


S.I.R



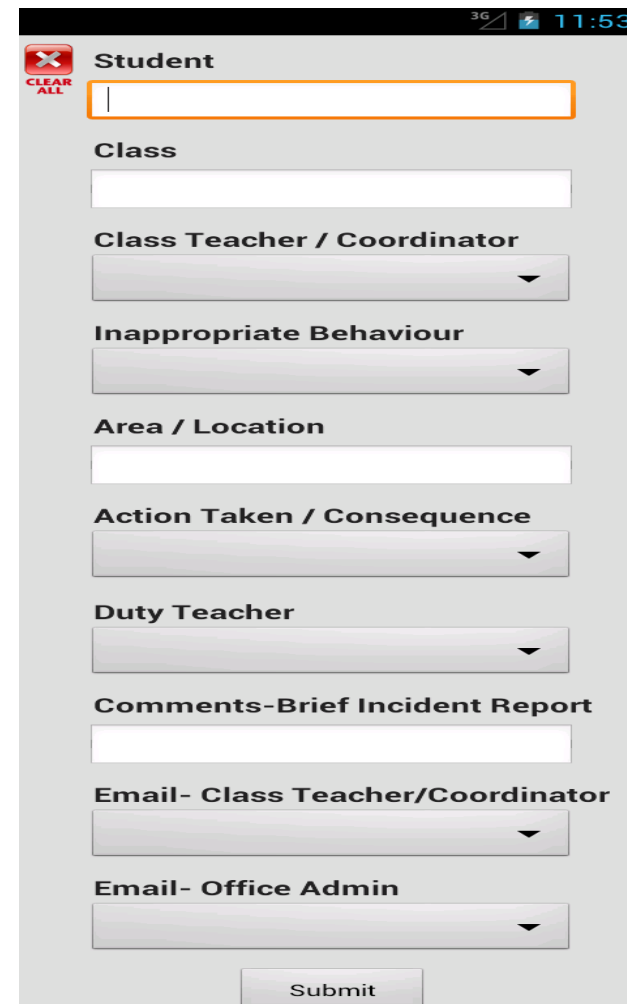
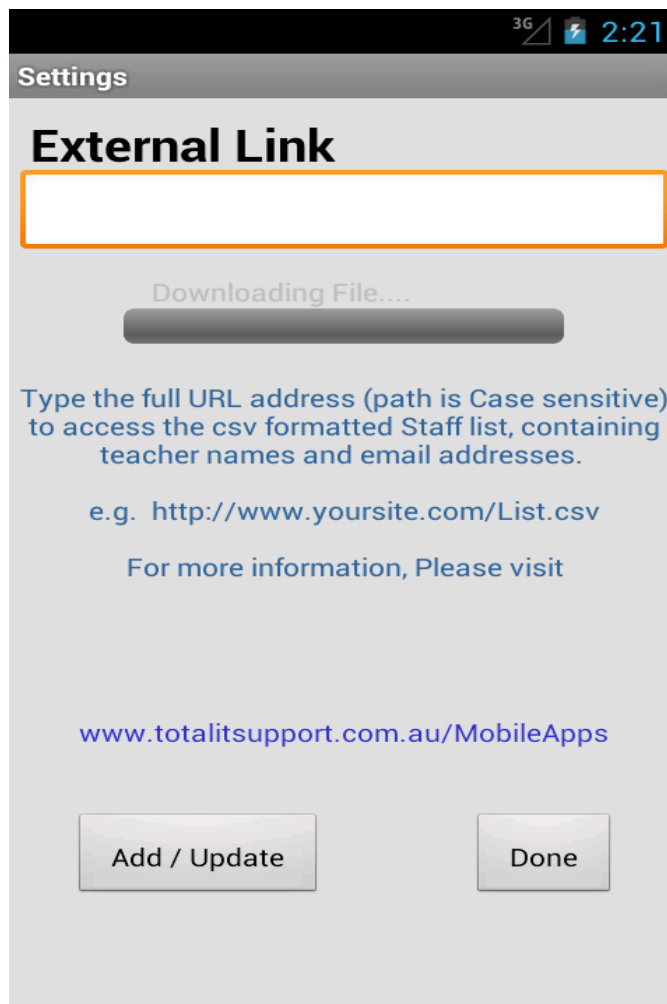
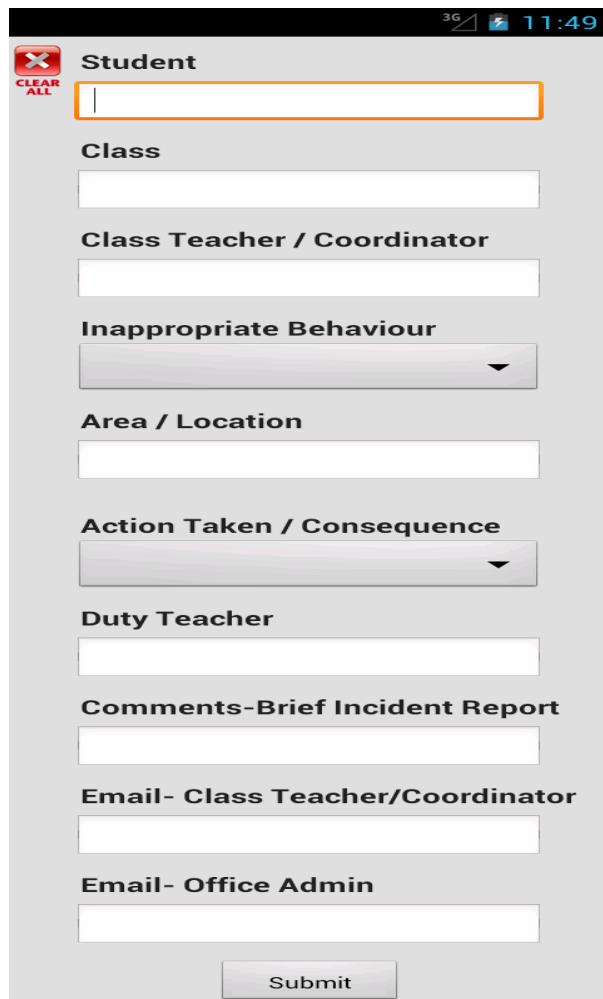
1. You can use the app without any setup.

However, this means you will manually need to input all the fields that do not have the  icon.

2. Or create a csv file (please see the last page for how to create a csv file) and upload the file on a private space on your school website (see your technician). Provide a full URL address to that by pressing the **Menu >>> Setting** page.

3. This will populate multiple fields with provided data.

Press [Add / Update](#) button.



Inappropriate Behaviour

3G 2:18

- Bullying
- Fighting eg: punching, kicking
- Inappropriate MobilePhone use
- Illicit Substances
- Leaving School Ground
- Littering
- Name Calling / Teasing
- Racist Remarks

Action Taken/Consequence

3G 2:20

- Follow Up
- Pick Up Litter
- Resolved
- Sent To Office
- Time Out
- Restorative Discussion / Chat
- Walking with Teacher
- Warning

Teacher /Coordinator

3G 2:50

CLEAR ALL

Class Teacher / Coordinator

- Teacher 2
- Teacher 3
- Teacher1
- Welfare Officer

Comments-Brief Incident Report

Email- Class Teacher/Coordinator

Email

3G 11:56

CLEAR ALL

Area / Location

- teacher.2@yahoo.com
- teacher.2@yahoo.com
- teacher.3@yahoo.com
- welfareofficer@yahoo.com

Submit

3G 12:0

Compose SEND

To teacher.3@yahoo.com

Cc welfareofficer@yahoo.com

Bcc

SIR -- John Smith -- PB -- Paul Brown -- 11/9/2012 - 11:58

Student Incident Report

Student: John Smith

Class: PB

Class Teacher / Coordinator: Teacher1

Inappropriate Behaviour: Bullying

Area / Location: 1

Action Taken / Consequence: Pick Up Litter

Duty Teacher: Teacher 2

Comments:

Date: 11/9/2012 - 11:58

After **Submit** button is clicked, you will be presented with the emailed report, as seen on this page.

You are able to revise and change any data prior to sending.

You can change email recipients and the messages content. You can also leave the field blank on the form and write information you require on the email page and then **Send** the final report.

If there is no network connectivity, the email report will remain in the outbox folder and it will be sent as soon as the network connection is re-established. You can also save the report as a **Draft**.

The emailed reports has a specific subject name format, which is [\[SIR -- Student -- Class -- Teacher -- Date - Time\]](#)

Recipients can use this format and create a simple mail Rule in their own email account

(e.g. Subject contains ==S.I.R then Move to== S.I.R 2012 Term 1)

This allows you to store, sort and archive sent emails from SIR into specified folders.

By clicking the **Subject** bar, you can sort all the emails and immediately find out if any student's name appears on multiple occasions.

If required, investigate these students and issues further.

Once you click **Send** or **Cancel** button, the app goes back to the form and preserves all the previous data entry.

This means the person who is logging the incidents only needs to add a few changes on the form for the following reports and incidents involving multiple individuals e.g. Fights. Only Student name or teacher needs to be changed.

How to create a csv file

It is vital to follow the same format as shown in the picture below.

1. Open spreadsheet program e.g. Excel.
2. Create two columns, Column A = Full Name, Column B = Email
3. Second row must be empty.
4. It is highly recommended to insert details of the office administration or the person who is in charge of the incidents for the entire school in the third row.
Users do not need to select anyone in the last field of the form **Email- Office Admin**.
The app will automatically use the third column entry.
5. Select 'Save As' and save the list as a CSV file.

You can add/delete to the list and the apps will get the updated list by pressing the Add/Update button of the "Setting" page. For a multi-campus school it is recommended you create a different csv file for each campus, so the users don't need to go through the entire school staff list.

	A	B	
1	Full Name	Email	← Header
2			← Must be empty
3	Welfare Officer or Administration	welfareofficer@yahoo.com	← Office Admin details
4	Teacher 1	teacher.1@yahoo.com	← Teacher 1
5	Teacher 2	teacher.2@yahoo.com	← Teacher 2
6	Teacher 3	teacher.3@yahoo.com	← Teacher 3
7	.	.	← .
8	.	.	← .
9	.	.	← .
10	Teacher 20	teacher.20@yahoo.com	← Teacher 20