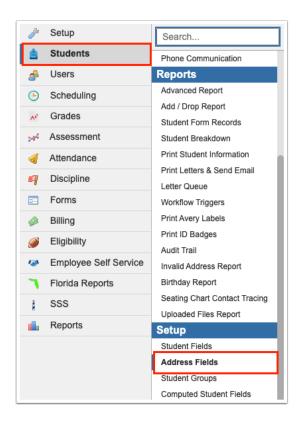
Address Fields

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 > <u>Student Info</u> > <u>Addresses & Contacts</u> 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.

Rela	ationships	Contact Detail Titles	Contact Detail Flags	Contact Flags	
					Sat
Ехро	ort 🖺 븕				
	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.

Rela	ationships	Contact Detail Titles	Contact Detail Flags	Contact Flags	
					Sa
	rt 🐴 븕 Relationship				State Code
	Uncle				Uncle Ţ
-	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.

•	Ехро	nt 🖏 🖶	Save
		Relationship	State Code
	-	Uncle	Uncle
		None	
	-	Father	Father

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

Rela	tionships	Contact Detail Titles	Contact Detail Flags	Contact Flags	
					Sav
Ехро	rt 🐴 븕				
	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
			Sav
Export 🐴 🚔 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	?	
	Cancel	ОК

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.

Rela	ationships	Contact Detail Titles	Contact Detail Flags	Contact Flags	
					Sav
	ort 🐴 🚔				
	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 > <u>Student Info</u> > Addresses & Contacts tab.

lit Contact			
Please confirm that ye	ou would like to cha	nge the address for this con	tact
Title (Mr, Ms, etc	Agatha	Middle Name	Smith
lunt			
Other			
lone			
ather			
lother			
tepfather			
tepmother			

Setting Up Contact Detail Titles

1. In the Students menu, click Address Fields.

🌽 Setup	Search
🚖 Students	Phone Communication
🝰 Users	Reports
Scheduling	Advanced Report
→ Grades	Add / Drop Report Student Form Records
📈 Assessment	Student Breakdown
d Attendance	Print Student Information
j Discipline	Print Letters & Send Email
Forms	Letter Queue
	Workflow Triggers Print Avery Labels
Billing	Print ID Badges
Eligibility	Audit Trail
Employee Self Service	Invalid Address Report
Florida Reports	Birthday Report
SSS	Seating Chart Contact Tracing
Reports	Uploaded Files Report
	Setup Student Fields
	Address Fields
	Student Groups
	Computed Student Fields

2. Click the Contact Detail Titles tab.

Rela	ationships	Contact Detail Titles	Contact Detail Flags	Contact Flags		
Expo	ort 🐴 븕				Sav	е
	Contact Detail	Title	For Phone Number		Include on Enrollment Forms	
	Cell Phone					

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.

Relationships Contact Detail Titles	Contact Detail Flags Contact Flags		
Export 🖏 🚔			Sav
Contact Detail Title	For Phone Number	Include on Enrollment Forms	
Cell Phone			

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

elationships Contact Detail Titles	Contact Detail Flags Contact Flags		
xport 🖳 🚔			s
Contact Detail Title	For Phone Number	Include on Enrollment Forms	
Home Pho			
Cell Phone			
P			

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								
Save								
Export Image: Contact Detail Title For Phone Number Include on Enrollment Forms								
Home Phone								
Cell Phone								

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.

ave

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 🗟 🚍								
Contact Detail Title For Phone Number Include on Enrollment Forms								
- Home Phone	Z							
Cell Phone								

- **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.

Export Contact Detail Title For Phone Number Home Phone Cell Phone	Relationships	Contact Detail Titles	Contact Deta	il Flags	Contact Flags
Contact Detail Title For Phone Number Home Phone Cell Phone	Europet 🔊 🚍				
Cell Phone		Title		For Phone N	umber
Cell Phone					
				 Image: A second s	
				×	

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	ОК		

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							
Expo	ort 🗸 👼		Save				
	Contact Detail Title	For Phone Number	Include on Enrollment Forms				
	Home Phone						
-	Cell Phone						

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

Cor	Contact Details Enter details for this contact								
Ехр	Export: 🐴 🚔 Filters: OFF								
	Title 🛔	Value 🛔	Detail Priority	▲	Options				
			- +						
-	Cell Phone		- +		Unlisted Callout Blocked Text				
	Filter								
Cor	r i	to move this contact to	a different add	dress					
	Alternate Phone								
	Cell Phone	No Address	×						
Ke	Home Phone	NO Address							
	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.

Saintilaire		
Sunthanc	Edit 🌶	
	Delete 🗶	
	Delete 🛪	
Doucles		
Contact Information		
There are currently no	saved contact details.	
Detail Priority	1	
Contact Number/Value		
Contact Type	NA	
B Save Contact Detail	test	
Save Contact Detail	Alternate Phone	
Save Contact 🗶	Other	
	Edit 🧪	

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 <u>Application Editor</u>.

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

🌽 Setup	Search	
🚖 Students	Phone Communication	
🍰 Users	Reports	
Scheduling	Advanced Report	
→ Grades	Add / Drop Report	
Assessment	Student Form Records	
Attendance	Print Student Information	
	Print Letters & Send Email	
Jiscipline	Letter Queue	
E Forms	Workflow Triggers	
🧼 Billing	Print Avery Labels	
Eligibility	Print ID Badges Audit Trail	
Employee Self Service	Invalid Address Report	
Florida Reports	Birthday Report	
SSS	Seating Chart Contact Tracing	
5	Uploaded Files Report	
Reports	Setup	
	Student Fields	
	Address Fields	
	Student Groups	
	Computed Student Fields	

2. Click the Contact Detail Flags tab.

Rel	ationships	Contact Detail	Titles Contact Detail Flags	Contact Flags	
хр	ort 🛃 븕				[
	Title	Address	For Phone Number	Include on Enrollment Forms	Database Column Name
_	Unlisted				unlisted
	Callout	~			callout
_	Blocked	V			blocked
-	SMS				sms
	UNSUBSCRIBE				unsubscribe

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 🖹 🚔								
	Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name		
_	Unlisted	Z				unlisted		
_	Callout					callout		
_	Blocked					blocked		
_	SMS					sms		
_	UNSUBSCRIE					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.

Ехр	Export: 🐴 🚔							
	Title	Address	Contact Details	For Phone Number				
	Text							
-	Unlisted							
	Callout	v						
-	Blocked							

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 <u>Application Editor</u>.

Ехр	ort 🖺 📕					c
	Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
	Primary					
_	Unlisted	Z	2	2		unlisted
	Callout	~	~	✓		callout
_	Blocked					blocked
	SMS		2			sms
_	UNSUBSCRIE					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 Det		etail Flags Contact Flag	S			
xpa	rt 💐 🚔					I
	Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
-	Primary					primary
-	Unlisted	✓				unlisted
-	Callout					callout
-	Blocked	✓				blocked
-	SMS					sms
	UNSUBSCRIE					unsubscribe

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

Relationships Contact Detail Titles Contact Detail		ontact Detail Flags	Contact Flags				
xpor	t 😫 🚔						
		Address	Contact Details	For Phone	Number	Include on Enrollment Forms	Database Column Name
- F	Primary						primary
_ (Jnlisted	✓					unlisted
- 0	Callout	Z					callout
- E	Blocked	✓					blocked
	SMS						sms
– (JNSUBSCRI					Π	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		
-	Primary			Z		
	Unlisted	~	Image: A start of the start	Image: A start of the start		
_	Callout			2		
_	Blocked	~		Image: A start of the start		
_	SMS			Z		
_	UNSUBSCRIE					

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	1?	
	Cancel	ок

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.

	ort 🛐 🚔					
.xp	Title	Address	Contact Details	For Phone Number	Include on Enrollment Forms	Database Column Name
	Primary					primary
_	Unlisted					unlisted
_	Callout					callout
_	Blocked	Image: A start of the start				blocked
	SMS					sms
_	UNSUBSCRI					unsubscribe

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

_	ort: 🖳 👼 🛛 Filters: C			
	Title 🛔	Value 🛓	Detail Priority 🛓	Options
			- +	
-	Cell Phone		- +	Unlisted Callout 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 <u>Application Editor</u>.

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

🌽 Setup	Search
🚖 Students	Phone Communication
🍰 Users	Reports
Scheduling	Advanced Report
Ar Grades	Add / Drop Report Student Form Records
Assessment	Student Porn Records
d Attendance	Print Student Information
Jiscipline	Print Letters & Send Email
	Letter Queue
E Forms	Workflow Triggers
illing 🖉	Print Avery Labels
Eligibility	Print ID Badges Audit Trail
Employee Self Service	Invalid Address Report
Florida Reports	Birthday Report
SSS	Seating Chart Contact Tracing
E	Uploaded Files Report
Reports	Setup
	Student Fields
	Address Fields
	Student Groups
	Computed Student Fields

2. Click the Contact Flags tab.

Rela	ationships	Contact Detail Titles	Contact Detail Flags	Contact Flags		
_	ort 🖺 륽					[
Expo	Title	Include on Enrollment Form	5	Tooltip	lcon	Database Column Name
					Add Icon	
_	Custody				≯ legal	custody
_	Emergency				A warning sign	emergency
	Pick Up				🛱 taxi	pick_up
_	Volunteer			Certified Volunt	Add Icon	volunteer

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.

						ſ
хp	ort 🖺 븕					
	Title	Include on Enrollment Forms	Toolti	o Icon	Data	base Column Name
				Add Io	on	
	Custody			🖈 leg	al	tody
	Emergency			🛦 wa	rning sign eme	ergency
_	Pick Up			🖨 tax	pick	up

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

Rel	ationships Co	ntact Detail Titles	Contact Detail Flags	Contact Flags
Exp	ort 획 륽			
	Title	Include on Enrollment For	ms	
	Volunteer 1			
-	Custody			
-	Emergency			
-	Pick Up			
-				

5. Select the **Include on Enrollment Forms** check box to include the contact flag on enrollment forms set up in the <u>Application Editor</u>.

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

00	rt 🖺 븕				
-	Title	Include on Enrollment Forms	Tooltip	lcon	Database Column Name
	Volunteer		Certified Voluntee	Add Icon	
	Custody			🏞 legal	custody
T	Emergency				emergency
	Pick Up			🖨 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 Options
Mother	- Custody
	Emergency
lizetteg@focusschoolsoftware.com Certified Volunteer (Permi	ission from school and primary custody parent is required first).
Notes	Volunteer O
Notes	- 1 + Contact's Pr Volunteer

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

po	rt 🖺 븕				
_	Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
	Volunteer		Certified Voluntee	Add Icon	
	Custody			🖈 legal	custody
•	Emergency				emergency
	Pick Up			🖨 taxi	pick_up

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

Ы	Je	vio	olet	pur	ple	te	al	oli	ve	gre	en
pir	nk	re	ed	ora	nge	yell	ow	bro	wn	bla	ck
cons											
Ħ	۰			%	Д	\$ °	\mathbf{T}	\otimes	and the second s		Ŧ
AŻ		<u>ш</u>	i	6	Ť	æ	દ	2	2 <u>0</u> 1		Ħ
ĉ	ն	۲	Ø	&	٠	*	0			Ţ	Î
۳ſ	盦	ŧ									

This icon displays for contacts in <u>Student Info</u> > Addresses & Contacts once added and saved.

ddress 🗧	Contact #2	
e Lane L 34667	Smith, Eugene (No Address)	
-8275	Contact Details:	
at this Address	1: Cell Phone	(727) 909-8899
/n, Mel 🥕 🛕 🖨	Contact's Priority	2
* 🗧	Other	6

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.

ιpo	ort 🖺 🚔				l
_	Title	Include on Enrollment Forms	Tooltip	Icon	Database Column Name
	Volunteer		Certified Voluntee	Add Icon	volunteer
•	Custody			🖈 legal	custody
•	Emergency				emergency
	Pick Up			🖨 taxi	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.

Rel	ationships Co	ntact Detail Titles	Contact Detail Flags	Contact Flags			
Eve	ort 🖏 🚍						Sa
Exp	Title	Include on Enrollment Fo	rms		Tooltip	lcon	Database Column Name
						Add Icon	
-	Volunteer				Certified Voluntee	Add Icon	volunteer
-	Custody	V				🅕 legal	custody
-	Emergency	V					emergency
-	Pick Up	V				🖨 taxi	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.

Exp	ort 🐴 🚔	
	Title	Include on Enrollment Forms
	Volunteer	
_	Custody	
	Emergency	
	Pick Up	

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	ок

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.

ро	rt 🖺 🚔				Ľ
	Title	Include on Enrollment Forms	Tooltip	lcon	Database Column Name
				Add Icon	
1	Volunteer		Certified Voluntee	Add Icon	volunteer
	Custody			≯ legal	custody
	Emergency				emergency
	Pick Up			🖨 taxi	pick_up

When adding or editing contacts in Students > <u>Student Info</u> > Addresses & Contacts tab, the contact flags are available for selection in the Options section.

itle (Mr, Ms, etc.)	Eugene	Middle Name	Smith	Options
Other	- Ot	her		Custody
				Emergency
mail				Pick Up
				Volunteer