Sign Out Sticky Notes

Sticky Notes is a notification system that allows you to prevent sign out until the notes are acknowledged by students or staff during the sign out procedure.

They provide you with an important support function for implementing due diligence and appropriate Duty of Care procedures at the point of departure from your boarding house or school campus.

How sticky notes work

As students go to sign out from campus Sticky Notes will prevent sign out until they are acknowledged by the student or staff member signing out.

Acknowledgement of your sticky note will adhere to the sign our rules that you have configured for your locations and leave types.

When Sticky Notes are acknowledged, REACH will capture the audit record for reference in case of any incident and a need to refer back to the sign out procedure.



How to create Sticky Notes

There are two types of Sticky Notes for Sign Outs

1. General Sticky Notes

General Sticky Notes will appear on the sign out screen whenever a student is signing out to anywhere all locations and all leave events.

Create General Sticky Notes from the header bar of your REACH screen using the Sticky Note Icon.



- · Set which student or students the sticky note is for
- Set the details of the note (the message)
- · Determine whether you want to record who has acknowledged the note
- · Set an Expiry Time if the note has a defined expiry
- Set the note to appear on SISO (Sign in / Sign Out)

Select multiple students in the Boarder Selection field to create a sticky note for multiple student profiles.

□ Sideba



Add Expiry Ti

.2. Leave Event Sticky Notes

Leave Event Sticky Notes will appear ate the sign out of a specific leave event only. They can be created for an individual leave item or as a default note for any leave type.

Create a Sticky Note for a single Leave item

• In the Edit screen of any leave event add a sticky note that will appear when the student attempts to sign out to the leave item

📋 Leave Details					
Save 🗙 Cancel 🌐 Delet	e Edit Leave Item Screen				
Boarder	Leave Type	Staff-only Notes			
Byers, Craig 🗙 🔻 🚢	Weekend Overnight Leave	No staff-only notes			
This is the Boarder that will undertake this leave request.	A leave type is a set of rules that define how REACH reacts when this request is submitted.	C ADD STAFF-ONLY NOTE			
Leave Date and Time	Return Date and Time	Sticky Notes			
16/03/2020 @ 12 PM ¥ : 00	14/04/2020 @ 1PM : 30	C ADD STICKY NOTE			
When is the Boarder "expected" to leave?	When is the Boarder "expected" to return?	Attached Files			
Leaving Transport Details	Return Transport Details	Add Document			
Host Pickup V	Host Drop Off 🗸 🖉	No Leave documents yet			
Add Leg 🛨	Add Leg 🛨				
Host	Destination	General Notes			

Create a default Sticky Note for a Leave Type

 In the Leave Type Configuration screen ass a Sticky note in the General Settings to generate a default sticky note every time the leave type is used
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Go to System Configuration > Leave Types > General Setting for a Leave Type

	Leave Type Details - Weekend Overnight Leave				
Save 🗙 Cancel	Delete				
General Actors	Restrictions Cut Offs Transport Types Quotas Additional Notifications				
General					
Label					
Weekend Overnight L	eave				
This is the name of the I	aaa liina tetta uuruna will caa				
Not -					
	Sticky Note on SISO?				
Whe Acti	Sticky Note on SISO?				
Not Display No Whe Acti Yes What tex If set display a	Sticky Note on SISO? It would you like to display when signing out to this leave type? (leave blank to not note)				
Vot Display No Acti Yest What tex Hister display a SISC	Sticky Note on SISO? It would you like to display when signing out to this leave type? (leave blank to not note)				
No No Acti Yee Hiset display a SISC REACH Default	Sticky Note on SISO? It would you like to display when signing out to this leave type? (leave blank to not note)				
No No Acti Yee Hiset display a SISC REACH Default Specify what location a	Sticky Note on SISO? It would you like to display when signing out to this leave type? (leave blank to not note) Note: Boarder should be SISO'ed to upon signing out to a Leave Request of this Type through Klosk				
No No Acti Ye What tex If set display a SISC REACH Default Specify what location a People to be sent FII	Sticky Note on SISO? It would you like to display when signing out to this leave type? (leave blank to not note) Sorder should be SISO'ed to upon signing out to a Leave Request of this Type through Klosk VAL approval/rejection notification				

How to edit or delete Sticky Notes

To edit or delete a General Sticky not on a student's profile go to the student's profile in People Management view. From the profile screen select the Sticky Notes tab to see, edit or delete Sticky Notes for the student.

Contact Details: Butcher, Henry				
Butcher, Henry Boarder	Save Save And Close Cancel Personal Address Security Metader Accessibility User Defined Quotes S Note Text	Delete Associations Groups ticky Notes Dismissed? Type	Identifiers Medical	Wellbeing Photo
Reset Password Send Welcome Email Generate Assisted Login Token	Needs Epipen all times	No Standard	No expiry set.	31/10/2019 6 23 PI
 Malaga, WA, Australia O Contact since 13/06/2019 Never AP IN39 281 				
2 0 0 Associations Identifiers Medical				

Control who can create or delete sticky notes

You can control who has permission to create or delete sticky notes in the Accessibility profile of your user accounts

📤 Contact Details: Jowett, Ga	ту
	Save Save And Close 🗶 Cancel 🗎 Delete
	Personal Add <mark>ress Security Meta</mark> data Associations Groups Groups Managed Identifiers Medical Wellbeing Phyto <mark>Accessibility U</mark> ser Defined Quotas Documents
Jowett, Garry Leave Approver	ACCOMMODATION [1, 1]
	COMMUNICATIONS [5 6]
Reset Password	DASHBOARDS [14/15]
Send Welcome Email Generate Assisted Login Token	DATA MANAGEMENT [5/6]
Send Welcome Wizard Link	EVENTS[5/5]
	FEATURES [3/4]
倄 Malaga, WA, Australia	☐ Can the user see the GPS menu item in the Staff menu? (<i>MM_VIS_GPS</i>)
O Contact since 01/01/2015	Can the user see the Report Cards Main Menu Item (<i>MM_VIS_REPORTCARDS</i>)
1 2020-04-22 20:04:53	Can user create and delete Sticky Notes? (<i>MM_VIS_STICKYNOTES</i>)
4 PK121	Lits the user able to see the Language Translation selector? (<i>VIS_LANG_TRANS</i>)
I 58	HELP[3/3]