



DENBIGH  
ADMINISTRATION

# DENBIGH ADMINISTRATION

## SMS Module

[www.denbigh.com.au](http://www.denbigh.com.au)

Tel +61 2 4647 1375  
Fax +61 2 4647 3410

ABN 21 520 452 006

Macarthur Anglican School  
Cobbitty Road  
Cobbitty NSW 2570

PO Box 3166  
Narellan NSW 2567  
Australia

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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

The screenshot shows the 'SMS Message Set up' configuration page in the Denbigh Administration system. The page is titled 'Email' and 'SMS'. It contains several sections for configuring SMS messages, including a checkbox for 'SMS Messages Enabled', fields for 'SMS Attendance default absence message' and 'SMS Attendance default late message', and fields for 'Email Address to email failure notices to' and 'IP Address of SMS Terminal'. Red circles with numbers 1, 2, 3, and 4 highlight specific elements: 1 points to the 'SMS Messages Enabled' checkbox, 2 points to the 'SMS Attendance default absence message' text area, 3 points to the 'Email Address to email failure notices to' field, and 4 points to the 'IP Address of SMS Terminal' field. The top navigation bar includes 'Main Menu', 'Back', 'Database Configuration', 'Administrative Tasks', and 'Quit'. The top right corner features the 'DENBIGH ADMINISTRATION' logo. The bottom left corner says 'Preferences' and the bottom right corner says 'DENBIGH DEMONSTRATION SCHOOL'.

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

Medic Alert
Student Details
PC Alert: See Mr Smith


100013 **Jobson** Alexander Peter Alex Male 19 Dec 1992 12 12.2 Blue  
Student ID Surname First Name Second Names Known As Gender Birthdate Year TGroup House

**Family Details**

ALLARS01 **Price** 02 3456 7890  
Family Code Family Name Home Phone  
 Property: Denbigh  
 Street: 1 John St  
 Suburb/State/PCode: Sydney NSW 2000  
 Country:

**Parents / Guardians**

Geoffrey Price 02 1234 5678 0414 123 456  
Father Work Phone Mobile  
 Julie Price 02 1234 5678 0414 123 456  
Mother Work Phone Mobile  
 Michael Phillips 0414 123 456  
Uncle Work Phone Mobile



**Personal Details**

Australia Strathfield South Arabic (incl 1  
Country of Birth Previous School Religion Language Sibling No  
 shill@denbigh.com.au 0404222333  
eMail Address Mobile Phone

**School Detail**

Blue 12.2 Mr G Schmidt Day  
House TGroup Tutor Boarding Status  
 Departure Date Destination School Boarding House  
 1/01/2011 MORB  
Enrolment Date Head Of Year Code

**Privacy / Info Release**

Photo on website  Photo in print  
Permission to use:

**Emergency Contacts**

Contact	Relationship	Phone	Work

**Enrolled Siblings**

William Hugh 12 12.1 Green  
Given Names Year Tutor Group House

**Enrolment Info**

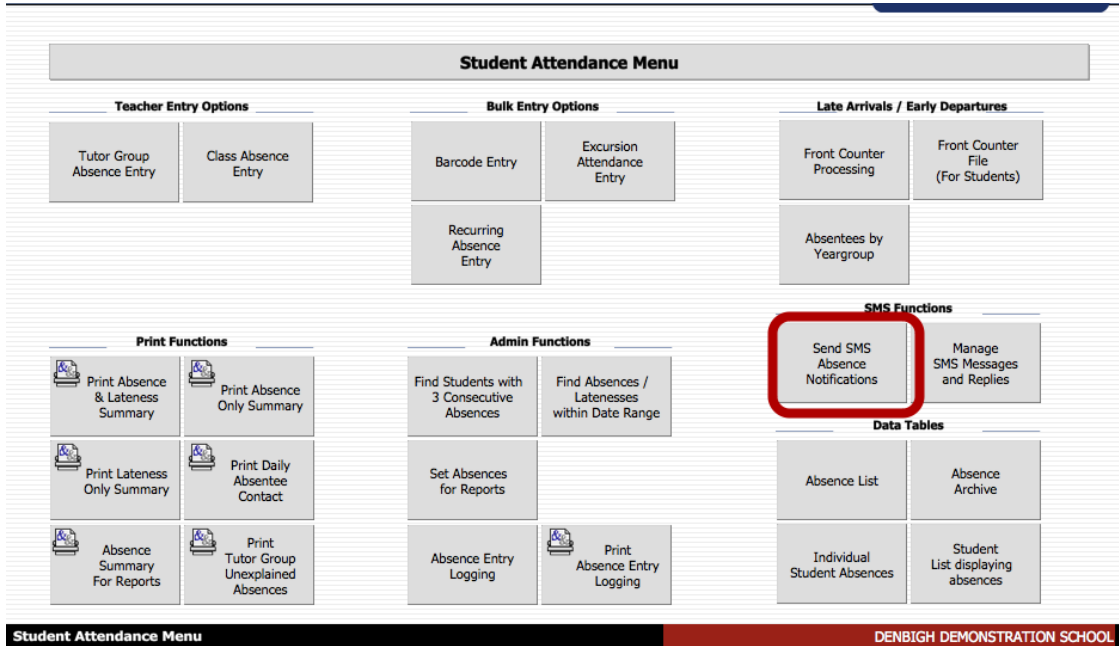
Reg Date	Ac. Yr	Enrol Date	Dept Date	Term	Status	Current
		30/01/2001				<input checked="" type="checkbox"/>
08/02/2012		30/01/2001	01/04/2008			<input type="checkbox"/>

**SMS**

Father  Mother  Non Resident  
SMS Messages go to

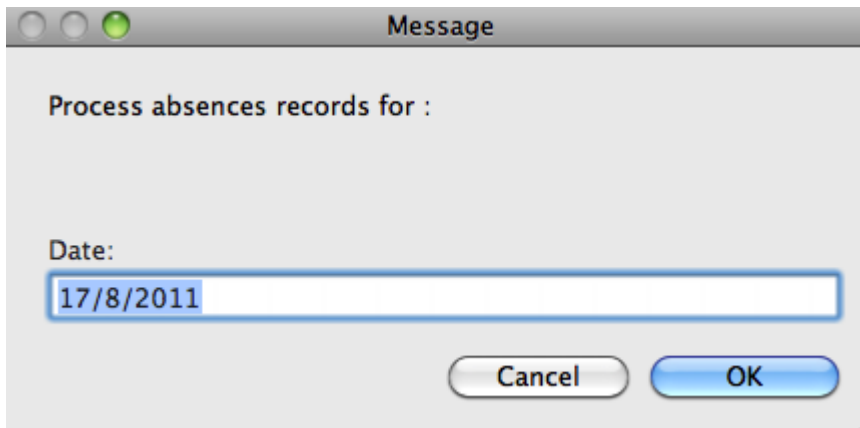
Click to choose who is to receive the SMS.

## 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

Date of Absence	Student ID	Name	Class	Year	House	Type	Reason for Absence	Comment	Time of Arrival	Time of Departure	Period	Note	Email Teachers	SMS Queued	SMS Sent	Reply Matched	Status
17/8/2011	109416		CLASS 7	7		Full Day	Holiday							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reply Text...
17/8/2011	109264		CLASS 5	5		Full Day	Holiday				A A A A A A			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reply Text...
17/8/2011	109442		CLASS 2	2		Full Day	Holiday				A A A A A A			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reply Text...

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 checked.

## Manage SMS Messages and Replies

**Student Attendance Menu**

**Teacher Entry Options**

- Level Absence Entry
- Class Absence Entry

**Bulk Entry Options**

- Barcode Entry
- Excursion Attendance Entry
- Recurring Absence Entry

**Late Arrivals / Early Departures**

- Front Counter Processing
- Front Counter File (For Students)
- Absentees by Yeargroup

**Print Functions**

- Print Absence & Lateness Summary
- Print Absence Only Summary
- Print Lateness Only Summary
- Print Daily Absentee Contact
- Absence Summary For Reports
- Print Tutor Group Unexplained Absences

**Admin Functions**

- Find Students with 3 Consecutive Absences
- Find Absences / Latenesses within Date Range
- Set Absences for Reports
- Absence Entry Logging
- Print Absence Entry Logging

**SMS Functions**

- Send SMS Absence Notifications
- Manage SMS Messages and Replies

**Data Tables**

- Absence List
- Absence Archive
- Individual Student Absences
- Student List displaying absences

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

# SMS Management

**SMS Management**

Date: 18/08/2011

August 2011

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Today: 19/08/11

**Match**

...ima has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. **Match**

... has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. **Match**

... is been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. **Match**

...nica has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. **Match**

...ima has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. **Match**

**UnMatch**

Hi! Lily stayed home due to sick stomach today. Beata **UnMatch**

Alicja is with me. Thanks Vanessa **UnMatch**

Noah and Liam both have the flu. We don't expect them to return to school until next week. Thanks :) **UnMatch**

**↑ Match These Two ↓**

**Clear**

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

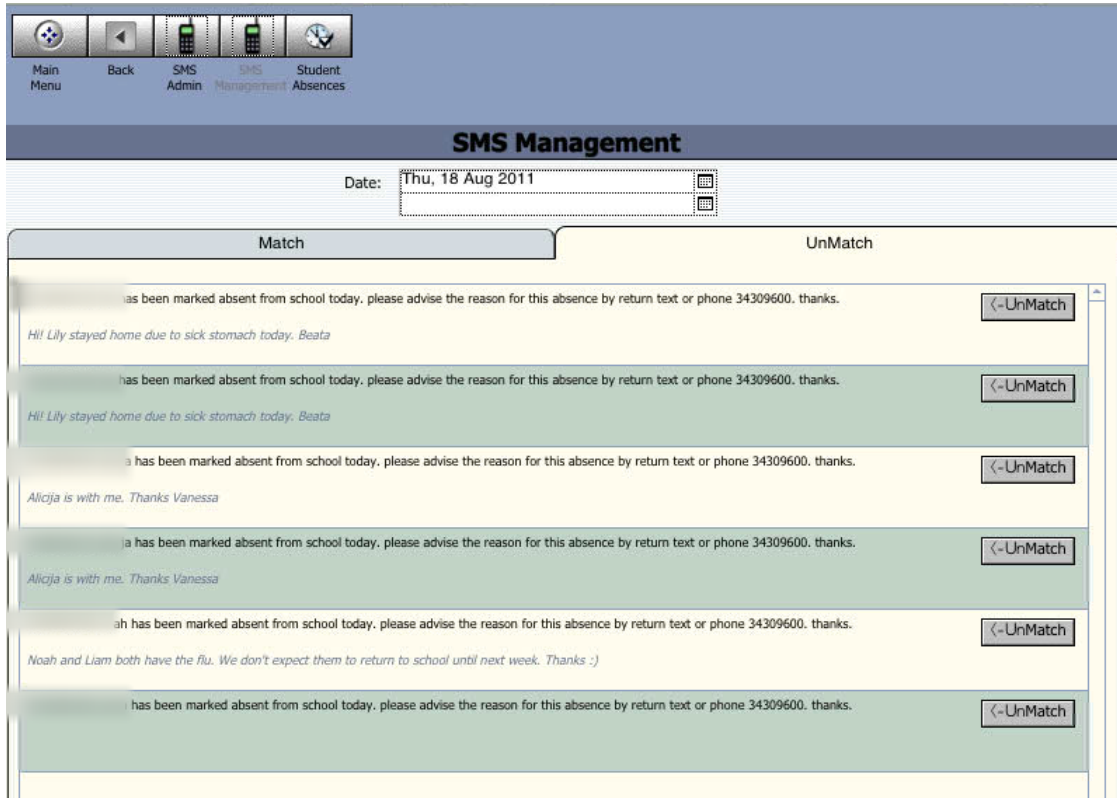
## SMS Management - Match Messages

The screenshot displays the 'SMS Management' interface. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'SMS Admin', 'SMS Management', and 'Student Absences'. Below this is a date selector set to 'Thu, 18 Aug 2011'. The main area is divided into two columns: 'Match' on the left and 'UnMatch' on the right. In the 'Match' column, several messages are listed, each with a 'Match' button. A red circle with the number '1' highlights the first 'Match' button. In the 'UnMatch' column, a message is visible with a red circle with the number '2' highlighting its 'Match' button. A red box highlights a 'Match These Two' button located between the two columns, with a red circle and the number '3' next to it. Below this, a 'Clear' button is also highlighted with a red box.

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



The screenshot displays the 'SMS Management' interface. At the top, there is a navigation bar with icons for 'Main Menu', 'Back', 'SMS Admin', 'SMS Management', and 'Student Absences'. Below this is a date selection field set to 'Thu, 18 Aug 2011'. The main content area is divided into two tabs: 'Match' and 'UnMatch'. The 'UnMatch' tab is active, showing a list of messages. Each message entry includes a text preview and a '<-UnMatch' button. The messages are as follows:

- Message 1: [Name] has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. *Hii Lilly stayed home due to sick stomach today. Beata*
- Message 2: [Name] has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. *Hii Lilly stayed home due to sick stomach today. Beata*
- Message 3: [Name] has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. *Alicja is with me. Thanks Vanessa*
- Message 4: [Name] has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. *Alicja is with me. Thanks Vanessa*
- Message 5: [Name] has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks. *Noah and Liam both have the flu. We don't expect them to return to school until next week. Thanks :)*
- Message 6: [Name] has been marked absent from school today. please advise the reason for this absence by return text or phone 34309600. thanks.

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

# SMS Administration

Main Menu   Back   SMS Admin   SMS Management   Administrative Tasks

## SMS File Administrator

### Filemaker Side

Tables

- Outgoing Message Queue
- Sent Messages
- Messages Received

### Web Admin Interface

Functions

- Find Problematic Messages

Send or receive in progress   Next send cycle set for 08/19/2011 10:11:25 AM

Stop Timers

## Outgoing Message Queue

created_dtm	Sequence ...	Status	message_string	mobile_num	Student ID	Queued Timestamp	Q_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			Test from SVSS	0412		2/08/2011 11:19:40 AM		
17/8/11 13:01:58	1	Sent	freya has been	0422	109416	17/08/2011 1:03:03 PM	Sent007629	
17/8/11 13:01:59	1	Sent	charlotte has been	0488	109264	17/08/2011 1:03:03 PM	Sent007630	
17/8/11 13:01:59	1	Sent	pearl has been	0488	109442	17/08/2011 1:03:03 PM	Sent007631	
17/8/11 13:34:46	1	Sent	attn joan , sports	0431	109766	17/08/2011 1:42:32 PM	Sent007632	
18/8/11 9:48:21	1	Sent	saraima has been	0404	109556	18/08/2011 9:59:09 AM	Sent007633	
18/8/11 9:44:33	1	Sent	lily has been marked	0434	109533	18/08/2011 9:48:54 AM	Sent007634	
18/8/11 9:44:33	1	Sent	lily has been marked	0422	109533	18/08/2011 9:48:54 AM	Sent007635	
18/8/11 9:44:34	1	Sent	alicija has been	0418	109451	18/08/2011 9:48:55 AM	Sent007636	
18/8/11 9:44:35	1	Sent	alicija has been	0438	109451	18/08/2011 9:48:55 AM	Sent007639	
18/8/11 9:44:35	1	Sent	noah has been	0409	109501	18/08/2011 9:48:55 AM	Sent007640	
18/8/11 9:44:35	1	Sent	noah has been	0414	109501	18/08/2011 9:48:55 AM	Sent007641	
18/8/11 13:16:47	1	Sent	oscar has been	0431	109543	18/08/2011 1:25:21 PM	Sent007642	
18/8/11 13:16:48	1	Sent	thomas has been	0422	109312	18/08/2011 1:25:21 PM	Sent007647	
18/8/11 13:16:48	1	Sent	thomas has been	0401	109312	18/08/2011 1:25:21 PM	Sent007646	
19/8/11 9:20:24	1	Sent	lucy has been marked	0400	109431	19/08/2011 9:24:02 AM	Sent007648	
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

created_dtm	message_string	mobile_num	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

created_dtm	encoding	mobile_num	msgid	sms_content	
15/02/2011 12:18:37 PM	U	+659	IN110461018000009	Ok	
15/02/2011 4:02:20 PM	U	+659	IN110461402000012	Ok	
31/05/2011 10:20:47 AM	U	0422	IN111511020000017	Received!	
31/05/2011 11:38:49 AM	U	0422	IN111511138000022	Received!	
1/06/2011 7:43:10 AM	U	0422	IN111520743000042	Received said Allen	
1/06/2011 1:30:37 PM	U	0422	IN111521330000094	Received 4.35	
2/06/2011 5:11:28 AM	U	0422	IN111530511000096	Received 8.15	
6/06/2011 8:35:39 AM	U	0431	IN111570835000098	received Joan	
23/06/2011 5:29:59 AM	U	0451	IN111740529000104	She is on her way	
23/06/2011 5:42:41 AM	U	0419	IN111740542000105	She is still sick.	
15/07/2011 8:49:11 AM	U	0466	IN111960849000108	Test received @	
2/08/2011 7:12:18 AM	U	0414	IN112140712000116	Yes	
2/08/2011 8:03:40 AM	U	0404	IN112140803000117	Thank you	
2/08/2011 8:17:13 AM	U	0412	IN112140817000119	Reply to test from	
2/08/2011 9:09:16 AM	U	0414	IN112140909000120	Does Paul know too?	
18/08/2011 6:29:18 AM	U	0422	IN112300629000135	Hi! Lily stayed home	
18/08/2011 6:30:18 AM	U	0438	IN112300630000136	Alicija is with me.	
18/08/2011 7:30:43 AM	U	0409	IN112300730000138	Noah and Liam both	

Displays the messages that have been received.

## Absence Lists

Main Menu
Back
Database Configuration
Administrative Tasks
Quit



### Student Attendance Menu

**Teacher Entry Options**

Level  
Absence Entry

Class Absence  
Entry

**Bulk Entry Options**

Barcode Entry

Excursion  
Attendance  
Entry

Recurring  
Absence  
Entry

**Late Arrivals / Early Departures**

Front Counter  
Processing

Front Counter  
File  
(For Students)

Absentees by  
Yeargroup

**Print Functions**

Print Absence & Lateness  
Summary

Print Absence  
Only Summary

Print Lateness  
Only Summary

Print Daily  
Absentee  
Contact

Absence  
Summary  
For Reports

Print  
Tutor Group  
Unexplained  
Absences

**Admin Functions**

Find Students with  
3 Consecutive  
Absences

Find Absences /  
Latenesses  
within Date Range

Set Absences  
for Reports

Absence Entry  
Logging

Print  
Absence Entry  
Logging

**SMS Functions**

Send SMS  
Absence  
Notifications

Manage  
SMS Messages  
and Replies

**Data Tables**

Absence List

Absence  
Archive

Individual  
Student Absences

Student  
List displaying  
absences

Student Attendance Menu

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

## Daily Absences

Date of Absence	Student ID	Name	Class/TC	Year	House	Type	Reason for Absence	Comment	Time of Arrival	Time of Departure	Period	Note	Email Teachers	SMS Queued	SMS Sent	Reply Matched
18/8/2011	109556	Batt, Saralma	CLASS 10	10		Full Day	Roll book				A A A A A A			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109545	David, Lauren	CLASS 10	10		Late	Roll book				A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109509	Weckes-Huck, Alexander	CLASS 10	10		Late Arrival	Roll book		9:29 AM		L			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109542	Gudgeon, Robert	CLASS 11	11		Late	Roll book				A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109402	Love, Tori	CLASS 8	8		Full Day	Family				A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	110000	Kennedy, Roisin	CLASS 1	1		Late Arrival	Reported		8:46 AM		L			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109533	Sinclair, Lily	CLASS 8	8		Full Day	Sick	Roll book, SMS			A A A A A A			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18/8/2011	109511	De Rooy, Chelsea	CLASS 9	9		Full Day	Sick				A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109487	Lacour, Cahona	CLASS 9	9		Full Day	Roll book				A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109886	Zoltkowski, Johny	CLASS 6	6		Full Day	Sick	Advised by Mum			A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109451	Dalmay, Alidja	CLASS 2	2		Full Day	Sick	Roll book, SMS			A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109340	Mallac, Nathaniel	CLASS 2	2		Full Day	Sick	Advised by Cath			A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18/8/2011	109498	Keogh, Ellen	CLASS 1	1		Full Day	Sick	Advised by Alison			A A A A A A			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

## Student Details - Attendance

**Medical Alert : Severe**      **Student Details**      **PC Alert: See Mr Jones**

100013 **Jobson** Alexander Peter Alex Male 19 Dec 1992 12 12.2 Blue  
 Student ID Surname First Name Second Names Known As Gender Birthdate Year TGroup House

**Family Details**      **Parents / Guardians**

ALLARS01 **Price** 02 3456 7890 Geoffrey Price 02 1234 5678 0414 123 456  
 Family Code Family Name Home Phone Father Work Phone Mobile

Property: Denbigh  
 Street: 1 John St  
 Suburb/State/PCode: Sydney NSW 2000  
 Country: [ ]

Julie Price 02 1234 5678 0414 123 456  
 Mother Work Phone Mobile

Update

**Attendance**

Current In Date Range      Archived

Total Entries: 7      Days Late: 0  
 Days Absent: 2      Unexcused Absences: 9

Attend Menu      List      Print      Add a Late or Early Departure      Add Entry

Monday, 4 June 2012

Date Absent	a/pa Code	Status	Reason	Time	Period	Class	Status	Reason
4/6/2012	B	Flood the system		9:00 AM	20		Excursion	
25/5/2012	B	Test excursion yr 12		9:10 AM	1		Excursion	
24/5/2012	Pa A	Late Arrival -		10:02 AM	2		Excursion	
4/5/2012	a E	Suspended		11:11 AM	3		Excursion	
3/5/2012	a E	Suspended		12:03 PM	4		Excursion	
2/5/2012	Pa A	Absent Period 1 -		1:44 PM	5		Excursion	
1/5/2012	a A	Suspended		2:36 PM	6		Excursion	
27/4/2012	Pa A	Test absence						
25/4/2012	a A	Test absence						
24/4/2012	a A	Test absence						
23/4/2012	a A	Test absence						

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

# Bulk SMS Messages to Parents

**Family Detail**

100019 **Kaspura**
 **Parent Details** 3

Family Code: **Kaspura**  Use as addressee

Mailing Title: **Mr L M and Mrs J T Kaspura**

Salutation: **Mr and Mrs Kaspura**

**Residential Address**

Property:  ID: **A15929**

Street: **1 John St**

Suburb/State/PC: **Sydney NSW 2000**

Country:

Telephone: **02 3456 7890** Fax:

Email: **lkaspur@denbighdemo.com.au**

Count of Children: 

Future	Current	Former	Hosted
0	1	0	0

<b>Father</b>	Relationship	Title	Given Names	Surname	CPC	FMR St	<input type="radio"/> Mother <input checked="" type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other
Self Employed	02 1234 5678			lkaspur@denbighde			Type
Occupation	Work Phone	Mobile		<input checked="" type="checkbox"/> Email	<input checked="" type="checkbox"/> Family		<input type="checkbox"/>

<b>Mother</b>	Relationship	Title	Given Names	Surname	CPC	FMR St	<input checked="" type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Non Resident <input type="radio"/> Other
Self Employed	02 1234 5678	0414 123 456		lkaspur@denbighde			Type
Occupation	Work Phone	Mobile		<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Family		<input type="checkbox"/>

<b>Host Mum</b>	Relationship	Title	Given Names	Surname	CPC	FMR St	<input type="radio"/> Mother <input type="radio"/> Father <input checked="" type="radio"/> Non Resident <input type="radio"/> Other
				Bowler			Type
Occupation	Work Phone	Mobile		<input checked="" type="checkbox"/> Email	<input type="checkbox"/> Family		<input type="checkbox"/>

General Info
Future Students
Current Students
Former Students
Hosted Students
Addresses
Fundraising
Groups
Notes
Correspondence
Email

**Family Info**

Language:

Marital Status:

Eldest Child: **Rosalinda** Year **5**

Email School Reports:

**Family Alert**

Family Alert:

**Emergency Contacts**

	Contact #1	Contact #2
Contact Name	<input type="text"/>	<input type="text"/>
Relationship	<input type="text"/>	<input type="text"/>
Phone	<input type="text"/>	<input type="text"/>
Work	<input type="text"/>	<input type="text"/>

**MCEECDYA Data**

	Father	Mother
Language	<input type="text"/>	<input type="text"/>
School Education	<input type="text"/>	<input type="text"/>
Non School Education	<input type="text"/>	<input type="text"/>
Occupation Group	<input type="text"/>	<input type="text"/>

Mark Family
[Audit History](#)

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

The screenshot shows a web-based student details form. At the top, there is a navigation bar with icons for Main Menu, Back, View As List, Find Student, Search Assistant, Print Menu, Move to Alumni, Academic Report, Student Accounts, Classes Detail, Future Students, Former Students, Family Details, Community Details, and Staff Details. Below this is the 'Student Details' section for student ID 100014, name Price William Hugh, born 12 Jun 1993, in Year 12, House Green. The 'Family Details' section shows family code ALLARS01, family name Price, and home phone 02 3456 7890. The 'Parents / Guardians' section lists Geoffrey Price (Father), Julie Price (Mother), and Michael Phillips (Uncle). A red circle highlights a mobile phone icon in the 'Mobile Phone' field. Below the form are tabs for General Info, Notes, Medical Info, Classes, Timetable, Academic Record, Attendance, Discipline, CoCurricular, Music, and Other. The 'General Info' tab is active, showing personal details like Country of Birth (Australia), Previous School (Summer Hill PS), Religion (Anglic), and Language (2). It also shows emergency contacts, enrolled siblings (Alexander Peter), and enrolment info.

Click Mobile phone icon to SMS to Students.

## SMS to found set

The screenshot shows a 'Message' dialog box with the text 'SMS Parents of this Family or the current found set of Families?'. Below the text are three buttons: 'Cancel', 'Found', and 'Current'.

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

## SMS Message using templates and tag fields

SMS (Denbigh.PRIVATE.server)

Records: 1 / 100 Found (Unsorted)

Layout: Correspond... Bulk SMS View As: Preview Script Is Paused Continue Cancel Aa Edit Layout

Main Menu Back

### Bulk SMS Message

1) Date: 18/06/2012 Type: SMS To Student  
Template: SMS To Student Example

2) Number: 0414123456  
(1) Choose tag  
(2) Place Cursor In Text  
(3) Click Insert  
Insert ->

3) Create Merge Messages

4) Cancel Send

100% Browse

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



## Inserting tags in the Message

The screenshot shows the 'Bulk SMS Message' form in the SMS (Denbigh.PRIVATE.server) application. The form is divided into several sections:

- 1)** Date: 18/06/2012, Type: SMS To Student, Template: SMS To Student Example
- 2)** Number: 0414123456, Message body: Attn Belinda, Sports Carnival is cancelled due to the weather.
- 3)** A dropdown menu is open over the message body, showing a list of tags: <<(SMS) First Name>>, <<(SMS) Given Names>>, <<(SMS) Preferred Name>>, <<(SMS) Surname>>, <<(SMS)Current Student Academic Year>>, <<(SMS)Current Student Boarding House>>, <<(SMS)Current Student Boarding Status>>, <<(SMS)Current Student House>>, <<(SMS)Current Student Tutor Group>>, <<(SMS)Employer>>, <<(SMS)Employment Industry>>, <<(SMS)He / She>>, <<(SMS)he/she>>, <<(SMS)him/her>>, <<(SMS)His / Her>>, <<(SMS)his/her>>, and <<Included Text Block>>.
- 4)** A 'Create Merge Messages' button is highlighted, and a 'Send' button is visible.

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