# Quick Tools Widget

Quick tools is a widget that is available for technical support logins.

The tool can added by clicking on "Add Widget" in the bottom right corner of the login screen.

Quick tools has three primary uses. You can use it to quickly get to the district dashboard but it's primary use is for TMA user and student and changing student numbers.

TMA is a command that means: Tell Me About

TMA User will allow you to search for a user by name or by email

TMA Student will allow you to search for a student by Student ID (not recommended) and by name.

TMA user is best for locating user by email address if you don't know the name. As mentioned TMA student is best for looking for a student by name, the student ID look up isn't reliable as numbers can be duplicated across all of Review 360. Locating a student by name and then verifying the student ID is best. The student ID will be in parenthesis by the name.

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