Date:	Head Teacher No
	Const W Const De trism Alfridge (1 De trism Alfridge (1 Logal Somers Logal Somers First Name: Siccon Name: Home 2 Home 2 Home 2 Home 2 Date of Birthic Jackbate Const Name: Const Name: Siccon State Home 2 Home 2 H	Const No. Const No. Sec. 2014	Control W Control W Control W Control W Staff Code Dr Frish Adding(123355791) - Male Staff Code Staff Code The Control Manager (123355791) - Male Address: Staff Code The Control Manager (12355791) - Male Address: Staff Code The Control Manager (12355791) - Male Address: Staff Code Final Manager (12355791) - Male Maniger (12355791) Staff Code Staff Code 10 Opt (123513) Fac: Staff Code Manager (1235571) Code off Briths Staff Tops: Governor Manager (1235571) Code off Briths: 10 Opt (123451) Governor Manager (1235171) Governor Manager (1235171) LiA Identifier: Code Off Briths: 10 Opt (123451) Governor Manager (1235171) Governor Manager (1235171)

Enter a Leave Date and click OK....

Confirm Move	e To Former R	oll 🛛 🗵
 Change confirm Click or 	the Leave Date the move by cl Cancel to canc	if required and then icking on OK. el the move.
Leave Date:	30 Sep 2010	
		OK Cancel

...You will then be asked to enter the **Contract End Date**, the **Destination** is optional.

Move to Former Roll		
 Please enter an E for this staff mem 	nd Date and Destin ber.	ation for any current contract(s)
Contract End Date:	30 Sep 2010	
Destination:	Not Specified	×
		Save Cancel

Click **Save.** The Staff record will now be moved to Former Roll.



Deleting a Staff Record

The delete staff member function is not currently active.

If you have staff records that need to be deleted, please feel free to email me the name and reference number of the record you wish to be deleted and I will keep a note of them for when the function becomes available.