

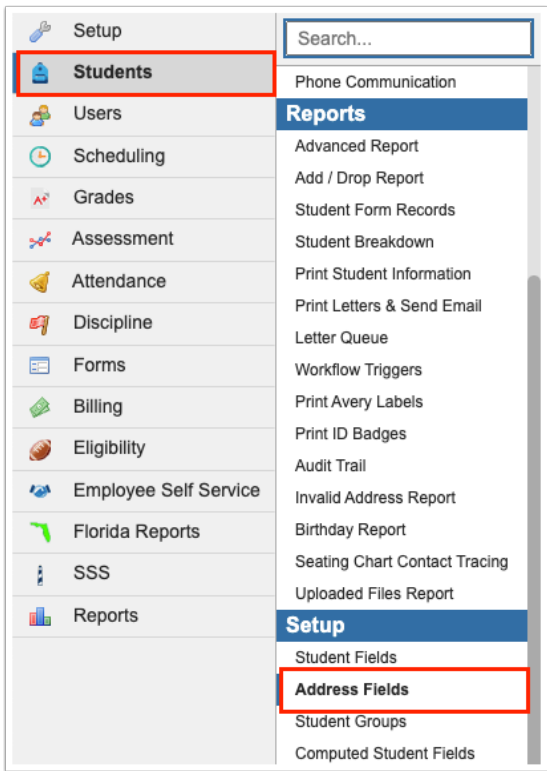
Address Fields

The Address Fields screen is used to set up the relationships, contact detail flags, and contact flags that are available for selection in address and contact records in Students > Student Info > Addresses & Contacts tab.

Setting Up Relationships



The Relationships tab of the Address Fields screen is used to set up the relationships that are available for selection when adding or editing contacts in the student’s record.

1. In the **Students** menu, click **Address Fields**.



2. Click the **Relationships** tab. Any existing relationships are listed in the table.

Relationships Contact Detail Titles Contact Detail Flags Contact Flags



Export  

Save

Relationship	State Code
None	
Father	Father
Mother	Mother
Stepfather	Stepfather
Stepmother	Stepmother
Parent	Parent

3. To add a new relationship, enter the **Relationship** title and corresponding **State Code** in the blank row at the top of the table.

Relationships Contact Detail Titles Contact Detail Flags Contact Flags



Export  

Save

Relationship	State Code
Uncle	Uncle
None	
Father	Father
Mother	Mother
Stepfather	Stepfather
Stepmother	Stepmother
Parent	Parent
Stepparent	Stepparent

4. Once the Relationship title and State Code have been entered, press the **Enter** key while clicked into a text box to commit the line of data. You will know the data has saved when the line turns yellow, as shown in the image.

Relationships Contact Detail Titles Contact Detail Flags Contact Flags



Export  

Save







Relationship	State Code
Uncle	Uncle
None	
Father	Father

5. Click **Save** to officially save the data.

Relationships Contact Detail Titles Contact Detail Flags Contact Flags



Export  

Save








Relationship	State Code
 Uncle	Uncle
 None	
 Father	Father
 Mother	Mother
 Stepfather	Stepfather
 Stepmother	Stepmother


6. To remove a relationship, click the **delete** button (red minus sign) to the left of the relationship title.

Relationships Contact Detail Titles Contact Detail Flags Contact Flags

Export  

Save

Relationship	State Code
 Uncle	Uncle
 None	
 Father	Father
 Mother	Mother
 Stepfather	Stepfather
 Stepmother	Stepmother
 Parent	Parent

 If a relationship is already being used in student records, the relationship will not be removed from the record if the relationship is deleted here.

a. In the confirmation message, click **OK** to delete the relationship. To **Cancel** and return to the main Address Fields screen, click the corresponding button.

demo.focusschoolsoftware.com says

Are you sure you want to delete this record?

b. Upon clicking OK, you will return to the Address Fields screen. Click **Save** to apply changes. Notice the field to be deleted is grayed out.

Relationships
Contact Detail Titles
Contact Detail Flags
Contact Flags

Export

Save

Relationship	State Code
Uncle	Uncle
None	
Father	Father
Mother	Mother
Stepfather	Stepfather
Stepmother	Stepmother

The relationships set up via Address Fields are available for selection when adding or editing contacts via Students > [Student Info](#) > Addresses & Contacts tab.

Edit Contact

Please confirm that you would like to change the address for this contact

Title (Mr, Ms, etc)

Agatha

Middle Name

Smith

Aunt

Other

None

Father

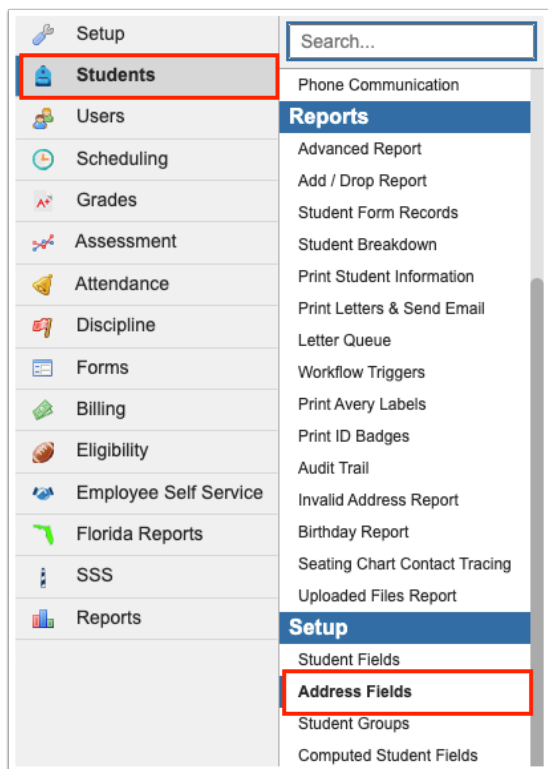
Mother

Stepfather

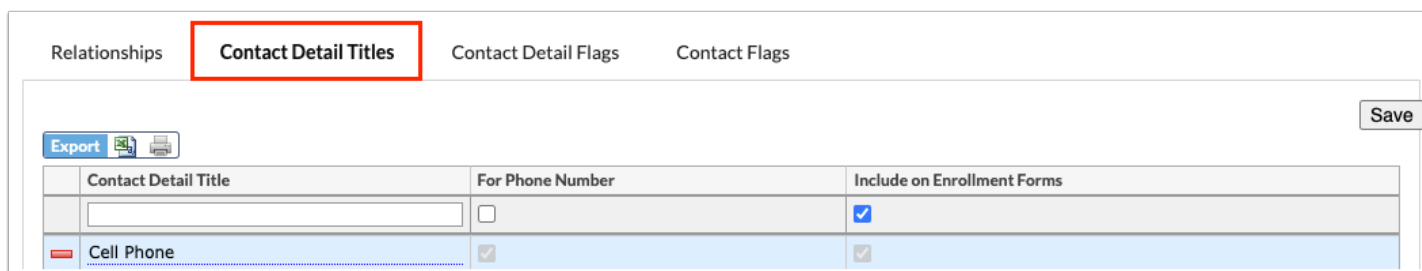
Stepmother

Setting Up Contact Detail Titles

1. In the **Students** menu, click **Address Fields**.



2. Click the **Contact Detail Titles** tab.




3. Any existing titles are listed in the table. To add a new title, enter the information in the blank row at the top of the table.



4. Enter the **Contact Detail Title** in the provided text box.

Relationships **Contact Detail Titles** Contact Detail Flags Contact Flags

Export   Save

Contact Detail Title	For Phone Number	Include on Enrollment Forms
Home Pho	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

5. Select the **For Phone Number** check box to indicate that the title should only appear for phone number records in the address and/or contact card.

Relationships **Contact Detail Titles** Contact Detail Flags Contact Flags

Export   Save

Contact Detail Title	For Phone Number	Include on Enrollment Forms
Home Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Select the **Include on Enrollment Forms** check box to include the field in the Contact Details Block on enrollment forms and to make the field available as an option in the Contact Type pull-down when entering new records on enrollment forms.

Relationships **Contact Detail Titles** Contact Detail Flags Contact Flags

Export   Save

Contact Detail Title	For Phone Number	Include on Enrollment Forms
Home Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. Once all information has been entered/selected, press the **Enter** key while clicked into a text box to commit the line of data. You will know the data has saved when the line turns yellow, as shown in the image.

Relationships **Contact Detail Titles** Contact Detail Flags Contact Flags

Export   Save

Contact Detail Title	For Phone Number	Include on Enrollment Forms
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

8. Once all data has been entered, click **Save** to officially save the data.

9. To remove a contact title, click the **delete** button (red minus sign) to the left of the title.

Relationships
Contact Detail Titles
Contact Detail Flags
Contact Flags

Export

Contact Detail Title	For Phone Number
<input type="text"/>	<input type="checkbox"/>
Home Phone	<input checked="" type="checkbox"/>
Cell Phone	<input checked="" type="checkbox"/>

a. In the confirmation message, click **OK** to delete the title. To **Cancel** and return to the main Address Fields screen, click the corresponding button.

demo.focusschoolsoftware.com says

Are you sure you want to delete this record?

Cancel
OK

b. Upon clicking OK, you will return to the Address Fields screen. Click **Save** to apply changes. Notice the field to be deleted is grayed out.

Relationships
Contact Detail Titles
Contact Detail Flags
Contact Flags

Export

Save

Contact Detail Title	For Phone Number	Include on Enrollment Forms
<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Home Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cell Phone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When adding or editing addresses or contacts in Students > [Student Info](#) > Addresses & Contacts tab, the titles are visible on the Address card and/or the Contact Details section of the Contact card.

Contact Details Enter details for this contact

Export: Filters: OFF

Title ▴ ▾	Value ▴ ▾	Detail Priority ▴ ▾	Options
<input type="text"/>	<input type="text"/>	- +	
Cell Phone ▾		- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Text

Filter

Con to move this contact to a different address

Key

No Address

Alternate Phone
Cell Phone
Home Phone
Other
Work Phone
Workplace

If the **Include on Enrollment Forms** check box is enabled, the contact detail title displays on enrollment forms and displays as an option in the Contact Type pull-down when entering new records on enrollment forms.

Saved Contacts

Saintilaire

Edit

Delete

Doucles

Contact Information

There are currently no saved contact details.

Detail Priority

Contact Number/Value

Contact Type

test

Alternate Phone

Other

Save Contact Detail

Save Contact Close

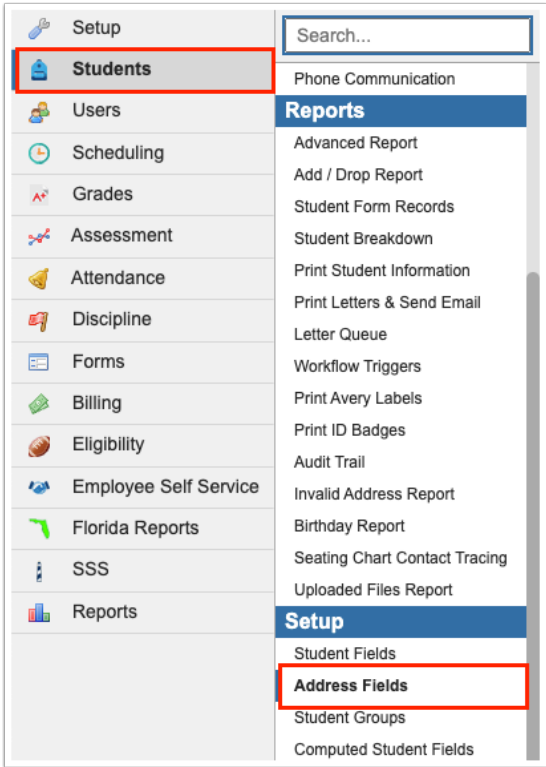
Edit

Delete

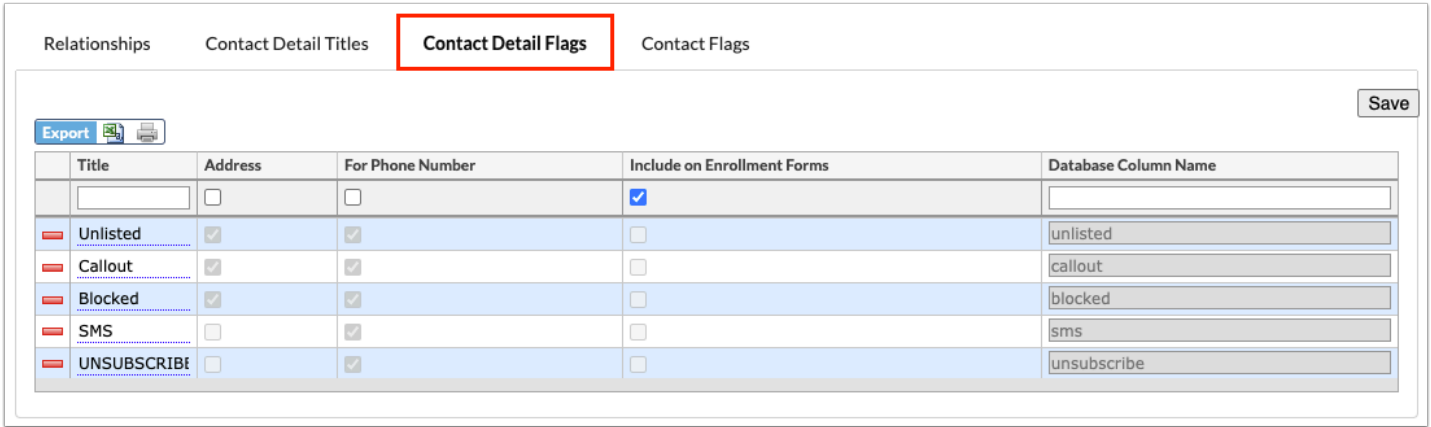
Setting Up Contact Detail Flags

The Contact Detail Flags tab of the Address Fields screen is used to set up the check box fields that appear on address and/or contact cards in the student's record, as well as applications when set up via the [Application Editor](#).

1. In the **Students** menu, click **Address Fields**.



2. Click the **Contact Detail Flags** tab.



3. Any existing flags are listed in the table. To add a new flag, enter the information in the blank row at the top of the table.

Export

Save

Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Unlisted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unlisted
Callout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	callout
Blocked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	blocked
SMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	sms
UNSUBSCRIBED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unsubscribe

4. Enter the **Title** in the provided text box.

5. Select the **Address** check box to include the flag on the address card.

6. Select the **Contact Details** check box to include the flag on the contact card in the Contact Details section.

Export

Title	Address	Contact Details	For Phone Number
Text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unlisted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Callout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Blocked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

7. Select the **For Phone Number** check box to indicate that the flag should only appear for phone number records in the address and/or contact card.

8. Select the **Include on Enrollment Forms** check box to include the contact detail flag on enrollment forms set up in the [Application Editor](#).

Export

Save

Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Unlisted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unlisted
Callout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	callout
Blocked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	blocked
SMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	sms
UNSUBSCRIBED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unsubscribe

9. Enter the **Database Column Name** to name the column that will be inserted into the database onto the Address or people_join_contacts table, or both. If an invalid name is used or the column already exists, an error will display.

10. Once all information has been entered/selected, press the **Enter** key while clicked into a text box to commit the line of data. You will know the data has saved when the line turns yellow, as shown in the image.

Relationships
Contact Detail Titles
Contact Detail Flags
Contact Flags

Export

Save

	Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	primary
	Unlisted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unlisted
	Callout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	callout
	Blocked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	blocked
	SMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	sms
	UNSUBSCRI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unsubscribe

11. Once all data has been entered, click **Save** to officially save the data.

Relationships
Contact Detail Titles
Contact Detail Flags
Contact Flags

Export

Save

	Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>
	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	primary
	Unlisted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unlisted
	Callout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	callout
	Blocked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	blocked
	SMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	sms
	UNSUBSCRI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unsubscribe

To remove a contact detail, click the **delete** button (red minus sign) to the left of the title.

Export

	Title	Address	Contact Details	For Phone Number
	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Unlisted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Callout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Blocked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	SMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	UNSUBSCRI	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

a. In the confirmation message, click **OK** to delete the relationship. To **Cancel** and return to the main Address Fields screen, click the corresponding button.

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Are you sure you want to delete this record?

Cancel

OK

b. Upon clicking OK, you will return to the Address Fields screen. Click **Save** to apply changes. Notice the field to be deleted is grayed out.

Export

Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Primary	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	primary
Unlisted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unlisted
Callout	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	callout
Blocked	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	blocked
SMS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	sms
UNSUBSCRIBED	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unsubscribe

Save

When adding or editing addresses or contacts in Students > [Student Info](#) > Addresses & Contacts tab, the flags are visible on the Address card and/or the Contact Details section of the Contact card.

Contact Details

Enter details for this contact

Export

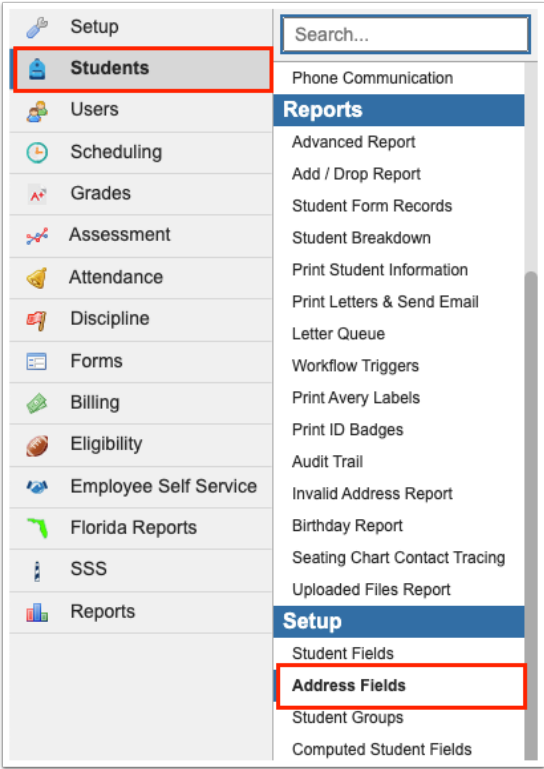
Filters: OFF

Title	Value	Detail Priority	Options
		- +	
Cell Phone		- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked
Workplace		- +	

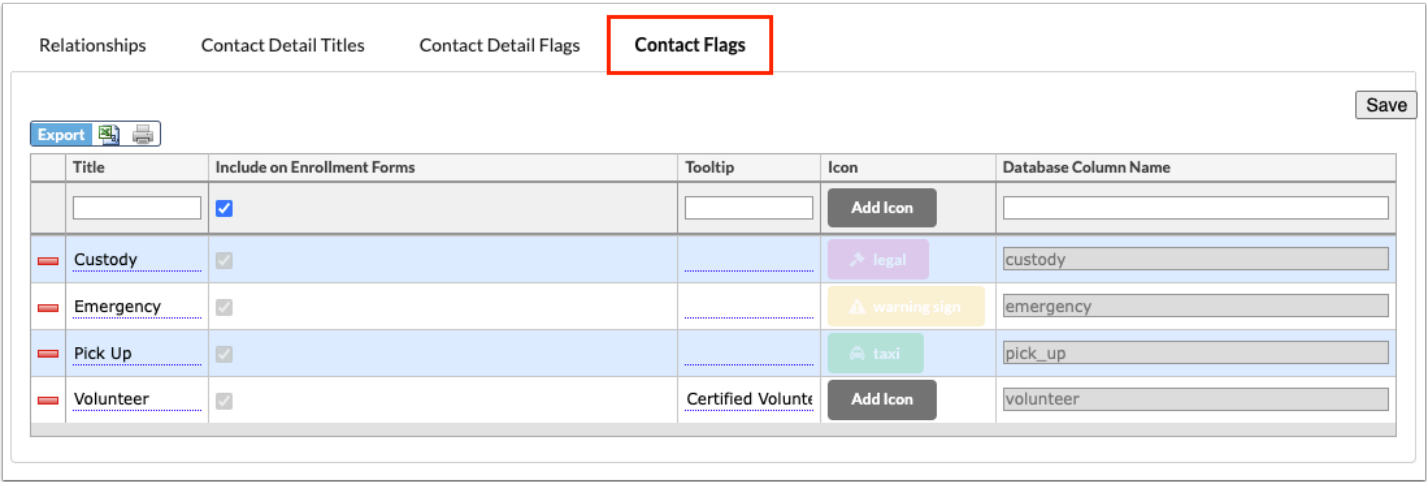
Setting Up Contact Flags

The Contact Flags tab on the Address Fields screen is used to set up the contact flags that display in the Options section of the Contact card when adding or editing contacts, as well as applications when set up using the [Application Editor](#).

1. In the **Students** menu, click **Address Fields**.





2. Click the **Contact Flags** tab.









3. Any existing contact flags are displayed. To add a new contact flag, enter the information in the blank row at the top of the table.

Relationships Contact Detail Titles Contact Detail Flags **Contact Flags**



Export  




Save

Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Add Icon	<input type="text"/>
 Custody	<input checked="" type="checkbox"/>		 legal	custody
 Emergency	<input checked="" type="checkbox"/>		 warning sign	emergency
 Pick Up	<input checked="" type="checkbox"/>		 taxi	pick_up

4. Enter a **Title** in the corresponding text box.

Relationships Contact Detail Titles Contact Detail Flags **Contact Flags**



Export  

Title	Include on Enrollment Forms
Volunteer	<input checked="" type="checkbox"/>
 Custody	<input checked="" type="checkbox"/>
 Emergency	<input checked="" type="checkbox"/>
 Pick Up	<input checked="" type="checkbox"/>







5. Select the **Include on Enrollment Forms** check box to include the contact flag on enrollment forms set up in the [Application Editor](#).

6. Enter information that you want to display as a **Tooltip** upon setting contact flags for students' contacts in the provided text box.

Relationships Contact Detail Titles Contact Detail Flags **Contact Flags**

Export  

Save

Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
Volunteer	<input checked="" type="checkbox"/>	Certified Volunteer	Add Icon	<input type="text"/>
 Custody	<input checked="" type="checkbox"/>		 legal	custody
 Emergency	<input checked="" type="checkbox"/>		 warning sign	emergency
 Pick Up	<input checked="" type="checkbox"/>		 taxi	pick_up

Once saved, the tooltip displays when users hover over the information icon (i) next to the contact flag.

Edit Contact

Title (Mr, Ms, etc.)

Mel

Middle Name

Brown

Mother

lizetteg@focusschoolsoftware.com

Certified Volunteer (Permission from school and primary custody parent is required first).

Notes

Options

☒ Custody

☒ Emergency

☐ Volunteer

- 1 + Contact's Pr

Volunteer

7. Click **Add Icon** to add an icon for the contact flag.

Relationships

Contact Detail Titles

Contact Detail Flags

Contact Flags

Export

Save

Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
Volunteer	<input checked="" type="checkbox"/>	Certified Volunteer	Add Icon	
Custody	<input checked="" type="checkbox"/>		legal	custody
Emergency	<input checked="" type="checkbox"/>		warning sign	emergency
Pick Up	<input checked="" type="checkbox"/>		taxi	pick_up

a. Select the color and the icon. Then, click **Save**.

Colors

blue

violet

purple

teal

olive

green

pink

red

orange

yellow

brown

black

Icons

Clear

Cancel

Save

This icon displays for contacts in [Student Info](#) > Addresses & Contacts once added and saved.

Addresses & Contacts

Address

1234 Love Lane

Hudson, FL 34667

(727) 677-8275

Contacts at this Address

#1 - Brown, Mel

Contact #2

Smith, Eugene

(No Address)

Contact Details:

1: Cell Phone	(727) 909-8899
Contact's Priority	2

Other

Volunteer

Linked Users



The following users will be able to view data for this student

8. Enter a **Database Column Name** in the provided text box. If an invalid name is used or the column already exists, an error will display.








Address Fields

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Relationships Contact Detail Titles Contact Detail Flags **Contact Flags**



Export  

Save










Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
Volunteer	<input checked="" type="checkbox"/>	Certified Volunteer		volunteer
 Custody	<input checked="" type="checkbox"/>			custody
 Emergency	<input checked="" type="checkbox"/>			emergency
 Pick Up	<input checked="" type="checkbox"/>			pick_up

9. Once all information has been entered/selected, press the **Enter** key while clicked into a text box to commit the line of data. You will know the data has saved when the line turns yellow, as shown in the image.

Relationships Contact Detail Titles Contact Detail Flags **Contact Flags**



Export  





Save

Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
	<input checked="" type="checkbox"/>			
 Volunteer	<input checked="" type="checkbox"/>	Certified Volunteer		volunteer
 Custody	<input checked="" type="checkbox"/>			custody
 Emergency	<input checked="" type="checkbox"/>			emergency
 Pick Up	<input checked="" type="checkbox"/>			pick_up

10. Click **Save** to officially save the data.

To remove a contact flag, click the **delete** button (red minus sign) to the left of the title.

Export  

	Title	Include on Enrollment Forms
		<input checked="" type="checkbox"/>
	Volunteer	<input checked="" type="checkbox"/>
	Custody	<input checked="" type="checkbox"/>
	Emergency	<input checked="" type="checkbox"/>
	Pick Up	<input checked="" type="checkbox"/>

a. In the confirmation message, click **OK** to delete the flag. To **Cancel** and return to the main Address Fields screen, click the corresponding button.

demo.focusschoolsoftware.com says



Are you sure you want to delete this record?

Cancel

OK

b. Upon clicking OK, you will return to the Address Fields screen. Click **Save** to apply changes. Notice the field to be deleted is grayed out.

Relationships Contact Detail Titles Contact Detail Flags **Contact Flags**

Export  

Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
<input type="text"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Add Icon	<input type="text"/>
Volunteer	<input checked="" type="checkbox"/>	Certified Volunteer	Add Icon	volunteer
Custody	<input checked="" type="checkbox"/>		legal	custody
Emergency	<input checked="" type="checkbox"/>		warning sign	emergency
Pick Up	<input checked="" type="checkbox"/>		taxi	pick_up

Save

When adding or editing contacts in Students > [Student Info](#) > Addresses & Contacts tab, the contact flags are available for selection in the Options section.

New Contact

Title (Mr, Ms, etc.) Eugene Middle Name Smith

Other Other

Email

Notes

Options

☐ Custody

☐ Emergency

☐ Pick Up

☒ Volunteer

– 2 + Contact's Priority