

Reach Student Life Management - Best Practice Elements



Module	Section	CAT	REF	ITEM DESCRIPTION	USED IN	Security	Safety	Due Diligence	Permissions	User Experience
SYSTEM CONFIGURATION ITEMS										
System Config	Alert Profiles	2	1100	Alerts Leave	Leave		x			
System Config	Alert Profiles	2	1100	Alerts Medical	Medications		x			
System Config	Attributes	3	1300	Create and Apply Attributes	Various			x	x	x
System Config	Authentication	2	1410	Single Sign On	User Security	x				
System Config	Authentication	2	2224	Allow SSO via Google OAuth	User Security					
System Config	Curfews	2	1700	Quickleave Curfews	Leave Locations		x	x		
System Config	Duty Report Templates	2	5200	Duty Report Templates	Duty Reports					x
System Config	General Settings	1	2230 2231	Idle Minutes Lockdown & Log OUt	Use Security	x		x		
System Config	General Settings	1	2229	SISO Window	Leave Kiosk SISO		x	x		
System Config	General Settings	1	2232	Mobile App PIN Winow	User Security					
System Config	General Settings	1	2215 2216	Students See On/Off Campus	Locations		x	x		
System Config	General Settings	1	2222	External Update Details	Data Management				x	
System Config	General Settings	1	2223	External Update hosts	Data Management				x	
System Config	General Settings	2	2248	Default Duty Report Template	Duty Reports					
System Config	General Settings	2	2244	Staff PIN for Kiosk Options	Kiosk				x	x
System Config	General Settings	2	2236	Sticky Notes Bulk SISO behaviour	Kiosk SISO		x	x		
System Config	General Settings	3	2234	Allow Kiosk Notes	Kiosk SISO					x
System Config	General Settings	3		Student Groups to parents	User Experience				x	
System Config	General Settings	3		Select Default Language	User Experience					x
System Config	Groups	3		Staff Distribution Lists	User Experience					x
System Config	Leave General	1	2616	Leave T&C Document	Leave		x	x		
System Config	Leave General	1	2618	Allow Quick Host Creation (Parents)	Data Management				x	x
System Config	Leave General	1	2619	Allow Quick Host Creation (Students)	Data Management			x	x	x
System Config	Leave General	1	2613	Allow Students to SISO to Leave	Leave SISO		x	x		
System Config	Leave General	1	2621	Require Host Address	Data Management			x		
System Config	Leave General	1	2622	Require Notifications for Hosts	Data Management			x		
System Config	Leave General	1	2614	Show Ad Hoc Host in Leave	Leave		x	x		x
System Config	Leave General	1	2615	Show No Host Necessary in Leave	Leave		x	x		x
System Config	Leave General	1	2612	SISO from Leave requires Staff	Leave SISO		x	x		
System Config	Leave General	1	2611	SISO to Leave requires Staff	Leave SISO		x	x		
System Config	Leave General	3	2620	Allow Recurring Leave	Leave				x	x
System Config	Leave General	3	2624	Require Confirmation for Leave Emails	Leave			x		
System Config	Leave Types	1	2700	Actors - Host Must accept T&C	Leave		x	x		
System Config	Leave Types	1	2700	Actors - Include Host	Leave		x	x		
System Config	Leave Types	1	2700	Note Required	Leave			x		
System Config	Leave Types	1	2700	SISO Location for LLeave	Leave			x		
System Config	Leave Types	1	2700	SISO To/From Staff Required	Leave		x	x		
System Config	Leave Types	2	2700	Alerts	Communications		x	x		x
System Config	Leave Types	2	2700	Honour GM settings for Kiosk	Leave Kiosk SISO		x	x		

Reach Student Life Management - Best Practice Elements

Module	Section	CAT	REF	ITEM DESCRIPTION	USED IN	Security	Safety	Due Diligence	Permissions	User Experience
System Config	Leave Types	2	2700	Meals Available (Packed Late)	Leave					x
System Config	Leave Types	2	2700	Medical Appointment	Leave Medical			x		
System Config	Leave Types	2	2700	No Host Necessary Available	Leave			x		x
System Config	Leave Types	2	2700	Recurring Leave Available	Leave					x
System Config	Leave Types	2	2700	Signatures	Leave			x		x
System Config	Leave Types	3	2700	Additional Notifications	Leave Communications			x		x
System Config	Leave Types	3	2700	Description	User Experience					x
System Config	Leave Types	3	2700	Sticky Notes in Leave Type	Leave		x	x		
System Config	Leave Types	3	2700	T&C Override	Leave			x		x
System Config	Locations	1	2800	QuickLeave details	Locations Leave		x	x		
System Config	Locations	2	2800	Colour Referencing	Locations					x
System Config	Locations	2	2800	Curfews	Locations Leave		x	x		
System Config	Locations	2	2800	GPS Co-Ordinates	Locations		x			x
System Config	Locations	2	2800	QR Code	Locations					x
System Config	Locations	3	2800	SISO Notifications	SISO Communications					x
System Config	LookUps	3	2900	Change Medications Categories	Medications					x
System Config	LookUps	3	2900	Change Year & House Levels	Data Management					x
System Config	Medications Manager	1	1515	Reporting - nightly & historic	Medications			x		
System Config	Medications Manager	2	3200	Contraindications	Medications		x	x		
System Config	Network	1	3311	School External IP Ranges	Leave		x	x		
System Config	Network	1	3310	SISO from Leave IP restriction	Leave		x	x		
System Config	Pastoral	2	3500	Custom Colour	Pastoral					x
System Config	Pastoral	3	3600	Pastoral Points	Pastoral					x
System Config	QR & NFC	3	3700	Location SISO	Locations SISO Rollcalls					x
System Config	Quotas	3	3800	Quotas for limitations	Leave Locations					x
System Config	Restrictions & Gating	3	4500	Custom Restrictions	Leave Locations					x
System Config	Signatures	3	4000	All or Some Leave Types	Leave			x		x
System Config	Swift Action Buttons	3	5100	Swift Action Group	Data Management					x
System Config	Swift Action Buttons	3	5100	Swift Action Pastoral	Pastoral					x
System Config	Transport Types	2	4200	Safe Travel Plans	Leave Transport			x		x
System Config	Transport Types	2	4200	Voyage	Leave Transport					
System Config	Transport Types	2	4200	Voyage Daily Transport report	Leave Transport					x
System Config	User Defined Fields	2	4200	Use and Visibility	Data Management			x		x

Reach Student Life Management - Best Practice Elements



Module	Section	CAT	REF	ITEM DESCRIPTION	USED IN	Security	Safety	Due Diligence	Permissions	User Experience
PERMISSIONS										
Permission	Communications	1		Can send SMS	Communications				x	
Permission	Features	3		Language Translator	User Experience					x
Permission	Kiosk	1		SISO Permissions	Kiosk SISO			x	x	
Permission	Leave	1		Can Modify existing Leave item	Leave			x	x	
Permission	Leave	1		Can Proxy Approve	Leave			x	x	
Permission	Medical	1		Can administer medications	Medications	x	x	x	x	
Permission	Medical	1		Can create / edit / assign medications	Medications	x	x	x	x	
Permission	Medical	1		Can edit time when administering	Medications	x		x	x	
Permission	Medical	1		Can view Medical Tab	Medications	x		x	x	
Permission	Pastoral	1		Access to Pastoral report Menu	Pastoral				x	
Permission	Pastoral	1		Access to Wellbeing notes	Pastoral				x	
Permission	Pastoral	1		Include Boarders in Pastoral reports	Pastoral				x	
Permission	Pastoral	1		Include Parents in Pastoral reports	Pastoral				x	
Permission	Pastoral	1		Medical / Wellbeing Visibility	Pastoral Medical	x		x	x	
Permission	People Management	2		Access Contact Profiles	Data Management				x	
Permission	People Management	2		Access Permissions Tad	Data Management	x		x	x	
Permission	People Management	2		Access Security Tab	Data Management	x		x	x	
Permission	People Management	2		Delete Contacts	Data Management			x	x	
Permission	People Management	2		Edit Contacts	Data Management			x	x	
Permission	People Management	2		Edit Staff Contacts	Data Management	x		x	x	
Permission	People Management	2		Modify Contacts in Bulk	Data Management			x	x	
Permission	People Management	2		View Deleted Contacts	Data Management			x	x	
Permission	Reporting	1		Permission by Report type	Reports				x	
Permission	Rollcall	3		Live Rolls	Rollcalls			x		x
Permission	Rollcall	3		Unattended Rolls	Rollcalls			x		x
Permission	Security	1		Behave as Custodian	User Security				x	
Permission	Security	2		Edit setting on Parent Permissions Tab	Data Management				x	x
Permission	Sensitive Data Access	1		Access Confidential Notes	Pastoral	x		x	x	
Permission	Sensitive Data Access	1		Access Sensitive Notes	Pastoral	x		x	x	
Permission	Staff	1		Access Duty Reports of Others	Duty Reports	x			x	
Permission	System Config	1		Access System Config Menu	User Security	x			x	
Permission	System Config	1		Can Modify System Config items	User Security	x			x	
Permission	Terminology	3		Change noun terms	User Experience					x