

Procedure for sending message to Staff

Procedure for sending message to Staff:

Here when you select “Select Message Receiver Type” as Staff and click on the Next button you will get page that appears as shown below:

Send SMS to Staff

Select Staff Type

--Select--

NONTEACHING

NURSERY

PRIMARY

MIDDLESCHOOL

HIGHSCHOOL

TRUSTIES

ALL

| Name | Sex | Mobile No | Email ID | |
|------|-----|-----------|----------|--|
|------|-----|-----------|----------|--|

Send Back

Depending on Staff Type, Staff Details such as Serial No, First Name, Sex, Mobile No and Email ID gets updated in the Table.

Note: Staff Type field is added while adding Staff. Staff Types are Non Teaching, Nursery, Primary, Middle School, High School, Trustees and all.

When you select the Staff Type, list of Staff of that type gets displayed as shown below:

Send SMS to Staff

Select Staff Type

ALL

Reset

Send SMS to Staff

| Sl.No. | First Name | Sex | Mobile No | Email ID | |
|--------|------------------|--------|------------|------------------------------|-------------------------------------|
| 1 | GeetaPrabhu | Female | 9886105813 | GeetaPrabhu@gmail.com | <input type="checkbox"/> |
| 2 | ShanmughaPriya | Female | 9886741843 | enigma_priya2002@yahoo.com | <input checked="" type="checkbox"/> |
| 3 | DeeptiRavali M | Female | 9886230749 | deepti.ravali@rediffmail.com | <input checked="" type="checkbox"/> |
| 4 | AnupamaThakkar | Female | 9845316851 | anupama.thakkar@gmail.com | <input type="checkbox"/> |
| 5 | AshwiniS.Naik | Female | 9008468820 | AshwiniS.Naik@gmail.com | <input checked="" type="checkbox"/> |
| 6 | SreedeviK.N | Female | 9886674109 | sridkn@yahoo.com | <input type="checkbox"/> |
| 7 | ChitraMansukhani | Female | 9886691602 | chitra_l_m@yahoo.com | <input checked="" type="checkbox"/> |
| 8 | LopamudraNag | Female | 9886106208 | lnag18@yahoo.com | <input checked="" type="checkbox"/> |
| 9 | JayantiRoy | Female | 9886148644 | subirroy@gmail.com | <input checked="" type="checkbox"/> |
| 10 | FarahKhan | Female | 9880367543 | far_skhan@yahoo.com | <input checked="" type="checkbox"/> |
| 11 | UmadeviD | Female | 8951177310 | umaakkauk@gmail.com | <input type="checkbox"/> |

1

2

3

4

Send

Back

Select All

Enable

Then “Select All” option for sending message or mail to all the staff of that staff type and all. You can select individual staff.

Click on the Send Button to send message.