

Create a Call List to Upload to iAutoAlert

Prior to using the Call List report, the parameters for that report must be configured:

Attendance Maintenance > Call List Parameters Tab

This sets up the parameters for the Attendance Call Lists. These lists are used to call home for the students who were absent, tardy or any code(s) you choose. You can set multiple call lists each will be accessible when running the Call List Report. Select as many Attendance codes you want for each Code Set.

Default File Type

⇒ Select iAutoAlert

New Code Set

⇒ Enter a Name (absent, absent unexcused, etc.)

List of Attendance Codes

⇒ Select the code(s) you want included on the Call List Report (hold down the control key to select multiple codes)

Call List Report Parameters		
Attendance By Ethnicity	Attendance History	Daily Attendance
Attendance Statistics	Attendance Tally	Calendar
Call List	Call List Parameters	Class Period Attendance
Daily Attendance	Enrollment by Ethnicity	Enrollment by Shop
Enrollment by Town	Enrollment Report	Ethnic Totals by Shop
Ethnicity by Home Room	Hr Att Complete	Hr Attendance Sheets
No Entry/withdrawal Report	Perfect Attendance	Period Absences
Period Attendance History	Period by Period	Period Course List
Period Exception	Single Period	State Register

IPASS DEVELOPMENT

>> CALL LIST REPORT PARAMETERS

School: iPass High School

Default File Type: iAutoAlert

Code Set: Absent

- ABSENT - APPT. DR / DDS
- ABSENT - APPT. NOT DR OR DDS
- ABSENT - BAD WEATHER; PARENT CHOICE
- ABSENT - COMM. DISEASE
- ABSENT - ED. REA9879
- Absent Unexcused

Code Set: Tardy

- Present
- SENT HOME - BEHAVIOR
- SENT HOME - BEHAVIOR
- suspended outside of school
- Tardy
- Tardy

Code Set: Tardy to Class

- suspended outside of school
- Tardy
- TARDY - ABSENT
- TARDY - PRESENT
- Tardy to Class - Unexcused - Absent
- Tardy to Class - Unexcused - Absent

Attendance Reports>Call List Report

Go to Attendance Reports and choose Call List report.

»ENTER SELECTION CRITERIA


You may use Enter/Return or Click Submit

Exclude Student ID

Grade Levels:

Home Rooms:

Attendance Date:

Number of Phones:

Phone Rank or Type:

Show Students Phones?:

Code Set:

File Type:

Sort By:

To:

CC List:

Priority:



Enter the selection criteria for the report, including the date, number of phones, file type, etc. Choose the File Type of iAutoAlert. Click on Submit to create the report.

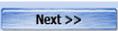
Go to My Reports and right click on the Text version of the report, and then choose Save Target As. Change the file type to All Files, name the file and add a .csv extension and save

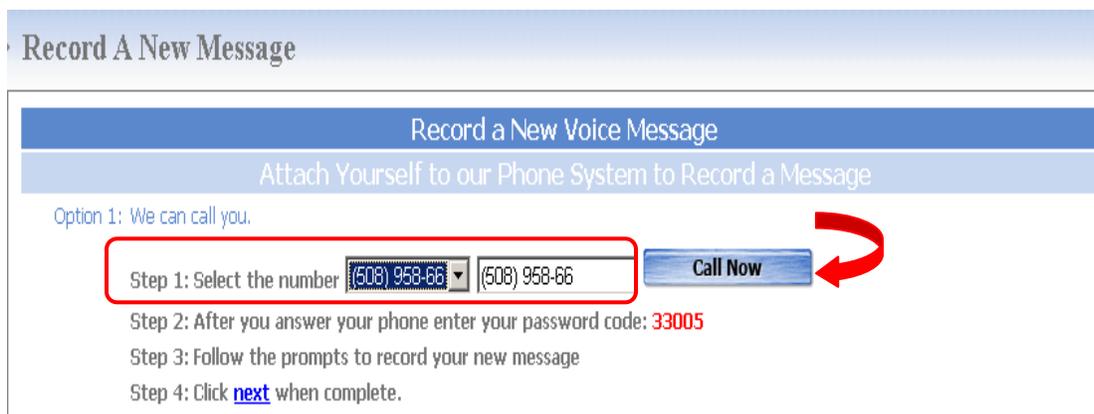
to your desired location on your computer. Do not open the file. Next, record your attendance message in iAutoAlert.

Recording a Voice Message

There are two options for recording a phone message: Option #1 (easiest) is to have iAutoAlert call you. Option #2 allows you to call iAutoAlert directly.

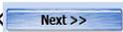
Option #1:

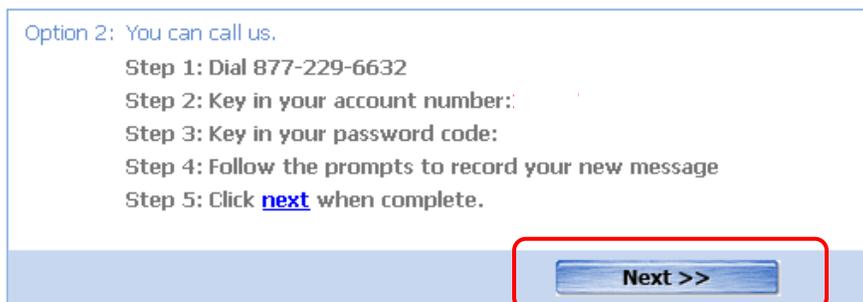
- Step 1: Select the your phone number from the list and click 
- Step 2: After you answer your phone, enter your 5 digit **district password code**.
- Step 3: Follow the prompts to record your message.
- Step 4: Click on  at the bottom of the screen when your message is complete.



The screenshot shows a web interface titled "Record A New Message". Below the title is a blue header with the text "Record a New Voice Message" and "Attach Yourself to our Phone System to Record a Message". Underneath, it says "Option 1: We can call you." There is a form with a dropdown menu showing "(508) 958-66" and a text input field with "(508) 958-66". To the right of the form is a "Call Now" button. A red box highlights the form and the "Call Now" button, with a red arrow pointing from the button back to the form. Below the form, the steps are listed: "Step 1: Select the number", "Step 2: After you answer your phone enter your password code: 33005", "Step 3: Follow the prompts to record your new message", and "Step 4: Click next when complete."

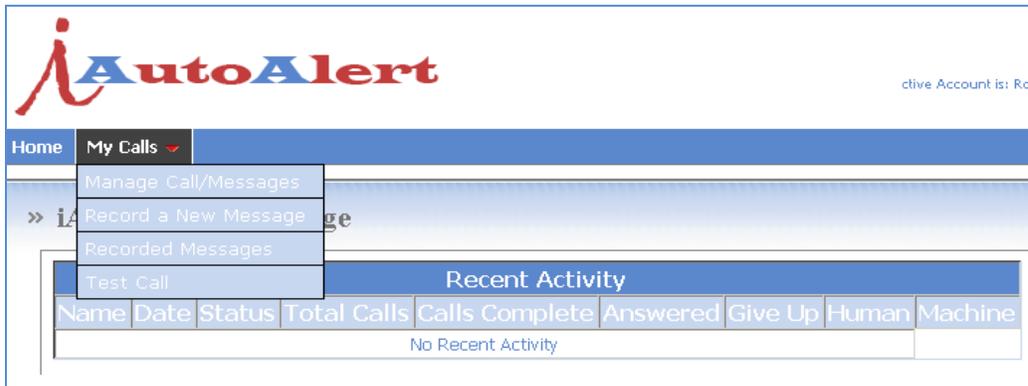
Option #2:

- Step 1: Dial our toll-free number, 877-229-6632
- Step 2: Enter your 5 digit **district account number**.
- Step 3: Enter your 5 digit **district password code number**.
- Step 4: Follow the prompts to record your message.
- Step 5: Click  on the bottom of the screen when the message is complete.

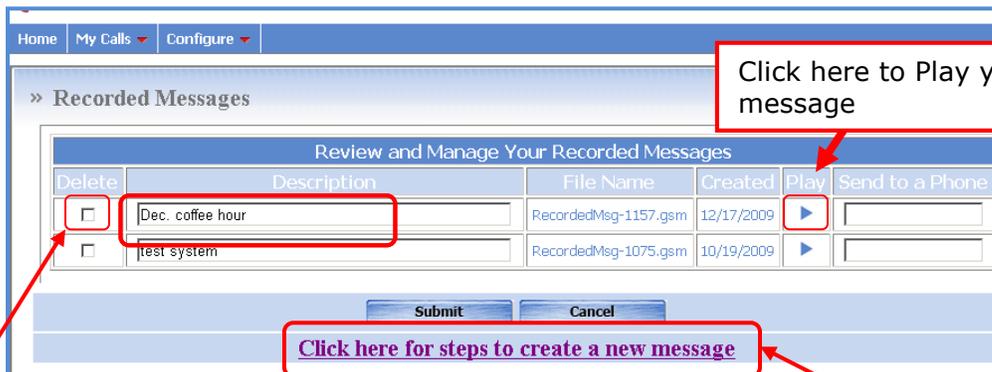


The screenshot shows a web interface titled "Record A New Message". Below the title is a blue header with the text "Record a New Voice Message" and "Attach Yourself to our Phone System to Record a Message". Underneath, it says "Option 2: You can call us." The steps are listed: "Step 1: Dial 877-229-6632", "Step 2: Key in your account number:", "Step 3: Key in your password code:", "Step 4: Follow the prompts to record your new message", and "Step 5: Click next when complete." At the bottom right, there is a "Next >>" button highlighted with a red box.

Click on My Calls then Recorded Messages to review your attendance message recording.



Play message for review, rename message description, or send to a single phone number. You can delete the recorded message and go to Click Here for Steps to Create a New Message to record a new message. **NOTE:** Enter your phone number and click on submit to have the message delivered to your phone immediately for a test message.

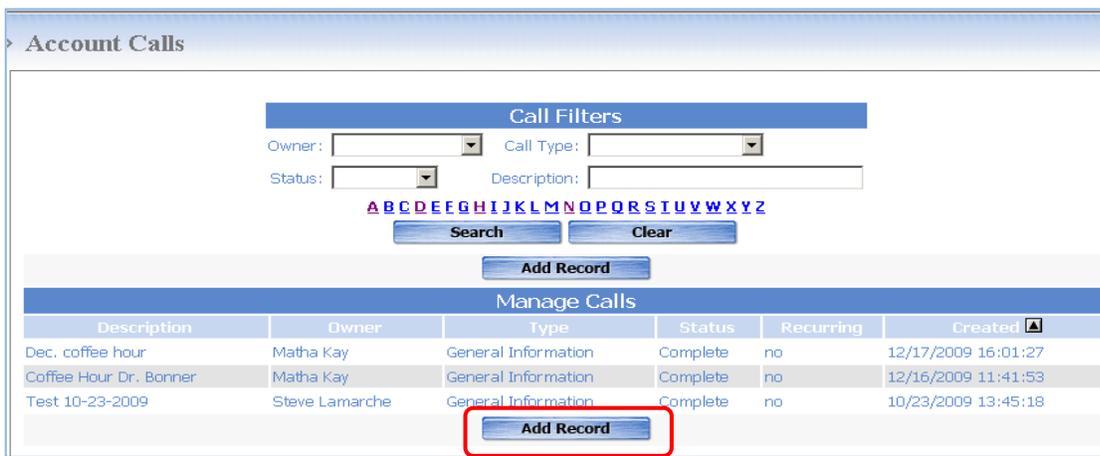


Put a check mark here to delete your message. Click on Submit to delete.

Click here to record a new message.

Sending a Call to a Group

To send a phone call to a group, go to My Calls, Manage Phone Calls to schedule your recorded message to be sent. Click on Add Record.



On this screen you will give your message a description, select the call type Attendance, choose the recorded attendance message and specify when the message will be sent, either at a specific time or NOW.

The screenshot shows a web form titled "Manage an Account Call Record" under the "Calls" section. The form is for "Call Information" and includes the following fields and annotations:

- Description:** A text input field containing "Dec. coffee hour". A red box around it is labeled "Enter description of call".
- Status:** A dropdown menu set to "Complete".
- Owner:** A text field containing "Matha Kay".
- Call type:** A dropdown menu set to "General Information". A red box around it is labeled "Select Call Type".
- When:** A dropdown menu set to "Specify". A red box around it is labeled "Select the outgoing message from the drop-down list".
- Message:** A dropdown menu set to "Dec. coffee hour".
- Call Date/Time:** A date field set to "12/17/09" and a time field set to "04:15".
- File Definition:** A dropdown menu set to "Gomes 12-16-2009".
- Buttons:** "Submit", "Cancel", and "Delete Record".

Specify the time the message will be sent in the When drop-down menu. Time can be Now (delivered immediately) or Recurring or choose Specify and select a Call Date/Time.
Important Note: Call delivery time is set in military time!

The screenshot shows the same web form as above, but with different annotations:

- When:** A red box around the "Specify" dropdown is labeled "Choose NOW, Recurring or Specify. Specify will require a date/time to be set."
- Call Date/Time:** A red box around the date and time fields is labeled "Set the Call Date/Time. Use the interactive calendar to determine the date. **IMPORTANT: Time is set in military time, i.e. 04:15 is actually**

Next, upload the Call List file created by the Call List report. Click on Upload New File and browse for the saved Call List. Click on Submit to upload the file. Once the file has been uploaded, the name will appear in the File Definition drop-down menu for selection.

Be sure to select the correct file of phone numbers prior to clicking on Submit – Submit will schedule the call.

Call Results

Once the call has been sent out, you can view the activity of the call on your Home Page. View the calls in real-time as they are going out, including status, total calls, calls completed and the disposition of the call (answered, give up, human, machine).

Recent Activity								
Name	Date	Status	Total Calls	Calls Complete	Answered	Give Up	Human	Machine
Dec. coffee hour	12/17/2009 04:15:00	Complete	1140	763	642	121	347	292 .
Coffee Hour Dr. Bonner	12/16/2009 12:00:00	Complete	1138	763	642	121	313	324 .
Test 10-23-2009	10/23/2009 15:30:00	Complete	1121	719	588	131	297	292 .

View Specific details of the phone number call file by clicking on the Name on the Recent Activity Screen. This will launch the Call Details screen.

Mouse over the phone number link to see the Name/ID of the person.

Home My Calls Configure

» Call Details

Query Filters

Number: Disposition:

Status: Answered By:

Search

Phone Calls Made For: Dec. coffee hour

Number	Call ID	Name	Disposition	Status	Status Message	Answered By	Completed	Retrys
508000000		Jane Smith	ANSWERED	Give-up	0: Possibly an invalid phone number		12/17/2009 16:20:49	3
508000000			ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:00	0
508000000			ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:00	0
508000000			NO ANSWER	Give-up	8: Possibly an invalid phone number		12/17/2009 16:20:52	3
508000000			ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:06	0
508000000			ANSWERED	Complete	ANSWERED	MACHINE	12/17/2009 16:04:10	0
508000000			ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:10	0
508000000			ANSWERED	Complete	ANSWERED	MACHINE	12/17/2009 16:04:10	0
508000000			ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:10	0

Search for a specific phone number, or sort results by status, disposition or answered by.

Home My Calls Configure

» Call Details

Query Filters

Number: Disposition:

Status: Give-up Answered By:

Search

Phone Calls Made For: Dec. coffee hour

Number	Call ID	Name	Disposition	Status	Status Message	Answered By	Completed	Retrys
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Home My Calls Config Phone Call Details - Microsoft Internet Explorer

AutoAlert

» Call Details

Number:
Status: Give

Number	Call ID
	60650
	60653
	60673
	60677
	60682
	60685

» Phone Call Details

Phone Call Detail

Call Completed at: 12/17/2009 16:20:49

Phone Number: 5089920355 Name:
Disposition: NO ANSWER Status: Give-up
Answered By: Retries: 3

Additional Information

Phone Number: 5089920355 Student ID: 17729
Student Name: 508000

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Jane Smith
50800000

Completed	Retrys
12/17/2009 16:20:49	3
12/17/2009 16:20:52	3
12/17/2009 16:24:26	3
12/17/2009 16:21:29	3
12/17/2009 16:19:48	3
12/17/2009 16:21:26	3

Done