

Front Office Tasks

What do you want to do?

- [Customize the Home Screen and the Calendar](#)
- [School Calendar](#)
- [Use Reminders](#)
- [Work with Grids](#)
- [View and Print Data](#)
- [Generate and Log Correspondence](#)
- [Background Checks](#)
- [Manage Custom Fields](#)
- [Use the Calendar Tab](#)
- [Create Lists](#)
- [Edit an Individual's General Information](#)
- [Immunization Records](#)
- [Customize Program Options and Lists](#)
- [Change Your Password](#)
- [HeadMaster Import](#)
- [Activate or Deactivate a Group of Individuals](#)
- [HeadMaster SchoolCast™ Export](#)
- [Implement New School Year Procedures](#)