User Guide – **Directory**

Student Directory

BehaviourSmart/serviceusers

| | Bulk Upload | Add Student |

Name ∧	Learner Number	Year Group	Actions
Axl Rose	65436	Year 4	👁 ✏ 🗑
B.B. King	43421	Year 4	👁 ✏ 🗑
Bob Dylan	432123	Year 4	👁 ✏ 🗑
Chris Rock	785690	Year 5	👁 ✏ 🗑
David Beckham	23231	Year 8	👁 ✏ 🗑
Dolly Parton	76548	Year 5	👁 ✏ 🗑
Elon Musk	12213	Year 5	👁 ✏ 🗑
Gerrard Way	56754	Year 11	👁 ✏ 🗑
Harry Styles	85643	Year 4	👁 ✏ 🗑
James Dean	54321	Year 11	👁 ✏ 🗑
Mariah Carey	98765	Year 4	👁 ✏ 🗑
Marilyn Monroe	32145	Year 10	👁 ✏ 🗑
Richard Branson	43432	Year 4	👁 ✏ 🗑
Taylor Swift	12345	Year 12	👁 ✏ 🗑
Walt Disney	12124	Year 4	👁 ✏ 🗑
Will Smith	234423	Year 11	👁 ✏ 🗑

Behaviour **Smart**

- Dashboard
- New Incident
- Log
- My Smart Plans
- Incident Search
- Incomplete Incidents
- Incomplete Smart Plans
- Analytics
- **Directory**
- System Users Page
- School Setup

Logout

From the Directory you can view all the individuals on your system.

Arrange these in alphabetical order by clicking on the "Name" or search by name.

Order the individuals by year group or house group by clicking on the tabs, your directory is personalised to the set up of your school or service.

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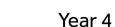Click on the eye icon to see a timeline of events for the individual, here you can download historic reports.

The note pad is where you can view the personal information, records, key contact details, Smart Plans and record incidents and logs for the individual.

☁ **Bulk Upload**

⊕ **Add Stud**

r Number ∧	🔍	Year Group	🔍	Actions
		Year 4		👁 ✏ 🗑
		Year 5		👁 ✏ 🗑
		Year 12		👁 ✏ 🗑
		Year 8		👁 ✏ 🗑
		Year 11		👁 ✏ 🗑
		Year 10		👁 ✏ 🗑