USING THE DATABIZ EOLAS APP

The purpose of this document is to explain the use of the various icons with the DataBiz App.

Section 1 - Dashboard
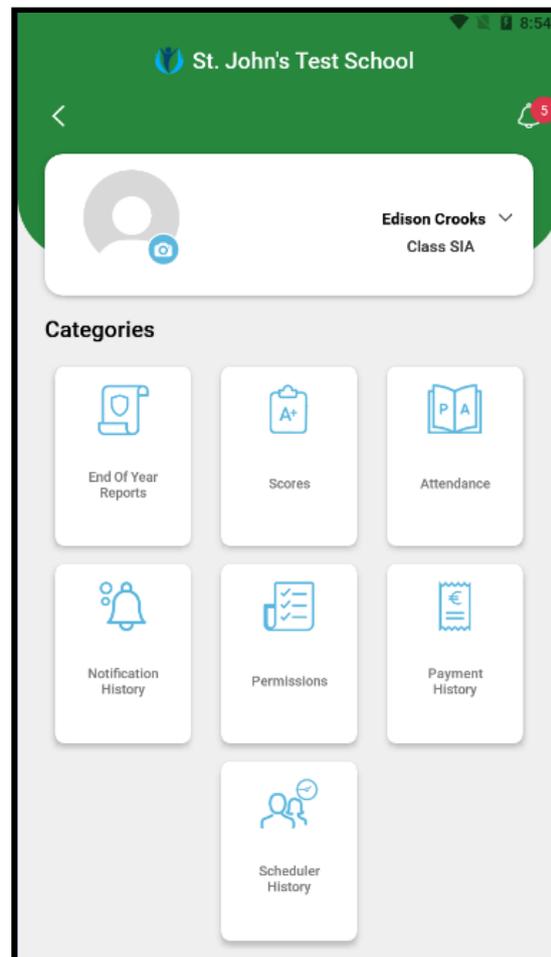
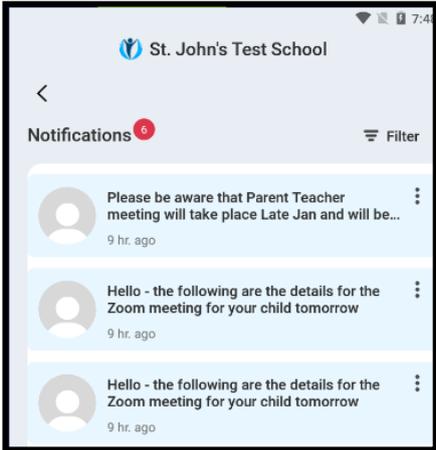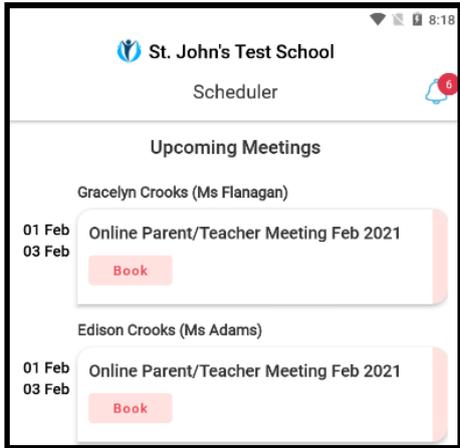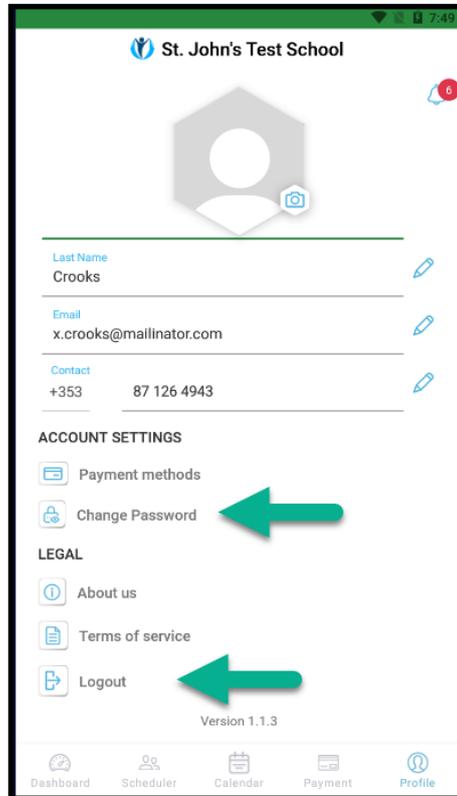|	
Once logged in the dashboard is displayed. The icons numbered **1** to **5** will show information relating to **_all_** the children the logged in user has access to and are explained in **Section 2 – Dashboard icons.**	The avatar for each child the user has access to will bring the user to the screen below and allow them to see all the information on the system specific to that child. This screen is explained in **Section 3 – Individual Pupil icons.**

Section 2 – Dashboard icons

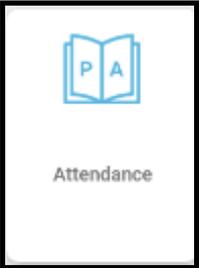|		
1	🔔 6	Displays **Notifications** sent for all children, with the number of unread notifications highlighted in red.
2	👥 Scheduler	Displays upcoming **Parent/Teacher Meetings** and allows the parent to book a time for the meeting:
3	📅 Calendar	Displays the **School Year Calendar**.
4	💳 Payment	Displays a list of **Outstanding Charges** (*Outstanding* tab) and payments that have been made (*Paid* tab)
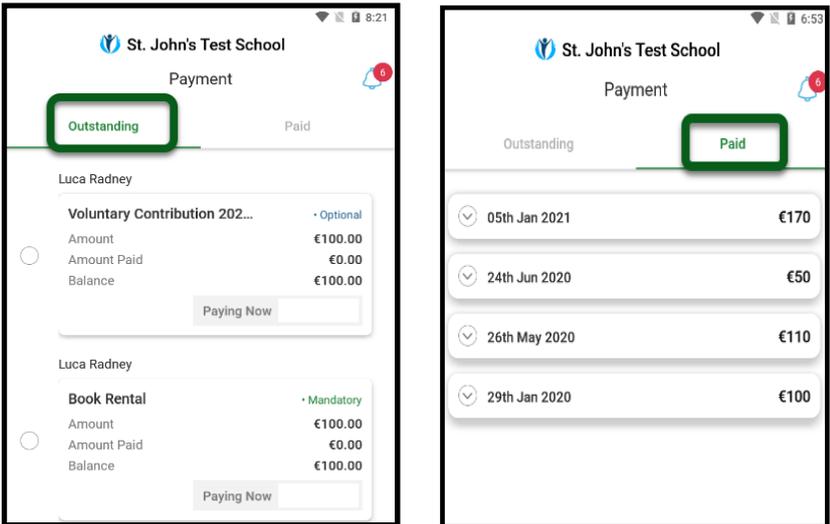
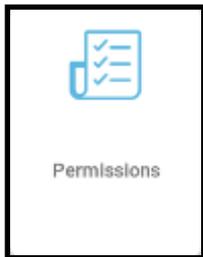| **5** | Profile | Displays the user's profile and allows them to **Change Password** and **Logout** of the app. |

Section 3 – Individual Pupil icons

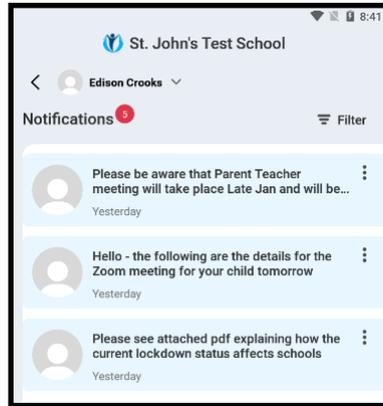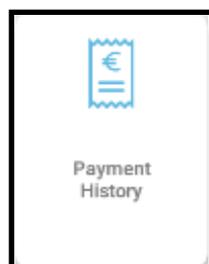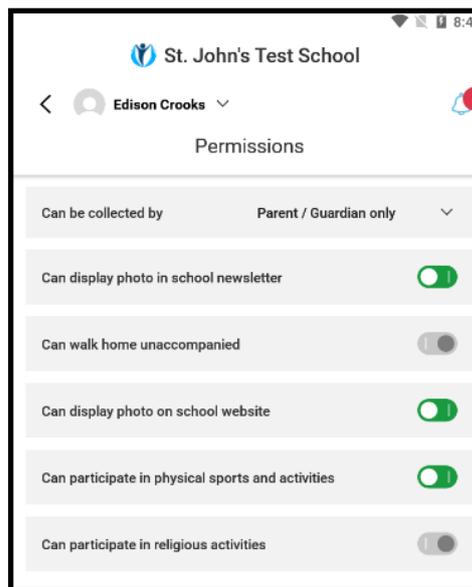|	
	This back arrow is always available to bring you back one screen.
	Allows the user to upload a picture to replace the current avatar.
Edison Crooks ⌄ Class SIA	Allows the user to switch to other children without going back to the dashboard.
End Of Year Reports	Displays a list of End of Year reports that are available to download for the child.
Scores	Displays a list of Standardised Test scores that have been recorded for the child.
Attendance	Summarises the child's attendance and list their absences, the **Unexplained** tab allows the user to submit a Reason why the child was absent on a particular day
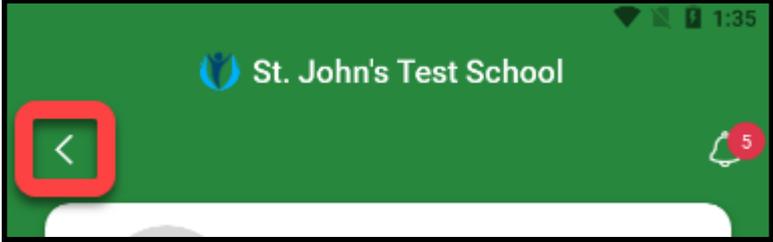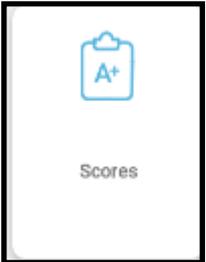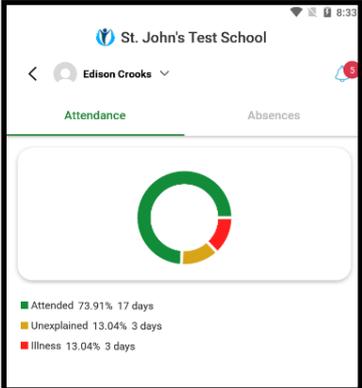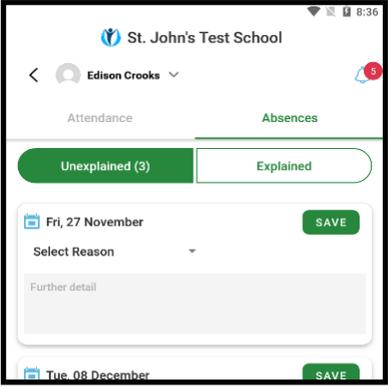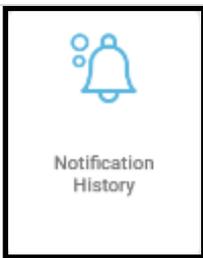
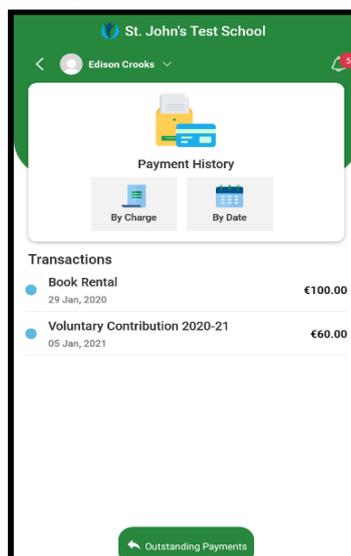|	
Notification History	Displays a list of notifications sent regarding this child and the Filter option can be used to see specific types of Notifications
Permissions	Displays a list of Information/Permission Requests that the school has regarding the child.
Payment History	Displays a list of Payments that have been made for this child. • Use the **By Charge** or **By Date** options to see specific charges or payments • Use the **Outstanding Payments** button to make a payment
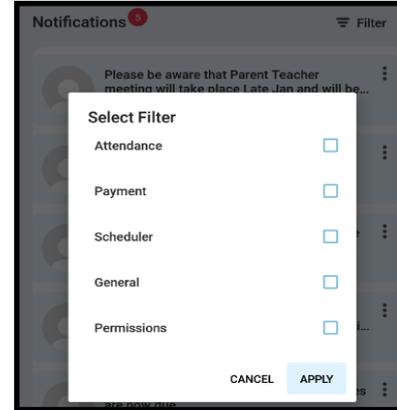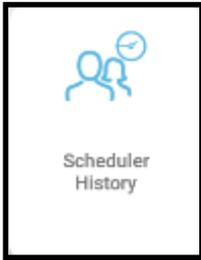
Displays a list of Meetings that have been scheduled for this child.

St. John's Test School

Scheduler History

Edison Crooks ∨

07 Dec

PT Meetings 2020/21

10:00 - 10:10am

St. John's Test School

Payment

Outstanding	Paid

05th Jan 2021	€170
24th Jun 2020	€50
26th May 2020	€110
29th Jan 2020	€100