

# Send Message

## Sending Message:

For sending SMS or EMAIL, click on the Send Messages Menu Item as shown below:



When you click on the Send Messages, you get the page as shown below:

A screenshot of the 'Send Messages' form. The form has a red header bar with the text 'Send Messages'. Below the header are two dropdown menus: 'Message Delivery Type' and 'Message Template Type', both with '--Select--' as the current selection. Below these is a section titled 'Select Message' containing a table with four columns: 'Sl. No.', 'Select', 'Template Name', and 'Message Detail'. Below the table is a large text area for editing the message, with a 'Message Length: 0 Characters' indicator on the right. Below the text area is a toolbar with icons for bold, italic, underline, text color, background color, and list creation. Below the toolbar is a section titled 'Select Message Receiver Type' with two radio buttons: 'Staff' and 'Students'. At the bottom of the form are two buttons: 'Next' and 'Cancel'.

Select the Message delivery type and message template type. Automatically all the templates which you have created will be displayed below then choose the template among them.

Send Messages

Message Delivery Type

SMS

Message Template Type

GENERAL

Help

Select Message

Sl. No.	Select	Template Name	Message Detail
1	<input checked="" type="radio"/>		Wishing you a very good morning
2	<input type="radio"/>		Request you to come to school on Saturday i.e 19/09/2016 for attending the Parent Teacher Meeting

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Edit Message

Wishing you a very good morning

Select Message Receiver Type

☐ Staff
☐ Students

Next

Cancel

Once you choose the template, the same message will be displayed in Edit Message box. If you want to edit in the message and change it otherwise select the **message receiver type** " Staff or Student"

Once after choosing, click on Next

If you have selected the student then select the class, section and click on **Find** to send message to all the student.

Find Student

Class

Montessori

Section

A

Student\*

--Select--

Search Student by\*

StudentName

Find

Reset

Barcode

Message Send Master

Sl.No.	Admission Number	Student Name	SMS No	Email ID	Parents Name	
						<input type="checkbox"/>

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Back

Send

Finally click on **Send** to send message.

**!** We can send SMS and E mail Alerts to staff only when Message Template Type is GENERAL and HOLIDAYS.