## **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

🖗 Pupil Manager ★
Current Pupils Applicants Former Pupils Custom Group Manager Add Pupil Management Options
🔍 Custom Search 🛛 👔 Surname 🔟 Year Group 🚳 House 🍃 Reports 🔗 Templates 📲 Statistics 🕴
Rew Search
Basic Academic Activities Custom Groups Multiple View Custom View Query Builder Saved
Custom Student Search - Advanced Search
Vse the tools below to find records using the custom query builder below.
- Custom Search - Clause Number 1:
Data Field: Boarding House - TEXT V Query Type: Like V
Query:
Brackets: Click here to include in nested brackets
Inc Another: Click here to add another clause to this query.
- Search:
Include Admissions Students in this search
□ 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:

🕼 Pupil Manager	*
Current Pupils App	licants Former Pupils Custom Group Manager Add Pupil Management Options
🔍 Custom Search 🛛 🚮	Surname 🔟 Year Group 🚳 House 📄 Reports 🔗 Templates 🛛 🚮 Statistics 🛛 🧐
🚺 🔍 New Search	
Basic Academic	Activities Custom Groups Multiple View Custom View Query Builder Saved
Custom St Use the tools I	udent Search - Advanced Search below to find records using the custom query builder below.
Data Field:	Boarding House - TEXT V Query Type: Equals V
Query:	BLANK VALUE (NULL FIELD)
Brackets: Inc Another:	□ Click here to include in nested brackets □ Click here to add another clause to this query.
Search: Include Admis Include Past S	sions Students in this search itudents 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':

. δii Pupil Manager ★	<u>₩</u> © ⊖ ⊗
Current Pupils Applicants Former Pupils Custom Group Manager Add Pupil Management Options	
🔍 Custom Search 🛛 👔 Sumame 🔞 Year Group 🚳 House 🔛 Reports 🔗 Templates 🕋 Statistics 🚳	
1 4 Back to Otlaria D/5-25 V Group by V 2 2 7 Dupla (5M 27)	Selected Pupis
Pupifs Name (Pre Name)	
🛛 🔲 🖻 🧏 Faarug Adegunwa	F - 3 - 4 - 5 - 7 -
I I A Moravo Akintonde	P - 3 0 4 5 7
2 1 3 3 Olumide Akintonde	II 🛛 🖓 💰 🔻
C 1 3 S Ouze Aktor	🚩 - 🔝 🔜 🐗 💰 🝸
🔁 🧮 🗄 🔮 Anton Amend	- 👷 🗵 🗔 🏘 💰 🍸
🔽 🚺 🖻 🔮 Ceekpologbe Aziegbe (Michael)	P 🚖 🖾 📖 🦛 🛸 🍸
🗹 🚹 🗄 🔒 Geyanhu Aziegbe (Yobel)	🕮 🛄 🦂 😴
🗌 🔟 🚨 Ander Bañuelos Aramburu	🔝 🔜 🥔 😤 🕅
📄 🧮 😫 🔓 Gonzalo Baro Guisado	P 👷 🖾 💷 🚑 💆 🍸
🗌 🔤 😫 Saniel Boegi (Dani)	P 👷 🔝 📖 🏘 🥌 🎙
🗌 🔝 🚨 🕹 Lorenzo Bonmertini Fini	· · · · · · · · · · · · · · · · · · ·
🗌 🔠 🗟 Amber Boothman	· · · · · · · · · · · · · · · · · · ·
🔲 🖩 🗟 💈 Epineri Buintaria (Eppy)	
C III II A Messke Buintaria (Mess)	· · · · · · · · · · · · · · · · · · ·
B d a Alexander Bull (A)	1
L B S - Thomas Bull (Tom)	7 @ B B E E E E E E
Bit di 🕹 Toby Bury	· · · · · · · · · · · · · · · · · · ·
a sobel Casson-Crook (Iso)	T @ W W W
C SE & S & Seligarin Grade (sen)	
I BE See Developer Thomas	
1	

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

🛇 Email Wizard - Google Chrome	-		×
warminster.isams.cloud/modules/studentmanagement/communication/commswizard.asp?type=Email&u	module	eld=i	Q
Email Wizard Use this wizard to send Email messages to pupils and their contacts			
Welcome to the Email wizard. Please select the type of recipients to include in this correspondence.			
Message Recipients: Select this option to include all of the selected pupils as message recipients Contacts for the selected pupils Select this option to include contacts as message recipients Select this option to include contacts as message recipients			

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

🔄 Email Wizard - Google Chrome	- 🗆 ×
warminster.isams.cloud/modules/studentmanagement/communication/commswizard.asp?	type=Email&moduleId=i 🔍
Email Wizard Use this wizard to send Email messages to pupils and their contacts	
Relation Type         Contact Group         Filter by Address Type         Filter by Contact Type	
Relation	Contacts
🗆 💐 Aunt	1 contact 🔺
🗌 💐 Father	1 contact
🗋 👯 Grandfather	1 contact
🗆 💐 Guardian	4 contacts
🔽 🦉 Parents	6 contacts
🗆 🦉 Uncle	1 contact

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

<ul> <li>warminster.isams.cloud/modules/studentmanagement/communication/commswizard.asp?type=Email&amp;moduleId=i</li> <li>Email Wizard Use this wizard to send Email messages to pupils and their contacts</li> <li>Contact</li> <li>Relation</li> <li>Address Type</li> <li>Address Typ</li></ul>	🕙 Er	mail Wiz	ard - Google Chrome		-	۵	ב	×
Email Wizard       Relation       Address Type       Image: Contact         Contact       Contact       Relation       Address Type       Image: Contact         Family:       Morayo Akintonde, Olumide Akintonde       1 contact         Image: Contact       Image: Contact       1 contact         Image: Contact       Image: Contact       1 contact         Image: Contact       Image: Contact       2 contacts         Image: Contact       Image: Contact       2 contacts         Image: Contact       Image: Contact       Image: Contact         Image: Contact       Image: Contact       2 contacts         Image: Contact       Image: Contact       Image: Contact         Image: C		warmi	nster.isams.cloud/modules/studentmanagement/communication/comm	nswizard.asp?type	e=Email&mod	uleld	=i	Q
Contact       Relation       Address Type       Image: Contact         Image: Contact       Family:       Morayo Akintonde, Olumide Akintonde       1 contact         Image: Contact       Image: Contact       Image: Contact       1 contact         Image: Contact       Image: Contact       Image: Contact       Image: Contact         Image: Contact       Image: Contact       Image: Contact	Emai U	<b>il Wizaro</b> Jse this w	izard to send Email messages to pupils and their contacts					
Image: Constant Second Home       1 contact         Image: Second Home       Image: Second Home         Image: Imag			Contact	Relation	Address Type	₹.	٩.	9
Image: Contracts       Parents       Home       Image: Contracts         Image: Contracts       Image: Contracts       Image: Contracts         Image: Contracts       Image: Contracts<		Family:	Morayo Akintonde, Olumide Akintonde			1	conta	act 👘
Image: Second Home       2 contacts         Image: Second Home       Image: Second Home	<b>~</b>	<b>si</b> , #.	Mr & Mrs Akintonde	Parents	Home	7		4
Image: Construction     Parents     Home     Tem     Tem       Image: Construction     Parents     Second Home     Tem     Tem       Image: Construction     Parents     Second Home     Tem     Tem       Image: Construction     Parents     Second Home     Tem     Tem		Family:	Osaze Aletor			2 0	:onta	cts
Image: Second Home     Parents     Second Home       Image: Second Home     Image: Second Home		<b>si</b> , #.	Mr & Mrs Aletor	Parents	Home	7		4
Image: Contract of the second seco	<ul><li>✓</li></ul>	<b>si</b> , P.	Mr & Mrs Aletor	Parents	Second Home	7		4
Image: Second Home     Parents     Home     -       Image: Second Home     2 contacts		Family:	Anton Amend			1	conta	ect
Image: Second Home       2 contacts		<b>si</b> , #.	Mr & Mrs Amend	Parents	Home	-	-	•
Image: Second Home     Image: Second Home       Image: Second Home     Image: Second Home		Family:	Osekpologbe Aziegbe, Oseyanhu Aziegbe			2 0	conta	cts
💟 🤹 🖷 Mr & Mrs Aziegbe Parents Second Home 🖼 🧃		<b>si</b> , 7,	Mr & Mrs Aziegbe	Parents	Home	7		4
		<b>si</b> , 🕋	Mr & Mrs Aziegbe	Parents	Second Home	-		

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

🕙 Email Wizard - Google Chron	ne	-		$\times$
warminster.isams.cloud	/modules/studentmanagement/communication/commswizard.asp?type=	=Email&modu	uleld=i.	Q
Email Wizard Use this wizard to send Email me	warminster.isams.cloud says Wizard Complete			
Contact	The wizard is complete based on your selections. Do you want to	Address Type	<b>-</b>	
<b>Family:</b> Morayo Akintonde, Ol	continue with these choices?		1 con	tact 🔺
🗹 🤹 🖷 Mr & Mrs Akintonde	OK Canad	Home	🔁 関	4
Family: Osaze Aletor	OK		2 cont	acts
🔽 🤹 🖃 Mr & Mrs Aletor	Parents	Home	🔁 🖣	
🔽 💰 🖃 Mr & Mrs Aletor	Parents	Second Home	7	

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

and manual 1 cm	1/5 <b>5</b>		dan <b>F</b> Mad	C class	Mr. dam												_
end E-Mail   []	view Summa	iry   🛄 Pre	view E-Mail	Close	window												
lessage Re	cipients	Attachments	s   Op	ions													
Properties:																	
E	Mail Subject:																
		For this e-ma	il to be sent	ou must e	nter a subje	ct above.											
Mer	ge Template:	Select a ten	nplate													~	
		Selecting a te	emplate will o	verwrite an	y content c	urrently ent	ered into the	editor below	1.								
Select STUDENT	Field			~	Select F	PARENT/CO	NTACT Field	~	Select	5CHOOL Field	•	Select OTH	ER/USEFU	L Field		、	•
52 Q F	ont -	Size -	X 6	ē ē	•	-	3 I U	<u>A</u> - I			= :=	-		<b>ə</b> ç	-		