



DENBIGH
INTERNATIONAL

Administration
Solutions
for Education

Denbigh Administration

Email Module Manual

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Emailing Module

Denbigh Admin can use standard email programs such as Outlook Express, Gmail or it may be configured to use a plug in that talks directly to your mail server.

Emailing to Parents for the Current Students

Current Student Details

Student ID: 103334, Surname: Yusof, First Name: Portia, Second Names: Ashley, Know As: Portia, Gender: Female, Birthday: 14 Sep 2005, Year: 7, TGr: 7.2, House: Puce

Family Details

Family Code: ASHTON03, Family Name: Yusof, Home Phone: 02 3456 7890, Street: 1 John St, Suburb/State/PCode: Sydney NSW 2000, Country: Australia, Email: support@denbigh.com.au

Parents / Guardians

George Vuong, Work Phone: 02 1234 5678, Mobile: 0414 123 456, Email: support@denbigh.com.au

Wayne Jobson, Work Phone: 02 1234 5678, Mobile: 0413582908, Email: support@denbigh.com.au

General Information

General Info, Hosts & Guardians, Correspondence, **Email**, Comms List, Transport, MCECDYA, Extra School Report, Census, Parent Portal

Email

For the found set of student records

New email to Students, New email to Students cc Parents, New email to Parents, Email Menu

For this student

New email to Student, New email to Student cc Parents, New email to Parents

To this student

| Date | Subject | From | Status | Email Text |
|------------|--------------------|--------------|------------|--|
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary equipment |
| 11/08/2017 | | | | |

About this student

| Date | Subject | From | Status | Email Text |
|------------|--------------------|--------------|------------|--|
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure Portia arrives on time and has the necessary equipment |
| 11/08/2017 | | | | |
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure Portia arrives on time and has the necessary equipment |
| 11/08/2017 | | | | |

Create emails to Parents or Student for the Current Student file.
In the Student's File - Click the Email tab

General Information

General Information

General Info, Hosts & Guardians, Correspondence, **Email**, Comms List, Transport, MCECDYA, Extra School Report, Census, Parent Portal

For the found set of student records

New email to Students, New email to Students cc Parents, New email to Parents, Email Menu

For this student

New email to Student, New email to Student cc Parents, New email to Parents

To this student

| Date | Subject | From | Status | Email Text |
|------------|--------------------|--------------|------------|--|
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure Portia arrives on time and has the necessary equipment |
| 11/08/2017 | | | | |
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure Portia arrives on time and has the necessary equipment |
| 11/08/2017 | | | | |

There are many options to send emails

To a single student

- 1 - email to the Student
- 2 - email to the Parents
- 3 - email to the Student and cc parents

To a found set of students

- 4 - email to the found set of students
- 5 - email to the found set of student's parents
- 6 - email to the found set of students and cc parent.

Email Details

The screenshot shows the 'Email Detail' form in the Denbigh Administration system. The form is divided into several sections:

- Navigation Bar:** Includes icons for Main Menu, Back, Menu, Check Spelling, Preview, Send Email, and Delete Email. The 'Send Email' button is highlighted with a red circle 5.
- Form Fields:**
 - eMail ID:** S00063
 - Format:** HTML
 - Date Created:** 17/8/2017
 - eMail Template Type:** Excursion
 - eMail From Name:** Jane Denbigh
 - Date Sent:** (empty)
 - eMail Template:** ID000039 Excursion to Canberra
 - eMail Address:** sally.hill@me.com
 - Status:** New eMail
 - eMail Subject:** Excursion to Canberra
- HTML Options:** Includes checkboxes for Include Header, Include Footer, and Include Staff Signature HTML. The 'Include Staff Signature HTML' checkbox is highlighted with a red circle 8.
- Recipients:** A table with one recipient: support@denbigh.com.au, Portia Yusuf. The table has a 'Log' button and a 'No. Recipients' field showing 1. The 'Add Recipient' button is highlighted with a red circle 7.
- Attachments:** A section for adding attachments, highlighted with a red circle 3.
- Signatures:**
 - Staff ID for Signature:** DENB
 - Sign off:** (empty)
 - Signatory:** Jane Denbigh
 - Signatory Position:** Head of Middle School
 - Include Signature:** A checkbox that is checked, highlighted with a red circle 9.
- Email Body:** A large text area containing the email content, highlighted with a red circle 2. The content includes a notice about an excursion to Canberra and a parental permission form.

When the email is created it will use the logged in users name as the sender. It will add the staff member's signature and details.

- 1 - Enter a Subject (required data)
- 2 - Enter the details of the email
- 3 - Attach documents if necessary
- 4 - Preview the email if necessary
- 5 - Send Email button
- 6 - List of Recipients (use bin to delete)
- 7 - Button to add other recipients
- 8 - Option to add a HTML header, footer or School signature (standard text for all staff signatures)
- 9 - Graphic Signature option

Please note 8 and 9 above are usually only visible for the System administrator.

Adding extra Recipients

- 1 - Click to Add recipients
- 2 - Check box to selected the community status
- 3 - Start entering the name to filter
- 4 - List of people that can be added, click the + button to add the recipient/s.
- 5 - Click "Back to email" when done.

Add attachment/s

- To add an attachment either
- 1 - Click to find and add an attachment or
 - 2 - Click and drag a file to add

Previewing the email before sending

1 - Click the preview button.

2 - Click Continue to go back to the email details

3 - Send email when all details have been entered or Delete if not required.

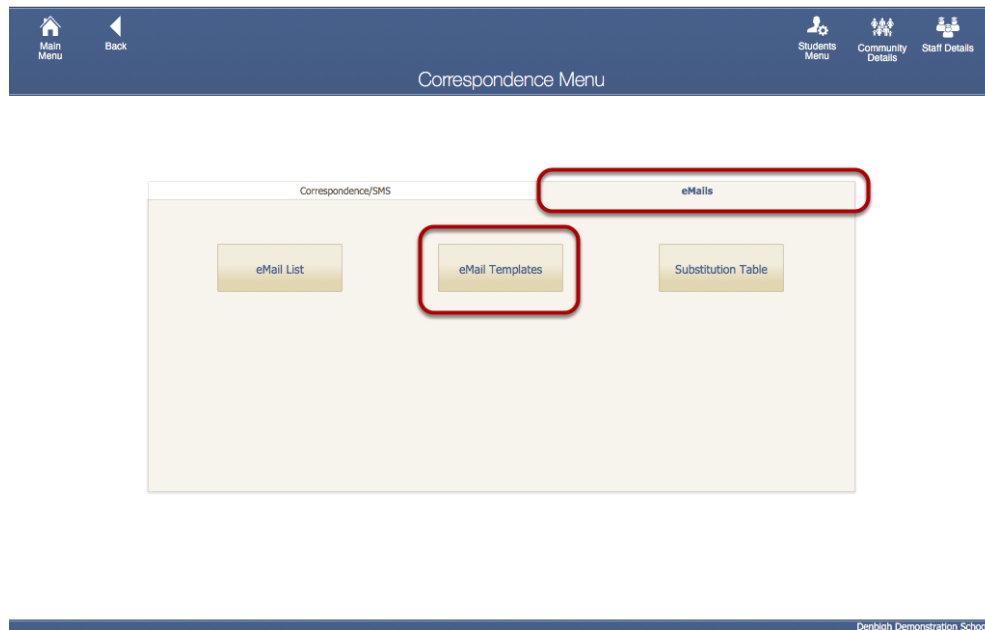
Email Student record

| Date | Subject | From | Status | Email Text |
|------------|-----------------------|--------------|------------|---|
| 17/08/2017 | Excursion to Canberra | Jane Denbigh | eMail Sent | Year 9 students will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary equipment. |
| 17/08/2017 | | | | |
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary equipment. |
| 11/08/2017 | | | | |
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary equipment. |
| 11/08/2017 | | | | |
| 11/08/2017 | Canberra Excursion | Jane Denbigh | eMail Sent | Portia will be attending an excursion to Canberra on Monday 24th April. They will be leaving the school at 7.00am promptly. Please ensure arrives on time and has the necessary equipment. |
| 11/08/2017 | | | | |

Record of email sent.

Note: Portal displays for emails to the parents about the student or emails to the student.

Creating Email templates



In the Correspondence Menu Click the emails tab, then email Templates.

Email templates list

| ID | Type | Discipline Template | Title | Body Text |
|----------|--------------------------------|-------------------------------------|---|--|
| ID000000 | Test Sample | <input checked="" type="checkbox"/> | Test Sample Template | test for tag substitutions |
| ID000001 | PTI Staff | <input checked="" type="checkbox"/> | PTI Staff Notification | Dear Teachers, |
| ID000004 | PTI Parents | <input type="checkbox"/> | PTI Parent Notification | Dear <<Title Surname>> |
| ID000008 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL A - For First and second Infringement | Dear <Name of Parent> |
| ID000009 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL B - For Third Infringement Entry | Dear <Name of Parent>, |
| ID000010 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL C - For Fourth Entry | Dear <Name of Parent>, |
| ID000011 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL U - Uniform Notice | Dear <Name of Parent>, |
| ID000012 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL D- Detention Notice | Dear <Name of Parent> |
| ID000013 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level01 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>. |
| ID000014 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level02 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>. |
| ID000015 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level03 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>. |
| ID000016 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level04 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>. |
| ID000017 | Email to Tutor | <input checked="" type="checkbox"/> | Level01 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>. |
| ID000018 | Email to Tutor | <input checked="" type="checkbox"/> | Level02 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>. |
| ID000019 | Email to Tutor | <input checked="" type="checkbox"/> | Level03 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>. |
| ID000020 | Email to Tutor | <input checked="" type="checkbox"/> | Level04 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>. |
| ID000021 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level01 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>. |
| ID000022 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level02 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>. |
| ID000023 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level03 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>. |
| ID000024 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level04 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>. |
| ID000025 | Email to Parents | <input checked="" type="checkbox"/> | Detention Notice to parents | Today <name of student> received a conduct entry for <subtype>. |
| ID000026 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Detention Notice to Conduct Coordinator | Today <name of student> received a conduct entry for <subtype>. |
| ID000027 | Email to Tutor | <input checked="" type="checkbox"/> | Detention Notice to Tutor | Today <name of student> received a conduct entry for <subtype>. |
| ID000028 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Detention Notice to Head Of Academic Year | Today <name of student> received a conduct entry for <subtype>. |
| ID000031 | Email to Enquirer | <input type="checkbox"/> | Email to Enquirer 1 | Dear <<Mailing Title>>. |
| ID000039 | Excursion | <input type="checkbox"/> | Excursion to Canberra | Year 9 students will be attending an excursion to Canberra on Monday |
| ID000040 | Parent Portal | <input type="checkbox"/> | Login Notification | Dear <<Family Salutation>> |

- 1 - Click the jump button to view any template
- 2 - Click the Add Template

New template

| ID | Type | Discipline Template | Title | Body Text |
|----------|--------------------------------|-------------------------------------|---|--|
| ID000001 | PTI Staff | | PTI Staff Notification | Dear Teachers, |
| ID000004 | PTI Parents | | PTI Parent Notification | Dear <<Title Surname>> |
| ID000008 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL A - For First and second Infringement | Dear <Name of Parent> |
| ID000009 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL B - For Third Infringement Entry | Dear <Name of Parent>, |
| ID000010 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL C - For Fourth Entry | Dear <Name of Parent>, |
| ID000011 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL U - Uniform Notice | Dear <Name of Parent>, |
| ID000012 | Email to Parents | <input checked="" type="checkbox"/> | EMAIL D- Detention Notice | Dear <Name of Parent> |
| ID000013 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level01 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>, |
| ID000014 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level02 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>, |
| ID000015 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level03 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>, |
| ID000016 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Level04 Threshold Reached - notice to Conduct | Today <name of student> received a conduct entry for <subtype>, |
| ID000017 | Email to Tutor | <input checked="" type="checkbox"/> | Level01 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>, |
| ID000018 | Email to Tutor | <input checked="" type="checkbox"/> | Level02 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>, |
| ID000019 | Email to Tutor | <input checked="" type="checkbox"/> | Level03 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>, |
| ID000020 | Email to Tutor | <input checked="" type="checkbox"/> | Level04 Threshold Reached - notice to Tutor | Today <name of student> received a conduct entry for <subtype>, |
| ID000021 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level01 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>, |
| ID000022 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level02 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>, |
| ID000023 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level03 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>, |
| ID000024 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Level04 Threshold Reached - notice to Head Of | Today <name of student> received a conduct entry for <subtype>, |
| ID000025 | Email to Parents | <input checked="" type="checkbox"/> | Detention Notice to parents | Today <name of student> received a conduct entry for <subtype>, |
| ID000026 | Email to Conduct Coordinator | <input checked="" type="checkbox"/> | Detention Notice to Conduct Coordinator | Today <name of student> received a conduct entry for <subtype>, |
| ID000027 | Email to Tutor | <input checked="" type="checkbox"/> | Detention Notice to Tutor | Today <name of student> received a conduct entry for <subtype>, |
| ID000028 | Email to Head Of Academic Year | <input checked="" type="checkbox"/> | Detention Notice to Head Of Academic Year | Today <name of student> received a conduct entry for <subtype>, |
| ID000031 | Email to Enquirer | <input type="checkbox"/> | Email to Enquirer 1 | Dear <<Mailing Title>>, |
| ID000039 | Excursion | <input type="checkbox"/> | Excursion to Canberra | Year 9 students will be attending an excursion to Canberra on Monday |
| ID000040 | Parent Portal | <input type="checkbox"/> | Login Notification | Dear <<Family Salutation>> |
| ID000041 | | <input type="checkbox"/> | Please enter a unique title here for ID000041 | |

3 - Blank template - click the jump arrow to enter details.
A unique ID is given to the template.

| | | | | | | | |
|-----------|------|-----------|------|--------------|---------------|-------------------|---------------|
| Main Menu | Back | List View | Menu | Add Template | Students Menu | Community Details | Staff Details |
|-----------|------|-----------|------|--------------|---------------|-------------------|---------------|

Email Template Detail

Select Type & Template

ID: ID000041
Type:

4

Email to Conduct Coordinator
Email to Enquirer
Email to Head Of Academic Year
Email to Parents
Email to Tutor
Excursion
Parent Portal
PTI Parents
PTI Staff
Test Sample

Enter Body

1. Choose tag

Message Text

3. Insert

Use in Discipline Module

Insert

4- Choose the email type from the list or add a new type
Types are used to give a category for the emails.

The screenshot shows the 'Email Template Detail' form. At the top, there's a navigation bar with icons for Main Menu, Back, List View, Menu, Add Template, Students Menu, Community Details, and Staff Details. Below this, the 'Select Type & Template' section has fields for ID (ID000041), Type (Excursion), and Template Name (Please enter a unique title here for ID000041). The 'Enter Body' section includes a 'Message Text' area with a red circle '6' indicating where to enter details. There are also instructions: '1. Choose tag', '2. Place Cursor in body, below', and '3. Insert'.

- 5 - Enter the template title
- 6 - Enter the details for the email

This screenshot shows the 'Email Template Detail' form with the 'Enter Body' section expanded. A dropdown menu is open, showing various tags like '<<Family Salutation>>', '<<Full Name>>', '<<Mailing Title>>', etc. A red circle '7' is next to the dropdown. The 'Message Text' area has a red circle '8' indicating where to place the cursor. The 'Insert' button is highlighted with a red circle '9'. Instructions '1. Choose tag', '2. Place Cursor in body, below', and '3. Insert' are visible.

- 7 - Choose a tag to use in the email (merge fields available)
- 8 - Place the cursor where the tag is to be used
- 9 - Click to insert the tag

Emails using a template

Email Detail

eMail ID: S00063 | Format: HTML | Date Created: 17/8/2017

eMail From Name: Jane Denbigh | eMail Address: sally.hill@me.com | Date Sent: | Status: New eMail

eMail Template Type: Excursion | eMail Template: Excursion to Canberra

HTML Options: Include Header [X], Include Footer [X], Include Staff Signature HTML []

Staff ID for Signature: DENB | Sign off: | Signatory: Jane Denbigh | Signatory Position: Head of Middle School

Create a new email.

- 1 - Choose from the email template type
- 2 - Choose the email template to use

Emailing Staff regarding a student

Current Student Details

Student ID: 100182 | Surname: Hume | First Name: James | Second Names: Antony John | Know As: James | Gender: Male | Birthday: 14 Nov 2000 | Year: 12 | TGr: 12.3 | House: Red

Family Details

Family Code: CHEN12 | Family Name: Hume | Home Phone: 02 3456 7890

Property: 1 John St | Suburb/State/PCode: Sydney NSW 2000 | Country: | Email: support@denbigh.com.au

Parents / Guardians

Parent1: Raymond Hume | Work Phone: | Mobile: 0414 123 456 | Email: | Parent2: Nina Hume | Work Phone: | Mobile: 0414 123 456 | Email: support@denbigh.com.au

Classes

Accelerated Student: ☐

Email Teachers

| Class Code | Course Code | Class | Units | TT Line | Teacher | Currently Reported | Import into current reporting period |
|------------|-------------|-----------------------------|-------|---------|----------------|--------------------|--------------------------------------|
| CH1H1 | CH1H | Chemistry Higher | | | Dr M Burlinson | Yes | Import |
| CAS11 | CAS1 | Creativity, Action, Service | | | Ms B Leljak | Yes | Import |
| EC1H1 | EC1H | Economics Higher | | | Ms B Leljak | Yes | Import |
| EN1H2 | EN1H2 | English Higher | | | Mrs R Lam | Yes | Import |
| FR1S1 | FR1S | French Standard | | | Miss J Donald | Yes | Import |
| MM1S1 | MM1S | Mathematics Standard | | | Ms K Logue | Yes | Import |
| PH1H1 | PH1H | Physics Higher | | | Mr A Brettell | Yes | Import |
| TOK13 | TOK1 | Theory of Knowledge | | | Ms B Leljak | Yes | Import |

Click the email button under the Classes tab.

Email Detail

Denbigh Administration

eMail ID: S00063
 Format: HTML
 Date Created: 17/8/2017
 eMail Template Type:
 eMail From Name: Jane Denbigh
 Date Sent:
 eMail Template:
 eMail Address: support@denbigh.com.au
 Status: New eMail
 eMail Subject:
 HTML Options: Include Header ☒ Include Footer ☒ Include Staff Signature Graphic ☐ Include Staff Signature HTML ☐
 Add Recipient
 No. Recipients: 6
 Recipients: support@denbigh.com.au Dr Mark Burlinson, support@denbigh.com.au Mrs Robyn Lam, support@denbigh.com.au Miss Julia Donald, support@denbigh.com.au Ms Briony Lejak, support@denbigh.com.au Ms Kestie Logue, support@denbigh.com.au Mr Andrew Brettell
 Attachments:
 Log:
 Staff ID for Signature: DENB
 Sign off:
 Signatory: Jane Denbigh
 Signatory Position: Head of Middle School

Creates an email to the teachers of the student.

Emailing Groups of Staff

Staff Details

WWCC Alert

DENB
 Code
 Denbigh
 First Name
 Jane
 First Name
 Second Names
 Head of Middle School
 Position
 S00063
 Community ID

Confidential

General Information

Classes
 Timetable
 Tutor Group
 Absences and Extras
 CoCurricular
 Groups
 Professional
 Correspondence and Email
 Notes
 Confidential

School Info

Current Staff

School / Employment Info
 Sick Leave: Current: 3, Total: 3
 Annual Leave: Current: 1, Total: 1
 Total: 9
 Balance: Current: 0, Total: 20
 Add Entry
 Excursions Total: 0
 TPL Total: 0
 Employment Date: 1/2/1995
 Anniversary Date: 31/1/2018
 Termination Date:
 Previous Employer: BBC Hardware
 Employment Basis: Full Time
 Employment %: 100%
 Teaching %: 80%
 Police Check: 1/6/2007
 MCEETYA Check: 19/6/2009
 Codes: T
 Teacher #: 123456
 Category: Teacher
 Signature: Jane Denbigh

Medical / Emergency Info

Doctor: Dr Smith
 Doc Ph: 1234 5678
 Medicare No: 123456 789
 Fund: MBF
 Emergency: Mary
 Phone: 01245 789
 Medical Details: Allergic to hard work

Vehicle Details

Make of Car: Toyota Prado
 Colour: Silver
 Registration: ABC-123
 Insurer: NRMA

WWCC / PD Accreditation Info

WWCC No: 76032
 WWCC Date: 15/2/2016
 WWCC Status: Cleared
 WWCC Expiry Date: 27/7/2017
 PD Accreditation Stage: Graduate
 PD Accreditation Delegate:
 WWCC Renewal needed: ☒
 WWCC Responsible Staff member: ☒
 TRBWA Resister

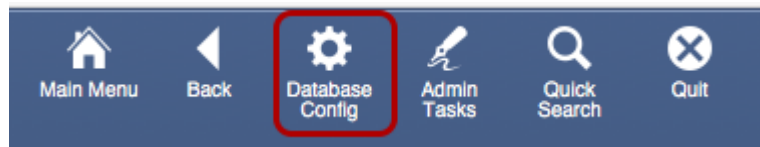
Staff Declaration

Declaration: Yes No
 Date: 19/11/2003

Audit

In the Staff file choose the Staff Email Menu

Email Setup (System Administrator functions)



MainMenu go to Database Configuration.

Choose the mail preference.

For the System Administrator - Choose the email Preference. The SMTP with HTML supports formatted emails and will translate any formatting in the email content to HTML. No HTML tags or programming is required. If Gmail support is required, please check the Use Gmail tick box. This will use the Staff's Email address as the login name for the Gmail account and will prompt the user for their password when sending emails.

Note there is no more Denbigh Plugin or Denbigh eMail setting.

Staff Access to Email

Main Menu

Back

View As List

Find

Find Teachers

Print Menu

Add New

Staff Email Menu

PGD Roster

Move to Former Staff

Staff Absences

Class Cover Extras

Meeting Times

Former Staff

Students Menu

Classes

Community Details

Staff Details

WWCC Alert

DENB

Denbigh

Jane

Head of Middle School

S00063

Code

Surname

First Name

Second Names

Known As

Position

Community ID

Change Staff Code

Confidential

General Information

Classes

Timetable

Tutor Group

Absences and Extras

CoCurricular

Groups

Professional

Correspondence and Email

Notes

Confidential

School Info

Confidential

Account / Email Info / Security

ReAuthenticate

Account / Email Info

Security

Login Name

denbigh

db_dba_user

Local_Access_DataEntry

eMail Username

denbigh

Proxy Username

Proxy Password

Pushover Device Name

Allow eMail

☒ Yes ☐ No

☐ Markbook Administrator

eMail Signature HTML Wrapper :

Jane Denbigh

Account Manager

Denbigh International Pty Ltd

A FileMaker Business Alliance - Platinum Member

PO Box 3166 Narellan 2567

Ph: 1300 788 948

Fax: (02) 4647 3410

e-mail: shill@denbigh.com.au

Do not include the <body> and <html> tags, they will be ignored

Enter tags <name>, <position>, and <phone> to be substituted.

If you require additional tags, let denbigh know.

☐ Prevent Security Idle Timeout

Override Idle Time

Automatically return to MainMenu if timeout occurs in these files :

☐ Addresses

☐ Finance

☐ References

☐ Attendance

☐ Finance_Correspondence

☐ ReportArchive

☐ Audit

☐ Function

☐ Reports

☐ Calendar Bookings

☐ Internal Messaging

☐ SMS

☐ Calendar Events

☐ iOS

☐ Staff

☐ Calendar

☐ MainMenu

☐ Student Class Enrolments

☐ Classes

☐ Markbook Group Students

☐ Student Current

☐ Clubs

☐ Markbook Groups

☐ Student Former

☒ Community

☐ Markbook Task Students

☐ Student Future

☐ Correspondence

☐ Markbook Tasks Groups

☐ Test Results

☐ Denbigh Assets

☐ Markbook Tasks

☐ TextBooks

☒ Denbigh Calendar

☐ Markbook

☐ Times

☐ Discipline

☐ Notes

☐ Timetable Lessons

☐ Email

☐ Photos

☐ TimeTables

☐ Enrollment Report

☐ POS

☐ Transport Passes

☐ Extra Curricular

☐ Program

☐ VCAL

☐ Family

☐ PurchasingInterface

☐ VSR

Users will need to log out and back in to apply new settings.

For staff to have permission to send emails, ensure the Allow Email check box is Yes. If staff signature is required, please enter it in the email signature wrapper field. This can be plain text, formatted text, or html coded text. Use the substitution tags to display the correct information in the email signature. If more tags are required, please contact Denbigh Support and let them know what tags you want to add.