

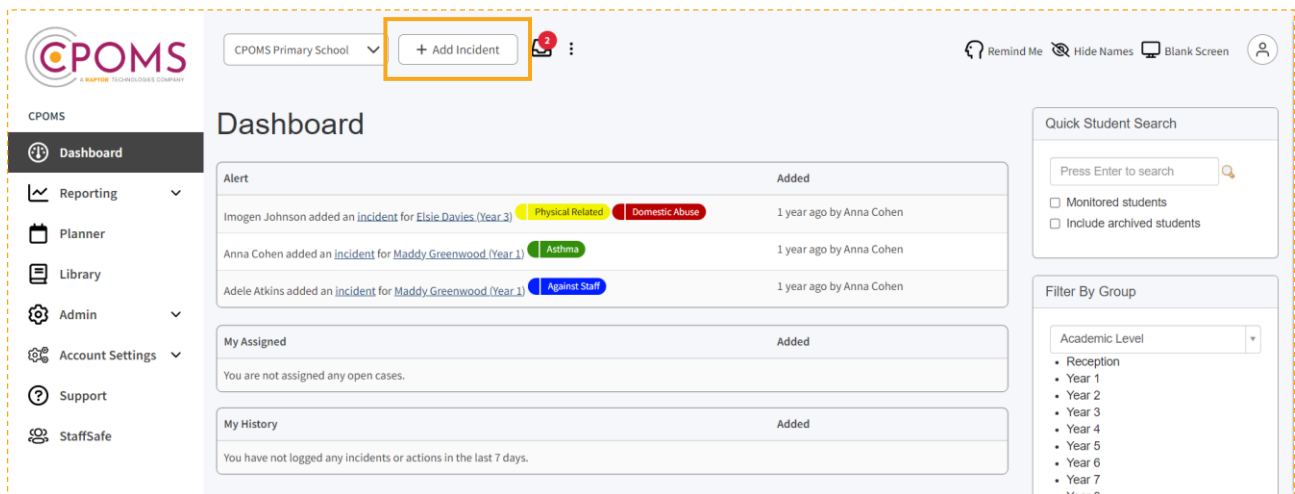
CPOMS - 'Tray' Area

The CPOMS 'Tray' area is available for generic whole school incidents, or incidents that are not assigned to a specific student.

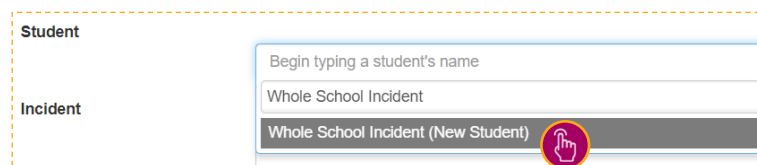
You may also add incidents here for students who have not yet started at your school. You are then able to attach the incident(s) to their profile in the future when they join school and appear as a student in your system.

How to add an incident to the 'Tray' area

Click on the '+ Add Incident' button, to the top left side of your CPOMS Dashboard.




In the 'Student' name field, type in a name of your choice *i.e.* 'All Students', 'Whole School' for example, and when prompted, *beneath the name*, click to add as a 'New Student'.



You can then complete the rest of the add incident form as normal, ensuring you click 'Add Incident' once it is completed.

Please note, you are unable to alert staff to incidents added to the tray area.

Once the incident is added to the system, the incident will appear in the 'Tray'  area. Which will appear to the top left side of your dashboard, *next to the 'Add Incident' button*.

Incident relating to: **Whole School Incident**

Suzanne Maxfield 136
 Sun, 10 Mar 2024 12:52
Safeguarding Concern
 Status: Active
 Assigned to: *Nobody*

Stranger circling the school and looking into the playground at lunchtime. Can be seen on CCTV at 12pm - 12:15pm today.

Attach to existing ▾ : Begin typing a student's name ▾

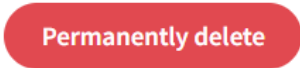
Attach

Permanently delete

If in the future you want to attach a 'Tray' incident to a student's profile, you can do so by selecting **'Attach to'** and choosing whether it is a **'existing'** or **'new'** student and then typing in the student's name and clicking on **'Attach'**.

Attach to existing ▾ : Begin typing a student's name ▾ Attach

You also have the option to **'Permanently delete'** any incidents in the 'Tray' area if they are no longer required.



These options are just beneath each individual incident in the 'Tray'.

The 'Tray' icon will only appear to the top left of your Dashboard when it contains incidents, along with the number of incidents it currently contains.

To access the 'Tray' area, you must be a **Key Holder** with the **Administration permissions 'Manage System' and 'Edit own user settings'** selected in your user group.

You will only be able to view incidents for the categories that are selected in your user group permissions here.

User Group permissions can be viewed and amended via the 'Admin' area > 'Users' tab by clicking on a User Group name.

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