



## Procedure Notice

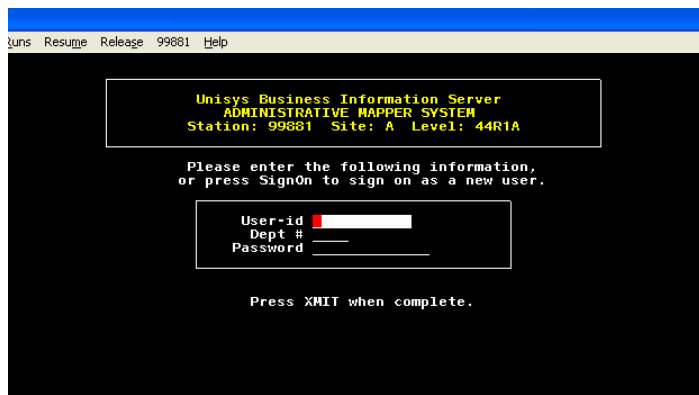
### New Phone List Documentation



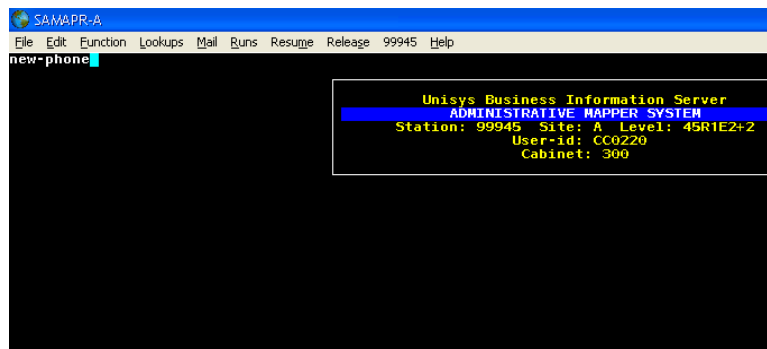
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1. Double click on the SA icon on your desktop:

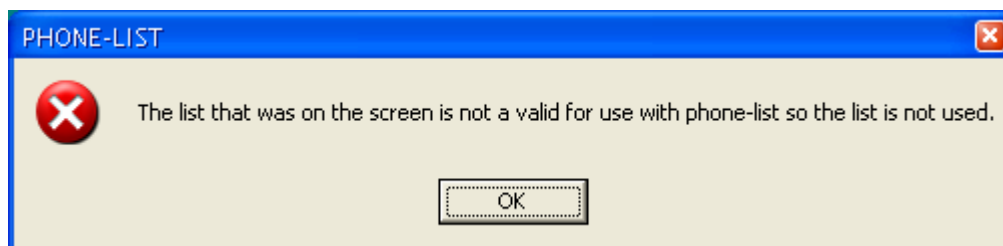
2. From the logon screen, enter your *User-id*, *Dept #*, *Password*, and press the transmit key (usually the numeric enter or scroll lock key).



3. From a blank screen display, type *new-phone* and press the transmit key.



4. If something is on display that is not from *LIST* or *UTLIST*, an error is displayed:



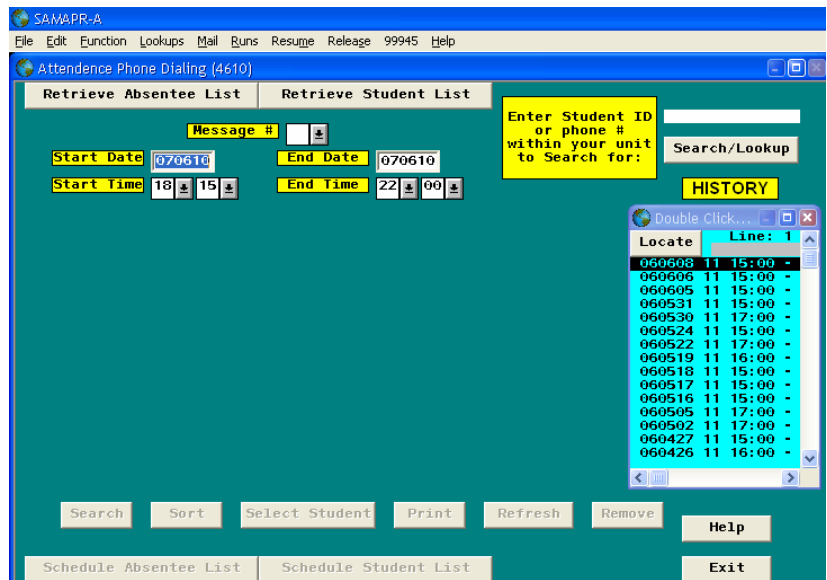
*Every Child, Every School*

5. From the *new-phone* screen, the *Absentee List*, *Student List*, call history, and calls that are future dated may be retrieved. Users may also schedule absentee and student list calls, perform information searches, sort data, print screens, obtain student data, remove a future scheduled call, and refresh the student list. Searchable student fields include *id*, *name*, or *phone number*.

6. Enter *Start Date* and *End Date*.

7. Enter *Start Time* and *End Time*.

8. Click the appropriate *Schedule...* button.



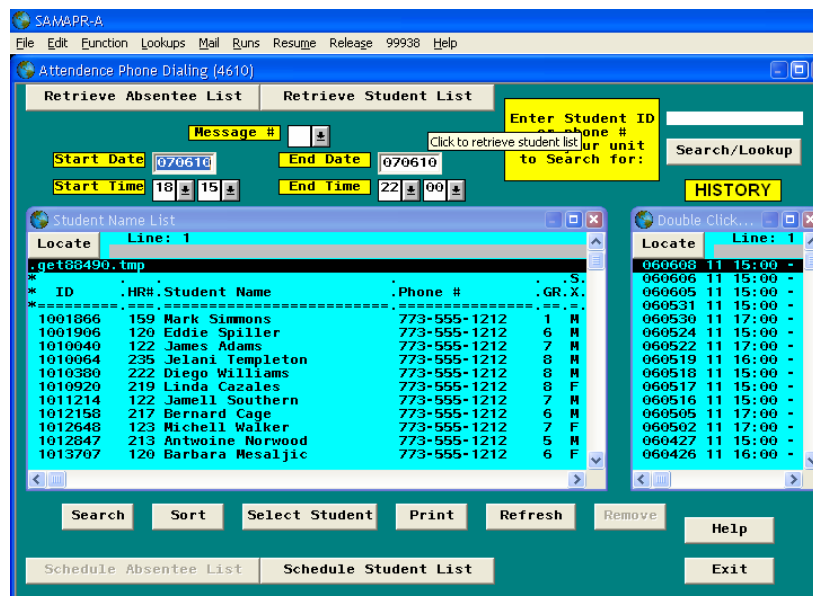
## Field and Button Definitions and Explanations

*Message #*: A blank field that should be populated with the message number 2, 3, 4, or 5.

*Start Date* and *End Date*: The date that the calls will start and end. The format should be YYMMDD (i.e., YY = year, MM = month, DD = day; e.g., 060130). Although most schools only schedule current day calls, it is also possible to schedule future calls to be completed over multiple days (e.g., start 061202 and end 061206).

*Start Time* and *End Time*: The time that the calls will start and end. Entry is by hours and minutes using military time. Military time is between 0000 to 2359 hours (e.g., 6:00 a.m. is 0600 military time and 6:00 p.m. is 1800 military time). Normal hours to schedule school days are from 0600 (i.e., 6:00 a.m.) to 2100 or 2200 (i.e., 9:00 p.m. for elementary schools and 10:00 p.m. for high schools), Monday through Friday; 0900 to 2200, Saturday; and 1000 to 2100, Sunday.

*Retrieve Absentee List*: Displays the current list of absent students.



*Retrieve Student List*: Displays the list of all students per Unit.

*Select Student:* The ability to query a particular student. A call history will display by highlighting a name from the list or entering an *ID* or *Name* in the field.

*Print:* Printing the current, displayed student list.

*Refresh:* When the *Search* or *Sort* option is used (see below), the *Refresh* option will display the previously retrieved list.

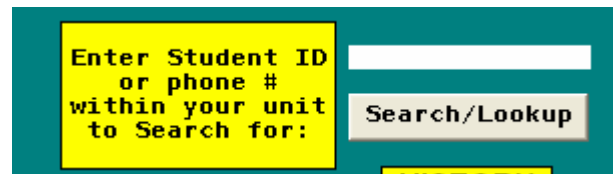
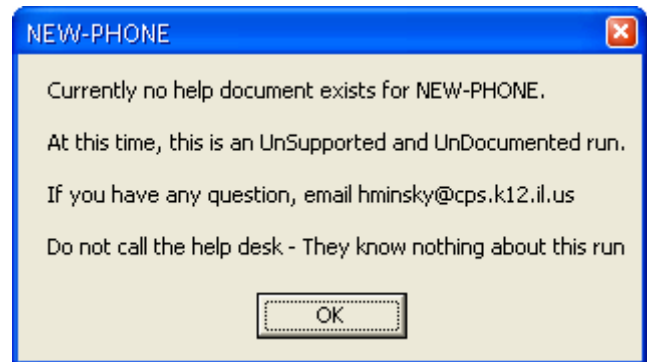
*Remove:* Allows the removal of a scheduled item from the *History* box. By removing an item, the call occurrence in the dialers is also removed. Any past calls or the top 30 calls that are scheduled to go out, will not be allowed to be removed. Any calls that are removed and rescheduled must be future-dated, by at least 30 minutes.

*Help:* Provides the message to the right, or displays *New-Phone* help information:

The box on the right-hand side will display a list of all dates and message numbers for a particular Unit. The list will show all calls that are scheduled to be made and all calls that have already been made since 12-27-05. *History Data* from 9-1-05 will be available at a later date.

If you double-click on a date from the list, the call status will display.

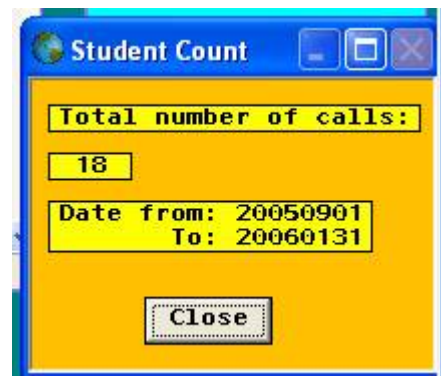
*Student Id for History:* Ability to search for a student by *Name* or *ID* number. Searches by name will provide a list of all students with that name, per school. From this list, double-click on a single student to view a student's complete history, since 12-27-05. Searching by *ID* will also provide a complete student history. Data back to 9-1-05 will be available at a later date.



*Phone Number Search:* Allows a search for a particular phone number within a school.

*Search/Lookup Button:* Activates the student search.

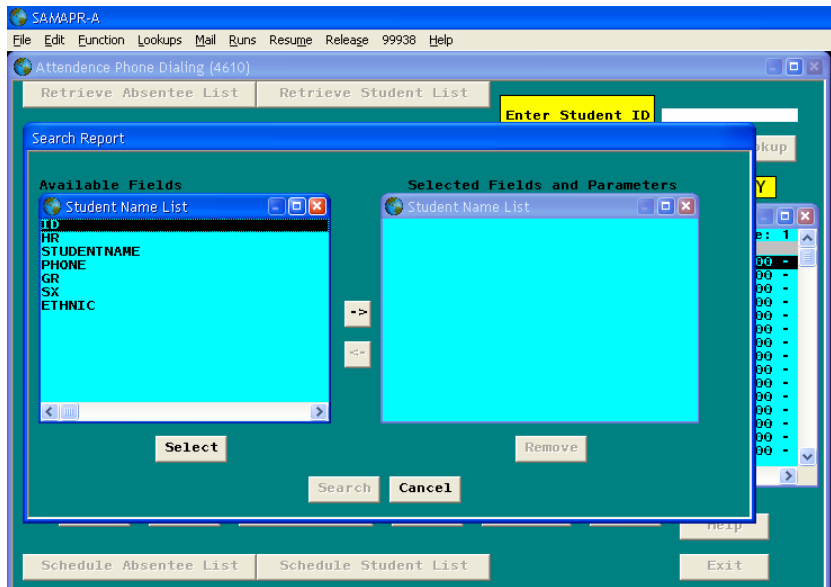
*Student Count Screen:* Shows the total number of calls made to the student for the defined period of time. This will only be displayed once a student has been selected.



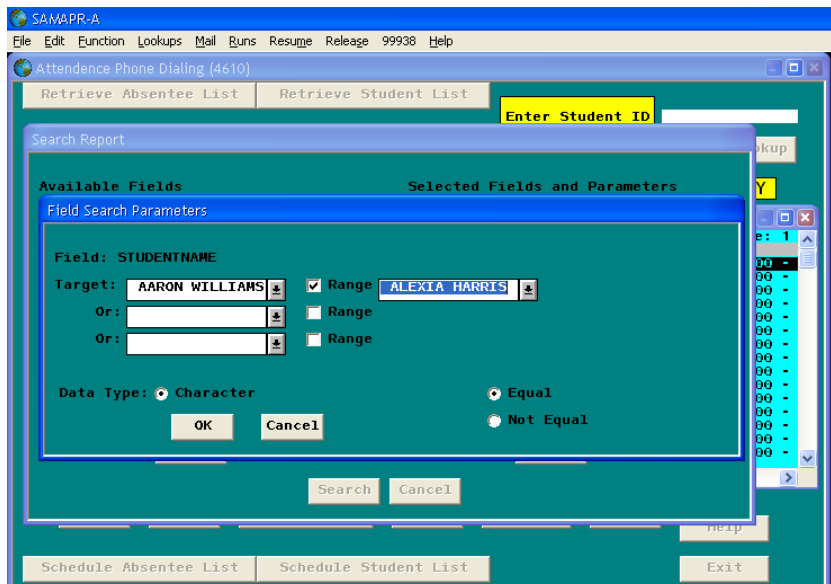
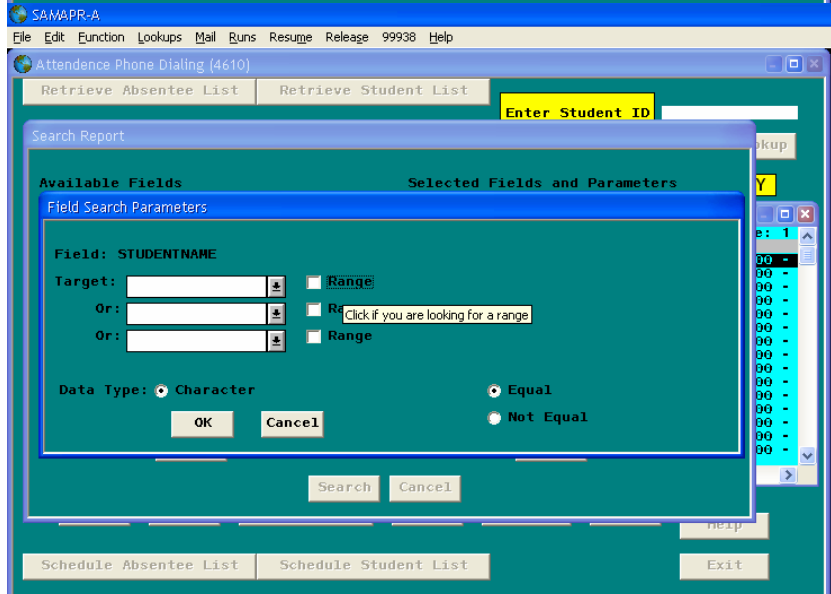
*Schedule Student Button:* Schedules the students in the list by start date, start time, end date, end time, and message number.

## Search Button

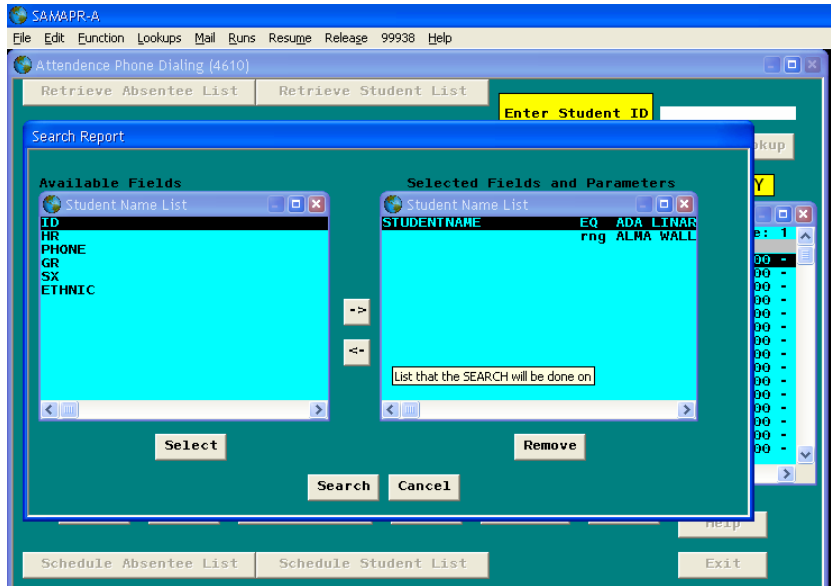
- ✓ To search, select a *Field* name and click the *Select* button.



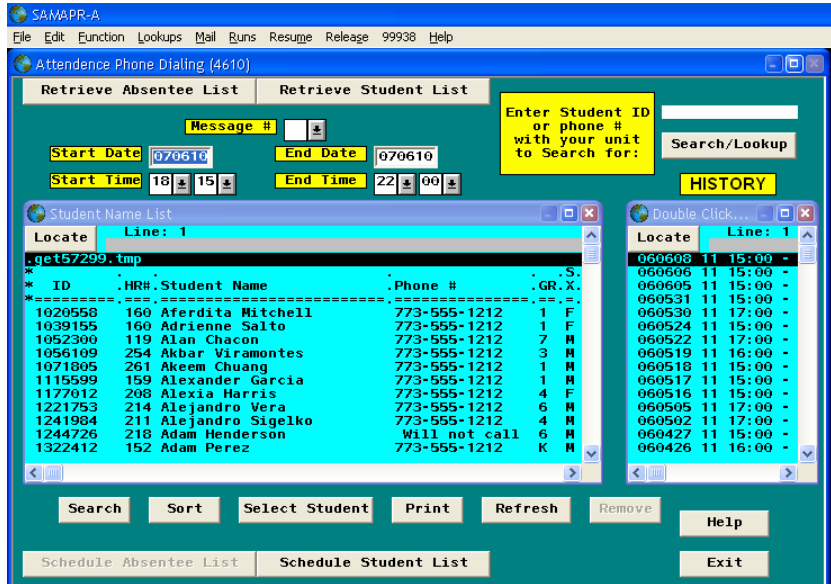
- ✓ It is possible to search by a range of field entries, search by inclusion (EQUAL), or search by exclusion (NOT EQUAL).



- ✓ After a field has been selected, it will be moved to the right-hand window. It is possible to remove or edit a selected field.
- ✓ To remove, click the *Remove* button.
- ✓ To edit, double-click on a field from the right-hand window.

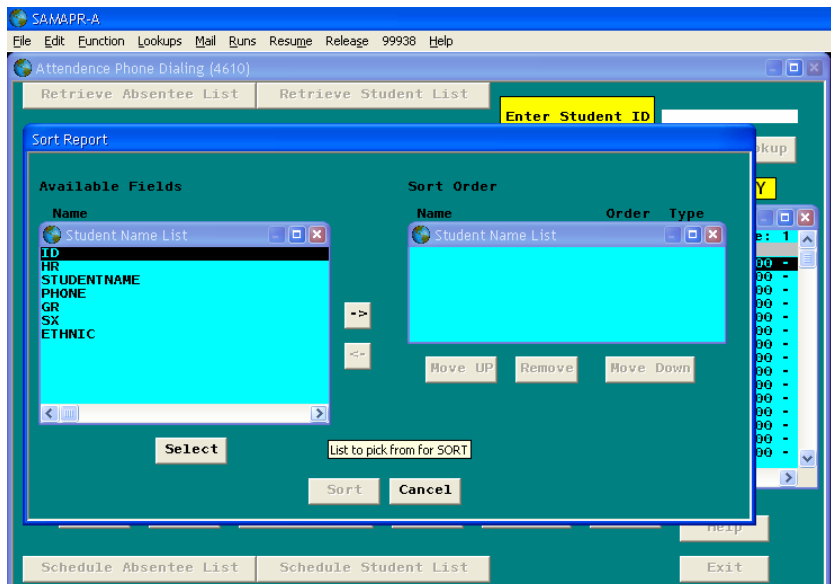


- ✓ After a search has been completed, add a new request or change an existing request.

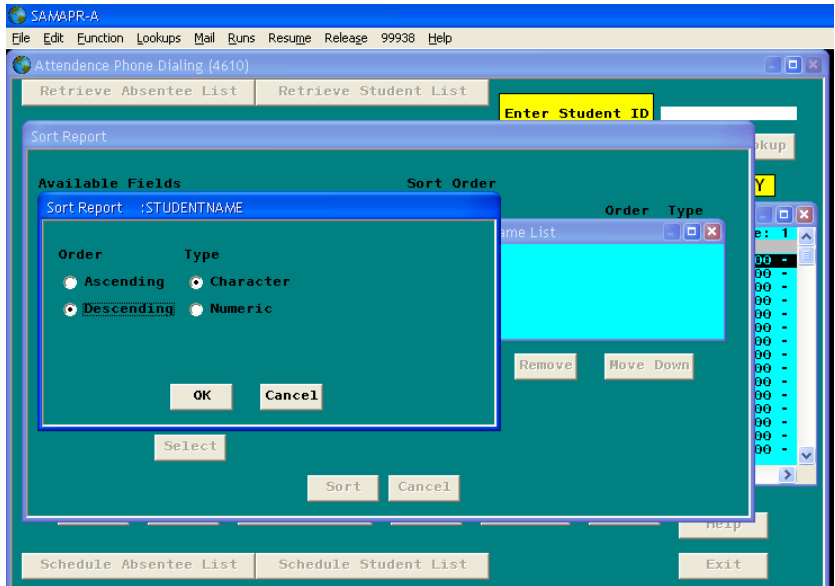


*Sort Button*

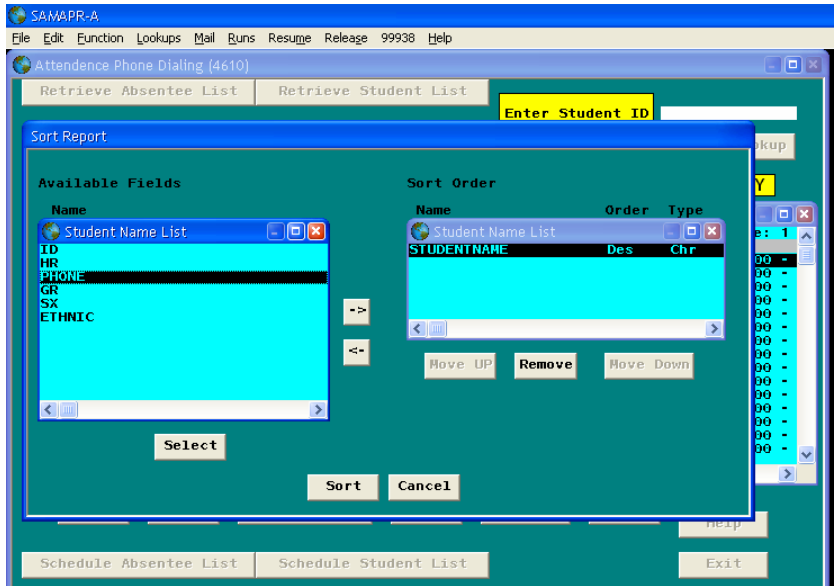
- ✓ To sort, select all the fields for the search and move them in the left-hand window into the right-hand window.



- Users have the option to sort multiple fields in *Ascending* or *Descending* order or by *Character* or *Numeric* type.



- Once sort options are selected, return to the previous screen to select any additional field(s) to sort by.



- If an additional sort field is selected, order the sort fields by importance, from top to bottom. Double click a right-hand side option, to change options.

