**ICS Intranet Administrators and Contents**

Below are list of the functionalities of the ICS intranet. JIKSYS will be working ICS to populate the intranet to bring it to its full implementation. JIKSYS will require the below listed from ICS

1. Administrator(s) for each of the listed web sections
2. Administrators should use the holiday to gather content that will be edited and formatted by JIKSYS content creator and uploaded to the intranet.
3. Re-training will be carried out after the intranet content is uploaded.
4. Please note that one main purpose of the intranet is to make the school paperless, administrators should provide of all information in their disposal that is for general consumption, to be uploaded to the intranet. When we go live, most communication, forms, messages and chats should be through the intranet.

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| **Sno** | **Admin Type** | **Role/Description** | **Admin Name** |
| 1 | Systems Admin |  | 1. Nathan 2. Maruf 3. JIKSYS |
| 2 | **Group Content** | These are content for each department. |  |
| A | General |  |  |
| B | Nursing/Clinic |  |  |
| C | Elementary School |  |  |
| D | Early Years |  |  |
| E | Middle School |  |  |
| F | High School |  |  |
| G | Account |  |  |
| H | Admin |  |  |
| I | Art Department |  |  |
| J | Cafeteria |  |  |
| K | Counseling |  |  |
| L | English Department |  |  |
| M | Hostel |  |  |
| N | ICT |  |  |
| O | Library |  |  |
| P | Maintenance |  |  |
| Q | Mathematics Department |  |  |
| R | Science Department |  |  |
| S | Science Lab |  |  |
| T | Security |  |  |
| U | Social Science Department |  |  |
| V | Sport |  |  |
| W | Student |  |  |
| X | Teachers |  |  |
| 3 | **Calendars** | Calendars for scheduling events. |  |
| A | Exam Calendar |  |  |
| B | Sport Calendar |  |  |
| C | Canteen Calendar |  |  |
| D | Special Event |  |  |
| 4 | **Forms** | Automated manual forms |  |
|  | Report Form |  |  |
|  | Student Log Book |  |  |
|  | Maintenance Request |  |  |
|  | Purchase Advance |  |  |
|  | Purchase Advance Retirements |  |  |
| 5 | **Others** |  |  |
|  | Photo Gallery | FrontPage: Photos of event |  |
|  | Frequently Asked Question | FrontPage: |  |
|  | Suggestion Box | Make a suggestion to the school authority |  |
|  | Counseling Page |  |  |
|  | Local News | Local Nigeria news |  |
|  | Announcements | FrontPage announcement |  |
|  | Meeting | Log all meetings |  |
| 6 | **Courses** | Course extra content can be added to this page. Images, videos and document that you may need to take off the internet |  |
| A | Courses |  |  |
| B | Art |  |  |
| C | Bible |  |  |
| D | English |  |  |
| E | French |  |  |
| F | ICT |  |  |
| G | Mathematics |  |  |
| H | Moral Instruction |  |  |
| I | Music |  |  |
| J | Physical Education |  |  |
| K | Science |  |  |
| L | Social Studies |  |  |