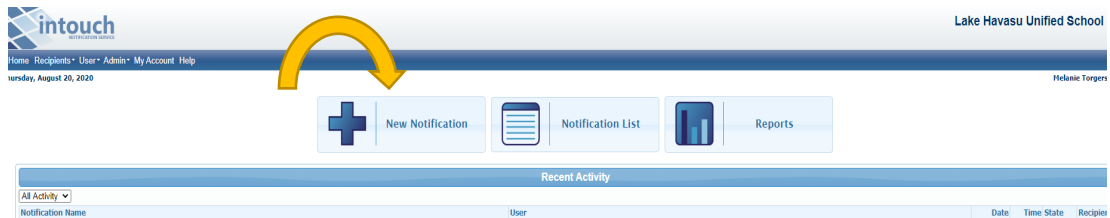
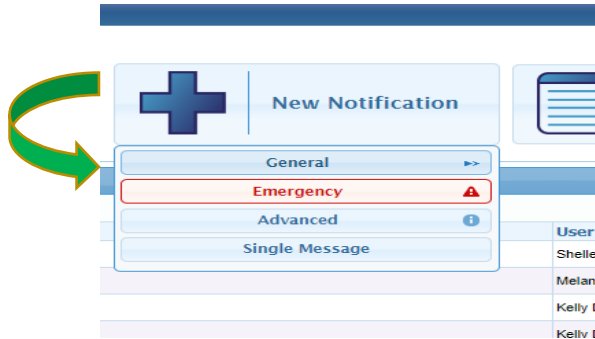


How to send an Intouch Notification

1. Click on NEW NOTIFICATION



2. A dropdown will appear, select your message type, typically **GENERAL**



3. Name your Notification, Example; **LHHS TECH TEAM**, Do NOT leave the system generated "General" title. Example; **General – 11-23-2020 0900**

New General Notification

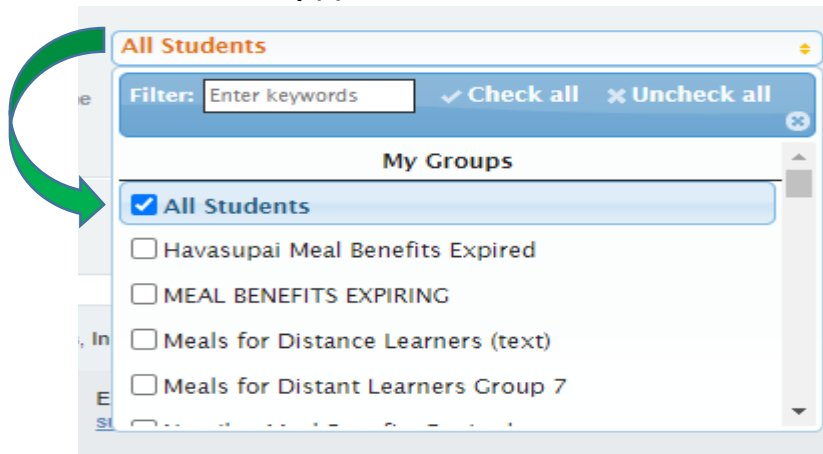
This wizard will guide you through the creation of your notification in only a few steps. Use this method to reach your recipients for emergencies and other get

1. Recipients » 2. Scheduling » 3. Messages

Notification Title: LHHS TECH TEAM

Recipients

4. Select Your Group(s)



5. Next, add additional recipients, click continue

Recipients

All Students

☒ Include me

Additional Recipients

Phone

Email gail.kulp@lhusd.org, pauline.whiteside@lhusd.org

SMS 928-733-9561

Cancel Continue >>

6. Schedule your notification or select Run Once, Click Continue

Notification Title: Test 123

Scheduling the Notification

Run Once Run Once Run Now Run Daily

The Run Once option allows the notification to run at any future date and time.

Start Time and Date: 8/20/2020

Ends: 8:00 PM

Enter the starting and ending times and dates for this notification.

<< Back Cancel Continue >>

7. Click on New Message

Notification Title: LHHS TECH TEAM

Messages

No messages currently defined.

New Message

<< Back Cancel Continue >>

8. Select the message type you would like to use. USE BOTH EMAIL AND TEXT.

The screenshot shows a web form titled 'Messages'. At the top, there is a 'Primary Message:' checkbox which is checked. Below this, there are three tabs: 'Voice Message', 'Email Message' (which is highlighted in orange), and 'Text Message'. To the right of the tabs is a 'Translation:' dropdown menu. Below the tabs is a 'Subject:' field containing the text 'LHHS TECH TEAM UPDATE'. To the left of the 'Body:' field, there are several buttons: 'Translate', 'Fields', 'Translate', and 'Preview'. The 'Body:' field itself contains a text area with the text 'FACEBOOK BLOCKED'. Above the text area is a rich text editor toolbar with various formatting options like font face (Arial), size, bold, italic, underline, link, unlink, bulleted list, numbered list, indent, outdent, text color, and background color.

If you select Text-to-Speech as well, you MUST start with the school name.

If you select Voice Recording messages, you must include the school name at the beginning. Anything over 30-45 seconds is too long.

9. Enter Subject Topic for the EMAILS, START with your school and then topic.

This screenshot is identical to the one above, showing the 'Messages' form with the 'Email Message' tab selected. A yellow curved arrow is added, pointing from the top left towards the 'Subject:' field, which contains the text 'LHHS TECH TEAM UPDATE'.

10. Type your email message, when complete, click on the Text Message tab.

This screenshot shows the 'Messages' form with the 'Text Message' tab selected, highlighted in orange. The 'Subject:' field still contains 'LHHS TECH TEAM UPDATE'. The 'Body:' field contains the text 'FACEBOOK BLOCKED'. The 'Email Message' tab is now unselected.

11. Text Message; enter your SCHOOL first, enter message, click save message

The screenshot shows the 'Messages' form. At the top, 'Primary Message:' is checked with a blue box. A yellow arrow points from this checkbox to a note: 'When checked this message will be delivered to all recipients unless a message is otherwise specified for their language.' Below this is a tabbed interface with 'Voice Message', 'Email Message', and 'Text Message' tabs. A green arrow points to the 'Text Message' tab. To the right of the tabs is a 'Translation:' dropdown menu. Below the tabs is a text input field containing 'LHHS, TECH TEAM ANNOUNCEMENT'. To the left of this field are 'Translate' and 'Preview' buttons. Below the text field are two informational messages: 'Only SMS characters are allowed (more info)' and 'Your message has room for 278 more characters.' At the bottom are 'Save Message' and 'Discard Message' buttons. A yellow arrow points to the 'Save Message' button.

12. This is where you can go back and edit or click Continue.

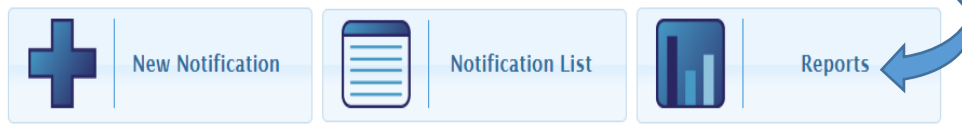
The screenshot shows the 'Messages' summary screen. At the top, 'Notification Title:' is followed by a text box containing 'LHHS TECH TEAM'. Below this is a table with two columns: 'Language' and 'Message Types'. The first row shows 'English (Primary)' under 'Language' and icons for email and text messages under 'Message Types'. To the right of the icons are links for 'Edit', 'Remove', and 'Translate'. Below the table is a 'New Message' button. At the bottom are three buttons: '<< Back', 'Cancel', and 'Continue >>'. A green arrow points from the 'Message Types' column header to the 'Edit' link.

13. Double check recipients, is that number correct? If so, click Save Notification

The screenshot shows the 'Review Notification' screen. At the top, there are links: '1. Recipients' » '2. Scheduling' » '3. Messages' » 'Review Notification'. Below this is a 'Notification Title:' text box containing 'LHHS TECH TEAM'. A large blue arrow points to the 'Recipients: 1' text. Below this are details: 'Runs: Once', 'Starts: 11/24/2020 5:00 PM', and 'Ends: 11/24/2020 8:00 PM'. At the bottom is a table with columns 'Messages:', 'Language', and 'Message Types'. The first row shows 'English (Primary)' under 'Language' and email/text message icons under 'Message Types'.

Your message will now go out as scheduled.

14. **To follow up with your sent Notification, go to Reports:**



15. **Select the report you would like to view.**



- The Emergency selection is for after school hour use and will do a single blast.
- Emergent Notifications are to be sent out by the Superintendent or Site Principal only.
- Take your time when setting up a notification, a second set of eyes is always helpful catching errors before hitting the send button.