



MySentinel

Admin guide

The full school workspace

100% Cloudflare

POPIA-aligned

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MySentinel — NFC-badge learner check-in & school-safety for South African schools. · Chain-owner doc suite · 2026-06-27

[Admin guide — the school workspace](#)

Admin guide — the school workspace

You are a school **admin** — the person who runs MySentinel for your campus day to day. This guide walks the whole `/admin` workspace, section by section, in the order you will actually use it. Sign in at the staff login with your admin email (the demo account is `admin@example.com`, password `password123`).

MySentinel

Staff login

Email

officer@example.com

Password

.....

Remember this device
Use only on a trusted staff device.

Log in

or

Sign in with passkey

LOCAL

A note on language used throughout the app and this guide: people are **learners** (never "students"), gate events are **check in / check out** (never "movements" or "clocking"), and the adults who receive notifications are **guardians**. Colour means one thing only: **red = emergency**, **green = confirmed**, **amber = queued or at-risk**. Nothing else is red.

Passkey step-up. Once you enrol a passkey on your account, the most sensitive actions ask you to confirm with that passkey before they run. Expect this on settings that change safety behaviour and on broadcast-style actions. It is a quick tap, not a second login.

Dashboard — "Today's school status"

The dashboard is **answer-first**: it tells you whether anything needs you *before* it shows you numbers. A **Live** chip in the top corner confirms the page is streaming in real time (it falls back to "Auto-refreshing" if the live connection drops, so you are never looking at stale safety data).

ADMIN DASHBOARD

● Live

Today's school status

**Nothing needs your attention right now**

0 on-site · 0 left for the day · 10 no tap yet

Q Find a learner — is who in or out right now?

10 learners not on site

On-site

0

Checked in today

0

Checked out today

0

Total active learners

10

Daily actions

Use these for the school-day tasks that usually need attention first.

Open attendance

Emergency message

Safety mode

Late pickups

Guardian approvals

Learners

Last updated 08:47:04

LOCAL

Go-live checklist

Refresh checklist

What still needs to happen before this school is fully live.

 Learner roster imported 4 of 10 learners checked in at least once (40% — 80% needed) 3 active staff members (3 needed) WhatsApp not connected yet [PREVIEW](#) 10 of 10 badges issued (100% — 80% needed) Photo encryption key ready — Legacy key

Needs attention

ALL CLEAR

Today's exceptions

No stragglers and no guardian contact issues right now.

By class

Class roll-up

Who is in by class, so you can see at a glance which registers are complete.

Grade R - Sunbird

Grade 1 - Marigold

Grade 2 - Phoenix

Grade 0 0 IN 2 OUT 2 ENROLLED	Grade 1 0 IN 2 OUT 2 ENROLLED	Grade 2 0 IN 1 OUT 1 ENROLLED
Grade 3 - Acacia Grade 3 0 IN 1 OUT 1 ENROLLED	Unassigned 0 IN 4 OUT 4 ENROLLED	

[Manage classes](#)

Live

Current learner status

- Aluwani Khumalo** NO TAP YET
Last check-in at 26 Jun 2026, 09:52
- Bongani Smit** NO TAP YET
No check-in or pick-up recorded yet
- Kgomotso Pillay** NO TAP YET
No check-in or pick-up recorded yet
- Lerato Nkosi** NO TAP YET
Last check-in at 26 Jun 2026, 09:39
- Mpho Sithole** NO TAP YET
No check-in or pick-up recorded yet
- Nomvula Botha** NO TAP YET
No check-in or pick-up recorded yet
- Refilwe van Wyk** NO TAP YET
No check-in or pick-up recorded yet
- Sipho Mokoena** NO TAP YET
Last check-in at 26 Jun 2026, 09:45
- Tendai Naidoo** NO TAP YET
No check-in or pick-up recorded yet
- Thandi Dlamini** NO TAP YET
Last check-in at 25 Jun 2026, 09:51

Patterns to watch

<p>Frequent late arrivals</p> <p>0</p> <p>learners late 3 or more times in the last 7 days</p>	<p>Absence risk</p> <p>10 CHRONIC 10</p> <p>of school days missed this year</p>	<p>Badge fleet health</p> <p>10 Active badges</p> <p>learners awaiting a replacement badge</p>
<p>Guardian contacts failing</p> <p>0</p> <p>guardians with 3 or more failed</p>		

The verdict line

At the top you get a plain-English verdict, e.g. *"Nothing needs your attention right now · 0 on-site · 0 left for the day · 10 no tap yet."* When everything is accounted for, the hero number turns **green** and reads *"Everyone is accounted for."* If learners are unaccounted for, the hero shows the count in **amber**.

Right below it is the search box — *"Find a learner — is who in or out right now?"* Type a name to jump straight to one learner's live status.

The four tiles

Tile	What it counts
On-site	Learners currently checked in and on campus
Checked in today	Total check-ins recorded today
Checked out today	Total check-outs recorded today
Total active learners	Your active roster size

Daily actions

A row of one-tap shortcuts: **Open attendance, Emergency message, Safety mode, Late pickups, Guardian approvals, Learners**. These are the things admins reach for most, so they live above the fold.

Go-live checklist

While your campus is still being set up, a checklist shows what is left before you are fully live:

- Learner roster imported
- X of Y learners checked in
- Active staff members
- WhatsApp connection status (shows **WhatsApp not connected yet [Preview]** until a provider is wired)
- Badges issued
- Photo encryption key ready

The card disappears once everything is green.

Today's exceptions, class roll-up, and patterns to watch

- **Today's exceptions** surfaces the handful of things that are off today (contact failures, stragglers).
- **Class roll-up** shows In / Out / Enrolled for every class at a glance.
- **Current learner status** is the live roster, each learner tagged On-site (green), Off-site (neutral — going home is normal, never red), or No tap yet (neutral).
- **Patterns to watch** is a calm, longer-horizon panel: Frequent late arrivals, Absence risk, Badge fleet health, and Guardian contacts failing. A **Channels at risk** card appears in **amber** when guardian channels are degrading — it is a warning, never an alarm.

Learners

The Learners section is your roster. From here you add a learner, open an individual learner record, and see each learner's live in/out status. Learner photos are encrypted at rest with a per-school key (that key's readiness is one of the go-live checklist items). Bulk roster set-up is done through **Imports** under Advanced rather than one at a time.

Classes

Classes shows every class, its enrolment, and its live In/Out roll-up. Opening a class lists its learners and their current status. Classes are also where the class-teacher scope is anchored: a class teacher only ever sees the classes assigned to them, and **reassignments are handled by you, the admin** — the class teacher cannot self-assign.

Attendance, Absences, and Day close

Attendance

The attendance page is your daily register, derived automatically from gate check-ins rather than typed in by hand.

Admin attendance

Dashboard

Export CSV

Manage learners

Daily attendance

Refresh

The first check-in of the school day marks a learner present.

Present learners

1

Attendance date

2026-06-27

Selected date

2026-06-27

Attendance date

2026/06/27



View date

Last updated 08:47:56

Present list

1 present

LOCAL

Learners marked present

Search by name

Nomvula Botha

PRESENT

Grade 2 - Phoenix · first check-in at 2026/06/27, 08:39:12

Showing 1-1 of 1

<< First

< Prev

1

Next >

Last >>

Per page 25 ▾

Absence nudges

0 sent · 0 replied

Guardians of learners who are absent without an explanation get one friendly message each morning.

Search by learner name

All

Sent

Replied

No nudges today — every learner is checked in or accounted for.

Known polish crack (honest note): the attendance page currently renders in **hardcoded English** — it does not yet follow the Afrikaans/isiZulu selection the rest of the app honours. This is a tracked fix, called out here so it is not a surprise.

Absences

The Absences view lists learners with no check-in for the day so you can follow up. **Absence nudges** (configured in Settings) can prompt guardians automatically.

Day close

Day close lets you wrap up the school day. You can also have the system close the day automatically — see **end-of-day auto-close** in Settings — so the register finalises at a set time without anyone remembering to do it.

Emergency and Safety mode

These two sit together under Daily and are the only places that legitimately use **red**.

The screenshot shows a web interface for a school administrator. At the top right, it says 'SCHOOL ADMINISTRATOR'. On the left, there is a 'Back to dashboard' link. The main content area is titled 'Admin emergency workflow' and 'Emergency broadcast'. Below the title, it says 'Sends to every available channel for all active guardians at this school, after a second typed confirmation.' There are two buttons: 'PUSH NOTIFICATIONS' and 'EMAIL'. Underneath is a 'Message' section with a text input field containing the text 'Emergency: please collect learners from the main gate.' Below the input field, it says 'Recipient scope: all active guardians at this school.' and '0/500 characters'. At the bottom, there are two buttons: 'Create confirmation step' and 'Reset'. A 'LOCAL' label is visible in the bottom right corner of the interface.

- **Emergency** sends an emergency message that broadcasts to guardians across every available channel at once (this is a true broadcast, not the everyday push-then-fallback path). Because it is high-consequence, expect the passkey step-up here.
- **Safety mode** puts the campus into an elevated-safety posture. Use it for lockdowns or evacuations.

Treat both as serious controls. Red in MySentinel always means a real emergency, so guardians learn to trust it.

The Queues

Under **Queues** you handle the day's human exceptions — the things that need a person to approve, verify, or reply.

Queue	What you do here
Pickup requests	Approve or decline guardian requests to collect a learner.
Guardian approvals	Approve newly linked guardians before they can act.
Guardian verification	Verify guardian contact details so notifications can reach them. This is where the dashboard's amber "unverified guardians" card sends you.
Late pickups	Work through learners still on-site past the pickup curfew. The dashboard previews the highest-priority alerts; this is the full list.
Parent messages	Read and reply to messages guardians send through the parent portal.

Each queue is a list with in-place actions (approve / decline with a reason) — you stay on the page; the row updates as you act, no full reloads.

Staff

Staff is where you manage the people who work the system: admins, officers, and class teachers. From here you invite staff, set their role, and assign class teachers to their classes. The number of **active staff members** is one of the go-live checklist items, so this is an early stop when setting up a campus.

Settings — every configuration group

Settings is deep. It is grouped so you can find one thing fast. Saving validates the whole form, and safety-affecting changes may ask for your passkey.



ADMIN SETTINGS

School settings

* Required

Display name *

Demo Primary School

Required

Support email

admin@example.com

Support phone

School logo

Upload logo

Primary color



#1f6650

Accent color



#c8923a

Default language *

Late arrival threshold

Save settings

Required

LOCAL

Pickup curfew

 Enable late-pickup watch

Pickup time

17:30



Grace minutes

15

 Mon Tue Wed Thu Fri Sat Sun

Notification sending window

 Limit sending times

Routine check-in and check-out messages are only sent between these times. Emergency, safety and late-pickup alerts are always sent immediately.

End-of-day auto-close

 Auto-close on-site learners at a hard campus-close time

After this time, any learner still showing on-site is recorded as a presumed check-out (no parent notification) so attendance is complete and the dashboard doesn't show children at school overnight.

Hard campus-close time

16:00



Going-home policy

 Learners may arrive and leave on their own

Most learners walk, take a taxi, or cycle. Turn this off only if your school requires an adult to collect every learner — officers will then always record who collected the learner, and the gate will refuse an on-their-own check-out.

 Express scan mode

Auto-confirm scans where the learner goes on their own — no guardian choice needed.

Visitor sign in

visitor sign-in

- Record a phone number for every visitor
- Record a reason for every visit
- Record the visitor's ID number (stored encrypted)
- Record the visitor's vehicle registration

The officer's sign-in form only asks for what you switch on here. A visitor's name is always recorded.

Who visitors come to see

Reception
Teacher
Front Office
Principal / Management
Learner
Other

One option per line — the destinations the officer picks from at the gate (e.g. Reception, Teacher, Front Office). The officer also adds an optional name. Leave the defaults if you're not sure.

Emergency contact

Emergency contact name

Emergency contact number

Morning digest

One daily summary to every admin: learners not yet in, waiting requests and approvals, unread messages, and channel problems.

- Send morning digest

Send time

07:00



School-day mornings only. Sent within 5 minutes of this time.

Not sent yet

Weekly family summary

Send guardians one summary message every Friday at 16:00.

- Enabled

Preview

Demo Primary School

Accent

Support admin@example.com

Primary action

Gate zones

Name each gate where officers scan. Officers pick their gate when they start scanning.

Main gate

Rename

Remove

Add gate zone

School calendar

On these days we won't send digests, no-show nudges, or late-pickup alerts — a learner who scans still notifies their guardians. Weekends, public holidays, and out-of-term days are already handled automatically.

Spring break (school programme closed)

2026-09-28 → 2026-10-02

Remove

From

yyyy/mm/dd



To (optional)

yyyy/mm/dd



Reason

e.g. Teacher training

Add closed day

Absence nudges

Send one friendly message to guardians when a learner is absent with no explanation.

Send morning absence nudges

Send time (school time)

09:30

Save settings

Offline pack

Allow officers to download an offline pack

Include learner photos in the pack

Pack lifetime (hours)

12

Save settings

SMS channel PREVIEW

SMS IS ON FOR THIS SCHOOL

Reach guardians on any phone — no app, no data needed.

Preview — switches on once your school connects an SMS provider. App notifications and email are live now.

SMS is set up by your MySentinel operator. Contact support to change it.

Channel usage

2026-06

Preview — WhatsApp and SMS switch on once your school connects a provider. App notifications and email are live now.

No metered messages this month

Branding and identity

- **Display name, support email, support phone** — what guardians see as "your school".
- **School logo** — uploaded and shown in the app and on branded emails.

- **Primary colour** (default deep-teal #1f6650) and **accent colour** (default gold #c8923a). These flow into the app and email theming.

Language

- **Default language** — English, Afrikaans, or isiZulu. This is your school's fallback; individual staff can still override their own language from their account menu (Use school default / English / Afrikaans / isiZulu).

Day rhythm

- **Late arrival threshold** — the local time after which a check-in counts as late (feeds "Frequent late arrivals").
- **Pickup curfew** — a time, a grace period, and the weekdays it applies on. Learners still on-site past it become late-pickup alerts.
- **Notification sending window (quiet hours)** — the start/end window outside which guardian notifications are held, so families are not pinged at unsociable hours.
- **End-of-day auto-close** — finalise the register automatically at a set time.

Going-home policy and express mode

- **Going-home policy** — "*Learners may arrive and leave on their own.*" Turn this on for schools where older learners self-release; turn it off where every release must be tied to a guardian. This is exactly the choice the officer sees at the gate ("arrived on their own" vs "dropped off by a guardian").
- **Express scan mode** — a faster gate flow for high-volume scanning.

Visitor sign-in

Choose which fields the officer must capture for a visitor: **phone, reason, ID (stored encrypted),** and **vehicle**. You also maintain the **destinations list** (where a visitor is headed). ID and contact details for visitors are sealed and hashed at rest, in line with POPIA.

Gate zones and school calendar

- **Gate zones** — name your gates (e.g. Main gate, Sports gate). Zones power the dashboard's per-gate filtering of the hourly flow chart.
- **School calendar** — mark closed days (holidays, public holidays) so absence logic and nudges do not fire on days you are shut.

Digests and nudges

- **Morning digest** — an optional daily summary to guardians, with a send time.
- **Weekly family summary** — an optional weekly roll-up.
- **Absence nudges** — automatic follow-ups when a learner has no check-in.

Offline pack

Configure the officer's offline pack: **allow it, include photos**, and set its **lifetime**. This lets the gate keep working when connectivity drops.

Channels

- **Emergency contact** — the name and number used for emergencies.
- **SMS channel** — shown as **Preview**; it is **operator-provisioned**, meaning it stays in preview and silently falls back to email until the platform team connects a provider for your school.
- **Channel usage metering** — your running channel-usage counts, used for billing transparency.

Channel honesty (Roadmap where noted). App notifications and email are the live channels today. **WhatsApp and SMS are Preview** and per-school provider-gated — until a provider is connected, messages on those channels quietly demote to email rather than silently failing. Web push is real and proven in code, but needs VAPID secrets and a real-device check per

environment before you should consider it fully live. The dashboard and go-live checklist always show the true state, so what you see is what is actually working.

Good habits

- Start your day on the **Dashboard** — read the verdict line first; only dig into tiles if it tells you to.
- Clear the **Queues** (approvals, verification, late pickups, messages) before they pile up — the amber cards on the dashboard point you straight at them.
- Keep **Settings** honest: the going-home policy, curfew, and visitor fields are what your officers and guardians actually experience, so set them to match how your campus really runs.
- Treat **red** as sacred — Emergency and Safety mode only.