

Procedure to add, edit, and delete students from a Preloaded List

1. Navigate to the school manager at school.ccssvm.com

The screenshot shows the 'School Manager' interface. On the left is a dark blue navigation sidebar with the following items: 'School Manager' (with a double-headed arrow icon), 'NAVIGATION', 'Reports', 'Users', 'Subscription', 'Notifications', 'Client App', 'Shop', and 'Settings'. The 'Settings' item is highlighted with a red rounded rectangle. A red arrow points from a text box on the right to the 'Settings' item. The main content area is titled 'Reports / Reports' and contains several links and descriptions: 'Activity Reports' (with description: 'View summary reports of check-ins and check-outs.'), 'Absent JiffyPass (RFID) Users' (with description: 'View JiffyPass (RFID) users who are not logged in within a given set of days.'), 'View Active Check-Ins' (with description: 'View who is at the school now, currently checked into the system.'), and 'View JiffyPass Active Check-Ins' (with description: 'View JiffyPass users that are currently checked into the system. Users that have checked out will be displayed in the Activity Report. For web client only.').

2. Click on *Settings*



NAVIGATION

Reports

Users

Subscription

Notifications

Client App

Shop

Settings

Manage Global Settings

General Settings

Organization name, Director information and Graphic image.

Badge Settings

Manage Badge Settings

Notification Settings

Subscribe to Alert types and set Notification methods.

Import / Export Local Manager Settings

Import/Export Default Settings.

Manage Preloaded Lists

3. Click on *Preloaded Lists*

NoGo List

Manage NoGo List

RFID Users List

Manage RFID Users List

Pre-Approved Visitors SOC List

Manage Pre-Approved Visitor List for Sex Offender Check

Students List

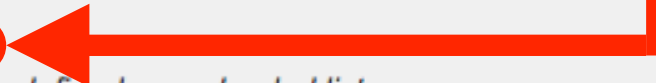
Manage Students List

Preloaded Lists

Manage other pre-defined or preloaded list

NoGo Enhanced List

Manage NoGo List for web client v4.0



4. From here, you can add, edit, and delete students from your list.

School Manager

NAVIGATION

- Reports
- Users
- Subscription
- Notifications
- Client App
- Shop
- Settings

Preloaded List

/ Settings / Preloaded List

Hi Charles
Eastern Carolina ID

Add New

Categories

Refresh

Go Back

Search



delete all | import | export

Name	Category	Source	Fields	Changed At	Actions
Blessed, Brian	Students2	School		09/07/2017, 09:53 AM	Edit
Brydon, Rob	Students2	School		09/07/2017, 10:10 AM	Edit
Mitchell, David	Students2	School		09/07/2017, 10:09 AM	Edit
Mitchell, Victoria	Students2	School		09/07/2017, 10:09 AM	Edit
Osman, Richard	Students2	School		09/07/2017, 10:10 AM	Edit

5. After you click *Add New*, you will be taken to this screen.
6. Select your category (possibly called *Students2* or similar).
7. Enter *First* and *Last* name (*Middle* name and *Fields* are optional).
8. Click *Save*
9. To add another student, simply change the fields and click *Save* again.

School Manager Add New - Preloaded List
/ Settings / Preloaded List / Add New

NAVIGATION

- Reports
- Users **Category**
- Subscription
- Notifications **First**
- Client App
- Shop **Last**
- Settings

Category

- ✓ None
- Students2

Field 3

Field 3

Field 4

Field 4

Field 5

Field 5

Field 6

Field 6

Field 7

Field 7

First Name

Bob

Middle Name

Middle Name

Last Name

Jones

Field 1

Field 1

Field 2

Field 2

Save Clear Form Go Back