DENBIGH ADMINISTRATION

SMS Module
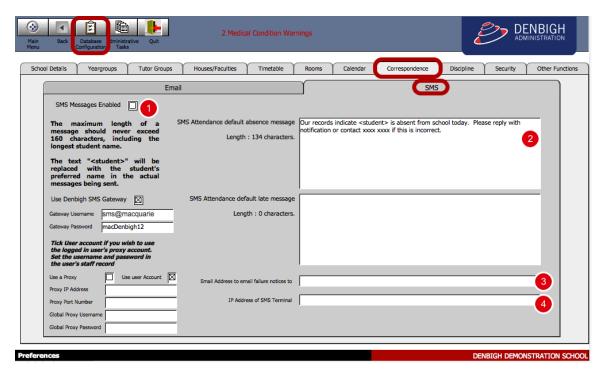
Table of Contents

Set up and functionality of the SMS Appliance Gateway Module.
Please note whenever copying any text from another program like Word, always use Paste without formatting Command (apple) option V, or Control Shift V on Windows.

SMS Message Set up

From the Mainmenu go to the Database Administration - Correspondence - SMS tab. 1 - Check the SMS Messages Enabled   2 - Enter the details for the message that will be sent for Absences. 3 - Enter the email address to email failure notices to. 3. IP address of the SMS Terminal. Also ensure that staff creating the SMS for absences are in SMS_Write and DB_Admin for updating the SMS messages to go to.

SMS Recipient Phone Numbers

Click to choose who is to receive the SMS.

Student Absences - Send SMS Absence Notifications

Attendance Menu - SMS Functions - Send SMS Absence Notifications

Date of Absence SMS

Enter the date of the absence. Text messages will be sent to families of students that do not have a note/reason enter in the absence file.

Absences List - SMS Sent

Absence list shows the check box to show the Messages were queued and sent. (The messages are sent every 15 minutes). If there are further absences during the day a text will not be sent to this family again if these boxes are check.

Manage SMS Messages and Replies

Click to Manage the SMS Messages, from the Student Attendance Menu.

SMS Management

The system will default to todays date or click to change the date.

SMS Management - Match Messages

If a message is received that the system can not match, they can be manually matched here. Click the arrow to move the text to the top box and then click the message from the parent to the bottom box and click "Match These Two" to match the messages. If you click on an incorrect message, click the "Clear" button.

SMS Management - UnMatch Messages

This will display messages that have been matched either manually or automatically. Click to Unmatch a message.

SMS Administration

Outgoing Message Queue

Outgoing Message Queue

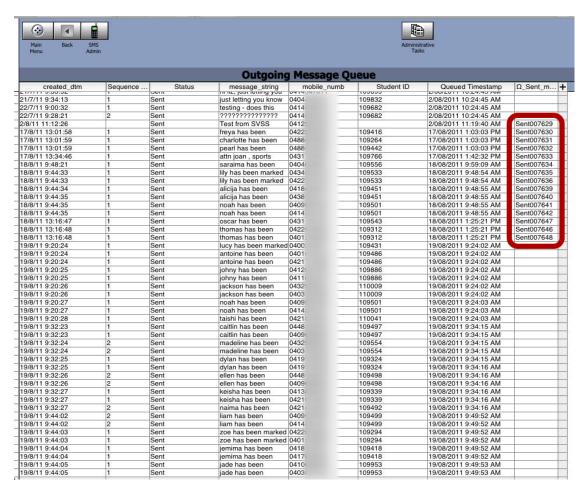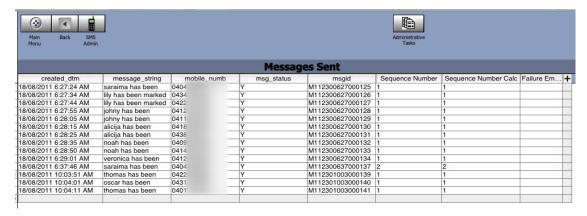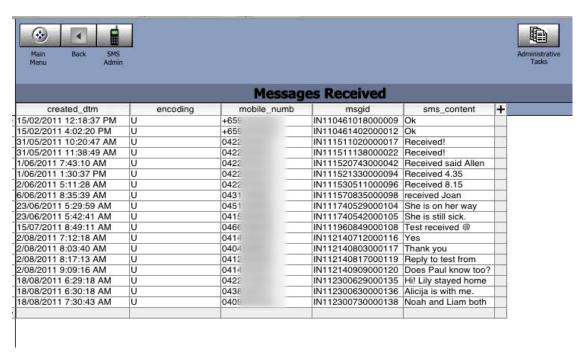| created_dtm	Sequence ...	Status	message_string	mobile_numb	Student ID	Queued Timestamp	Ω_Sent_m...	+
21/7/11 9:34:13	1	Sent	just letting you know	0404	109832	2/08/2011 10:24:45 AM		
22/7/11 9:00:32	1	Sent	testing - does this	0414	109682	2/08/2011 10:24:45 AM		
22/7/11 9:28:21	2	Sent	???????????????	0414	109682	2/08/2011 10:24:45 AM		
2/8/11 11:12:26		Sent	Test from SVSS	0412		2/08/2011 11:19:40 AM	Sent007629	
17/8/11 13:01:58	1	Sent	freya has been	0422	109416	17/08/2011 1:03:03 PM	Sent007630	
17/8/11 13:01:59	1	Sent	charlotte has been	0488	109264	17/08/2011 1:03:03 PM	Sent007631	
17/8/11 13:01:59	1	Sent	pearl has been	0488	109442	17/08/2011 1:03:03 PM	Sent007632	
17/8/11 13:34:46	1	Sent	attn joan , sports	0431	109766	17/08/2011 1:42:32 PM	Sent007633	
18/8/11 9:48:21	1	Sent	saraima has been	0404	109556	18/08/2011 9:59:09 AM	Sent007634	
18/8/11 9:44:33	1	Sent	lily has been marked	0434	109533	18/08/2011 9:48:54 AM	Sent007635	
18/8/11 9:44:33	1	Sent	lily has been marked	0422	109533	18/08/2011 9:48:54 AM	Sent007636	
18/8/11 9:44:34	1	Sent	alicija has been	0418	109451	18/08/2011 9:48:55 AM	Sent007639	
18/8/11 9:44:35	1	Sent	alicija has been	0438	109451	18/08/2011 9:48:55 AM	Sent007640	
18/8/11 9:44:35	1	Sent	noah has been	0409	109501	18/08/2011 9:48:55 AM	Sent007641	
18/8/11 9:44:35	1	Sent	noah has been	0414	109501	18/08/2011 9:48:55 AM	Sent007642	
18/8/11 13:16:47	1	Sent	oscar has been	0431	109543	18/08/2011 1:25:21 PM	Sent007647	
18/8/11 13:16:48	1	Sent	thomas has been	0422	109312	18/08/2011 1:25:21 PM	Sent007646	
18/8/11 13:16:48	1	Sent	thomas has been	0401	109312	18/08/2011 1:25:21 PM	Sent007648	
19/8/11 9:20:24	1	Sent	lucy has been marked	0400	109431	19/08/2011 9:24:02 AM		
19/8/11 9:20:24	1	Sent	antoine has been	0401	109486	19/08/2011 9:24:02 AM		
19/8/11 9:20:24	1	Sent	antoine has been	0421	109486	19/08/2011 9:24:02 AM		
19/8/11 9:20:25	1	Sent	johny has been	0412	109886	19/08/2011 9:24:02 AM		
19/8/11 9:20:25	1	Sent	johny has been	0411	109886	19/08/2011 9:24:02 AM		
19/8/11 9:20:26	1	Sent	jackson has been	0432	110009	19/08/2011 9:24:02 AM		
19/8/11 9:20:26	1	Sent	jackson has been	0403	110009	19/08/2011 9:24:02 AM		
19/8/11 9:20:27	1	Sent	noah has been	0409	109501	19/08/2011 9:24:03 AM		
19/8/11 9:20:27	1	Sent	noah has been	0414	109501	19/08/2011 9:24:03 AM		
19/8/11 9:20:28	1	Sent	taishi has been	0421	110041	19/08/2011 9:24:03 AM		
19/8/11 9:32:23	1	Sent	caitlin has been	0448	109497	19/08/2011 9:34:15 AM		
19/8/11 9:32:23	1	Sent	caitlin has been	0409	109497	19/08/2011 9:34:15 AM		
19/8/11 9:32:24	2	Sent	madeline has been	0432	109554	19/08/2011 9:34:15 AM		
19/8/11 9:32:24	2	Sent	madeline has been	0403	109554	19/08/2011 9:34:15 AM		
19/8/11 9:32:25	1	Sent	dylan has been	0419	109324	19/08/2011 9:34:15 AM		
19/8/11 9:32:25	1	Sent	dylan has been	0419	109324	19/08/2011 9:34:16 AM		
19/8/11 9:32:26	2	Sent	ellen has been	0448	109498	19/08/2011 9:34:16 AM		
19/8/11 9:32:26	2	Sent	ellen has been	0409	109498	19/08/2011 9:34:16 AM		
19/8/11 9:32:27	1	Sent	keisha has been	0413	109339	19/08/2011 9:34:16 AM		
19/8/11 9:32:27	1	Sent	keisha has been	0421	109339	19/08/2011 9:34:16 AM		
19/8/11 9:32:27	2	Sent	naima has been	0421	109492	19/08/2011 9:34:16 AM		
19/8/11 9:44:02	2	Sent	liam has been	0409	109499	19/08/2011 9:49:52 AM		
19/8/11 9:44:02	2	Sent	liam has been	0414	109499	19/08/2011 9:49:52 AM		
19/8/11 9:44:03	1	Sent	zoe has been marked	0422	109294	19/08/2011 9:49:52 AM		
19/8/11 9:44:03	1	Sent	zoe has been marked	0401	109294	19/08/2011 9:49:52 AM		
19/8/11 9:44:04	1	Sent	jemima has been	0418	109418	19/08/2011 9:49:52 AM		
19/8/11 9:44:04	1	Sent	jemima has been	0417	109418	19/08/2011 9:49:52 AM		
19/8/11 9:44:05	1	Sent	jade has been	0410	109953	19/08/2011 9:49:53 AM		
19/8/11 9:44:05	1	Sent	jade has been	0403	109953	19/08/2011 9:49:53 AM		

Displays the sent Id returned from the SMS server, to show that the message has been sent.

Messages Sent

Messages Sent

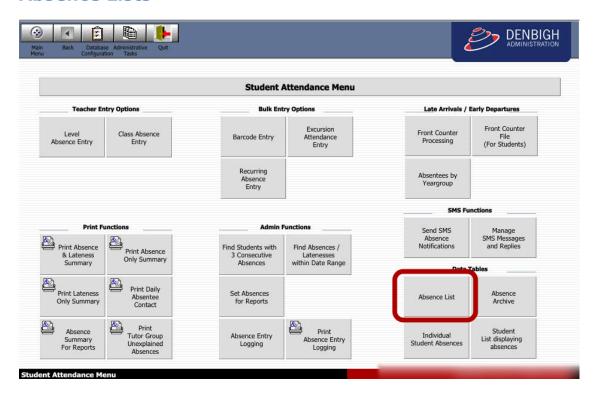| created_dtm	message_string	mobile_numb	msg_status	msgid	Sequence Number	Sequence Number Calc	Failure Em...	+
18/08/2011 6:27:24 AM	saraima has been	0404	Y	M112300627000125	1	1		
18/08/2011 6:27:34 AM	lily has been marked	0434	Y	M112300627000126	1	1		
18/08/2011 6:27:44 AM	lily has been marked	0422	Y	M112300627000127	1	1		
18/08/2011 6:27:55 AM	johny has been	0412	Y	M112300627000128	1	1		
18/08/2011 6:28:05 AM	johny has been	0411	Y	M112300627000129	1	1		
18/08/2011 6:28:15 AM	alicija has been	0418	Y	M112300627000130	1	1		
18/08/2011 6:28:25 AM	alicija has been	0438	Y	M112300627000131	1	1		
18/08/2011 6:28:35 AM	noah has been	0409	Y	M112300627000132	1	1		
18/08/2011 6:28:50 AM	noah has been	0414	Y	M112300627000133	1	1		
18/08/2011 6:29:01 AM	veronica has been	0412	Y	M112300627000134	1	1		
18/08/2011 6:37:46 AM	saraima has been	0404	Y	M112300637000137	2	2		
18/08/2011 10:03:51 AM	thomas has been	0422	Y	M112301003000139	1	1		
18/08/2011 10:04:01 AM	oscar has been	0431	Y	M112301003000140	1	1		
18/08/2011 10:04:11 AM	thomas has been	0401	Y	M112301003000141	1	1		

Displays the messages that have been sent.
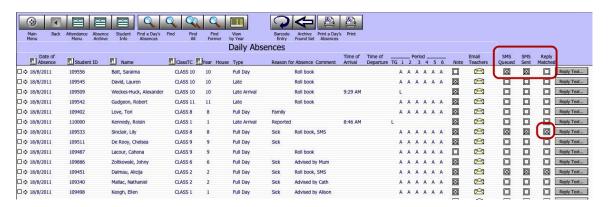
Messages Received

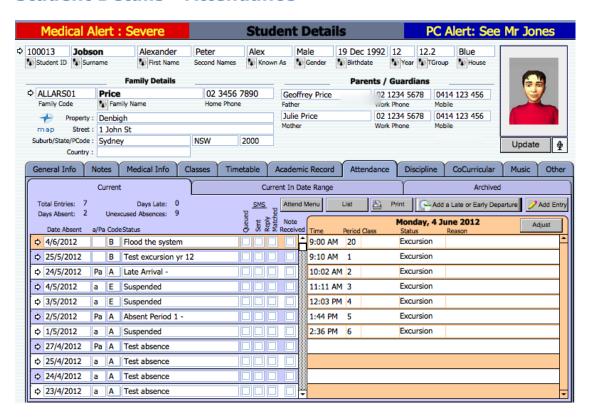Displays the messages that have been received.

Absence Lists

To view the details of the absence, go to the Student Attendance Menu.
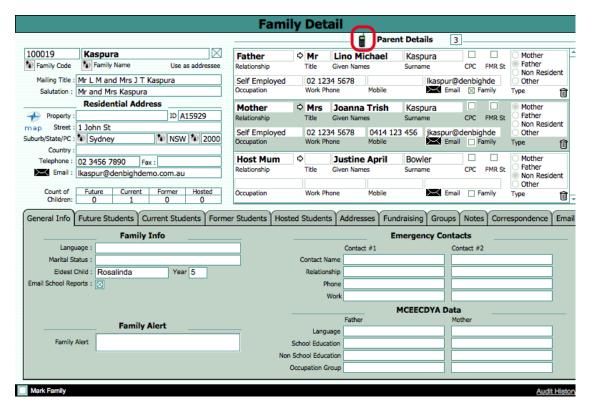
Daily Absences

The check box for SMS Queued and Sent will be automatically check when the message has sent. When a message is received and matched the Reply Matched will be check and the message details will be added to the Comment field.
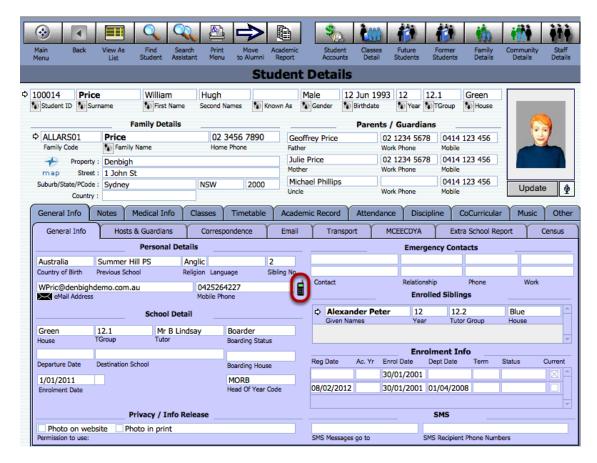
Student Details - Attendance

Details of the absence can also be view in the Student Details - Attendance screen.

Bulk SMS Messages to Parents

Wherever the mobile phone icon appears, click to send a SMS. Click the Mobile phone icon for an SMS to Parents.

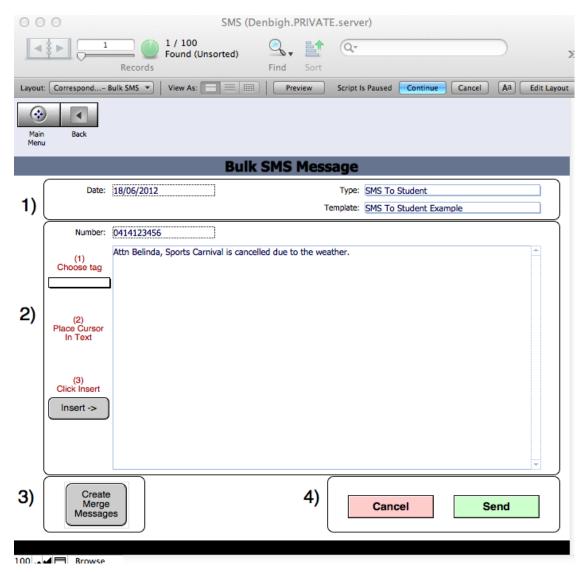## Bulk SMS Message to Students

Click Mobile phone icon to SMS to Students.
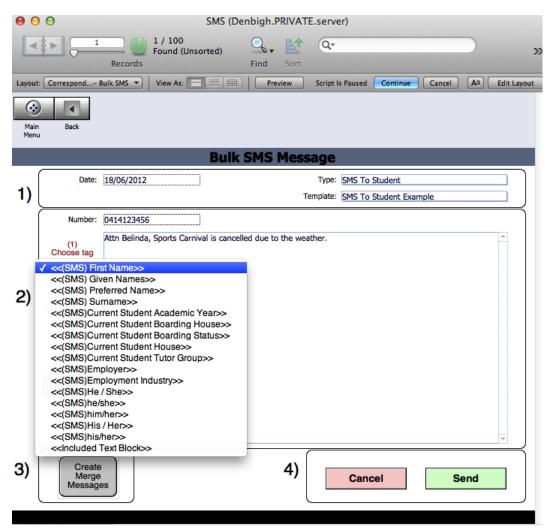
SMS to found set

Click to Choose Current or Found set (this applies to Student, Families and Staff files).

SMS Message using templates and tag fields

Choose from a template or enter your own message. A maximum of 160 characters as with the absence message.

Inserting tags in the Message

Choose the tag then click to where it is required and click insert. Click the Create Merge messages, then click Send.