

FREEDOM

Adding a new Staff Member

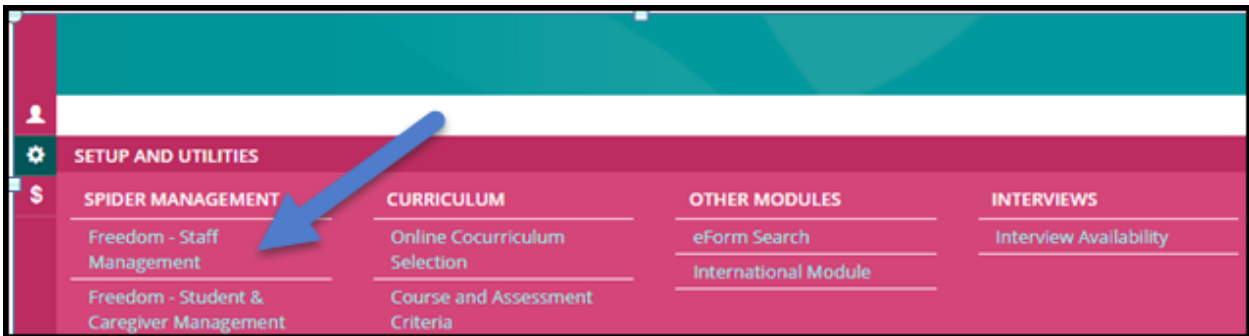


Foreword

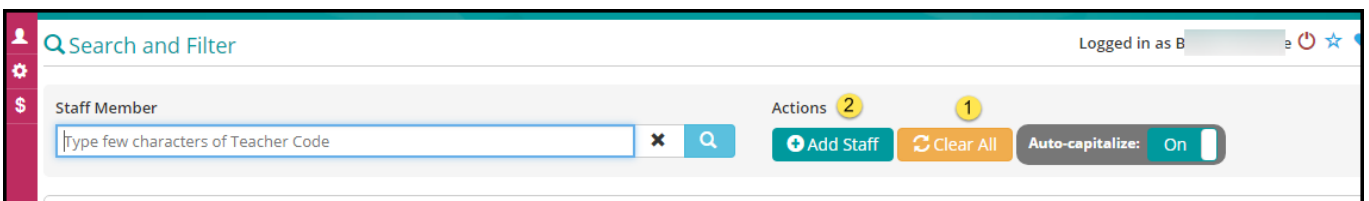
Not all pages have to be filled during the addition of a new Staff member. You can do a basic entry using the Personal, Work and Address pages. Extra information can be added at a later date and indeed, some pages, would not be involved at the adding stage at all eg: Professional Development. However, contained in this manual is a description of each page.

Adding a New Staff Member

From the 'Setup and Utilities' menu select 'Freedom – Staff Management'.



This will take you to the screen below



1.	Clear All	Click on this first so that you can be sure you are starting with a blank record
2.	Add Staff	Click on this to start the process of adding a new staff member.



Personal Information

Once you have clicked save you will be taken to the following screen. This is the ‘Staff Personal’ screen.

1.	Auto-Capitalize:	This is an on/off button you can use as you prefer
2.	Reset/Save Buttons	Should you wish to clear data and start again click on the reset. Save will save what you have done so far.
3.	Short cut Icons	Short cut icons to different staff pages.
4.	Fields for Personal Page	NB: Only those with an astrisk (*) are mandatory

Upon Saving you will see that the system has auto-generated a Staff Key as I had left this blank. I could have typed in a staff key and now I can so replace the current one by clicking on the 'Replace Staffkey' button.



Work Information

N.B. Most of these fields are optional but 'Staff Status' and 'Employment Status' are the bare minimum.

1.	Name for Reports	Type the teachers name the way that you wish it show on
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		the reports. Non- teaching staff will not need this
2.	Timetable Code	This is only needed for Timetabled Teachers. Most support staff will not need this.
3.	Work Email	Work Email
4.	Payroll Number	Payroll number. This may be optional in the case of some schools that do not use the payroll module. However, it can still be utilised to keep a record.
5.	Staff Status	This is a drop down menu. (Not just teaching staff but all staff statii).
6.	Employment Status	Drop down menu (Full, Part-time, Casual)
7.	Campus	Optional. Only of real use for a multi-campus school
8.	Classification	Up to the school's discretion what is entered in here. In the example I have said 4 Years which means to me that the teacher had 4 years experience at the commencement of employment with this school.
9.	Teacher Reg. No	Teacher's Registration Number
10.	Registration Expiry	Date of Registration Expiry
11.	W/w Children Reg. no.	Working With Children Registration Number. In New Zealand this is the Police Check.
12.	WwC Reg Expiry	Working with Children Registration Expiry Date
13.	WwC Verified On	Date that the Working with Children Certificate was verified by staff member responsible for checks.
14.	WwC Status	Working with Children Status. Dropdown menu (Current, Applied For, Under Review)
15.	Home Room	Teacher's Home room
16.	Staff Room	If needed for a large school.
17.	Dormitory	Used in Boarding Schools
18.	House	If a Head of House in a school that uses Houses.
19.	Full Time Equivalent	1.0 equals 1 FTE etc
20.	Internal Phone ext	Internal Phone Ext
21.	Position Held	Type in position if required
22.	Date Started	Date Started
23.	Date Left	Date Left

24.	Barcode	Barcode
25.	Absence	If keeping track of days absence use this field.
26.	Qualifications	Type in qualifications if required.
27.	Subjects Taught	Type in subjects if required
28.	Sports Taken	Type in sports if required.



Address

Staff Member Actions

Type few characters of Teacher Code MULLANEY D Add Staff Clear All Auto-capitalize: On

Reset Save

Address | Staff ID: 17085 | Name: Diane Mullaney

1 Select from Existing Address

Address Title 2

Postal 3 Residential

Address 1 * Copy <input type="text" value="21A Nihill Crescent"/>	Address 2 <input type="text" value="Mission Bay"/>	Res. Address 1 Same as Postal Copy 4 <input type="text" value="21A Nihill Crescent"/>	Res. Address 2 <input type="text" value="Mission Bay"/>
Town <input type="text"/>	City <input type="text" value="Auckland"/>	Res. Town <input type="text"/>	Res. State <input type="text" value="Auckland"/>
Country <input type="text" value="New Zealand"/>	Post <input type="text" value="4703"/>	Res. Country <input type="text" value="New Zealand"/>	Res. Post <input type="text" value="4703"/>

1.	Select Existing Address	Gives you the ability to select an existing address from the database.
2.	Address Title	Enter the address title
3.	Postal	Enter address details
4.	Same as Postal Address	If the Residential address is the same clicking this button will copy the details from the Postal. Otherwise just enter in the new details and Save.



Comments

Staff Member

Actions

MULLANEY D
Add Staff
Clear All
Auto-capitalize: On

Reset Save

Comments and Alerts | Staff ID: 17085 | Name: Diane Mullaney

Staff Alert 1

General Comments 2

Secure Comments 3

1.	Staff Alert	Used for things like a medical alert
2.	General Comments	General comments
3.	Secure Comments	Comments that should not be viewable to all.



Medical Conditions

Staff Member

Actions

MULLANEY D
Add Staff
Clear All
Auto-capitalize: On

Reset Save

Medical Conditions | Staff ID: 17085 | Name: Diane Mullaney

1 Conditions

2 Allergy

3 Doctor's Name

Doctor's Phone

4 Dentist's Name

Dentist's Phone

5 Medical Card

1.	Conditions	List any medical conditions that should be noted
2.	Allergy	List any allergies
3.	Doctor's Name	Doctor' details
4.	Dentist's Name	Dentist's details
5.	Medical Card	Medical card number if used.



Origin & Ethnicity

The screenshot shows the 'Origin & Ethnicity' section of the staff member form. The form is for a staff member named Diane Mullaney with ID 17085. The fields are as follows:

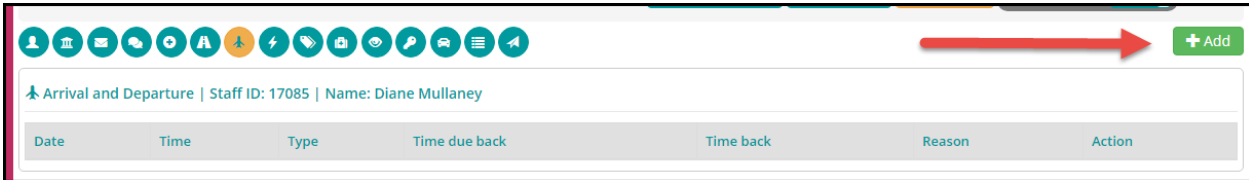
- Country of Birth:** Code dropdown menu with 'Friendly Islands' selected.
- Nationality:** Three dropdown menus for #1, #2, and #3 codes. #1 is 'New Zealand', #2 is 'Australia', and #3 is 'Taiwan'.
- Language:** Three dropdown menus for #1, #2, and #3 codes. #1 is 'English', #2 is 'Swahili', and #3 is 'French'.
- Ethnicity:** Three dropdown menus for #1, #2, and #3 codes. #1 is 'New Zealand', #2 is 'New Zealand Maori', and #3 is 'South Slav'.
- Iwi:** Three dropdown menus for #1, #2, and #3 codes, all set to 'Select'.

1.	Country of Birth	Actual Country of Birth
2.	Nationality	Up to three Nationalities as the country of birth is not necessarily the same as Nationality. A person may take up citizenship in another country and renounce there former citizenship. Or, they may retain the first citizenship as well as taking up the second.
3.	Language	List of languages spoken. Mother tongue should be the first listed.
4.	Ethnicity	Actual ethnicity. Again, not related to Country of Birth or Nationality.
5.	Iwi	Up to three Iwi can be listed. Only for those who count New Zealand Maori in their ethnicity.



Arrival and Departure

This usually works with Gatekeeper and is useful in the case of needing to produce an evacuation report. You can add manual entries if you are not using Gatekeeper. Click on the 'Add' button.



Add Arrival and Departure
✕

Date

Time (24hrs)

Type

Time Due Back (24hrs)

Time Back (24hrs)

Reason

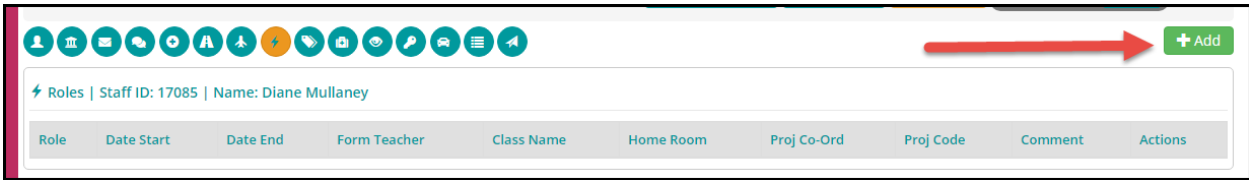
1
2
3
Reset
Save and Exit
Exit

1.	Dates & Times	Enter the date and the times of exit and entry
2.	Reason	You can type in further information if required
3.	Save	Reset/Save and Exit/Exit



Roles

To add a role click on the 'Add' button



The 'Add Roles' form contains the following fields and controls:

- 1** Role: A dropdown menu with 'Subject Co-ordinator' selected.
- 2** Date Start: A date input field with '20/07/2018' and a calendar icon.
- 3** Date End: An empty date input field with a calendar icon.
- 4** Class Name: A dropdown menu with 'Select' selected.
- 5** Home Room: A dropdown menu with 'Select' selected.
- 6** Project Codes: A dropdown menu with 'Secondary School' selected.
- 7** Form Teacher: A toggle switch set to 'No'.
- 8** Proj Co-ord: A toggle switch set to 'Yes'.
- 9** Comments: A text area containing 'In charge of Timetable'.
- 10** Action buttons: 'Reset', 'Save and Exit', and 'Exit' buttons.

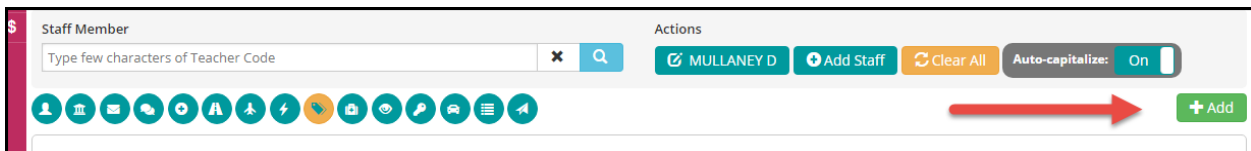
1.	Role	Select a Role from the Drop Down Menu. New roles can be set up via the back office. Path: Utilities>Maintenance Codes>Role.
2.	Date Start	Date started this particular role
3.	Date End	Date ended this particular role
4.	Class name	Optional
5.	Home room	Optional

6.	Project Codes	Add Project Codes if a budget holder
7.	Form Teacher	Optional
8.	Pro Co-ord	Click to yes if the Co-ordinator
9.	Comments	Free form comment box
10.	Save buttons	Reset/Save and Exit/Exit



User Defined Items

To add a User Defined Item click on the 'Add' button.



Add Staff User-defined ✕

Code 1

Select ▼

Value 2 **Date** 3

V|

19/07/2018 📅

Comments 4

Free form comment box

5
Reset

Save and Exit

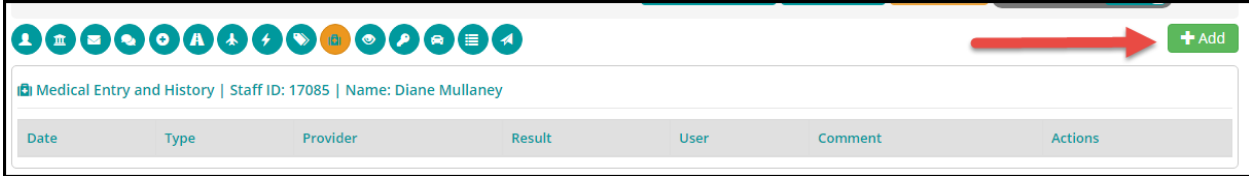
Exit

1.	Code	Select a Code from the Drop Down Menu. New codes can be set up via the back office. Path: System Functions>User Defined Codes>Staff User Defined.
2.	Value	Free form box. Can be used to search on eg: Science
3.	Date	Date User Defined either added or took place
4.	Comments	Free form comment box
5.	Save buttons	Reset/Save and Exit/Exit



Medical History

To add a Medical Incident to the Medical History click on the 'Add' button.



Add Medical History
✕

Date 27/07/2018 1

Medical Provider Elizabeth 3

Comments 5

Could well be the Cafeteria's fault.

Medical Type Abdominal Pain 2

Result Home Unassisted 4

6
Reset
Save and Exit
Exit

1.	Date	Date of incident
2.	Medical Type	Select a Type from the Drop Down Menu. New codes can be set up via the back office. Path: Utilities>Maintenance Codes>MEDTYPE
3.	Provider	Staff member who provided assistance/treatment
4.	Result	Select a Result from the Drop Down Menu. New codes can be set up via the back office. Path: Utilities>Maintenance Codes>MEDRESULT
5.	Comments	Free form comment box
6.	Save buttons	Reset/Save and Exit/Exit



Professional & Personal Development

To make a new entry click the 'Add' button

The screenshot shows the top navigation bar with various icons. A red arrow points to the '+ Add' button in the top right corner. Below the navigation bar, there is a breadcrumb trail: 'Professional and Personal Development | Staff ID: 17085 | Name: Diane Mullaney'. Below that is a table header with columns: Date, Sort Code Description, Description, Expiry Date, Course Date, Course Length (Days), Cost, Comment, and Actions.

The form is titled 'Add Professional and Personal Development' and contains the following fields:

- 1. Date:** A date picker field containing '24/07/2018'.
- 2. Sort Code Description:** A dropdown menu showing 'FIRST AID | BELS First Aid Certificate'.
- 3. Description:** A text input field containing 'First Aid Course'.
- 4. Expiry Date:** A date picker field containing '23/07/2021'.
- 5. Date Course:** A date picker field containing '23/07/2018'.
- 6. Course Length (Days):** A text input field containing '1'.
- 7. Cost (\$ Amount):** A text input field containing '\$450.'.
- 8. Comments:** A text area containing 'Certificate renewal course'.
- 9.** A yellow circle with the number '9' is positioned above the bottom buttons.

At the bottom of the form are three buttons: 'Reset' (orange), 'Save and Exit' (green), and 'Exit' (red).

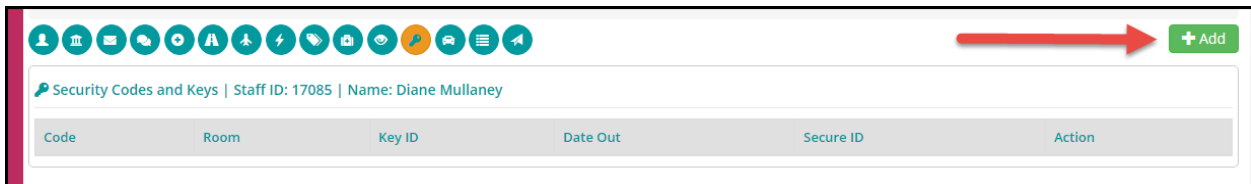
1.	Date	Date of entry
2.	Sort Code Description	Select a Type from the Drop Down Menu. New codes can be set up via the back office. Path: Other Modules>Personal Development>Code Setup
3.	Description	Free form Description

4.	Expiry Date	Expiry date of any certificate achieved
5.	Date Course	Date the course was undertaken
6.	Course Length	How many days the course was
7.	Cost	Cost of the course
8.	Comments	Free form comments
9.	Save Buttons	Reset/Save and Exit/Exit



Security Codes and Keys

This is a very useful page for keeping track of Keys and who has them. To make a new entry click 'Add'.



Add Keys Usage ✕

Key Code 1

Key ID 2

Date Out 3

Secure ID 4

5

Reset

Save and Exit

Exit

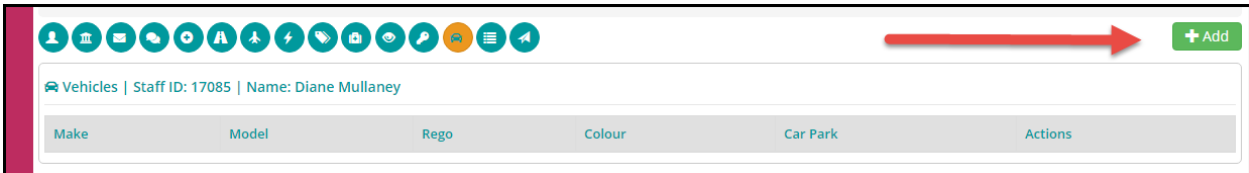
1.	Key Code	Select the Key Code from a drop down menu. These can be added to via the Back Office Path: System Functions>Key & Security View .
2.	Key ID	Keys can have numbers engraved on them so you can keep track of which doors/buildings they access.
3.	Date Out	Date the Key Issued
4.	Secure ID	Keypad code could be entered here

5.	Save buttons	Reset/Save and Exit/Exit
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Vehicles

In a School where parking is at premium this is a very useful tool for keeping track of staff cars and carparks – in other words making sure only those entitled to carparks are using them. To add an entry click 'Add'.



Add Vehicle Details ✕

Make 1

Model 2

Color 3

Regn 4

Car Park 5

6

1.	Make	Make of Car eg: Rolls Royce
2.	Model	Model of Car eg: Silver Phantom
3.	Colour	Colour of car
4.	Regn	Licence Plate
5.	Car Park	Use if designated carparking used
6.	Save buttons	Reset/Save and Exit/Exit



Staff Documents

If any Documents are stored here they will appear



Staff Eforms

If any Eforms are saved to the staff member they will appear here.