

Setting Up Reminders and Sending Messages in SIMS

Introduction

Reminders are SIMS generated messages that prompt you about impending deadlines, e.g. SEN reviews, forthcoming medical events (such as immunisations), etc. You can specify which reminders to set, together with the number of days prior to the event that you want to be notified.

Reminders will appear in the **My Reminders** panel on your **Home Page**.

In addition, you can send to another SIMS user messages that relate to a specific pupil/student.

Messages are displayed in the **My Messages** panel on the **Home Page**.

*NOTE: The SIMS 2010 Summer Release supplied the first release of SIMS InTouch, which provides enhanced messaging functionality. For more information on SIMS InTouch, please refer to the SIMS InTouch handbook. This handbook is available from the SIMS Documentation Centre, accessed by clicking the **Documentation** button on the SIMS Home Page. Once open, click the **Handbooks** button, click the **Maintaining Pupil/Student Information** button, then click **SIMS InTouch**.*

My Messages Panel
Displays any messages sent to you from another SIMS user.

Configure Panel Button
Click this button to configure the refresh rate of the **My Messages** panel.

Configure Button
Click to configure the panels displayed on the **Home Page**.

Print Button
Click this button to print the details of the panel.

Maximise Button
Click this button to expand the panel.

My Reminders Panel
Displays any reminders set to notify you of impending deadlines.

Setting Up Reminders

Select **Focus | Alerts | Setup Reminders** to display the **Setup Reminders** dialog.

Setting Student Related, SEN and Admission Reminders

NOTE: Admission reminders are only visible to schools who have applied a Basic or Full Admissions licence.

1. Select the **Active** check box adjacent to the **Event Name** that you wish to be reminded of. The adjacent **Days in Advance** cell background changes to red, indicating that the days need to be populated.
2. Enter the number of **Days in Advance** that you wish to be reminded of the event.

Setting Attendance Reminders

1. Select the **Active** check box adjacent to the **Event Name** that you wish to be reminded of, e.g. **Extra Names**.
2. Select the frequency of the reminder, e.g. **Weekly**, then select the required **Date/Day** from the drop-down list.

When all required reminders are set, click the **OK** button.

*NOTE: Only event types marked as **Active** can have reminders generated for them. To switch off the reminder, deselect its **Active** check box.*

A selected check box indicates that a reminder has been set.

The **Days in Advance** column displays the number of days prior to the event that a reminder will be generated.

The **Days in Advance** cell is displayed as red until the number of days has been specified for an active reminder. A prompt is also displayed in the bottom left-hand side of the dialog.

Reading Reminders

When an item is clicked in the **My Reminders** panel on the **Home Page**, the dialog displayed depends on the type of reminder selected.

If a reminder for a personal task is being viewed, the **Edit Personal Task** dialog is displayed, enabling its details to be edited.

Edit Personal Task

Description: Review Behaviour SEN Policy

Start Date: 12/10/2009 Due Date: 12/10/2009

Priority: Medium Status: Not Started

Notes:

Reminder: ☒ 01/09/2009 Add To Personal Diary: ☐

Print Report OK Cancel

1. Review then amend the details, if necessary.
2. Additional information can be added in the **Notes** field, such as See staff meeting minutes, 06/10.
3. If the **Add To Personal Diary** check box is selected, this task is added to your school diary.
4. Click the **Print Report** button to display the personal task details in your web browser, e.g. Internet Explorer, from where it can be printed, if required.

If any other type of reminder is being viewed (e.g. system-defined reminders, as seen in the **Setup Reminders** dialog via **Focus | Alerts | Setup Reminders**), the **Read Reminder** dialog displays its details in read-only format.

The reminders are grouped into events, e.g. all the pupil/students whose free school meal eligibility runs out within the timeframe specified when the reminder was set up.

1. Click the **Print** button to display the reminder in your web browser, from where it can be printed, if required.
 2. Double-click anywhere on the reminder to display the associated pupil/student's record, e.g. **Pupil (or Student) Details** page, **Student SEN details** page, etc. depending on the type of reminder.
- The reminder remains displayed in the **My Reminders** panel until such time as it is deleted by clicking the **Delete** button.

Read Reminder

Reminder Details

Event Name	Forename	Surname	End Date
Part Time Attendance Period	Peter	Roeche	06/10/2007

Print Delete Cancel

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Maintaining Reminders and Messages

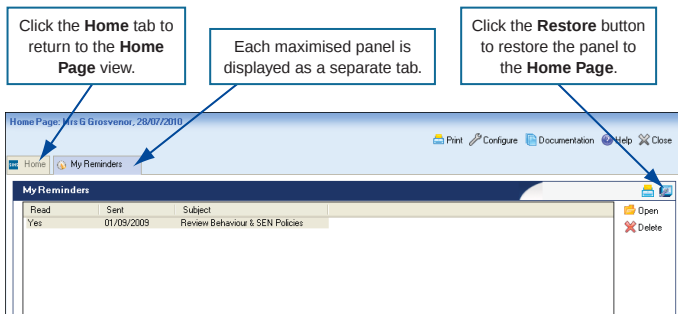
1. Click the **Maximise** button in the top right-hand corner of the required panel to enlarge the panel to a full screen display.



Maximise button

NOTE: When a panel is maximised, a blank space is displayed where it was originally placed on the **Home Page**.

An example of a maximised **My Reminders** panel is shown in the following graphic.



2. Double-click a record to display it. Alternatively, highlight it then click the **Open** button.

3. Click the **Print Report** button to display the details in your web browser, from where they can be printed, if required.

A record can be deleted providing it has been read.

4. Highlight the record then click the **Delete** button (located on the right-hand side of the page) to delete it permanently.
5. To restore the panel display, click the **Restore** button (located on the right-hand side of the page).



Restore button

Sending Messages to Another SIMS User

It is possible to send messages to other SIMS users from a variety of pupil/student related screens: **EMA Student Details**, **SEN Student Details**, **Pupil/Student Details**, **Exclusions**, **Behaviour Management** and **Student History**.

1. With the required pupil/student selected on the required page, click the **Send Message** hyperlink in the **Links** panel to display the **Send Message** dialog.

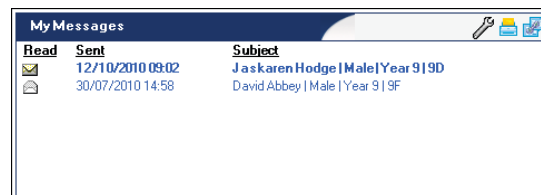
The message is populated automatically with applicable information about the selected pupil/student.

2. Select the required recipient(s) by clicking the **Add** button in the **Recipient** panel to display the **Select Recipients** dialog. Search for and highlight the required recipient(s), then click the **OK** button.

3. Select the message **Type** and **Priority** from the drop-down lists, as required.
4. The **Subject** field is automatically populated. Overtyping the subject, if required.
5. Enter the main text of the **Message** and click the **Send** button to deliver the message to the selected recipient(s). The message will be displayed either when the user logs in, or when the refresh rate specified has elapsed (via the **Configure** button in the **My Messages** panel).

Reading a Received Message

The **My Messages** panel on the **Home Page** displays any messages sent to you by other SIMS users.



1. In the **My Messages** panel on the **Home Page**, click the message you wish to view to display the **Read Message** dialog.

The **Student** and **Sender** panels provide brief details of the pupil/student to whom the message relates. This information is displayed in read-only format.

The **Recipient(s)** panel displays the names of all the people who have received this message.

2. Print the message by clicking the **Print** button.

3. Click the **Delete** button to delete the message or the **Close** button to retain a copy. The message remains in the **My Messages** panel until it is deleted.

Replying to Messages

1. With a message open (as shown in the graphic above), to reply only to the sender of the message, click the **Reply** button to display the **Reply Message** dialog. Alternatively, click the **Reply To All** button to respond to all recipients of the original message, including the sender.

If you click the **Reply** button, the **Recipient(s)** panel displays the name of the originator only. If you click the **Reply To All** button, all recipients of the original message are displayed.

2. Click the **Add** button in the **Recipient(s)** panel to display the **Select Recipients** browser.
3. Search for then select the required recipient (multiple recipients can be selected by holding down the **Ctrl** key and clicking the required names).
4. Click the **Add** button to add each person (or group of people).
5. Click the **OK** button to display the selected member(s) of staff in the **Recipient(s)** panel.

NOTE: To remove a member of staff, highlight them in the **Recipient(s)** panel then click the **Remove** button.

The text of the original **Message** is displayed, beneath the gap provided for your message text.

6. Enter your **Message** then click the **Send** button.

This guide is based on the version of the software (7.136) in use at the time of publication.

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