

# 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:

The screenshot shows a web interface titled "Send SMS to Staff". It contains a "Select Staff Type" dropdown menu with the following options: --Select--, --Select--, NONTEACHING, NURSERY, PRIMARY, MIDDLESCHOOL, HIGHSCHOOL, TRUSTIES, and ALL. Below the dropdown is a table with the following columns: Name, Sex, Mobile No, and Email ID. At the bottom of the interface are "Send" and "Back" buttons.

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

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**Send SMS to Staff**

Sl.No.	First Name	Sex	Mobile No	Email ID	<input type="checkbox"/>
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.