

Using Email Wizard

Below is an example, showing how to contact boarding house parents

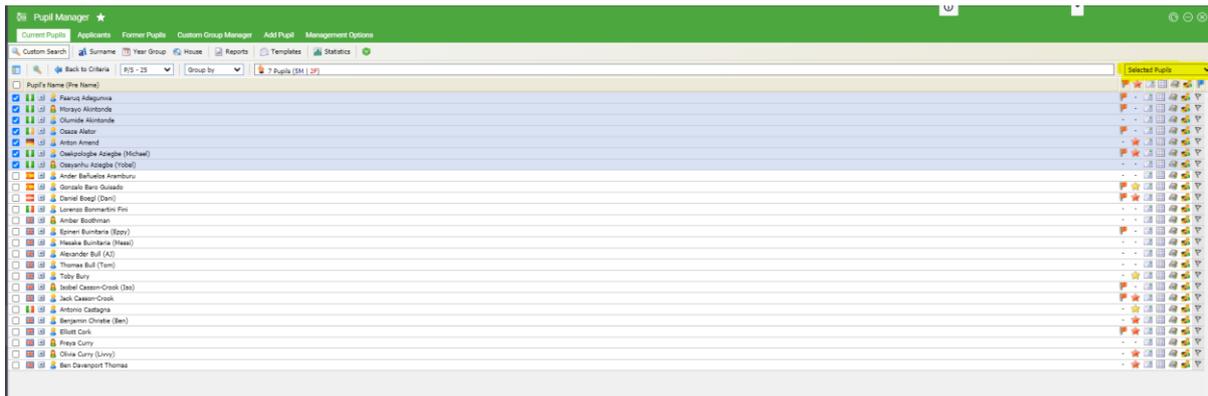
1. In Pupil Manager, click on Custom Search, then Query Builder, and in Data Field select Boarding House - TEXT

The screenshot shows the Pupil Manager interface. The top navigation bar includes 'Current Pupils', 'Applicants', 'Former Pupils', 'Custom Group Manager', 'Add Pupil', and 'Management Options'. Below this is a secondary navigation bar with 'Custom Search', 'Surname', 'Year Group', 'House', 'Reports', 'Templates', and 'Statistics'. The main content area is titled 'Custom Student Search - Advanced Search' and contains a 'Query Builder' tab. The 'Data Field' dropdown is set to 'Boarding House - TEXT' and the 'Query Type' dropdown is set to 'Like'. The 'Query' text box is empty. There are checkboxes for 'Brackets' and 'Inc Another'. Below the query builder, there are checkboxes for 'Include Admissions Students in this search' and 'Include Past Students in this search'.

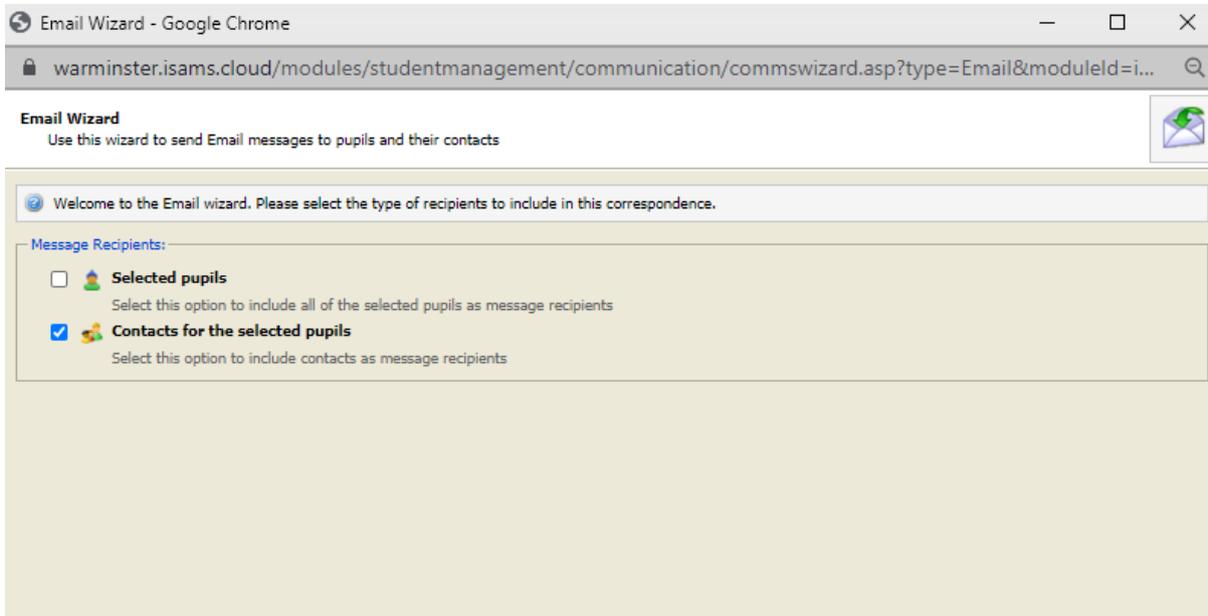
2. Then change the Query Type to 'Equals' and click on the Houses that you want (hold down the Control key to select multiple houses), then click Search:

The screenshot shows the Pupil Manager interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled 'Custom Student Search - Advanced Search' and contains a 'Query Builder' tab. The 'Data Field' dropdown is set to 'Boarding House - TEXT' and the 'Query Type' dropdown is set to 'Equals'. The 'Query' text box is open, showing a list of boarding houses: 'BLANK VALUE (NULL FIELD)', 'Ivy House', 'St Boniface', 'St Denys', and 'Stratton'. There are checkboxes for 'Brackets' and 'Inc Another'. Below the query builder, there are checkboxes for 'Include Admissions Students in this search' and 'Include Past Students in this search'.

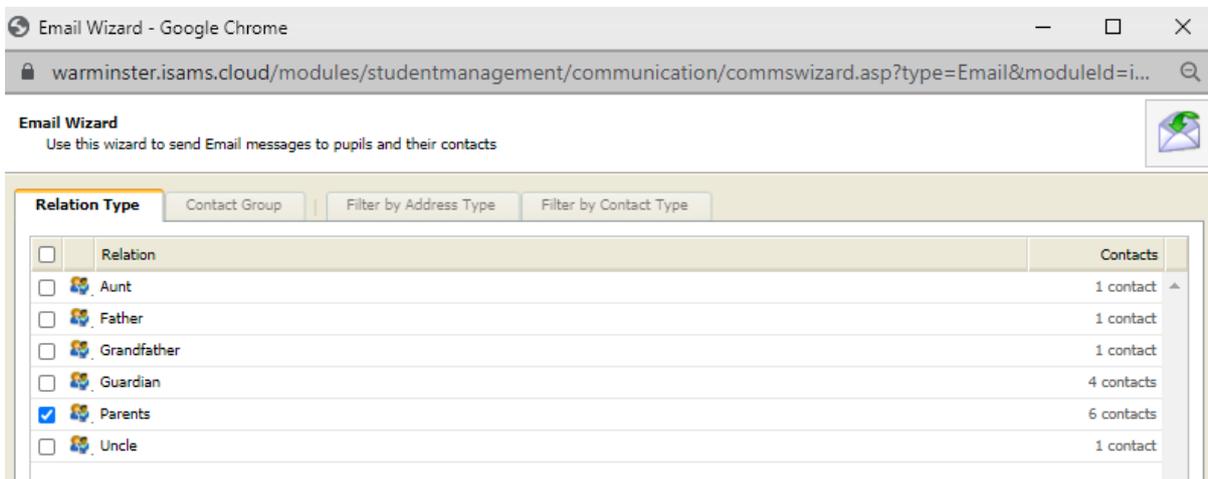
3. Now select the pupils that you want by ticking their names, and on the right-hand side drop down 'Selected Pupils' choose the option right at the bottom of the list 'Email Wizard':



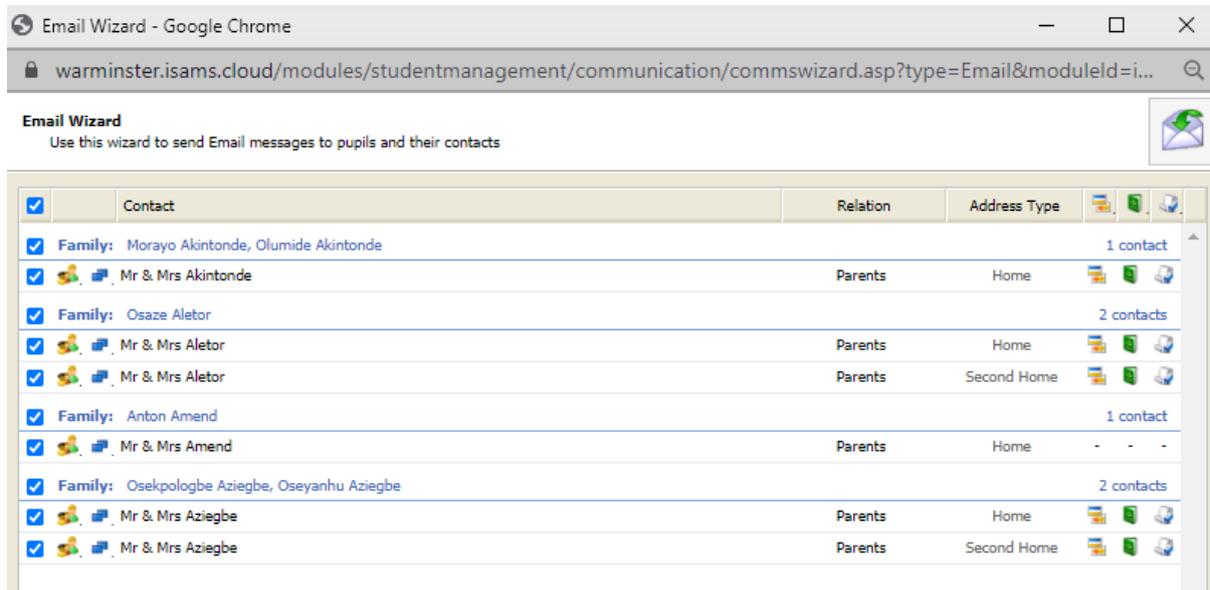
4. On the pop-up window, select 'Contacts for the selected pupils' and click next:



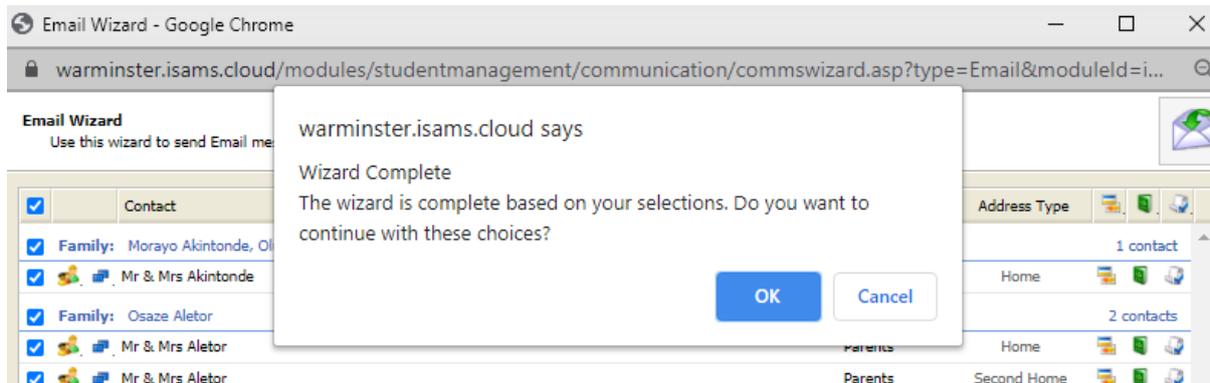
5. Now select the type of contact you want (in this case parents):



6. You then get a screen to confirm the recipients:



7. You will then see a pop-up to check you are happy with your choices:



8. Click OK, and you will go through to a screen to compose and send your email:

Send E-Mail - Google Chrome

warminster.isams.cloud/modules/studentmanagement/communication/commssenderemailapi.asp?type=Email&moduleId=iSAMS_STUDENTMA...

Send E-Mail | View Summary | Preview E-Mail | Close Window

Message | Recipients | Attachments | Options

Properties:

E-Mail Subject:
For this e-mail to be sent you must enter a subject above.

Merge Template:

Selecting a template will overwrite any content currently entered into the editor below.

Select STUDENT Field | Select PARENT/CONTACT Field | Select SCHOOL Field | Select OTHER/USEFUL Field

Font | Size |  