

OneSchool Import/Export Manual

OneSchool Student Details/Parent/Emergency Contact Export for use with IDAttend.

In IDAttend go to Tools/School Setup

At the top of the screen you must enter your schools 4 digit code. This only need be done once.

School ID: (required for QLD OneSchool interface)

Click the Save button.

To export the required information from OneSchool you will need to export the student/parent/emergency contact information from OneSchool. This is done from the Reports/Data Export Reports menu in OneSchool. There are 3 exports required. Student, Parent and Student Emergency Contact.

Note: The OneSchool export screen for these 3 files requires an As At date to be entered. We recommend you use the next school day date here.

The naming convention for these is as follows.

ea_<school ID>_student_yyyymmdd.csv

ea_<school ID>_parent_yyyymmdd.csv

ea_<school ID>_emergency_yyyymmdd.csv

(additional optional files for non-residential family contacts, only exported in Excel XLS format)

ea_<school ID>_NonResEmail_yyyymmdd.xls

ea_<school ID>_NonResMobile_yyyymmdd.xls

Refer to the Manually Maintained Contacts section at the end of this document.

Where <school ID> is your 4 digit school ID and yyyymmdd is the current date backwards

An example would be

ea_1234_student_20200516.csv

ea_1234_parent_20200516.csv

ea_1234_emergency_20200516.csv

ea_1234_NonResEmail_20200516.xls

ea_1234_NonResMobile_20200516.xls

The three exports should be saved in the same location as the OneSchool Timetable/Class files. More information on this can procedure can be seen on the OneSchool Web Help screen.

It is important that you click the Open option in OneSchool and not the Save option if using Internet Explorer 11. This is because of a bug in the EQ version of IE11 that many cause the file to be truncated (very little data in it) if saved directly.

Using the Open option will cause the file to be opened in Excel. You can then use the File/Save As option in Excel to save the information. You will need to browse to the folder

the file is to be saved in and name it according to the naming convention above. Excel may ask if you want to keep the CSV file format, click Yes if asked. When closing Excel after saving the file you may be asked if you want to save the information. Click No. If using a different browser to download files you can use the Save As option in OneSchool and save the file in the correct folder using the above file naming convention. The above information also applies to the timetable and student class files described below.

If exporting the non-residential parent information this can be done from the OneSchool Parent Mobile/Email Contact Export. Receives Correspondence and Receives SMS must be selected, select Mobile and Generate Report and then Email and Generate Report. As with the other files the naming convention must be followed exactly.

Note: We believe you need to have Student Enrolment Officer rights in OneSchool to be able to export these files. To import the Student Details into IDAttend you need to go to the Admin/Import/Student Details (text file) function.

Import Students

Text File Delimiter: ☐ Tab ☒ Comma

Date Format: dd/mm/yy

☐ Update Based On Other ID Not Student ID

☐ Roll Call Not In Timetable. Update/Add New Students To Previously Created Roll Classes. Effective Date: 14/07/2020

☐ MAZE (ACT Education Dept. Format)

☒ OneSchool (Qld Education Dept. Format)

☐ CASES21 (VIC Education Dept. Format)

☐ Text file has LF only at the end of each record (Eg. Oasis Export)

☐ Home Group Part Of Year

☐ Staff are "STAFF" In Year

☐ First Name In Surname (L/F)

☐ First Name In Surname (F/L)

☐ Address All In Single Field

☐ Update Only No Surname Included

If Importing Student's 'Active' Status, This Is Represented In The File By: A (separate multiples with commas)

Student/Contact Fields Mapping

IDAttend Field	Text File Field #
ID	1
Active (Status)	16
Campus	
Last Name	3
First Name	4
Preferred Name	7
DOB	9
Gender	8
Year	19
Home Group	20
Library Number	
House Code	21
Date Enrolled	17
Other	23
Other Student ID	
Family Code	

OneSchool File To Import

Year Levels To Import

☒ Year 7

☒ Year 8

☒ Year 9

☒ Year 10

☒ Year 11

☒ Year 12

☒ Import OneSchool Parent Details

☒ Import OneSchool Emergency Contact Details

☐ Import OneSchool Non-Residential Parent Email Details

☐ Import OneSchool Non-Residential Parent Mobile Details

☐ Do NOT Import the P/W Flags From OneSchool

☐ Do NOT Import the Specific Education Requirements Flag From OneSchool

Exclude Home Groups: Separate with a comma

Include Home Groups: Separate with a comma

Exclude House Groups: Separate with a comma

☒ Field Names in First Row (skip)

☐ Mark All New Entries As 'Active'

☐ Add Leading Zero To Student ID

☐ Only Import The First Word Of First Name (strip of second name)

☐ Mark All Existing Students As Inactive Prior To Import And Only Mark Those Imported As Active.

☒ Set New Students Imported SMS Contact Option To Mother/Contact 1

☐ If NOT Importing Campus then set Student Campus as per Campus Setup

☐ Default All New Students Imported As Having Permission To Participate In Vivo Scheme

☐ Produce Report After Import Restrict Reported Entries Not Updated To Year:

OneSchool Data Location: Browse View File

☐ Delete File/s On Completion

☒ Excel Used To Save OneSchool Files

Import Close

On the screen you will need to tick the OneSchool option and also use the Browse button at the bottom of the screen to find the folder where the OneSchool export files are.

Once that is done you should see the file date that is there for the student information, appear in the OneSchool File To Import list. The latest one (if more than one) will be highlighted.

The Import OneSchool Parent Details and Import OneSchool Emergency Contact Details should also be ticked.

OneSchool exports a flag that indicates which parent should be contacted via text message. This is either a P or W (Personal or Work Mobile number). If blank then the parent is not to be sent a text message. All schools need to nominate which parent is to get a text message in OneSchool but this is time consuming and OneSchool only allows one parent per student to receive a text message.

To overcome this limitation IDAttend has the option to NOT import the P/W flag from OneSchool and allow them to be maintained manually from the Contact Details screen for each student.

IDAttend can be told to default the Mother as the main contact but up to four parent entries can be nominated to receive a text message.

It is recommended that schools tick this option to not import the P/W flags ONLY if which parents are to receive an SMS have not been maintained in OneSchool for all students, otherwise any changes you make manually to who will receive a text message will be overwritten on the next Student Import. Keeping OneSchool contact details up to date is important as manually maintain details in IDAttend is a very temporary solution as details go out of date quickly.

OneSchool was supposed to export a flag that indicates if the student is a Special Education Student or not. What we have found is that what is actually exported is a flag that indicates that the student has Specific Education Requirements which is not the same thing. This option is ticked by default.

The import of the OneSchool Non-residential Parent Email Addresses and the OneSchool Non-residential Parent Mobile Numbers is optional and not ticked by default. If you wish to be able to send text messages and/or emails to these parents' then you should also export these XLS format files. The files are identical with the exception that one contains the Email Address and the other the Mobile Number.

Note: Each non-residential parent does not have a relationship or title. Only First and Last Names and Email Address and Mobile Number. There is also a 'Receives Correspondence' flag. If No, then they are excluded from Broadcast Email and Text Messages.

If the Do Not Import P/W Flags option is ticked, this is ignored for the mobile number file as this information is included in the file.

Once all of that is done click the Import button.

Once the import is completed the student details should be up to date with what is in OneSchool and IDAttend is ready for use.

OneSchool Timetable Export for use with IDAttend.

Please note you must export the same date range for both the Timetable and Class files.
It is strongly recommended that you export the next weeks (or fortnight on a 10 day cycle) date range as it seems that if a student or class is not active in OneSchool prior the export date range it is not included in the export.

To export the required information from OneSchool you will need to export the Timetable and Student Class information from OneSchool. This is done from the Reports/Data Export Reports menu in OneSchool. There are 2 exports required.
Timetable and Student Class.

The three exports should be saved in the same location as the OneSchool Student/Parent/Emergency csv files.

More information on this can procedure can be seen on the OneSchool Web Help screen.

Note: The timetable export in OneSchool requires a date range to be entered. It is recommended that you use the next weeks (Mon – Fri) date range for both file exports. This is recommended due to a quirk in OneSchool where a student or class not active prior to the date range specified is not included in the export. For the last week of each term you must use the current week's date range as there is no timetable for the next week.

The naming convention for these is as follows.

ea_<school ID>_timetable_yyyymmdd.csv

ea_<school ID>_class_yyyymmdd.csv

Where <school ID> is your 4 digit school ID and yyyymmdd is the current date backwards

An example would be

ea_0000_timetable_20110516.csv

ea_0000_class_20110516.csv

Note: We believe you must have Timetable Admin rights in OneSchool to be able to export these files.

Once all the OneSchool files have been saved.

Go to Tools/System Setup and make sure the IDAttend Timetable is setup to match the periods in your OneSchool timetable.

Next go to Admin/Import/Timetable (text file).

Timetable Import (Text File)

Text File Delimiter
☐ Tab
☒ Comma

☐ MAZE (ACT Education Dept. Format)
☒ OneSchool (QLD Education Dept. Format)

IDAttend Field	Text File Field #
Class Code	1
Year	3
Home Group	
Day	4
Period	6
Teacher Code	11
Room	14
Num Periods	
Teacher First Name	13
Teacher Last Name	12
Teacher Name	
Class Name	2

Timetable Effective Date: 11/02/2013
Clear

☒ Use Period Mapping
☐ Period Mapping Varies Each Day

Period Mapping

Import Period	IDAttend Period #
Period Five	6
Period Four	5
Period One	2
Period Three	4
Period Two	3
Roll Mark	1

Day Mapping

Day Being Imported	IDAttend Day

☐ Use Day Mapping

Subject Codes Are Not Unique For Years: Separate with commas
Scan For Periods

☒ Do Not Make Consecutive Classes Into Multi-Period Classes

Do Not Make Classes Beginning With Into Consecutive Classes
Do Not Make These Periods Into Consecutive Periods. REFER TO USER MANUAL
Do Not Import Classes Beginning With Separate multiples with a comma (,)

☒ Import Student Subjects From The Matching Class File
Student ID Is At Position: 1 Update Student Other
☐ Group Field Based On Class Code On
First Subject Is At Position: 2 Day Period ☐
☒ Only 1 Subject Per Line Entry
☐ Only Import Student Subjects Class file must have all subjects for the full timetable cycle. Not just a single day.

OneSchool File To Import

20110311
20110722
20120201

☐ Alter Class Code For Period 0 As Per Below

☒ Field Names in First Row (skip)
Add 0 leading zeros to student ID

Period On Day Also Occurs On Days (separate multiples with a comma (,))
Period On Day Also Occurs On Days (separate multiples with a comma (,))

OneSchool Data Path: \\server\NDAAttend Browse

☐ Delete File On Completion

Any new teachers will be added to the IDAttend User List as 'Teachers'

Import

Close

Save Settings

Click the OneSchool option at the top/left.

Change the OneSchool Data Path to the location where the OneSchool timetable files have been saved from the previous steps.

Click the Save Settings button and close the screen.

Re-open the Import Timetable screen.

A list of files should appear in the OneSchool File To Import.

The last one (most recent) will be highlighted. The filename is the date backwards.

Alter you period mapping to suit the periods setup in Tools/System Setup.

Any periods in the OneSchool timetable that do not have any relevance in IDAttend, such as yard/bus duties, breaks etc. can be excluded by assigning them an IDAttend Period # of -1

CONSECUTIVE CLASS SESSIONS

There are options to NOT make consecutive classes (eg. Double period class) into one class running for 2 periods so it only need be marked once.

This option should normally be ticked for Primary Schools that are importing their timetable from OneSchool.

If the above option is not ticked then IDAttend will make classes that occur for multiple periods one after the other on the same day, into a single class that only need be marked once. If the option is ticked then there will be multiple sessions for the class and each will require marking.

If this option is not ticked then you can still make classes that may have multiple sessions, but split by a break, into 2 or more multiple session classes.

As an example let say IDAttend Periods (as defined in Tools/System Setup) 7 and 10 are the two sessions after the two breaks. If you have some multisession classes that happen in period 6 and also period 9 then you can put the following in the Do Not Make These Periods Into Consecutive Periods field. 7,10

This will force IDAttend to make any multiple session classes that span those periods into two separate classes for marking. One before the break and one after the break.

This function may also be limited to particular class year levels if required. This would only normally be required if you have a separate timetable structure for different year levels.

To do this you must add the following IN FRONT of the periods.

If the example above only applied to years 8, 9 and 10 then you would add {8,9,10}7,10

Another example would be {8,9,10}7,10{11,12}8,11

This would mean not only the above result but it would also apply to years 11 & 12 but for periods 8 and 11.

If one year level restriction is used then all the following periods that apply to different/all class year levels, you do not want split, must have {} year levels included before them.

There is also an option to not make certain periods consecutive on certain days.

For example (1,7) would indicate any class on day 1, period 7 should not be made into a multi-period class but rather left as single sessions that will each need to be marked. The Day should be entered first, followed by a comma, followed by the IDAttend period number for that session (as setup in Tools/System Setup).

Only one day and period can be entered per pair of (). Multiple () can be used

Eg. (1,7)(2,7)(4,7)

The () combination can not be used inside the {} combination but can be used in conjunction with it if one is separated from the other by a comma.

Eg. {8,9,10}7,10{11,12}8,11, (1,7)(2,7)(4,7)

There is also an option to allow for NOT Making Classes Beginning With into Multi-Period Classes.

This can be handy if you have classes starting with the same code that you do not want made into multi-session classes.

There is also an option to NOT Import Classes Beginning With.

This is useful if you have for example SPORTX, SPORTY etc classes that you do not wish to have in IDAttend for some reason.

Click Save Settings

It is recommended that this import not be done while the system is being actively used to take attendance.

Click the Import button.

The import process will firstly validate that both the timetable and class files exist for the date selected in the OneSchool file list, and that they are in fact the correct files.

The Timetable file will be read and then imported, followed by the Class file.

This process may take 2 or 10 minutes depending on the number of students in the school.

There must be a matching Class file for each Timetable file unless using the Only Import Student Subjects option (this setting is not saved) in which case only the 'Class' file is required. This option should only be used if the timetable has not changed, only those students doing which subject has changed.

Once finished check the timetables for some students to ensure that they are correct.

It is hoped that at some time in the future the timetable/class files will appear on your server in an overnight process from OneSchool! The whole timetable import process can then be automated.

Please Note: The Timetable and Student Subjects should be imported on a regular basis to keep IDAttend up to date. Ideally daily.

Export of Attendance back to OneSchool

To export the attendance back to OneSchool you use the Admin/Export/Export Attendance -> OneSchool.

This function is almost identical to the SIMS export function except you must browse to the path where the export file will be exported to.

NOTE: If a student has been exported from IDAttend as absent and this is later changed to present in IDAttend then OneSchool will need to be altered manually as there is no code in OneSchool for present so OneSchool can not import it. Also this export function does not export absences into the future to help overcome the above limitation.

Date Range

☒ Term: All
☐ From: 28/01/2014 To: 23/10/2014
☐ Today Only - 24/10/2014

☐ Do Not Export The Last 5 Days Of Attendance (not applicable to Today Only)

Optional Filters

Year: Home Group: Separate multiple years with a comma (.)
Student ID:

Minutes Late For School Before Half Day Absence: 120 Do Not Output Late For School If Less Than 0 Minutes
Minutes Early Departure Before Half Day Absence: 120 Do Not Output Early Departure If Less Than 0 Minutes

Less Than Above Minutes Late Absence Type (Explained) L Less Than Above Minutes Late Absence Reason (Explained) 0
Less Than Above Minutes Late Absence Type (Unexplained) L Less Than Above Minutes Late Absence Reason (Unexplained) U
More Than Above Minutes Late Absence Type (Explained) M More Than Above Minutes Late Absence Reason (Explained) 0
More Than Above Minutes Late Absence Type (Unexplained) M More Than Above Minutes Late Absence Reason (Unexplained) U
Less Than Above Minutes Early Departure Absence Type E Less Than Above Minutes Early Departure Absence Reason 0
More Than Above Minutes Early Departure Absence Type P More Than Above Minutes Early Departure Absence Reason 0
Override Late For School Absence Reason If Unjustified With J Override Early Departure Absence Reason If Unjustified With J
Override Late For School Absence Reason If Medical Certificate With I

Minutes Absent During Day (class time) Before Half Day Absence: 120 (does not apply to Late To School or Early Departures)

AM/PM Changeover Time: 12:00 ☒ Do Not Output Fractional Unexplained Absences

☒ New and Updated Entries Only ☐ Export All Excursion Entries Only For Date Range

☒ Consider Absent For Day If Absent For One Or More Periods And No Other Attendance Entries Present

Base attendance Only On Period: Not Used Base AM Attendance On Period: Not Used Only
Base PM Attendance On Period: Not Used Only

☐ Whole Day Absences Only

Students Must Be Present At Least Periods In A Day Or An All Day Absence Will be Given (optional)

Text File To Export Attendance To: C:\IDAttend Browse

Export Close

This is a folder without any file name as the program will name the file appropriately for OneSchool required format. It is recommended that this be a folder on your G:\ drive that will be easy to find from the OneSchool attendance import function.

The **date range** selected should normally be set to Term – All. This makes sure that any altered entries applying to the past will be exported. Setting the date range to Today Only will result in only those entries applying to that day will be exported. Entries altered for any absences in the past will not be exported.

There is also the option to restrict the export to particular **Year** levels or **Home Group**. There is also the option to restrict the export to a particular **Student** if required.

As per QLD EQ requirements this screen allows you to tell IDAttend how many minutes a student can be late before a half day absence (M) is sent to OneSchool and how many minutes a student can leave early before a half day absence (P) is sent to OneSchool. If the student is absent for the entire day then they will be sent to OneSchool as an A.

If the number of minutes late is less than or equal to the number of minutes specified then an L,L (by default) will be sent to SIMS. There are options for different reason codes for both explained and unexplained late arrivals.

The default entries for Late To School are:

<= 120 minutes late (explained) – L,O

<= 120 minutes late (unexplained) – L,U

> 120 minutes late (explained) – M,O

> 120 minutes late (unexplained) – M,U

If the number of minutes leaving early is less than or equal to the number of minutes specified then an E,O (by default) will be sent to OneSchool.

The default entries for Early Departure are:

<= 120 minutes early departure – E,O

> 120 minutes early departure – P,O

The Override Late For School Absence Reason if Unjustified is used when Unjustified has been used when signing a student in late and, while they have a note or reason, but if considered unacceptable by the schools policies then Unjustified may have been ticked and the code in this field (J is the default) will be used for the reason. Eg. L,J (late unauthorised).

The Override Early Departure Reason if Unjustified is used when Unjustified has been used when signing a student out with a leave pass and, while they have a note or reason, but if considered unacceptable by the schools policies then Unjustified may have been ticked and the code in this field (J is the default) will be used for the reason. Eg. E,J (early departure unauthorised).

The codes sent to OneSchool with regards to late arrivals and early departures can be altered if your school wishes by entering the codes required into the Absent Type and Absence Reason fields on the screen. Please note that doing so will make what is output non-compliant with department requirements.

EQ requires that these figures be set to 120 minutes.

There is also an option to specify the number of minutes that a student can be late or leave early and have no entry exported to OneSchool. By default these are set to 0 minutes. If a figure is entered then it must be less than the half day absence figures. If used this figure should normally be no longer than the school's roll call period.

There is also an option to specify the number of minutes a student can be absent during the day before a half day absence is recorded. If the absence is less than this figure then the absence will not be exported to OneSchool. This figure must be 1 or more minutes.

This option does not apply to late arrival or early departure.

There is also an option **Do Not Output Fractional Unexplained Absences**. This option if enabled will not output any UA (Unexplained) absences that occur during the day. This means that any UA fractional absences will not be output to OneSchool and gives the school the opportunity to investigate if the student was truant or the teacher just made a mistake. This is to avoid the issue of OneSchool not being able to import Present if found to be the case and a previous absence was exported. Once changed to Truant or some other

absence type other than Unexplained or Present in IDAttend the absence will be exported regardless of this setting.

The reason codes used are those setup in Tools\Attendance Codes.

Select the current term as the date range. This is the date range that IDAttend will look at for any attendance to export. If you select **Today Only** then any changes to previously exported attendance for previous days will **NOT** be included.

The option **Consider Absent For Day If Absent For One Or More Periods And No Other Attendance Entries Present** should normally be ticked if teachers are taking period by period attendance. By default IDAttend will assume that in the absence of any attendance for a period that the student was **Present** at school. If this option is enabled and the student is absent for one or more periods in the day and there are no present entries, or any other type of attendance indicating the student was present, then IDAttend will mark the student absent for the day for OneSchool.

New and Updated Entries Only should normally be enabled to ensure that only new and changed entries are exported. If a student is exported to OneSchool as an unexplained absence and that is later changed to explained in IDAttend then it will be exported again to OneSchool.

Base Export Only On Period should normally be set to Not Used. If a period is selected then the attendance exported will be based on that period only. This may result in the export not being accurate. This option should only be used if you have third party programs that look at your attendance and expect certain entries.

Base AM Attendance on Period and **Base PM Attendance on Period** – These two options should only be used if you wish to base your AM attendance on a single period in the morning and the PM attendance on a single period in the afternoon. Both the AM and PM periods must be selected. This option cannot be used with the Base Export Only On Period option.

If this option is used the attendance will be based solely on the periods selected and IDAttend will ignore any attendance for other periods in the day. Eg. Roll Call and Period 4 are selected as the AM/PM periods and If an Unexplained Absence from Roll Call and Sick in Period 4 then IDAttend will send A,U and P,I to OneSchool. An Unexplained Absence from both Roll Call and Period 4 would result in A,U being sent to OneSchool. If the student was marked Present in the periods in between it would have no affect on the exported codes.

Use this option with care if you wish to export attendance based on only two periods in the day.

Whole Day Absences Only. This option should not normally be enabled. If enabled the export will only export whole day absences. Any partial absences will not be exported.

Output Half Day Work Experience/Off Campus As L or E Part Of Day. This option, if enabled, will output a L,W or L,F instead of M,W or M,F and a E,W or E,F instead of P,W or P,F. This option only works with Work Experience and Off Campus entries.

Output Half Day Going Home Sick As E Part Of Day. This option, if enabled, will output an E,I instead of a P,I if a student goes home sick.

Output Half Day Early Leave (Leave Pass) As E Reason Code Rather Than O. This option, if enabled, will output a P,O as P,E. This option only works with entries that have been assigned an Absence Code of O (other).

Use the **Browse** button to set the folder that the absence CSV file will be saved in.

Click the **Export** button to begin the export. This should generally only take a few minutes but if exporting a large date range and this is the first export then the export may take some time.

Once the attendance has been exported you need to import the attendance into OneSchool.

The file output will have the following naming convention

ea_<school ID>_absent_YYYYMMDD.csv

It is important that you do not delete these files once exported to OneSchool as IDAttend may use them later to verify what was actually exported to OneSchool.

To Import the Attendance into OneSchool you go to
Student->Attendance/Absent->Absence Data Import

Use the Browse button to locate the file just exported above.

Select the Overwrite option and import the data. The data will be validated and if no errors will be imported.

The Default Reason Codes for Late To School and Early Departure can be overridden depending on the reason Late or Early by setting the Late/Early Code for each reason in Tools/Lists/Attendance Codes. If no code is entered against a reason then the default reason codes above will apply. Refer to IDAttend User Manual for more information on these options.

NOTE:

We have recently been informed by OneSchool that once the Absence Part of Day (A, M, P, L or E) has been imported into OneSchool it cannot be overwritten with a later import from IDAttend with a different Part of Day. The absence reason can be changed via an import as many times as needed, but not the Part Of Day. It is for this reason that we have added the option, in the Date Range section, to NOT Export The Last 5 Days of Attendance. This allows schools a chance to fix any mistakes that may come to light before they are exported to OneSchool in an effort to reduce the number of manual changes that need to be made in OneSchool.

We are still trying to have this policy changed in OneSchool.

The Import of Attendance into OneSchool is a batch process we believe and the newly imported attendance detail may not show against a student immediately.

If there are any conflicts with what is being imported and what already exists in OneSchool for a student then Warning List will be generated at the end of the import process in OneSchool.

This list shows the Line Number in the file being imported and the reason it was rejected. It does not show the Student ID/Name. To help overcome the issue of having to locate that line in the CSV file we have added a function in IDAttend to open that file and display the details by line number. You can double click on the line to open the Student's Attendance screen to see what is there for that day if need be.

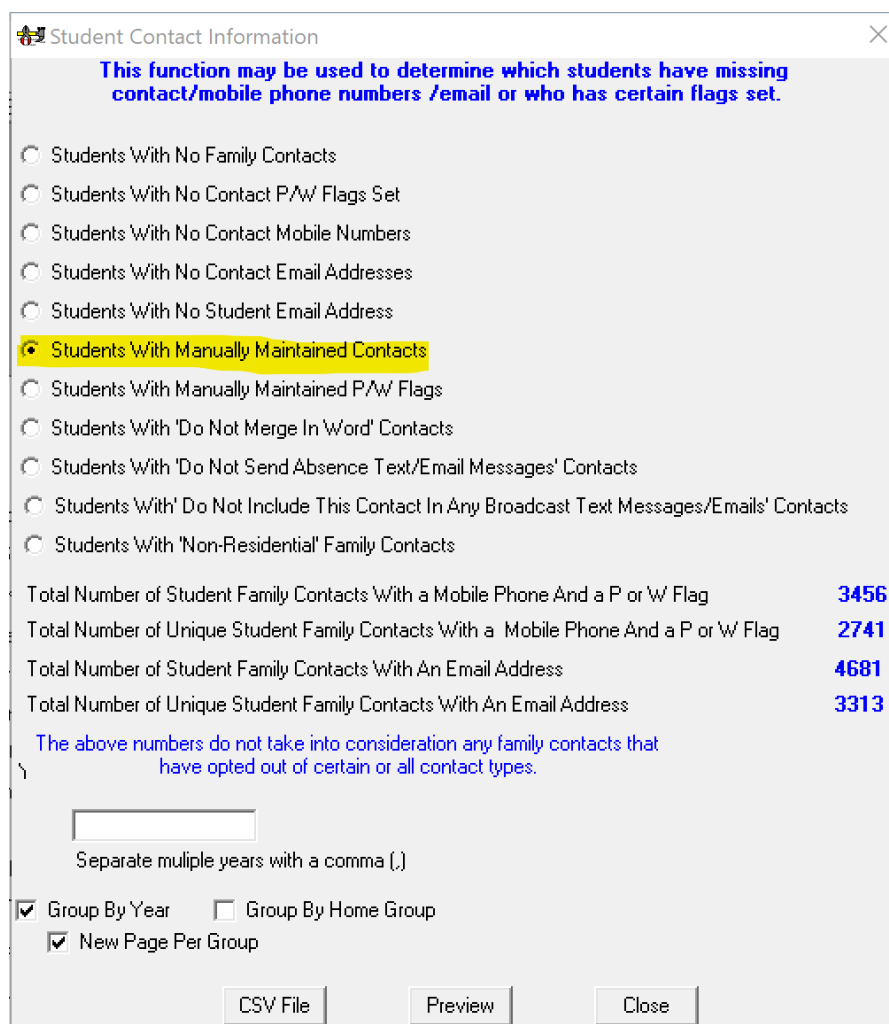
This function is Under Admin/Export/View OneSchool Absence Data File.

Manually Maintained Family Contacts

Now that there is an option to import non-residential parents it is important that schools check if they have already added some manually and ticked the Manually Maintained Contact option, otherwise the contact may be included twice in any emails and/or text messages.

The Admin/Notify Parents/Student Contact Information function has a report that will list all students with manually maintained contacts.

Select this option and click preview. If there are any, Print the report and look up each student and click on Contacts and see if any manually maintained contacts should be deleted to remove the duplicate.



Student Contact Information

This function may be used to determine which students have missing contact/mobile phone numbers /email or who has certain flags set.

- ☐ Students With No Family Contacts
- ☐ Students With No Contact P/W Flags Set
- ☐ Students With No Contact Mobile Numbers
- ☐ Students With No Contact Email Addresses
- ☐ Students With No Student Email Address
- ☒ **Students With Manually Maintained Contacts**
- ☐ Students With Manually Maintained P/W Flags
- ☐ Students With 'Do Not Merge In Word' Contacts
- ☐ Students With 'Do Not Send Absence Text/Email Messages' Contacts
- ☐ Students With 'Do Not Include This Contact In Any Broadcast Text Messages/Emails' Contacts
- ☐ Students With 'Non-Residential' Family Contacts

Total Number of Student Family Contacts With a Mobile Phone And a P or W Flag	3456
Total Number of Unique Student Family Contacts With a Mobile Phone And a P or W Flag	2741
Total Number of Student Family Contacts With An Email Address	4681
Total Number of Unique Student Family Contacts With An Email Address	3313

The above numbers do not take into consideration any family contacts that have opted out of certain or all contact types.

Separate multiple years with a comma (,)

☒ Group By Year ☐ Group By Home Group

☒ New Page Per Group

There is also a delete function under Tools/Misc/Delete All Manually Maintained Student Family Contacts. This option will delete all of the manually maintained contacts but there may be some that are not included in the non-residential contact files you wish to retain, such as carers etc.