

iAutoAlert

Staff Calls from iPass

Calling Staff members has never been easier than utilizing the iAutoAlert features built into your iPass database.

Calling Directly from the iPass iAutoAlert Folder

Security Settings:

Users must be given security access to make calls using iAutoAlert in iPass. Go to Security, Manage Users, search for and select the user. At the bottom of the screen, under Extra Security Options, select **Can Call Using iAutoAlert** and click on Submit to update the user.

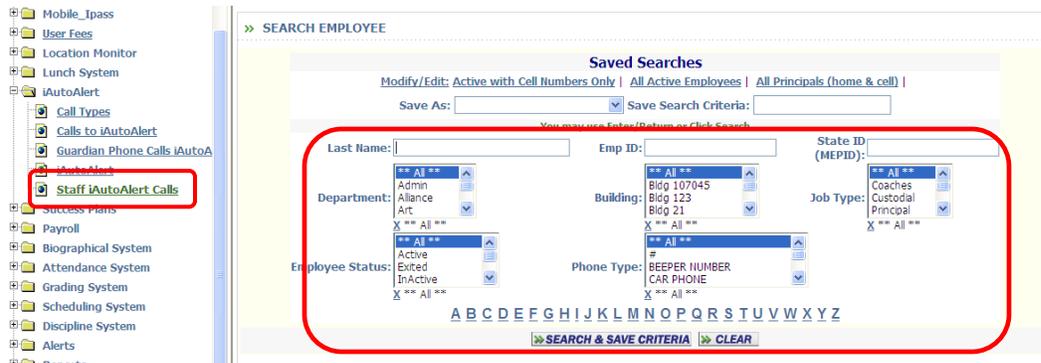
Extra Security Options	
<input checked="" type="checkbox"/> Can overload classes.	<input checked="" type="checkbox"/> Can enter period attendance from daily attendance
<input checked="" type="checkbox"/> Can submit student scheduler from schedule screen.	<input checked="" type="checkbox"/> Can enter grades for closed terms
<input checked="" type="checkbox"/> Can create course conflicts from schedule screen.	<input checked="" type="checkbox"/> Can clear previous student schedules.
<input checked="" type="checkbox"/> Can delete student records.	<input checked="" type="checkbox"/> Can Update Prior Year Grades.
<input checked="" type="checkbox"/> Can input daily attendance on all home rooms.	<input checked="" type="checkbox"/> Can Update All Competency Groups.
<input checked="" type="checkbox"/> Can Edit ANY Student on Find Page.	<input checked="" type="checkbox"/> Teacher Can View ANY Student in View Only.
<input checked="" type="checkbox"/> Can View ANY Student on Find Page.	<input checked="" type="checkbox"/> Can View Locker Combinations.
<input checked="" type="checkbox"/> Can Update All Competencies.	<input checked="" type="checkbox"/> Attendance Clerk?
<input checked="" type="checkbox"/> Can Delete Success Plans	<input checked="" type="checkbox"/> Can Submit Batch Reports
<input checked="" type="checkbox"/> Can Alter User Fee Invoices and Payments	<input checked="" type="checkbox"/> Can Email Discipline Notifications
<input checked="" type="checkbox"/> Can View/Update SSN	
<input checked="" type="checkbox"/> Can View Confidential in Staff View Only	
<input type="checkbox"/> Can Delete Uploads	
<input checked="" type="checkbox"/> Can Call Using iAutoAlert	

Please Note: A message must be previously recorded for the school for the message list to appear on the guardian and staff calls screen. Once an administrator of iAutoAlert has recorded a message it will appear for the users given the extra security option of "Can Call using iAutoAlert."

Directions for recording messages in iAutoAlert can be found in the Resource Center in the iAutoAlert folder.

Staff Phone Calls from iPass:

Open the iAutoAlert Folder and Click on Staff Phone Calls



Search for Staff members by filters:

- Last Name** Enter Staff Last Name or multiple separated by comma, no space
- Employee ID** Enter Locally assigned Employee Id
- State ID(MEPID)** Enter State Assigned ID (MA MEPID#)
- Department(s)** Select Department or multiple
- Building(s)** Select Building or multiple
- Job Type(s)** Select Job Type or multiple
- Employee Status** Select employee status or multiple: Active, Exited, Retired, etc.
- Phone Types** Select Phone Type or multiple: home, work, cell

Click **SEARCH & SAVE CRITERIA** to search for staff and save the search criteria.

Employees will appear listed below according to filters/search criteria:

Name	Employee ID	State ID (MEPID)	Building	Department	Job Type	Status	Check All Clear All	Phone
.Fra	990002	0					<input checked="" type="checkbox"/>	4449994894 #
Aaron, Mary Helene	910414	50524504					<input checked="" type="checkbox"/>	4073941659 HOME 3334445678 # 4072422457 Cell
adams,	990064	0						
Adams, Mary	10003	50900293	ipass High School	Admin	Teacher		<input checked="" type="checkbox"/>	000-000-4765 HOME PHONE 666-234-5567 12 Main Contact
adams, ss	1621	0						
Adams, SS	7777	0	Bldg 107045	Soc. Std.	Teacher			
Ahanian, Barbara	11532	50988746	Bldg 107045	Admin	Principal	Working	<input checked="" type="checkbox"/>	508-999-Adams, Mary
Aiello, Joanne	1602	0				Exited	<input checked="" type="checkbox"/>	000-001-5839 HOME PHONE 000-001-5840 CELL PHONE
AIELLO, Staff	12345	0	Bldg QQ	Staff	Substitutes	Active		
ALLEN, PE nm	1486	0	Bldg 107045	Admin	Substitutes	Active		
Alther, Shirley	10010	0	Bldg 107045	Eng	Substitutes			
Alveres, Shimon	10029	0	ipass High School	Busn	Custodial	Active	<input checked="" type="checkbox"/>	978-334-0988 11 #
alves, nina	14701	0						
Alves, Nina Nicole	910274	50821504	Bldg 123	Tech.Ed.		Active	<input checked="" type="checkbox"/>	000-004-2038 CELL PHONE 000-004-2039 179 Father's Work #
alves, nina alves	1624	0						
Anders, Kavia P.	1639	0	ipass High School	Admin	Seceratrny	InActive	<input checked="" type="checkbox"/>	508-444-5321 Cell
ANDERSON, BETH	1320	0	ipass High School	Eng	Teacher	Working	<input checked="" type="checkbox"/>	818-261-8431 Cell

By default, all employee phone numbers are checked.

Uncheck as necessary or use the Clear All or Check All functions to select employees to receive your message.

Mouse over phone numbers will reveal name of employee.

Select a Message and Schedule the Call

Select the message to be sent from the Recorded Messages drop-down menu.

>> GUARDIANS OF STUDENTS MESSAGING

+ Students +

Recorded Message: Open House 9 23 10 reminder

Call Description:

Call When: Specify Date/Time Below

Call Start Date:

Call Start Time:

Student	Grade	Room	Guardians	Check All Clear All	Phone	Guardian Address
No records match search criteria, please try again						

To preview the selected message before scheduling or sending, click on . File will open in your default audio player (QuickTime, WindowsMediaPlayer, etc.) in a new window in your browser.

Enter the description of your message in Call Description (Open House, etc).

Select Call Now or Specify Date/Time Below

Enter the call date in Call Start Date

Enter the start time in Call Start Time

Click on **SEND CALL** to schedule or send the call now.

Create a Template for Future Use

Using Saved Searches, type a name for your template in the box for Save Search Criteria. Example: Grade 9 & 10 Guardians: Type the name of the template to be created in the box next to Save Search Criteria.

» SEARCH STUDENTS/GUARDIANS

Saved Searches

Modify/Edit: All Guardians - Home/Cell | All Guardian Home/Cell | All Guardians | **Grade 9&10 Guardians**

Save As: Save Search Criteria:

You may use Enter/Return or Click Search

Last Name: First Name: Guardian Last Name:

Grade Level: Home Room: School:

Town: Phone Types: Relationships:

Legal Status: Group/Activity: Bus Route:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SEARCH & SAVE CRITERIA **CLEAR**

Select the appropriate fields for filtering: Grade Level, Phone Types, Legal Status, etc.

Click on **SEARCH & SAVE CRITERIA** to create the template.

To use the template, go to Guardian Phone Calls and click on the Template at the top of the screen. The template name will appear in the "Save As" box and the saved search criteria will automatically be populated on the screen.

» SEARCH STUDENTS/GUARDIANS

Saved Searches

Modify/Edit: All Guardians - Home/Cell | All Guardian Home/Cell | All Guardians | **Grade 9&10 Guardians**

Save As: Save Search Criteria:

You may use Enter/Return or Click Search

Last Name: First Name: Guardian Last Name:

Grade Level: Home Room: School:

Town: Phone Types: Relationships:

Legal Status: Group/Activity: Bus Route:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

SEARCH & SAVE CRITERIA **CLEAR**

Once the employees appear listed below, select a message and send your call as described in [Select a Message and Schedule the Call](#)