

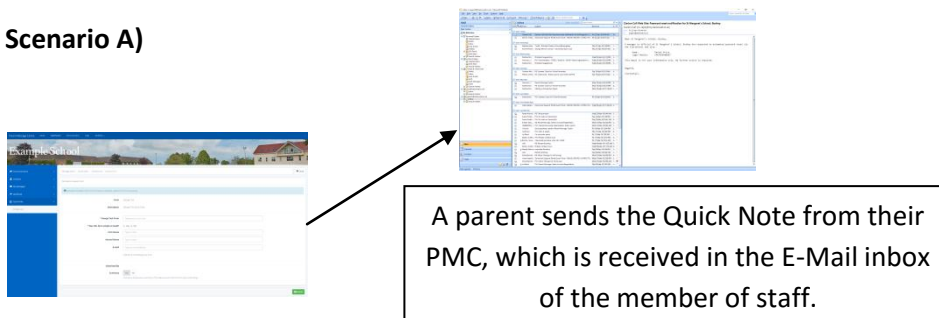
How to create a Quick Note

Quick Note

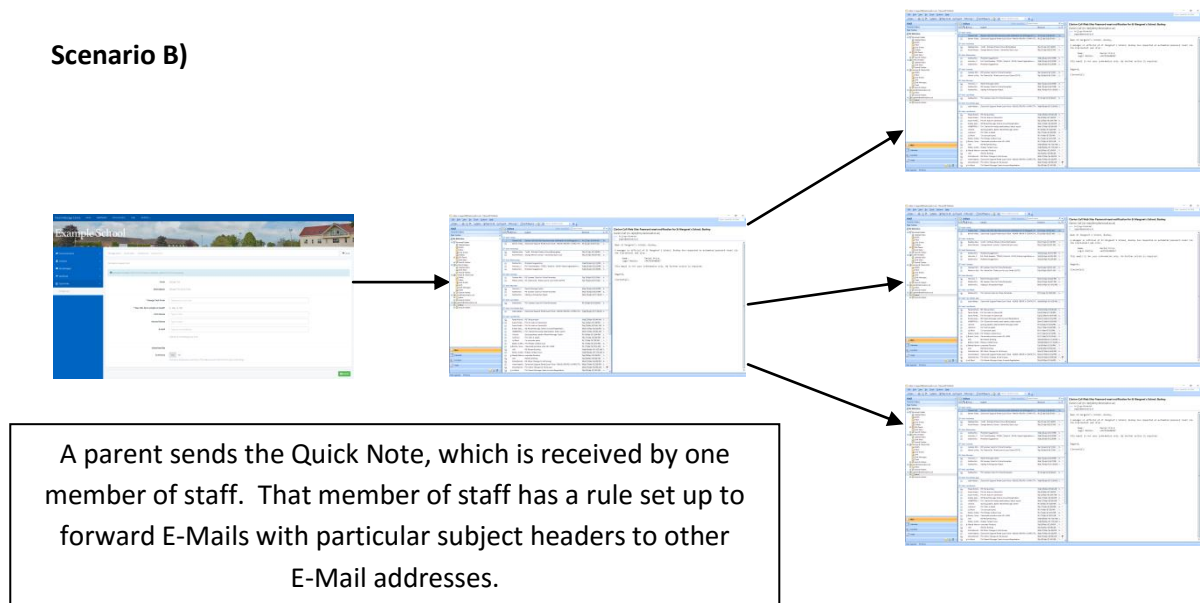
The Quick Note function within the Message Zone offers Parents a quick, one-way messaging system that enables them to write to particular members of your school staff. The Quick Note option sends a direct message to a member of staff, who can then message the parent back using your school's e-mail system.

There are two ways a Quick Note can be received.

Scenario A)



Scenario B)



A Quick Note must be set up to be received by a member of staff, but the message may also need to be sent to a general, functional e-mail address such as 'office@...'. In this circumstance, the Quick Note must still be sent to an individual staff member, as in Scenario A. This individual staff member can then set up a rule within their e-mail inbox, which will forward any e-mails with a subject header containing a particular phrase or keyword to the correct functional e-mail address. This subject header is determined by what is entered in the 'Title' field.

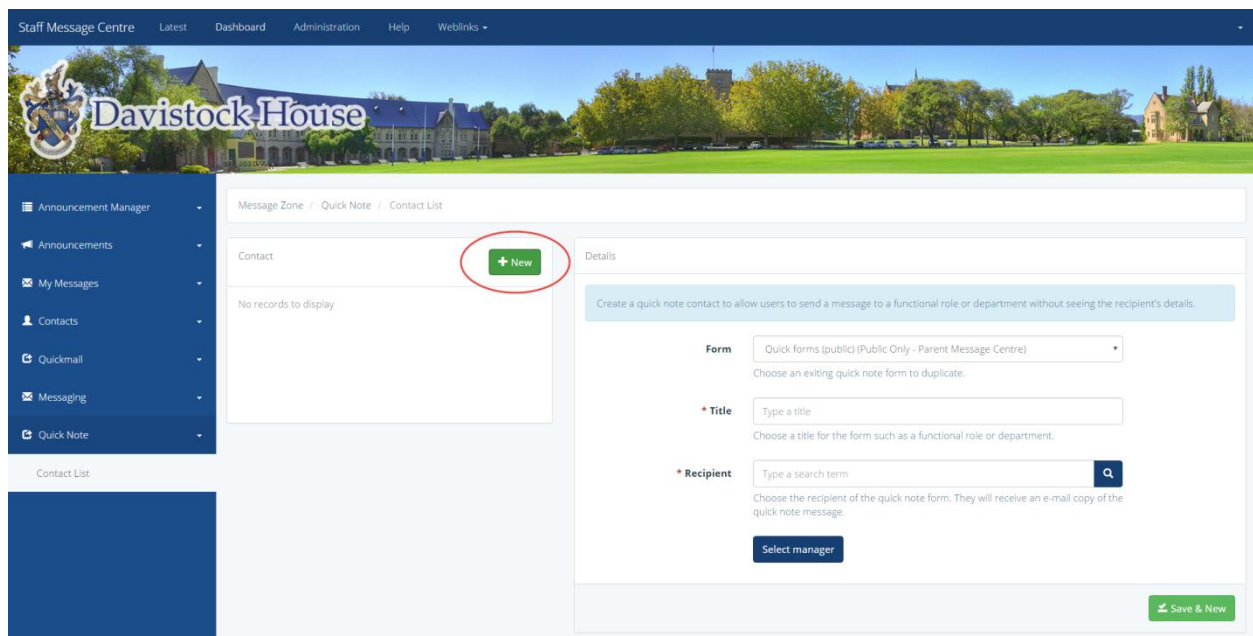
All Quick Notes can be sent from ClarionCall to one personal E-Mail address, but by creating a forwarding rule, can be automatically sent on to the correct functional E-Mail address dependent on the subject header.

How to create a Quick Note

Click 'Quick Note' in the 'Message Zone' panel list item in the 'Dashboard'.

In order for parents to be able to send a Quick Note message, contact details need to be set up for the member of staff.

1. Click the '+New' button.
2. Select the applicable form from the drop-down menu.
3. Enter a title. If the Quick Note needs to be forwarded to a functional e-mail address, enter the correct keywords or phrases here to ensure the message gets forwarded successfully.
4. Use the 'Recipient' drop-down menu to select the Quick Note recipient. Click 'Select Manager' to add the member of staff to the Quick Note. The recipient of a Quick Note MUST be a member in ClarionCall.
5. Click 'Save & New'.



The screenshot shows the 'Staff Message Centre' interface for Davistock House. The top navigation bar includes 'Latest', 'Dashboard', 'Administration', 'Help', and 'Weblinks'. The main header features the Davistock House logo and a background image of the school building. A left-hand navigation menu lists various communication tools: 'Announcement Manager', 'Announcements', 'My Messages', 'Contacts', 'Quickmail', 'Messaging', and 'Quick Note'. The main content area is titled 'Message Zone / Quick Note / Contact List'. It contains a 'Contact' section with a '+ New' button circled in red, and a 'Details' section. The 'Details' section includes a 'Form' dropdown menu, a 'Title' text input field, and a 'Recipient' search field with a 'Select manager' button. A 'Save & New' button is located at the bottom right of the form.

The 'New Note' page