

Administration Solutions for Education

Denbigh Administration

SMS Module 2016

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Set up and functionality of the SMS 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.

ool Details	Year	groups	Tutor Groups	Houses/Faculties	Timetable	Rooms	Calendar	Correspondence	Discipline	Security	Other Fund
			Er	nail				SMS	1		
SMS M	essages E	nabled									
The n messag 160 cl longest	naximun e shou haracter student	i lengti d never s, inclue name.	h of a r exceed ding the	SMS Attendance defai	It absence message th : 135 characters.	Our record notification	ds indicate <stu n or contact xoo</stu 	dent> is absent from s x xoox if this is incorre	chool today. Ple ct.	sase reply with	
The te replace preferre messag	xt " <st d with ed nam es being</st 	udent>" the e in th sent.	will be student's ie actual						2		
Use Den	bigh SMS	Gateway	⊠ 1	SMS Attendance	default late message						
Gateway U	sername	sms@D	Penbigh	Le	ength : 0 characters.						
Gateway P	assword	demOunt	tabl3								
Tick Use the logg Set the l the user	r account ed in use username 's staff re	if you wh r's proxy a and pass cord	sh to use account. sword in								
Use a Prox	·	Usi	e user Account	Email Address to	email failure notices to						
Proxy IP Ac	idress]	Annual Chill Transient	_					5
Proxy Port	Number	-		J 124	ouress or am5 Terminal						
Giodal Pros	y usemany	_		1							

SMS Message Set up

From the Main menu go to the Database Administration - Correspondence - SMS tab.

- 1. Check Use Denbigh SMS Gateway.
- 2. Enter the details for the message that will be sent for Absences. (Maximum of 160 characters of letters and numbers only). 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

۲	•		R 19								\$	200	1	1	1		êtê.
Main Menu	Back Vi	ew As Find S List Student As	iearch Print sistant Menu t	Move Ac	ademic eport						Studen	t Classes s Detail	Future Students	Former Students	Family Details	Commun	ity Staff s Details
Stu	dent	Details										tedical Alert		Family Ale	1) Pastora	I Care Alert
I Student	ID I <u>U</u>	Sumame	First Name	l∐t Se	cond Names	1M	Know As	Ш	Gender	ligt Birth	day	I Year	II TGroup	111	louse		
100013	Gra	ham	Amy	Tahlia	а			Mal	le	18 Dec	1997	12	12.5	Blue	1		-
		Fami	ly Details			_			_	P	arents / (Guardians				-	6
Family (Code	I Family Name		Home Phon	e .						Work Ph	one	Mobile				
(# ALLAN	02	Denbigh		02 3456	7890		Kim Jobs	on			02 12	34 5678	0414	4 123 456			
+	Property					_	Email										
	Street	1 John St					Wara Ir	hean			02.12	24 5679	041	1 1 2 2 4 5 6	_		
Subur	b/State/PCode	Sydney	N	SW	2000		Father (Non	Residen	()		02.12.	71 3076	041	1 123 430			ipdate 🦿
	Country		Email: shil@de	nbigh.com.a	BU		Email 5	hill@d	lenbigh.	com.au							
General Ir	nformation	Country of Birth	Previous School	Personal Deta	alls	Lang	Jage Sibling	No		Contact	_	Emerg	ency Contac	rts Phone	Work		Consus
Medic	al Info	Australia	Strathfield South		Mobile Obr	Arab	ic (incl 1			John Jobson		Uncle		9743-2400			
		mjones@den	bigh.com.au		0404222	333											
Cla	sses	Cohort			BOS	No.		-				Enro	iled Siblings				
		2015								Given Nam	es	Year	Tutor	Group	House		
Time	stable		Boa	rding Inform	nation	-		_								-	
Academ	ic Record	Boarding Status Day	Boarding House	Room No.	Bed No.	Hea	d of House										
		a second second	-									Enn	olment Info				
Atten	dance	Nationality	Visa	Passport	Number	Agent		_		Reg Date	Ac. Yr E	inrol Date	Dept Date	Term	Status	Current	
		Australian				- T					3	80/1/2001				×	
Disc	ipline	Citizenship	Visa Exp	iry	Passport	Expiry				8/2/2012		30/1/2001	1/4/2008				
CoCur	rricular															Ŧ	
			Priv	acy / Info Re	elease								SNS				
M	usic	Permission to us	e: Photo on w	ebsite	Photo in prin	nt			1	SMS Messages	go to						
Ot	her									Father X Mother	≥ Non Re	sident	04	141234560	041412345	6	

Click to choose who is to receive the SMS, multiple recipients can be used.

Student Absences - Send SMS Absence Notifications

Attendance Setup					Ę		H
		Stude	nt Att	endance Menu	S	how Panel	
Teacher En	try Options	В	Bulk Entry Options		Late Arrivals / Early Departures		
Tutor Group Attendance Entry	Class Attendance Entry	Barcode E Absence	ntry es	Bulk Absence Entry	Front Counter Processing	Front Counter File (For Students)	
		Barcode E Lates/ Departur	ntry res			actions	
			Admin F	unctions	Send SMS Absence Notifications	Manage SMS Messages and Replies	
Print Fu	unctions	Find Students 3 Consecut Absence	with tive s	Find Absences / Lates within Date Range	Data T	ables	
Print Absence & Lateness Summary	Print Absence Only Summary	Tutor Gro Attendance Logging	up Entry	Class Attendance Entry Logging	Attendance List	Attendance Archive	
Print Lateness Only Summary	Print Daily Absentee Contact				Individual Student Attendance	Student List displaying Attendance	

Attendance Menu - SMS Functions - Send SMS Absence Notifications



Student Absences SMS - Date of Absence

000	Messag	е		
Process absenc	es records for :			
Date:				
8/2/2016				
	C	Cancel	ОК	

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.

Student Absences SMS - List of students

Main Bac	* Attendance Abse Menu Ard	nce Student Find a Day's Absences	Find Find All	Find Find Vew Former Unexplained by Year	Barcode Archive Print Entry Found Set Ab	Abys Print serves Daily Absences			
Date of Absence	Student ID 100023	Name Worrell, Cameron	TGroup 12.2	Year Code Type	Reason for Absence By Sick	TG 1 2 3 4 5 6 Outst	otes anding Note Edit	Sign in / out Summary	SMS Status

After the text has been queued to be sent, it will display the list of students whose families will receive a message.

Manage SMS Messages and Replies

Main Menu	Attendance Setup					Ę	
			Student Att	endance Menu			
	Teacher En	try Options	Bulk Ent	ry Options	Lat	e Arrivals /	Early Departures
	Tutor Group Attendance Entry	Class Attendance Entry	Barcode Entry Absences	Bulk Absence Entry	Front Pro	Counter	Front Counter File (For Students)
			Barcode Entry Lates/ Departures			SMS Fu	unctions
			Admin F	unctions	Sen Ab: Notif	d SMS sence ications	Manage SMS Messages and Replies
	Print Fu	unctions	Find Students with 3 Consecutive Absences	Find Absences / Lates within Date Range		Data	Tables
	Print Absence & Lateness Summary	Print Absence Only Summary	Tutor Group Attendance Entry Logging	Class Attendance Entry Logging	Attend	ance List	Attendance Archive
	Print Lateness Only Summary	Print Daily Absentee Contact			Ind	vidual	Student List displaying

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



SMS Management



The system will default to today's date, this screen is for other SMS system. click the SMS Admin button.

SMS Administration

Main Back SMS SMS Menu Admin Management	Administrative Tasks										
SMS File Administraton											
Filemaker Side	Web Admin Interface										
Tables	Functions										
Outgoing Message Queue	Find Problematic Messages										
Sent Messages	Get Outgoing Messages Status before getting the replies.										
Messages Received	Check for replies to outgoing messages										

Click to move any messages to Sent.



Nain Back Sito SMS Menu Back Atim Management	Administrative Tasks
All Messages are processed	iterface
Тари	
Outgoing Message Queue Find Problematic Messag	es
Sent Messages Status getting the replies.	before
Messages Received Check for replies to outgoing m	nessages

This will then confirm that all message have been processed. Click Ok.

SMS Received



Message sent.

Message Sent

Main Back SNS Menu Back Admin	Mar Excl DF Mar Excl DF Assert Text										
	Messages Sent										
created_dtm	message_string	mobile_numb	msg_status	msgid	Sequence Number	Sequence Number Calc	Reply Text	polledForReply	1+		
29/08/2012 1:53:28 PM	can you send another reply	0407225668	Delivered			1					
29/08/2012 3:49:44 PM	can you send another reply	0407225668	Delivered			2					
29/08/2012 3:49:44 PM	can you send another reply	0407225668	Delivered			2					
29/08/2012 4:02:59 PM	can you send another reply	0407225668	Delivered			4	This is another reply -	1			
29/07/2013 11:33:47 AM	our records indicate cameron is	0425264227	Delivered			1	Cameron is sick	1			
29/07/2013 11:33:59 AM	our records indicate cameron is	0407225668	Delivered			1					
30/07/2013 10:02:57 AM	test	0414561245	Delivered			1					
30/07/2013 11:01:01 AM	our records indicate cameron is	0425264227	Delivered			1					
30/07/2013 11:01:04 AM	our records indicate cameron is	0407225668	Delivered			1					

List of all messages to show that they have been delivered. (See Appendix A for possible Status of the message sent)



SMS Admin - Check for replies

Main Back SMS Menu Back SMS	Administrative Teaks									
SMS File Administraton										
Filemaker Side	Web Admin Interface									
Tables	Functions									
Outgoing Message Queue	Find Problematic Messages									
Sent Messages	Get Outgoing Messages Status before getting the replies.									
Messages Received	Check for replies to outgoing messages									

Click to Check for replies for outgoing messages .

SMS Check for Replies

Layout: Messages Received	View As: Preview	Aa Modify.
Main Back SMS Admin]	Administrative Tasks
	O O O Processed	
created_dtm	All Messages Processed.	content +
6/03/2012 3:25:21 PM		rophy
29/08/2012 3:55:50 PM		reply -
29/07/2013 12:07:31 PM		k today
30/07/2013 11:26:59 AM		k today
+		ОК

Click Ok, to display the replies.

SMS Replies

	Main Menu Back SMS Admin]				dminist Task	rative
			Message	s Received			
	created_dtm	encoding	mobile_numb	msgid	sms_content	+	
_	6/03/2012 3:25:21 PM		61414561245		Thanks		
_	29/08/2012 3:55:50 PM		61407225668		This is another reply -		1
	29/08/2012 4:05:41 PM		61407225668		This is another reply - reply 2		1
	29/07/2013 12:07:31 PM		61425264227		Camoron to close to day		1
۲	30/07/2013 11:26:59 AM		61425264227		Cameron is sick today		1
+]

This will display all message that have been received.



Absence Lists

Aain Back Attendar Itenu Setup	nce				
		Student A	Attendance Menu	I	
Teacher Er	ntry Options	Bulk Ent	ry Options	Late Arrivals /	Early Departures
Tutor Group Attendance Entry	Class Attendance Entry	Barcode Entry Absences	Bulk Absence Entry	Front Counter Processing	Front Counter File (For Students)
		Barcode Entry Lates			
				SMS F	unctions
Print F	unctions	Admin F	unctions	Send SMS	Manage
Print Absence & Lateness	Print Absence	Find Students with 3 Consecutive	Find Absences / Lates	Absence Notifications	SMS Messages and Replies
Summary	only building	Absences	within Date Range	Data	Tables
Print Lateness Only Summary	Print Daily Absentee Contact	Tutor Group Attendance Entry Logging	Class Attendance Entry Logging	Attendance List	Attendance Archive
				Individual Student Attendance	Student List displaying Attendance

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

Attendance List

l	Main Menu Back	Attendance Absent Menu Archiv	e Student Info Absences	Find Find All	Find	Find	View by Year	Barcode Entry Found Set	Print a Day's Print Absences					
									Daily .	Absences				
	Date of Absence	Student ID	Name	TGroup	Year	Code	Туре	Reason for Absence	TG 1	Period	Notes Outstandin	Note E	dit Sign in / out Summary	SMS Status
	□ ¢ 30/7/2013	102827	Anderson, Ru	11.2	11	В	Excursion	camp	0 0				¢	
ĺ	□¢ 30/7/2013	100023	Worrell, Cameron	12.2	12	A a	Full Day	Sick	۵ ۵	0 0 0 0 0			¢	SMS Reply Received

Displays a message to show that a reply has been received.

Student Details - Attendance

Main Back View J Menu Back View J Student D	As Student Assistant Menu to Akum Petails	Academic Report		Student Classes Future For Accounts Detail Students Stud Hedical Alert Jas Family	mer Family Community Staff Details Details Details / Alert Pastoral Care Alert
ILI Sudert ID ILI Sur Panity Code (ALLANG2 Image Speets : Suburg/State/PCode : Country :	ame I∐ Fric Name n Amy Family Details Family Details I John St Sydney I Schn St Attendance > Attend Cu	il Second Names I ahlia Phone 456 7890 2000 om.au Trent	Image Image	Iny III Year III TGroup 1997 12 12.5 (month / Guardians Work Phone Mobile 02 1234 5678 0414 123 4 02 1234 5678 0414 123 4	IL House Blue IS6 IS6 Upder 1
General Information	Current Days Absent: Unexcused Absencer Total Attendance Percentage 73% Date Absent Ture	1 Days Late:	Current In Date Range	Archived List	SMS
Medical Info Classes	20/1/2016 Reason dog tui nop	Late Arrival at 1	A Pa 0		
Timetable Academic Record		sve			
Attendance	Reason				

Displays the status of the SMS.



Student Details - Attendance - SMS

	Main Back	View As List	Find Student	Search Assistant	Print Menu	Mov	ve Aci	ademic	Stud	ent unts	Classes Detail	Futur Studer	e F nts S	Former	Family Details	Community Details	Staff Details	
							Stud	len	t Deta	ils								
¢ 1	100023 Worrell Cameron Jack Student ID Surname First Name See			James Second Names Known As			n As	Male Gender		92 12 12.2 Birthdate			2 'Group	Puce House				
-			amily Det	tails							Parents	/ Guar	rdians	-			2	
¢	> AN01	Worrel	A		02.3	J456 78	, 90	Ch	Chong-Sik Worrell			02 1234 5678			27	6	1	
	Family Code	Family	Name		Home	Phone		Father Work Phone Mob						Mobile	e and a second			
	A Property :							Ky	ung-Ja Wor	rell	0	407225	668	0407	225668			
	map Street :	1 John S	<i>i</i> t					Mother Work Phone Mobile										
	Suburb/State/PCode :	Sydney		1	NSW	20	J00									Update 💩		
	Country :															opear	<u> </u>	
	General Info	lotes	Medical In	fo Cla	isses	Timeta	able	Acad	emic Record	d	Attendar	nce [Disciplir	ie i	CoCurricular	Music	Other	
1	Curre	ant			Curre	nt In Da	te Range	e	Υ		1	Archived				SMS		
	Date	Message									Reply							
	29/07/2013 Our records indicate cameron is absent from school today. please reply Cameron is sick today with notification or contact xoox xoox if this is incorrect.																	

Displays the Messages sent and received.

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

Main Back	View As Fir List Stud	nd Searc	ch Prin ant Men	t Move u to Alur	Acader	nic rt	Studer	nt Class	Res Fi	uture udents	Forme	r Fami ts Deta	ily Comm ils Deta	i unity ails	Staff Details	
				5	tude	nt I	Detai	ls								
100014 Price Student ID Surna	Ma 5	ale Gender	12 Jun 1	1993 1 te	2 Year	12.1 TGroup	Green	se								
	Family	y Details						Pare	nts / G	uardia	ins		_			
ALLARS01	Price		02	3456 789)0 (Geoffr	ey Price		02 12	34 567	8 04	14 123 456	5	9	1	
Family Code	Family Name		Hom	e Phone	B	ather	Drice		Work P	hone	Mob O (04)	ile 14 123 45/				
map Street :	Denbign 1 John St				N	fother	nice		Work P	hone	Mob	ile				
Suburb/State/PCode : Country :	Sydney		NSW	20	00	Michae Incle	el Phillips		Work P	hone	0414 123 456 Mobile			pdate	4	
General Info N	otes Medic	al Info	Classes	Timeta	ble Ac	ademi	ic Record	Atten	dance	Disc	ipline	CoCurrio	ular M	usic	Othe	
General Info	Hosts & Gua	ardians	Corres	pondence	Em	ail	Transport MCEECDY/				'A Extra School Report Ce					
	Per	sonal Deta	ils				Emergency Contacts									
Australia S	ummer Hill PS	A	nglic		2											
Country of Birth Pro	evious School	Re	ligion Lang	juage	Sibling N	5	2	_		Caladian						
WPric@denbighder	mo.com.au		042526 Mobile P	4227 hone			Contact Relationship Phone Enrolled Siblings						Work			
	Se	chool Deta	a			-	⇒ Ale:	xander P	eter	12	:	12.2	Blue		-	
				D 1			Given	Names		Year	Т	utor Group	House	3		
House TG	2.1 Iroup	Tutor	say	Boarding 5	tatus										-	
										Enn	olment	Info				
Departure Date Destination School Boarding H				louse	1	Reg Date	Ac. Yr	Enrol 0	Date	Dept Dat	te Term	Status	C	Jurrent		
1/01/2011 MORB							08/02/20	112	30/01	/2001	01/04/2	2008				
Enroiment Date				ficau or	di coue		00,02,21	/12	00/00	/2002	040.4	2000 1	л			
	Privac	y / Info Re	lease								SMS					
Photo on websit	e Photo ir	a print														

Click Mobile phone icon to SMS to Students.

SMS to found set

000	Message
SMS F Famil	Parents of this Family or the current found set of lies?
	Cancel Found Current

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



Follow the steps 1 to 4. Choose the tag then click to where it is required and click insert. Click the Create Merge messages, then click Send.



Appendix A - Possible Statuses

PENDING Waiting to be processed SUBMITTED Queued by Intelli Messaging to be sent to the network ACCEPTED Accepted by network but not yet processed EN_ROUTE Not yet delivered to handset but being processed by network

Final Success DELIVERED Delivered to handset SENT same meaning as ACCEPTED but used on Gateway's that do not support message query

Failure

EXPIRED Message not delivered in allowable timeframe (normally one week). DELETED Not delivered; message was deleted by application INVALID Error condition REJECTED Unable to submit to network eg network down UNDELIVERABLE Not able to deliver message - eg invalid phone number UNKNOWN Unable to determine status

