

# STATE SCHOOLS' RELIEF

## School Portal User Guide

### Access

<https://schoolportal.stateschoolsrelief.org.au/>

Select **'Victorian Education Department'** to use your education.vic.gov.au account to gain access:



Enter your @education.vic.gov.au account and password.

### The Header

The header shows the current user details which includes their School, Campus and Role.

# All Users

## Home Page

The home page displays the application dashboard and navigation via the drop-down menus or on-screen buttons.

The screenshot shows the 'User Portal' interface. At the top left is the 'STATE SCHOOLS' RELIEF' logo. To its right, the text 'User Portal' is displayed. Further right, the user's current session information is shown: 'Campus: Beveridge Primary School - Ambrosia', 'School: Beveridge Primary School', 'User: School Admin 1', and 'Role: SchoolAdmin'. Below this is a dark blue navigation bar with 'Home', 'Applications', and 'Management' as menu items, and a 'Sign out' button on the right. The main content area is titled 'Home' and 'Dashboard'. The dashboard features five colored cards: 'Draft applications' (2), 'New application', 'Open applications' (90), 'All applications' (165), and 'Released applications' (75). Below the dashboard is a 'Management' section with four buttons: 'School profile', 'Retailer profile', 'Uniform profile', and 'User management'. At the bottom, a yellow footer contains contact information: 'Website: stateschoolsrelief.org.au', 'Email: contact@ssr.net.au', 'Phone: 03 8769 8400', and links for 'Privacy Policy' and 'Terms and Conditions'.

## Menu Navigation

The menu can be used to navigate the site.



**Home:** Navigates to home page.

**New Application:** Navigates to new application form.

**Applications** > Draft | Open | Released | Submitted. View Applications in various statuses.

**Management** > School profile | Retailer profile | Uniform profile | User management.  
Navigate to the administration areas.

**Set School:** Amend the school linked to your login.

**Sign out:** Signs out of the portal.

## General functionality

Each list of records in the portal allows the following functions:

### Item listing

The screenshot shows a web interface for listing items. At the top right is an 'Add items' button. Below it is a search bar (1) and a 'Clear filters' button (2). On the left, there is a 'Show 10 entries' dropdown (3). Below the search bar are several filter dropdowns: 'Code' (4), 'Item', 'Retailer', 'Colour', 'Item category', 'Style', and 'Size' (5). The main area contains a table of items with columns for Code, Item, Colour, Item category, Style, and Size. At the bottom, there is a pagination bar (6) showing 'Showing 1 to 5 of 218 entries' and a page navigation bar (7) with numbers 1, 2, 3, 4, 5, and 44.

Code	Item	Retailer	Colour	Item category	Style	Size
BJ01B28NA/SK	Bomber Jacket S28 Navy/Sky		Navy/Sky	BOMBER JACKET	Neutral	28
BJ01B10B0	Bomber Jacket Size 10 Bottle		Bottle	BOMBER JACKET	Neutral	10
BJ01B10B0/RE	Bomber Jacket Size 10 Bottle/ Red		Bottle/Red	BOMBER JACKET	Neutral	10
BJ01B10NA	Bomber Jacket Size 10 Navy		Navy	BOMBER JACKET	Neutral	10
BJ01B10NA-TOOR	Bomber Jacket Size 10 Navy Toorak PS		Navy	BOMBER JACKET	Neutral	10

- 1) **Record Search**
  - a. Enter search terms to search all data columns
- 2) **Clear Filters**
  - a. Resets all search filters
- 3) **Entries per page**
  - a. Adjust how many records are show per page
- 4) **Column Searching**
  - a. Enter search terms to search on that column
- 5) **Column Sorting**
  - a. Change the sorting direction
- 6) **Row Count**
  - a. Number of records on the page and total number
- 7) **Page Count**
  - a. Number of pages and navigation between pages

## School Admin & SSR Admin User

### User Management

Navigate to **User Management**.

Functionality:

- Edit User
- Remove User
- Add User

### Edit User

Select the edit icon and update the details:



#### Edit

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**Email**

**Role\***

**Available schools\***

**Save** **Cancel**

Click **Save**.

### Remove User

Select the trash can icon and confirm the deletion:



#### Delete

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Are you sure you wish to delete the following user?

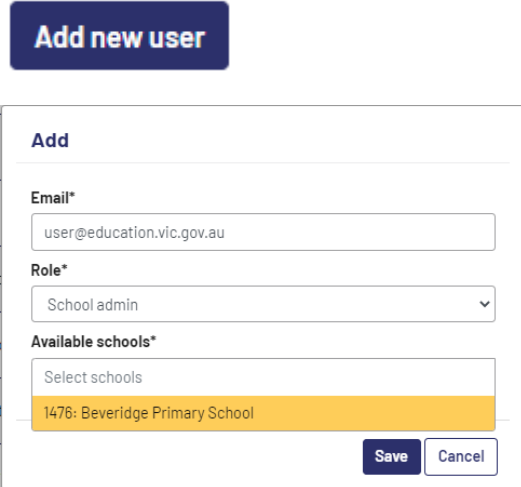
**Email:** mark.rogers@ssr.net.au

**Delete** **Cancel**

Click **Delete**.

## Add User

Select the Add new user button and specify the details:



**Add new user**

**Add**

**Email\***

user@education.vic.gov.au

**Role\***

School admin

**Available schools\***

Select schools

1476: Beveridge Primary School

**Save** **Cancel**

Click **Save**.

The user can now access the portal using that email address and their Microsoft365 logon.

**PLEASE NOTE:** A user can be added to multiple schools. The role and school list displayed will depend on what access the admin user has been granted.

## School profile

Functionality:

- View Campus
- Edit Campus
- Remove Campus
- Add Campus

### View Campus

Select the View icon to see the full details of the campus:



**View**

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**Campus code\***

  
**Campus name\***

**Campus email\***

**Phone\***

**Mobile**

**Address**

**Street address\***

<b>Suburb*</b>	<b>State*</b>	<b>Postcode*</b>
<input type="text" value="Beveridge"/>	<input type="text" value="VIC"/>	<input type="text" value="3753"/>

Click **Close**.

## Edit Campus

Select the edit icon and update the details:



### Edit

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**Campus code\***

**Campus name\***

**Campus email\***

**Phone\***

**Mobile**

**Address**

**Street address\***

**Suburb\***     **State\***     **Postcode\***

Click **Save**.

## Remove Campus

Select the trash can icon and confirm the deletion:



### Delete

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Are you sure you wish to delete the following campus?

**Campus:** Beveridge Primary School - Ambrosia  
**Email:** beveridge.ps@education.vic.gov.au

Click **Delete**.



## Add Campus

Select the Add campus button and specify the details:

**Add campus**

**Add**

**Campus name\***

  
**Campus email\***

**Phone\***

**Mobile**

**Address**

**Street address\***

**Suburb\*** **State\*** **Postcode\***

**Save** **Cancel**

Click **Save**.

**PLEASE NOTE:** Ensure any required fields are populated:

**Suburb\***

Suburb cannot be blank

## Retailer profile

Functionality:

- Edit Retailer
- Remove Retailer
- Add Retailer

### Edit Retailer

Select the edit icon and select a retailer.



**Edit**

**Retailer\***

Choose retailer...

Choose retailer...

A Plus Uniforms [9312]

Ability Works Australia Ltd [441580]

Academy Uniforms Pty Ltd [9001]

Accurate Clothing Co [9397]

ACT Business Innovations [9557]

Click **Save**.

**PLEASE NOTE:** This retailer will be applied to all Items that have that retailer specified against it.

### Remove Retailer

Select the trash can icon and confirm the deletion:



**Delete**

Are you sure you wish to delete the following retailer?

**Retailer:** Accurate Clothing Co  
**Code:** 9397

Delete Cancel

Click **Delete**.

**PLEASE NOTE:** If the retailer is applied against an Item, the retailer cannot be deleted:

**Delete**

Are you sure you wish to delete the following retailer?

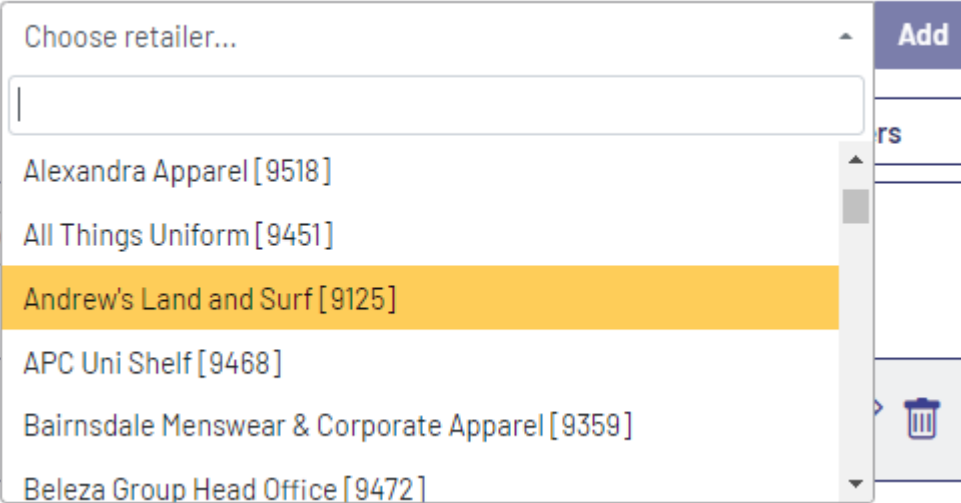
**Retailer:** JSF Clothing  
**Code:** 9389

Cannot delete a retailer that is linked to a uniform profile

Delete Cancel

## Add Retailer

Select the Retailer in the '**Choose retailer...**' drop down and click **Add**:



The image shows a web interface for adding a retailer. At the top, there is a dropdown menu with the text 'Choose retailer...' and a small upward-pointing arrow. To the right of this dropdown is a blue button labeled 'Add'. Below the dropdown is a search input field. A list of retailers is displayed below the search field, with 'Andrew's Land and Surf [9125]' highlighted in yellow. Other retailers in the list include 'Alexandra Apparel [9518]', 'All Things Uniform [9451]', 'APC Uni Shelf [9468]', 'Bairnsdale Menswear & Corporate Apparel [9359]', and 'Beleza Group Head Office [9472]'. To the right of the list, there is a trash can icon and a button labeled 'rs'.

The Retailer will be added to the retailer list.

## Uniform profile

Functionality:

- Edit Items
- Remove Items
- Add Items

### Edit Item

Select the edit icon and update the details:



**Edit**

**Retailer\***

9397: Accurate Clothing Co

Select retailer

9397: Accurate Clothing Co

9125: Andrew's Land and Surf

9389: JSF Clothing

9130A: PSW Pty Ltd

Click **Save**.

**PLEASE NOTE:** Only Voucher items can be edited, and a retailer specified.

### Remove Items

Select the trash can icon and confirm the deletion:



**Delete**

Are you sure you wish to delete the following item?

**Code:** BR01M.ZZS

**Name:** Briefs Voucher

Delete Cancel

Click **Delete**.

### Add Item

Select the Add item button and select the items to be added by clicking '+':



# Add items to uniform profile

## Items

Show  entries

Code	Item	Retailer	Colour	Item category	Style	Size	
BJ01B10NA-MELTSS	Bomber Jacket Size 10 Navy Melton SDS		Navy	BOMBER JACKET	Neutral	10	<input type="button" value="+"/>
BJ01B10NA-TOOR	Bomber Jacket Size 10 Navy Toorak PS		Navy	BOMBER JACKET	Neutral	10	<input type="button" value="+"/>
BJ01B10NA/SK-BROA	Bomber Jacket Size 10 Navy/ Sky Broadmeadows SDS		Navy/Sky	BOMBER JACKET	Neutral	10	<input type="button" value="+"/>

The selected items will be shown in the Selected items list:

## Selected items

Show  entries

Code	Item	Retailer	Colour	Item category	Style	Size	
BJ01B10NA-TOOR	Bomber Jacket Size 10 Navy Toorak PS		Navy	BOMBER JACKET	Neutral	10	<input type="button" value="-"/>
BJ01B10NA/SK-BROA	Bomber Jacket Size 10 Navy/ Sky Broadmeadows SDS		Navy/Sky	BOMBER JACKET	Neutral	10	<input type="button" value="-"/>
BJ01B10RE/BL	Bomber Jacket Size 10 Red/ Black		Red/Black	BOMBER JACKET	Neutral	10	<input type="button" value="-"/>

Showing 1 to 3 of 3 entries

Click **Save**.

**PLEASE NOTE:** To removed selected items, click the '-' before saving.

## School User

### Applications

Functionality:

- Set School
- Create Application
- Add Items to Application
- Remove Items from Application
- Submit Application
- View Application
- Remove Draft Applications
- Sign Out

### Set School

To set or change the school that applications will be lodged against, click the Set school menu, and select the School from the drop down.

## Set school

### Access to additional schools

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If you have been granted access to multiple schools then you can change what your active school is below.

The School can be changed at anytime on the [Set school](#) page.

School\*

**Save**

Click **Save**.


### Create Application

Select New application from the menu or dashboard.

Enter Applicant details:

# New application

## Applicant details

<b>First name*</b> <input type="text" value="Enter a first name"/>	<b>School</b> <input type="text" value="1476- Beveridge Primary School"/>
<b>Last name*</b> <input type="text" value="Enter a last name"/>	<b>Campus*</b> <input type="text" value="Select a campus"/>
<b>Date of birth*</b> <input type="text" value="Enter a date of birth"/> 	<b>Comments</b> <div style="border: 1px solid #ccc; height: 100px;"></div>
<b>Year level*</b> <input type="text" value="Select a year level"/>	
<b>Application category*</b> <input type="text" value="Select a category"/>	
<b>Style*</b> <input type="text" value="Select a style"/>	

**Save**

Click **Save**.

**PLEASE NOTE:** The date can be typed in (dd/mm/yyyy) rather than using the data selector.

**PLEASE NOTE:** Ensure any required fields are populated:

**Style\***

   
Please select a style

Enter Items by adding the quantity required in the qty column.

# Add items to application

## Items

Show  entries

Code	Item	Retailer	Colour	Item category	Style	Size	Qty
BJ01B28NA/SK	Bomber Jacket S28 Navy/Sky		Navy/Sky	BOMBER JACKET	Neutral	28	<input type="checkbox"/>
BJ01B10B0	Bomber Jacket Size 10 Bottle		Bottle	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B10B0/RE	Bomber Jacket Size 10 Bottle/ Red		Bottle/Red	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B10NA	Bomber Jacket Size 10 Navy		Navy	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B10NA-TOOR	Bomber Jacket Size 10 Navy Toorak PS		Navy	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B10NA/GO	Bomber Jacket Size 10 Navy/ Gold		Navy/Gold	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B10NA/RE	Bomber Jacket Size 10 Navy/ Red		Navy/Red	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B10NA/SK- BROA	Bomber Jacket Size 10 Navy/ Sky Broadmeadows SDS		Navy/Sky	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B10RE/BL	Bomber Jacket Size 10 Red/ Black		Red/Black	BOMBER JACKET	Neutral	10	<input type="checkbox"/>
BJ01B12B0	Bomber Jacket Size 12 Bottle		Bottle	BOMBER JACKET	Neutral	12	<input type="checkbox"/>

Showing 1 to 10 of 218 entries

< **1** 2 3 4 5 ... 22 >

Click **Save**.

**PLEASE NOTE:** To view what has been added, sort by clicking on the 'Qty' column heading.

**PLEASE NOTE:** Some items are restricted based on the Application Category selected.



## Add Items

Select Add Items from the Application form to add additional items:

### Items

**Add items**

Show  entries

<input type="text" value=""/>	<input type="text" value=""/>	All	All	All	<input type="text" value=""/>	
Code	Item	Retailer	Colour	Item category	Style	Qty
BJ01B10B0	Bomber Jacket Size 10 Bottle		Bottle	BOMBER JACKET	Neutral 10	3
BJ01B10B0/RE	Bomber Jacket Size 10 Bottle/ Red		Bottle/Red	BOMBER JACKET	Neutral 10	1
BJ01B28NA/SK	Bomber Jacket S28 Navy/Sky		Navy/Sky	BOMBER JACKET	Neutral 28	2

Showing 1 to 3 of 3 entries < 1 >

Click **Save**.

## Remove Items

Select the trash can icon and confirm the deletion:



**Delete**

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Are you sure you wish to delete the following item?

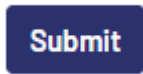
**Code:** BR01M\_ZZS  
**Name:** Briefs Voucher

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Click **Delete**.

## Submit Application

Select the Submit button on the application form and click Submit to confirm submission:



**Submit application**

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Are you sure you wish to submit the following application?

**Code:** APPL200032  
**Student:** jasmine white  
**Campus:** Beveridge Primary School

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Alternatively, select the Submit icon on the Draft application list to submit:



**PLEASE NOTE:** You will not be able to submit the application if no items are added.

## View Applications

Select the View icon to see the full details of the submitted applications:



# View application: APPL200008

## Applicant details

<b>Application status</b> Open	<b>Application date</b> 2021/03/17
<b>First name</b> ANDI	<b>School</b> 1476- Beveridge Primary School
<b>Last name</b> RIGS	<b>Campus*</b> 1476- Beveridge Primary School
<b>Date of birth</b> 04/03/2011	<b>Comments</b> <div style="border: 1px solid #ccc; height: 100px;"></div>
<b>Year level</b> 4	
<b>Application category</b> RETURN	
<b>Style</b> Girl	

## Items

Show 10 entries

Clear filters

Code	Item	Retailer	Colour	Item category	Style	Qty
S001AXXLNA	Socks Ankle Size 2XL Navy		Navy	SOCKS ANKLE	Neutral XXL	3
ST02S12BL	Shoes TBar Female Size 12		Black	SHOES TBAR	Girl 12	1
TP01S18NA	Trackpant Straight Leg Size 18 Navy		Navy	TRACKPANTS S- LEG	Neutral 18	1

Showing 1 to 3 of 3 entries

1

Close

Click **Close**.

### Remove Application

Select the trash can icon and confirm the deletion:



**Delete**

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Are you sure you wish to delete the following application?

**Code:** APPL200031  
**Student:** Stuart White

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Click **Delete**.

## Sign Out

To sign out of the portal, please click Sign Out on the Menu:



## Signed out

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You have successfully signed out.