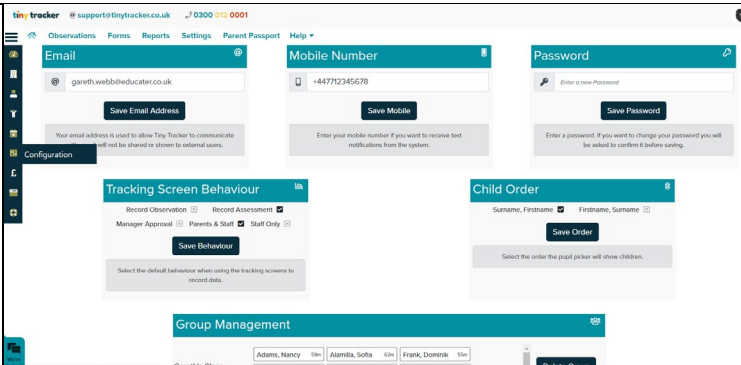


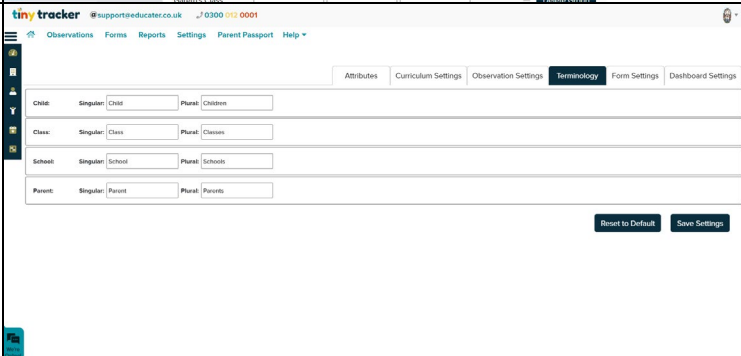
## How to ... Configuring Terminology

Note: By default the system using the following terminology: Chid(ren), Class(es), School(s) and Parent(s). This can be personalised to your setting.

1. Click on **Settings** from the top navigation bar and then select **Configuration** from the left-hand tool bar.



2. Click on the **Terminology** tab at the top of the screen.



3. You can now update the singular and plural for each label used in the system.  
Click **Save Settings** when you have finished or **Reset to Default** to reset them.  
Once you have saved your new terminology will be updated automatically across the system.

Child:	Singular:	<input type="text" value="Child"/>	Plural:	<input type="text" value="Children"/>
Class:	Singular:	<input type="text" value="Group"/>	Plural:	<input type="text" value="Groups"/>
School:	Singular:	<input type="text" value="Nursery"/>	Plural:	<input type="text" value="Nurseries"/>
Parent:	Singular:	<input type="text" value="Parent/Carer"/>	Plural:	<input type="text" value="Parents/Carers"/>