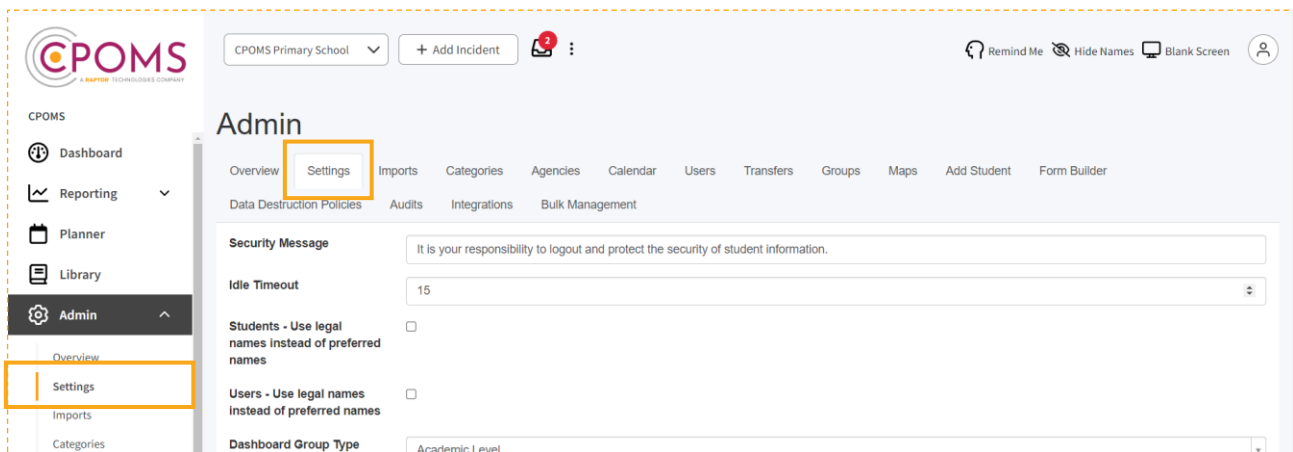# CPOMS - Training Mode

Within CPOMS there is a Training Mode available, which can be enabled at any point. Training Mode allows you to add test incidents and actions within your CPOMS system which will disappear once the mode is disabled.

This can be used if you would like to test how incidents and actions will appear in the system, or if you would like to train staff on how they should complete the Add Incident or Action form when a disclosure is made, or an incident has taken place.
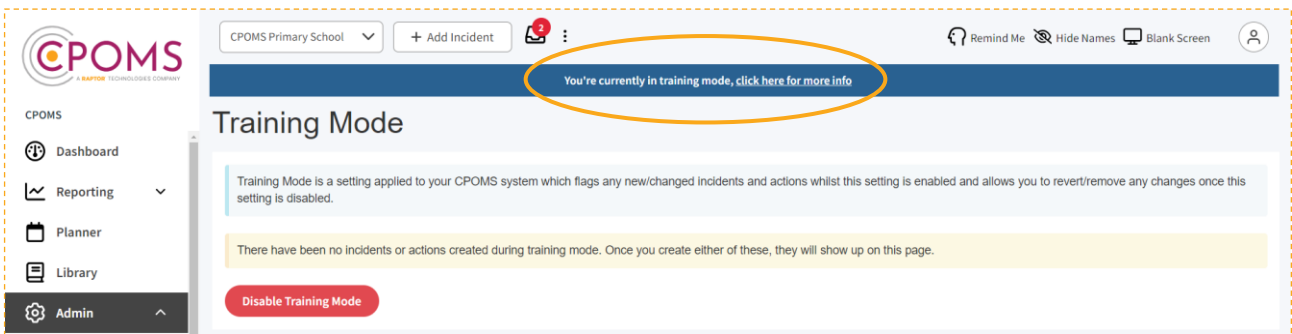
How to enable Training Mode

To enable Training Mode, a CPOMS Admin Key Holder must navigate to the **'Admin'** area > **'Settings'** tab.

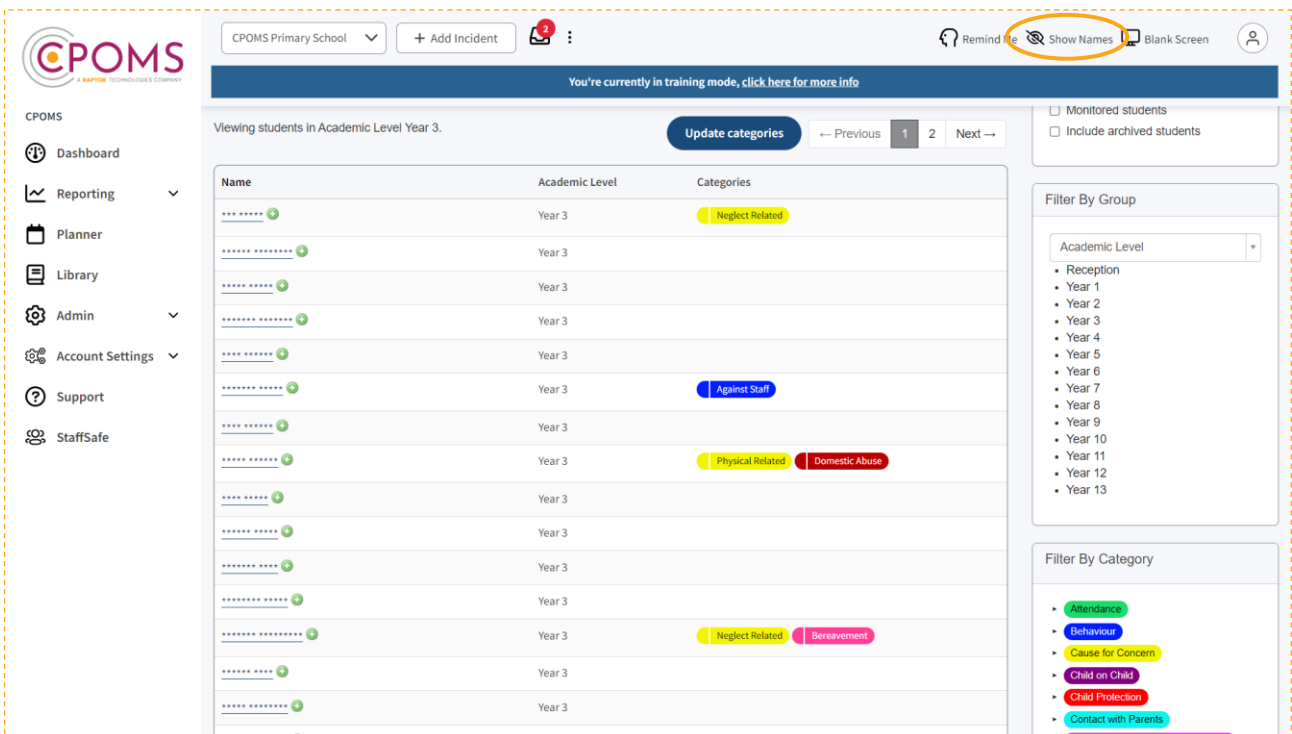Scroll to the very bottom of the page and click **'Enable Training Mode'.**
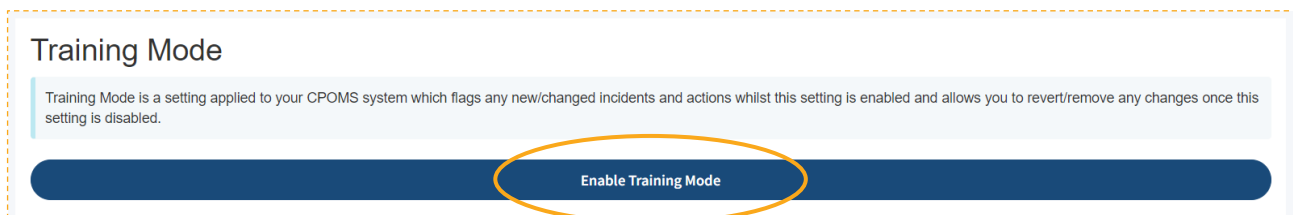
Once Training Mode is enabled, a blue banner will appear across the top of the screen for all staff within your school, to make them aware that Training Mode is switched on.

You can now add fictious incidents and actions to the system to see how these will appear in your CPOMS system. *Please note, if configured alerts are setup, or you choose to alert a staff member during training mode, the alert email will still send to the user.*

Hide Names Feature

If you are showing the system to group of staff you may wish to choose to **'Hide Names'**. This is situated to the top right-hand corner to anonymise your class lists, or who you are adding an incident/ action to.

How to disable Training Mode

Once you have completed the training, to disable Training Mode a CPOMS <u>Admin Key Holder</u> will need to navigate back to **'Admin'** > **'Settings'** and click on **'Manage Training Mode'** at the very bottom of the page.

Or, click the <u>'click here for more info'</u> within the blue banner.

You will then be able to see a list of all incidents and actions that were submitted whilst Training Mode was enabled to review before deletion.

> ⚠️ **If a genuine incident or action was inputted while training mode was enabled, please untick the incident/ action from the list of incidents/ actions added during training mode, <u>before</u> you click 'Disable Training Mode' otherwise it/ they will be lost.**

When you are ready to disable Training Mode please click on the red **'Disable Training Mode'** button and enter the full name of the school when prompted to confirm. *Your school name must be input exactly as it is written within CPOMS, to the top left-hand corner of the dashboard.*

> ⚠️ **Please note:-** Training Mode only applies to incidents and actions added to the CPOMS system. Any changes made that are not on incidents and actions <u>will remain on your CPOMS system</u>. E.g. any new categories added, or permissions implemented.

For further assistance on any of the above please do not hesitate to contact us on
01756 797766 or **support@cpoms.co.uk**.