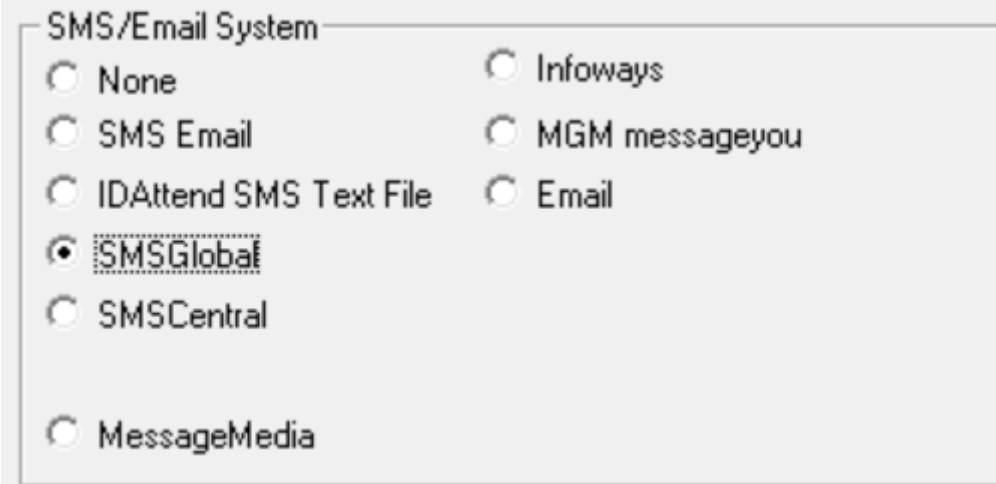# SMSGlobal Setup Instructions In IDAttend For Qld State Schools

To Setup IDAttend to use SMSGlobal you should do the following

Ensure you have the latest version of IDAttend installed

In Tools/School Setup

Select SMSGlobal as the SMS Provider

Click Save

In Tools/SMS-Email/SMS Setup

Enter your SMSGlobal User Name

Enter your SMSGlobal Password

If you have setup a Pre-Paid Account, then tick the Prepaid option and enter the cents per message you are being charged. This allows IDAttend to estimate if you have enough credit to send the text messages.

Enter proxy2.eq.edu.au in the Proxy Server

Proxy User Name and Password is not required if using Active Directory Authentication for IDAttend
If you are not using AD then it is strongly recommended that you switch it over to AD
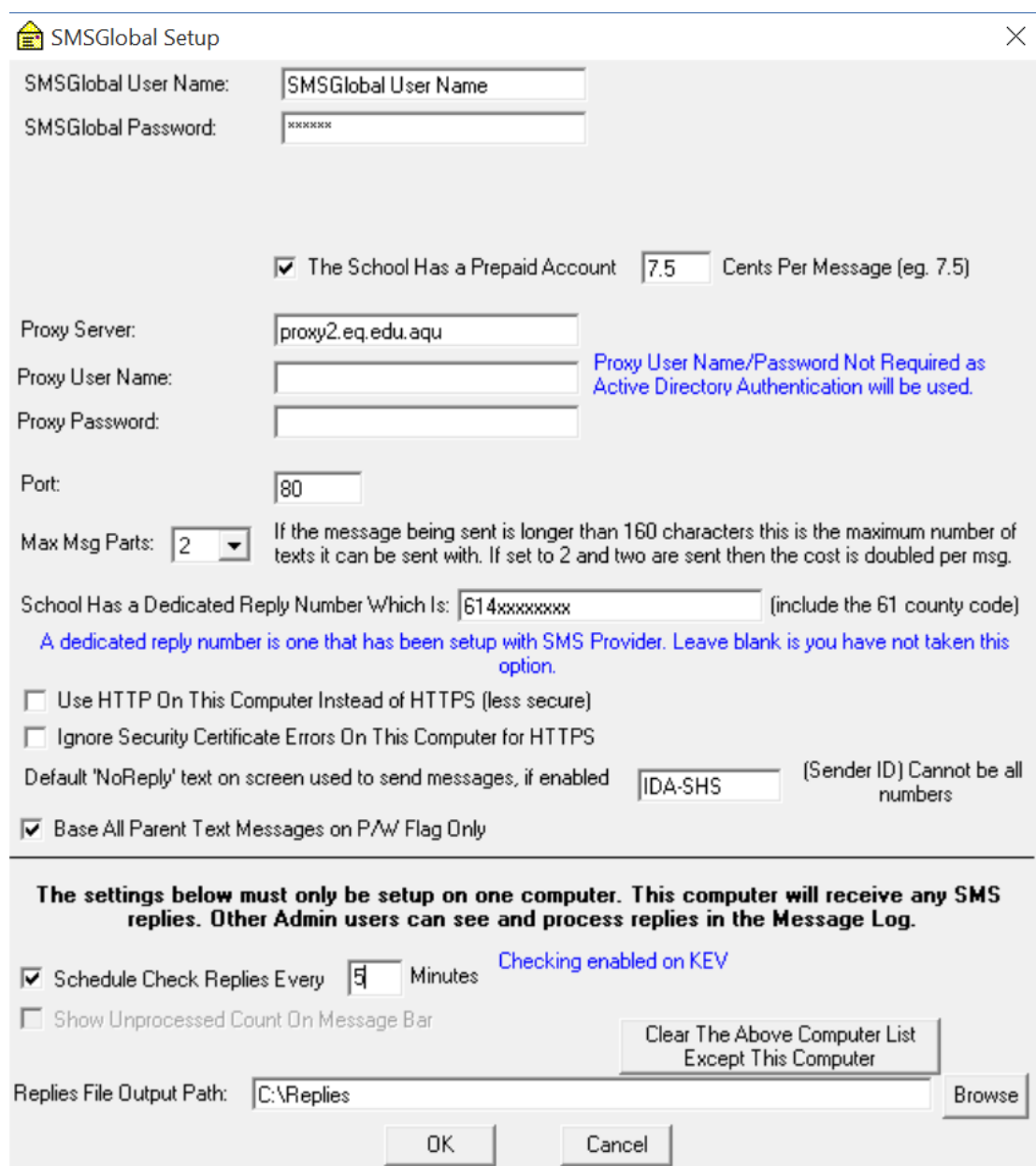
Enter 80 in the Port

Max Msg Parts. By default, SMSGlobal limits the maximum length of the text messages to 160 characters. This is the length of one standard text message. If your text message is longer than this, it will be truncated to 160 characters. This is not desirable so it is best if you set the Max Msg Parts to 2 or more. You will not be charged for the number set for each message. Only the number of message parts actually used to send the message. On modern phones the long message will appear as one message on the phone. Older phones it will appear as multiple messages.

If you have opted for a Dedicated Reply number, then you should enter that number in the Dedicated Number field otherwise leave it blank.

Enter your school initials in the Default NoReply eg. XXSHS

Tick the Base All Parent Text Messages on P/W Flags Only

If you are not on the workstation that will pick up any replies you should click OK button.

The next step must only be done on one workstation

On the computer that will pick up the replies you should tick the Schedule Check For Replies option and set the number of Minutes to 5.

Click the OK button.

All workstation that have anything to do with text messaging should restart IDAttend.

By default, all Administrator and higher levels in IDAttend can send text messages. You may give this functionality to Coordinator level in Tools/Teacher Options and also allow teacher level to send class/excursion based text messages to parents in Teacher Options.

Please refer to the Help/IDAttend User Manual for information on sending text messages from IDAttend and processing parent replies.

Note: OneSchool only exports family contact details for those parents/guardians that reside with the student.

You can manually add a new family contact in IDAttend and tick the Manually Maintained Contact tick box. If this box is not ticked the contact will be removed on the next import from OneSchool.

IDAttend will treat this contact as any other normal contact with regards text messaging and emails.

Before adding a non-residing parent please ensure that you have followed the EQ regulations regarding the

contact of non-residing parents. Eg. Legal Orders regarding student contact etc. It is also recommended that you also have the consent of the residing parent.
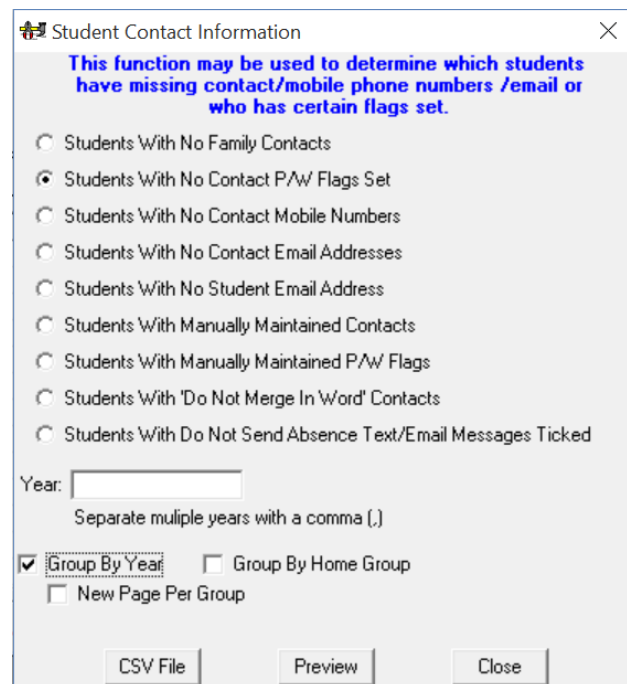
Please do not ask how to send text messages to students. It is forbidden under the Qld Student Privacy provisions to contact students via their personal mobile phone, and that functionality is disabled in IDAttend.

The following section is for those schools who have not previously used an SMS Provider with IDAttend.

Ensuring you have the correct information with regards which parent to send text messages to.

Go to Admin/Notify Parents/Student Contact Information

Select Students With No Contact P/W Flags Set

Click Preview

This will check for any students that do not have either a P (Personal Mobile) or W (Work Mobile) set for those students. This information normally comes from OneSchool when Parent information is imported as part of the Student Details import process.

By default the report will be sorted by year and a new page per year level, so there will be multiple pages.

If you only have a few students per year level then its likely those parents have not provided mobile phone numbers but you can check in IDAttend under the student's details and clicking the Contact button. Each Family Contact will have their details listed. If there is more than one family contact you can drop down the Relationship list and select a different contact. If one of the parents does have a mobile phone number but no P or W in the Mobile Phone To Use field you will need to go into OneSchool and change that parent's SMS flag. It should be noted that one one parent can be nominated to receive text messages in OneSchool. If you make changes only in IDAttend they will be removed on the next import from OneSchool.

If you have a large number of students with no P/W students this means the information is likely not being entered into OneSchool when enrolling students. In this case you have two options:

1. Enter the relevant information into OneSchool. This may be a daunting and time consuming (weeks) exercise for large schools.

2. Have IDAttend set the P/W Flags for you based on an algorithm we have devised. To do this you need to do the following.
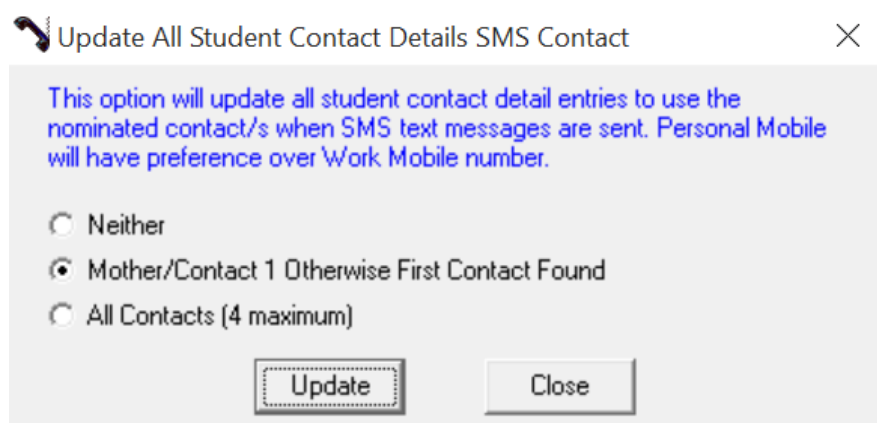
In Admin/Import/Student Details OneSchool
Tick the option Do Not Import P/W Flags From OneSchool (right hand side of the screen).
Close the screen.
If the above is not done then the next step will be wiped out on the next OneSchool import.

Go to Admin/Notify Parents/Update All Student Contact SMS/Email Details

Ensure Mother/Contact 1 Otherwise First Contact Found is selected.
Click Update button.
Click yes to the warning.
This process may take a few minutes to complete.

Once compete IDAttend will have assigned one parent (preference given to Mother) to receive text messages. You can check this but looking at the Contact details for a few students.

If you run the Students With No Contact P/W Flag Set report again then, these will be your students who either have no contacts (independent student) or there is no mobile phone number provided by them.

Please ignore the Emergency Contacts as we are forbidden to send text messages to those contacts.

As the P/W flags are now being manually maintained in IDAttend you can change the P/W flags for any contacts directly in IDAttend. You can remove the P or W from one parent and assign it to another if that is what the parents request.
You can also assign the P or W, on up to 4 family contacts per student if you wish.

Please keep in mind that all siblings have their own family contacts. Changing one does NOT change the others.