

Integris G2

Creating EWO User Accounts

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LBR G2 support website: <http://171.33.198.190/g2/Index.htm>

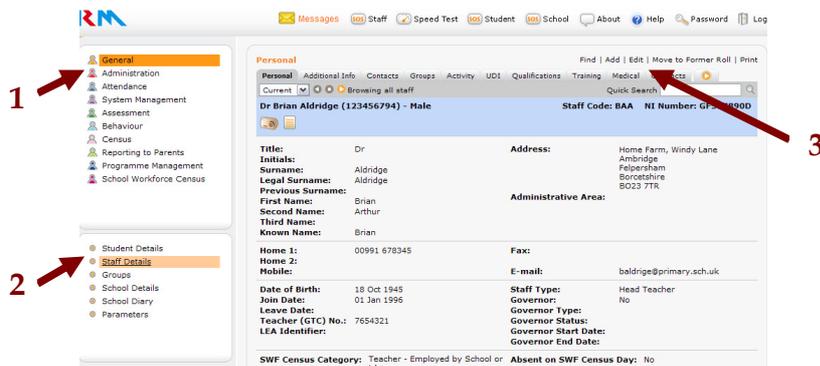
Integrus G2

Contents

Adding an EWO Staff Record	2
Creating a EWO User Account	3

Adding an EWO Staff Record

To add the EWO 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, exactly as shown below and click 'Save'. Then say 'Yes' to the message that follows.

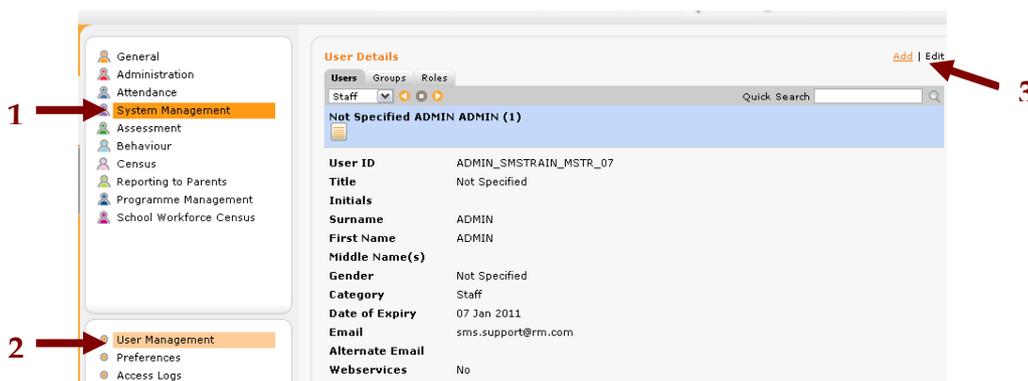
The screenshot shows the 'Add Staff Record' form in the Integris G2 interface. The form is divided into two main sections. The top section contains fields for personal and professional details, and the bottom section contains fields for residential and contact information.

Title: *	Not Specified	Date of Birth: *	01 Jan 2001
Initials:		Gender: *	Not Specified
Surname: *	EWO	Staff Code:	
First Name: *	EWO	Reference: *	
Second Name:		NI Number:	
Third Name:		Staff Type:	Teacher
Known Name:	EWO	Governor:	<input type="checkbox"/>
Legal Surname:	EWO	Governor Type:	Not Specified
Previous Surname:		Governor Status:	
Teacher (GTC) No.:		Governor Start Date:	
LEA Identifier:		Governor End Date:	
Sub-dwelling:		Join Date: *	01 Feb 2011
Dwelling:		Leave Date:	
Street:		Home Telephone 1:	
Locality:		Home Telephone 2:	
Town:		Mobile:	
County:		Fax:	
Postcode:		E-Mail:	
Country:		SWF Census Category:	Out of Scope of SWF C
Administrative Area:			

Integrus G2

Creating an EWO User Account

To create an EWO user account, go to **System Management (1) > User Management (2) > Add (3)**



Click on **Find (4)** the usual search page will appear, search for **EWO** by surname. Once you are taken back to the Add User page, you will be able to enter the User ID.

NOTE: User ID for EWO's should be 'EWO' followed by the schools four digit DFE number.
Example: EWO1234



Then click the **'Role' Tab...**

Highlight the **EWO Role (1) > click Add (2)** to move it to the **Assigned Roles** column on the right hand side of the page, then click **Save (3)**

Integris G2



The User Account has now been created for your database.

The user will now need to log in using the default password (**jan1**), which they will then be asked to change upon entry to the system.