



Text Messages

User Guide

Last Updated Oct 23, 2017

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1 Introduction

This document describes in detail about the Text Message feature.

2 Text Messages

This module helps the user to send text messages to the parents in bulk.

Home → Text Messages:

The screenshot shows the 'Parents Communication' module with a red arrow pointing to the 'Text Messages' link. Below this, a blue arrow points to the 'Send Text Message to Families' screen. This screen includes a 'Text Message' input field with a callout: 'Enter the text message that must be sent to the parents.' and a 'Select Parent(s)' table with a callout: 'Select the parents to whom the text message must be sent.' The table has columns for No., Family Acct Key, Parent Name, Relationship, Child Name, and Cell Phone. A 'Continue' button is at the bottom.

Parents Communication

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- [Text Messages](#)
- [Online Forms](#)

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Text Message

Enter Text Message

Select Parent(s)

No.	☐	Family Acct Key	Parent Name	Relationship	Child Name	Cell Phone
1	☐	STANGER	Kevin Stanger	Parent #1	Haney	(111) 111-1200
2	☐	STANGER	Rita Stanger	Parent #2	Haney	(111) 111-1244
3	☐	SWANSON	Alexis Swanson	Parent #1	Hinkle	(111) 111-1201
4	☐	SWANSON	Patrick Swanson	Parent #2	Hinkle	(111) 111-1245
5	☐	TEVES	Ana Teves	Parent #1	Horvath	(111) 111-1202
6	☐	TEVES		Parent #2	Horvath	(111) 111-1246
7	☐	VOOHREES	Raynes Voochrees	Parent #1	Huang	(111) 111-1203
8	☐	VOOHREES	Raynes Voochrees	Parent #2	Huang	(111) 111-1247
9	☐	WANG	Li Yong Wang	Parent #1	Chang	(111) 111-1204
10	☐	WANG	Shuang Wang	Parent #2	Chang	(111) 111-1248

Continue

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Message

Happy New Year

Selected Parent(s)

No.	Family Acct Key	Parent Name	Relationship	Child Name	Cell Phone
1	STANGER	Kevin Stanger	Parent #1	Haney	(111) 111-1200
2	SWANSON	Alexis Swanson	Parent #1	Hinkle	(111) 111-1201
3	SWANSON	Patrick Swanson	Parent #2	Hinkle	(111) 111-1245
4	TEVES	Ana Teves	Parent #1	Horvath	(111) 111-1202
5	TEVES	Frank Teves	Parent #2	Horvath	(111) 111-1246
6	VOOHREES	Bruce Vohrees	Parent #2	Huang	(111) 111-1247
7	WANG	Chang Wang	Parent #2	Chang	(111) 111-1248

Click Send to send the text message to the selected Parents.

Send



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>>Send Text Message to Families

Message has been successfully sent.

OK

3 Text Message History

Text Messages → Functions → Text Message History

>> Functions

1. [Text Message History](#)



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Select Dates From To

No.	User Name	Sent Date	Text Message	Message Count
1	Adam Smith	10/23/2017	Happy New Year	Z