

# *Integrus G2*

## *Adding, Editing, Transferring & Deleting Staff Records*

*Anita.Pirie@redbridge.gov.uk*

020 8708 8881

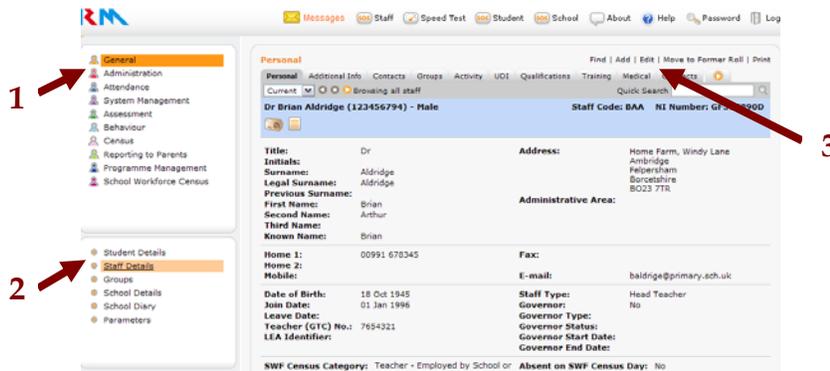
*(Int. 88881)*

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## Adding a Staff Record

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



The following screen will appear....

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

The screenshot shows the 'Add Staff - Personal' form. It contains various input fields and dropdown menus for entering staff details. The 'Save' button at the bottom right is circled in red.

Title:	Mr	Date of Birth:	
Initials:		Gender:	Male
Surname:		Staff Code:	
First Name:		Reference:	
Second Name:		NI Number:	
Third Name:		Staff Type:	Teacher
Known Name:		Governor:	<input type="checkbox"/>
Legal Surname:		Governor Type:	Not Specified
Previous Surname:		Governor Status:	
Teacher (GTC) No.:		Governor Start Date:	
LEA Identifier:		Governor End Date:	
Sub-dwelling:		Join Date:	30 Sep 2010
Dwelling:		Leave Date:	
Street:		Home Telephone 1:	
Locality:		Home Telephone 2:	
Town:		Mobile:	
County:		Fax:	
Postcode:		E-Mail:	
Country:		Absent on SWF Census Day:	<input type="checkbox"/>
Administrative Area:		SWF Census Category:	Not Specified

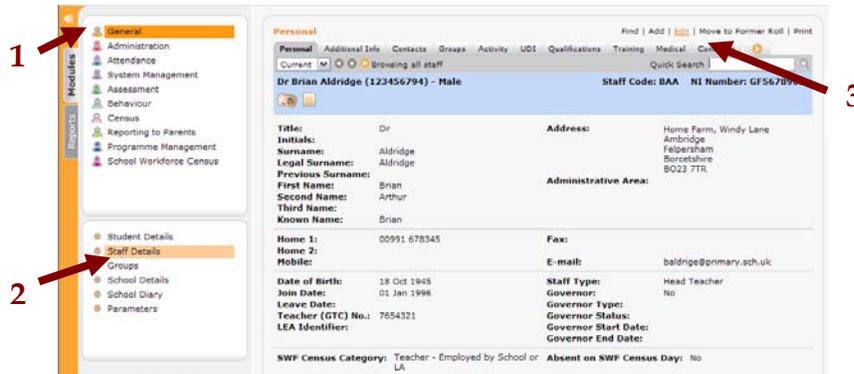
The Name/Surname/DOB/Gender and Join Date fields are mandatory fields. The Reference number will be generated automatically.

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)**

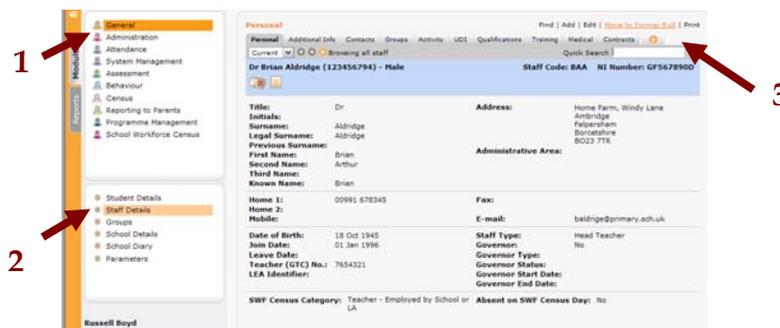


Existing data in each field can simply be deleted and replaced with new information, working through the tabs as seen in the previous section of this document.

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

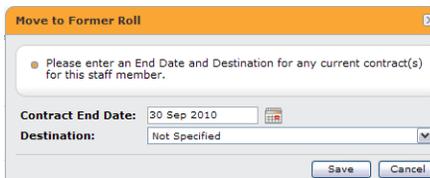
To Transfer a staff record to the former roll, go to **General (1) > Staff Details (2) > Search** for the Staff record you wish to transfer & click **Move to Former Roll (3)**



Enter a **Leave Date** and click **OK**...



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



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.