

Library

What is the Library?

The '**Library**' section of CPOMS acts as a central repository to store any school or CPOMS related files.

You can choose to upload your school's generic policies, procedures and templates in this section, and alert the relevant users to said files. Alerted users can in turn mark the files as 'read and understood'. You will then have a log of who has been alerted to a file, a date and time stamp of when they last viewed it, as well as when they clicked to 'mark as read'.

Uploaded files are displayed in a table, including the date of upload and its size.



We do advise that you should not add any confidential or sensitive documentation in the Library area.

Sensitive documentation must always be logged as a new incident, against the relevant student, with the relevant category(s) assigned to it. This ensures that only those with the correct level of access can view the information.

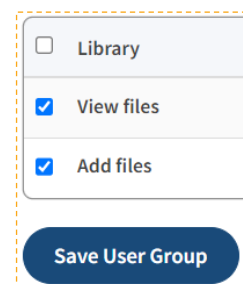
Allowing access to the Library

To allow access to the Library area of CPOMS, you must ensure that the 'Library' permissions are selected in each user group that requires access.

To check and amend this, go to '**Admin**' > '**Users**' and click into a user group name (*to the right-hand side of the screen*).

Scroll down to the '**System Permissions**' and under '**Library**':-

- Ⓒ Tick '**View files**' to allow users in this user group to access and view files added to the Library area.
- Ⓒ Tick '**Add files**' to also allow users in this user group to add their own files to this area as well. *You can leave this option un-ticked if you would like users to view files only.*



<input type="checkbox"/>	Library
<input checked="" type="checkbox"/>	View files
<input checked="" type="checkbox"/>	Add files

Save User Group

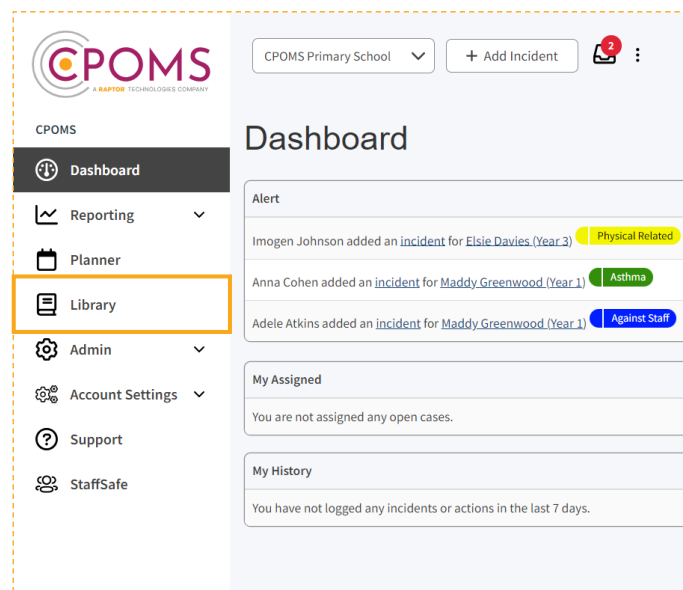
Please ensure that the 'View files' permission is ticked in all of the user groups that you would like to be able to access the Library area.



Please note by applying this permission, users in the user group will be able to view all documents in the Library area, not just those you have alerted them to.

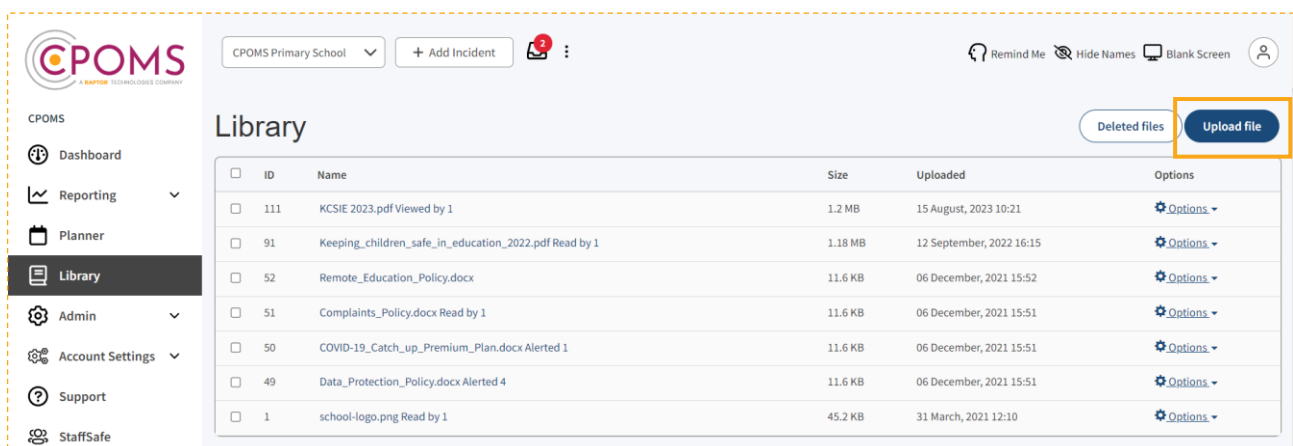
Uploading a file to the Library

On the main CPOMS Dashboard, click on the **'Library'** button, in the left-hand navigation panel.



Upload file

Click on **'Upload file'**, to the right-hand side of the page.



Select the file you would like to upload to CPOMS via the **'Click to browse or drag a file to upload'** area.

Next, you may choose to alert individual staff members, or choose one or more of your alert groups. Once you upload the file, the chosen member(s) of staff will receive an email notification to advise they have been alerted to a file in CPOMS and this alert will also be listed on their dashboard to view on their next log-in. *(Further on in this document we explain how to create an alert group for all staff)*



Once selected click 'Upload Files'.

Upload File

Files

Click to browse or drag a file to upload

Alert Staff Members

Begin typing a staff member's name

Type a colleague's name or select an alert group to alert them to these files.


DSLs
All staff

Upload Files

How to create an Alert Group for All Staff

Rather than alerting staff one by one to a file in the Library area, it is useful to create an Alert Group for All Staff so you are able to alert all members of staff to a document at the click of a button.

An **Admin Key Holder** can create a new Alert Group within your system by accessing the **'Admin'** area, **'Users'** tab, and within **'Alert Groups'** (to the right-hand side of the page), select **'New Alert Group'**.



CPOMS Primary School
+ Add Incident
🔔

🔔 Remind Me
🔇 Hide Names
🖥️ Blank Screen
👤

CPOMS

- Dashboard
- Reporting
- Planner
- Library
- Admin
- Overview
- Settings
- Imports
- Categories
- Agencies
- Calendar
- Users
- Transfers
- Groups

Admin

Overview
Settings
Imports
Categories
Agencies
Users
Transfers
Groups
Maps

Add Student
Form Builder
Data Destruction Policies
Audits
Integrations
Bulk Management

Users

Deactivated users
New user

← Previous
1
2
Next →

Name	Job Title	User Groups	Last Login	
Hakim Aryan	SLT		12 October, 2023	✖
Adele Atkins	SLT		02 February, 2024	✖
Katie Atkinson	SLT		Never	✖
Theodore Brown	Attendance Officer		06 December, 2021	✖
Chris Burdock	SLT		Never	✖
Sophia Christophorou	SLT		21 February, 2024	✖
Daniel Coates	SLT		03 January, 2024	✖

Quick User Search

User Groups

- SLT
- Teachers
- Non-Teaching Staff
- Attendance Officer
- Business Manager
- Phase Leader
- New User Group

Alert Groups

- DSLs
- All staff
- New Alert Group

CPOMS - Library

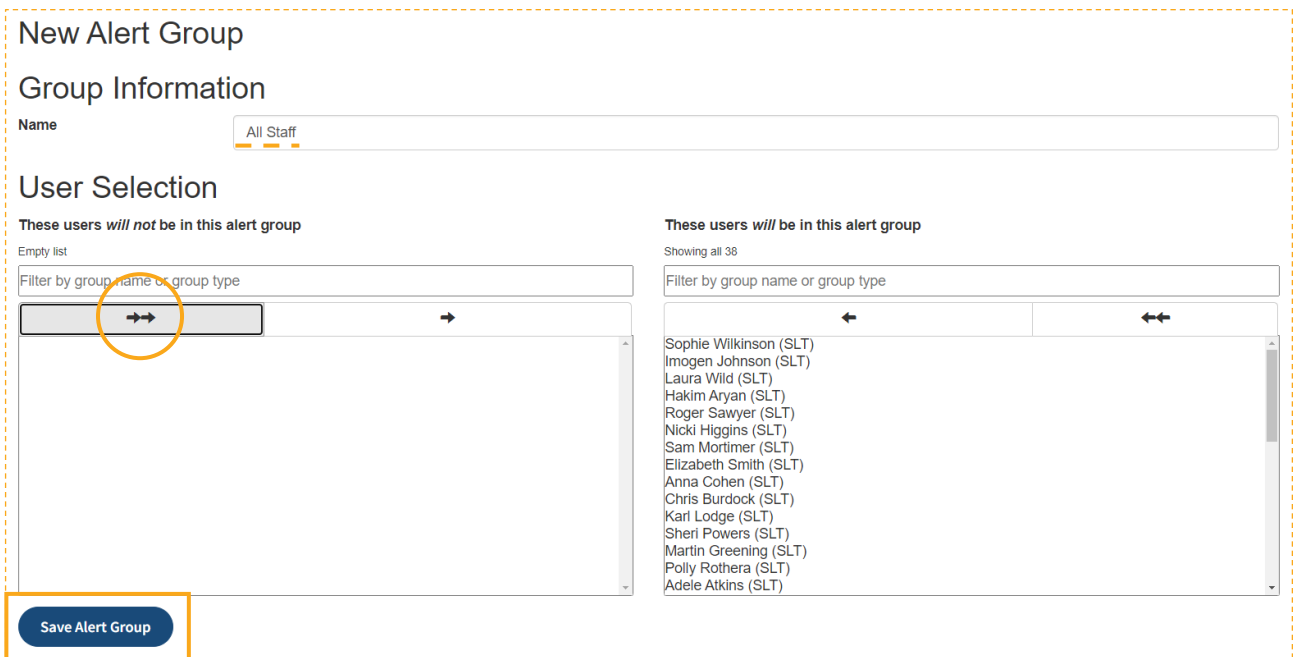
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CPOMS-1014-v1 UI

Firstly enter your new Alert Group **'Name'** i.e. All Staff.

Next, use the arrow(s) to move across the members of staff that you require to be in the Alert Group to the box on the right, titled 'These users will be in this alert group'. To move all staff at once simply select the double arrow.

Click **'Save Alert Group'**.



New Alert Group

Group Information

Name:

User Selection

These users will not be in this alert group
Empty list
Filter by group name or group type

These users will be in this alert group
Showing all 38
Filter by group name or group type

- Sophie Wilkinson (SLT)
- Imogen Johnson (SLT)
- Laura Wild (SLT)
- Hakim Aryan (SLT)
- Roger Sawyer (SLT)
- Nicki Higgins (SLT)
- Sam Mortimer (SLT)
- Elizabeth Smith (SLT)
- Anna Cohen (SLT)
- Chris Burdock (SLT)
- Kari Lodge (SLT)
- Sheri Powers (SLT)
- Martin Greening (SLT)
- Polly Rothera (SLT)
- Adele Atkins (SLT)

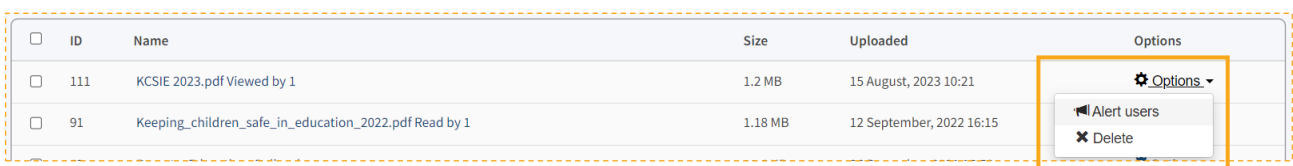
Save Alert Group

Alerting staff to an existing Library file

To alert staff to an existing Library file, please click on the **'Library'** section, in the left-hand navigation panel.

Locate the file that you would like to alert staff to, click on **'Options'** and **'Alert Users'**.

<input type="checkbox"/>	ID	Name	Size	Uploaded	Options
<input type="checkbox"/>	111	KCSIE 2023.pdf Viewed by 1	1.2 MB	15 August, 2023 10:21	Options
<input type="checkbox"/>	91	Keeping_children_safe_in_education_2022.pdf Read by 1	1.18 MB	12 September, 2022 16:15	Options



In the pop-up box that appears, type in the relevant staff members name(s) into the field provided or you may click on one or more of the 'Alert Groups' listed. There is also an additional check box for 'Require action' if it is needed. When you are ready click **'Submit'**.

Printing a list of who has viewed a Library file

If you have alerted staff to a file in the Library, and it says 'Read by' (next to the document name, in small writing) you can click on this and choose to download the information shown as an image. The image will show you who was alerted and by whom, the date of the alert and when it was last viewed, and also whether they have marked it as read and understood.

You can then print off the downloaded image.

Viewing and downloading Library files

To view a file in the Library area, simply click on the name of an uploaded document and it will open the file. The file will be displayed in your internet browser, or it will download a copy to your device depending on your device settings. Usually files such as images and PDF documents will open in-browser. If in-browser viewing is not supported for the file in question, clicking it will save a copy of the file to your Downloads folder or as a Temporary Internet file.



Please be careful when downloading sensitive files to your device, especially if the device is shared amongst other users. You may wish to delete the file from your Downloads folder once it has been viewed.

If you would like to save a file which opens in-browser by default, right-click on the file and select 'Save link as' (Chrome) or 'Save target as' (Edge/Internet Explorer).

Deleting a Library file

To delete a file from the Library area, please click on the '**Library**' section, in the left-hand navigation panel. Locate the file that you would like to delete, click on '**Options**', and choose '**Delete**'.

You will then be prompted to provide a '**Reason for deletion**', please enter your reason and click 'Delete' to confirm.

If you do not have the option to delete here, please contact your CPOMS Administrator to arrange this for you.



Deleted files are essentially hidden so that they can be restored in the future if required. To permanently delete a file, the Head Teacher or a CPOMS Admin Key Holder will need to contact us to arrange in writing, including the document ID.

Restoring a Library file

Deleted files in the Library area can be restored at a later date if necessary. Once you delete a file from this area, an additional button for 'Deleted Files' will appear to the top right-hand side of the Library area.

To restore a file, simply click on the '**Deleted Files**' button, locate the file that you would like to restore, click on '**Options**', and choose '**Restore**'. When prompted click '**OK**' to confirm.

Supported file types

The following file types can be uploaded to the CPOMS Library area:-

- Ⓢ PDF document (.pdf)
- Ⓢ Microsoft Office files (e.g. .docx, .xlsx, .pptx, .pub)
- Ⓢ Microsoft Outlook/Exchange email message (.msg)
- Ⓢ Any image file (e.g. .jpg, .png, .gif, .tif)
- Ⓢ Any audio file (e.g. .wav, .mp3, .m4a, .wma)
- Ⓢ Any video file (e.g. .mp4, .mov, .mpg, .avi)
- Ⓢ Text/data files (.txt, .csv, .xml, .html)
- Ⓢ Archive/compressed files (.zip, .rar, .7z, .zipx)
- Ⓢ Rich text document (.rtf)
- Ⓢ OpenDocument files (.odt, .ods, .odp)

This list is not exhaustive, but an example of common file types that may be uploaded to CPOMS.

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

