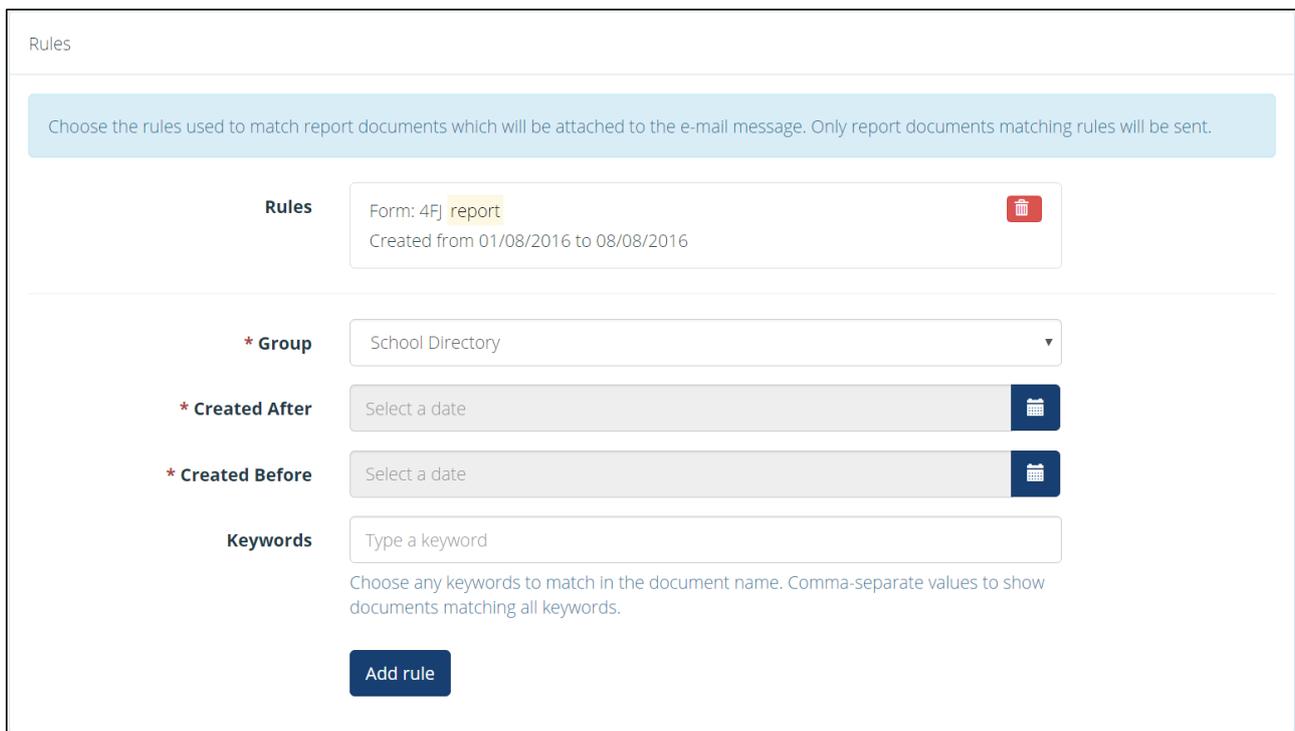


How to Email Reports to parents

Once your reports have been successfully uploaded, you may wish to email them directly to parents, as well as let them know that they are available to view in their Parent Message Centre.

1. Ensure you are logged into the Staff Message Centre.
2. Click the 'Reports' panel list item in the Report Zone on the Dashboard.
3. Click 'Bulk E-mail' in the left-hand menu.
4. In the 'Rules' section, select the group you wish to email, and select the 'Created After' date, and a 'Created Before' date. Enter keywords from the Report's file name. These details should be the same as those entered when creating the rule to publish a Report.



The screenshot shows the 'Rules' configuration page. At the top, there is a light blue banner with the text: "Choose the rules used to match report documents which will be attached to the e-mail message. Only report documents matching rules will be sent." Below this, there is a 'Rules' section with a text input field containing "Form: 4FJ report" and a date range "Created from 01/08/2016 to 08/08/2016", accompanied by a red trash icon. The main configuration area includes: a '* Group' dropdown menu set to "School Directory"; a '* Created After' date selector with a calendar icon; a '* Created Before' date selector with a calendar icon; and a 'Keywords' text input field with the placeholder "Type a keyword". Below the keywords field is a note: "Choose any keywords to match in the document name. Comma-separate values to show documents matching all keywords." At the bottom of the form is a blue "Add rule" button.

The Report Zone Bulk E-mail 'Rules' section

5. Click 'Add Rule'.
6. In the 'Content' section, enter the email subject, select an email template if enabled, and enter your email into the 'Message' field.
7. Click 'Submit' to send your email. Your message will be sent to members of the group you selected in the 'Rules' section.