



Notification Service

www.ParentAlert.net

Guide

The ParentAlert Notification Service Guide

LOGIN USERNAME

PASSWORD

ASSOCIATED EMAIL

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Creating Your Account

1. To create your ParentAlert account, go to www.ParentAlert.net and select Login in the top right corner. Then, you will have a prompt to create a new account.
2. Read and agree to the Terms and Agreement.
3. Next, you will be prompted to enter the case sensitive Registration code and the Automation code on the screen.
4. Complete all your information, including the **Nickname** that will appear when sending out your messages.
5. A temporary password will be sent to the email you have submitted. When you login with this password for the first time it will prompt you to change it.

Features

The screenshot shows the ParentAlert School Dashboard interface. At the top is a navigation menu (1) with options: Home, Messaging, Contacts, Groups, Reports, Account, and Logout. Below the menu is a red header bar (5) that says "Parent Alert: School Dashboard".

On the left side, there are two sections:

- "Current Contacts: 6" (2)
- "Message Volume" (3) with a table showing messages sent per month/year:

Month / Year	Messages
10 / 2011	10
9 / 2011	0
8 / 2011	0
7 / 2011	0
6 / 2011	2
5 / 2011	0

Below the message volume table is a "Group" section (4) with a table showing messages per group:

Group	Messages
All Contacts	12
Ms. Keller's Class	9
Girls	3

On the right side, there are two sections:

- "Last 10 Messages" (5) with a list of recent messages and their timestamps.
- "Sent" (5) with a list of messages sent and their timestamps.

Home Page

1. Menu for all ParentAlert options.
2. Displays how many current contacts you have.
3. Displays how many messages have been sent that month.
4. Displays how many contacts there are per group assigned.
5. Displays the last ten Messages sent and their time and date.

Parent Alert: Import Contacts

Select Your Data File

Please click the "Browse" button and select your contact's data CSV file and click finish.
This may take a few minutes.

Browse...

Submit

Note: The first line of the file must be the column headings as shown below.
FIRST NAME, LAST NAME, CELL PHONE, CELL PROVIDER, EMAIL

Copy to Clipboard

Contacts - Import

1. To import multiple contacts at once, you will need to create a CSV file exactly by the File Specifications*.
2. Then **Browse** and select the file to import.
3. **Submit.**
4. You will be brought to a screen with a status of imported contacts.

***Please go to page eleven for File Specifications**

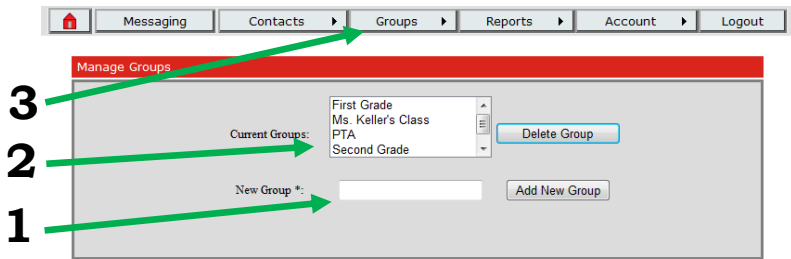
Parent Alert: Contact Manager

Last Name	First Name	Phone Number	Email Address	
<input type="checkbox"/>	Allen	Brooke Avary	678-646-1592	adouglas77@att.net
<input type="checkbox"/>	Arbour 1	Michael	770-310-1739	david.arbour@airgas.com
<input type="checkbox"/>	Arbour 2	Michael	770-310-2519	eva.arbour@att.net
<input type="checkbox"/>	Barr	Olivia	678-654-4379	jasonandsarabarr@hotmail.com
<input type="checkbox"/>	Bentz	Connor	678-365-8745	lilcutie4ever14@aol.com
<input type="checkbox"/>	Bergmann	John R	770-653-1192	dbergmann@amsan.com
<input type="checkbox"/>	Beverly	Amerae	630-956-6448	mbeverly7707@gmail.com
<input type="checkbox"/>	Biel	Brandon	330-301-6166	lbiel301@gmail.com
<input type="checkbox"/>	Biskobing	Natalie	678-471-9846	biskobing10@gmail.com
<input type="checkbox"/>	Browning	Lamont	678-316-8364	beerman5252@yahoo.com

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Contacts - Manage

1. You will need to click this box to select the person you would like to edit or delete. Multiple boxes can be selected when deleting.
2. Selecting **Add** will allow you to add one contact at a time. Here you will be able to enter First Name, Last Name, Cell Phone Number, Cell Provider and Email.
3. Selecting **Edit**, after selecting a contact, will allow you to edit a contact's information.
4. Selecting **Delete**, after selecting one or more contacts, will allow you to permanently delete the contact from your database.
5. Your contacts are categorized into alphabetical groups.



Groups - Add or Delete

1. Entering your Group Name into the New Group box and selecting **Add New Group**, will add the group into Current Groups.
2. To delete a group you already have, select the Current group and select **Delete Group**.
3. To add contacts to the group go to Groups- Manage in the top bar.

Parent Alert: Groups Manager

Selected Group: First Grade

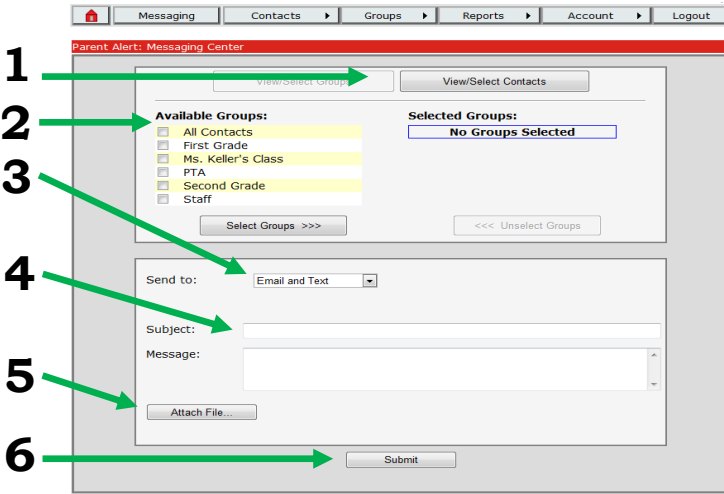
Available Contacts:		Contacts in Group:	
Contact Name	Phone Number	Contact Name	Phone Number
<input type="checkbox"/> Essex 1, Abbie	678-232-5469	<input type="checkbox"/> Bergmann, John R	770-653-1192
<input type="checkbox"/> Essex, Allison	678-230-6750	<input type="checkbox"/> Biel, Brandon	330-301-6166
<input type="checkbox"/> Beverly, Amerae	630-956-6448	<input type="checkbox"/> Browning, Lamont	678-316-8364
<input type="checkbox"/> Conley, Bennett	678-758-0764	<input type="checkbox"/> Burgess, Jeremiah	404-593-9671
<input type="checkbox"/> Clark, Brianna G	770-309-7867	<input type="checkbox"/> Capobianco, Caleb	770-866-5777
<input type="checkbox"/> Allen, Brooke Avary	678-646-1592	<input type="checkbox"/> Celis, Jimmy	678-386-5128
<input type="checkbox"/> Bentz, Connor	678-365-8745	<input type="checkbox"/> Dameron, Leeannah	678-396-3752
<input type="checkbox"/> Cormier, Ian	678-887-8212	<input type="checkbox"/> Dominguez, David	404-839-9138
<input type="checkbox"/> Chandler, Ian	770-365-8477	<input type="checkbox"/> Eaton, Ashleigh	678-617-9193
<input type="checkbox"/> Dillon 2, Katelyn	770-309-6985		

A-E F-J K-O P-T U-Z

Assign Contacts >>> <<< Remove Contacts

Groups - Manage

1. Select the Group you would like to add contacts to.
2. Select the contact(s) you would like to add to the group from the contacts displayed in that alphabetical selection.
3. Select **Assign Contacts**. This will move those contacts into the Contacts in Group.
4. Your available contacts are grouped alphabetically. You will have to select and assign the contacts per group. You cannot select contacts, change pages, select more, and assign all selected contacts.
5. To remove contacts from a group, select contact(s) and select **Remove Contacts**.



Messaging

1. When sending messages you can send messages to groups or to individuals. Viewing groups is always defaulted, but you can select **View/Select Contacts** to select the individual contact(s) you would like to send the message to.
2. Select groups/contacts, and assign them to **Selected Groups**.
3. Next you will select from the dropdown whether you are sending a **Text, Email** or **Text and Email** Message.
4. Enter in your Subject and Message.
5. At this point, if you would like to add a picture, or a PDF for emails, select **Attach File**. There, you can browse for your own file, or select one of the pictures available. Make sure your attachment follows the attachment limits*.
6. **Submit** your message and make sure it is correct on the review page. Once you submit the message in the review page, your message is sent.

***Please go to Page 10 for Attachment Limitations**

[Home](#) | [Messaging](#) | [Contacts](#) | [Groups](#) | [Reports](#) | [Account](#) | [Logout](#)

Parent Alert: Contact List

To view the list of contacts for this school, click the Export Data button.

[Export Data](#)

Reports – Contacts

1. Exporting Contacts will open an Excel CSV file. It will contain all information provided for each contact in a compiled list.

[Home](#) | [Messaging](#) | [Contacts](#) | [Groups](#) | [Reports](#) | [Account](#) | [Logout](#)

Parent Alert: Message Log

From

To

[<](#) May 2012 [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[<](#) May 2012 [>](#)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

[Export Data](#)

1

2

Reports – Message Log

1. To create a Message Log, compiling the Date/Time, Message sent, and contacts it was sent to, select the times in which you would like to pull.
2. Select **Export Data**. This will pull the information into an Excel CSV file.

Parent Alert: Editing School Profile

Contact First Name: * John

Contact Last Name: * Smith

School Name: * IDK

School Nickname:

Address1: * 2810 Scherer Dr.

Address2:

City: * St. Petersburg

Zip Code: * 33716

State: * FL

Phone: * 727-577-4646

Modify Account Credentials
(Your password will be reset and a temporary one will be emailed to you.)

E-Mail: * emily@ident-a-kid.com

Confirm E-Mail: * emily@ident-a-kid.com

Submit

Account – Edit Profile

1. You can edit all account information in this area.
2. To edit the email, select **Modify Account Credentials**, and enter the new email. It will reset your password as well. **Submit** changes.
3. Go to **Account – Change Password** to create a new password.

Attachment Limitations

Sending an attachment by “text only” or “text and email”:
You can send a Bmp, Jpg or Png file.

Sending an attachment by “email only”:
You can send all the above attachments and also PDF format.

All file sizes must be under 10MB. The smaller the file size, the easier it is to send out through the system. Some email inboxes have file size limits.

File Specifications

- 1) The CSV (comma delimiting) import file requires a column heading row with the following column headers:

FIRST NAME, LAST NAME, CELL PHONE, CELL PROVIDER, EMAIL

- 2) All columns need to be filled in, but email and phone number is optional.
- 3) Make sure names don't have any of these symbols: ! # % &, or the likewise.
- 4) The **cell provider** must be a valid and match the format online. The **Phone Number** must be in the format : 555-555-5555
- 5) File size must not be greater than 500 KB.

	A	B	C	D	E	F	G	H
1	FIRST NAME	LAST NAME	CELL PHONE	CELL PROVIDER	EMAIL			
2	LESLEA	AMIDON	904-635-9690	Sprint	LAMIDON@BELLSOUTH.NET			
3	DONNA	AVERSA-SMITH	410-718-1133	Verizon	daversasmith@ident-a-kid.com			
4	Kerry	Ayers	405-514-1017	Sprint	IDKID@COX.NET			
5	HARRY	AYERS	405-819-5519	Sprint	IDKID@COX.NET			
6	ELAINE	BARSALOU	407-908-0070	Verizon	elaineidk@att.net			
7	CATHY	BAUCOM	336-287-5151	Sprint	baucom@identakid.com			
8	LOUISE	BAUMAN	317-437-6882	AT&T	louise.identakid@sbcglobal.net			
9	DARLENE	BOCAN	210-313-1336	Sprint	BOCAN@IDENTAKID.COM			
10	DEBRA	BOYD	614-353-0505	Sprint	BOYD@IDENTAKID.COM			
11	Valarie	Brooks	704-488-5458	Verizon	VBROOKS@IDENTAKID.COM			
12	Dianna	Brown	512-820-7457	Verizon	dbrown@identakid.com			
13	Lisa	CARTER	864-630-3641	Verizon	TLCARTER@IDENT-A-KID.COM			
14	TODD	CARTER	864-630-5921	Verizon	TLCARTER@IDENT-A-KID.COM			
15	Joy	Charlemagne	646-321-3081	AT&T	jjcharlemagne@gmail.com			
16	DAWN	COLE	251-564-4250	Verizon	dawncole@ident-a-kid.com			
17	JULIE	COSTANZO	678-469-7429	AT&T	ident-a-kid.ga@mindspring.com			
18	KIRK	COX	803-467-5836	Verizon	KIRKCOX@IDENT-A-KID.COM			
19	KAREN	CRUZ	305-216-0546	Sprint	karencruz@ident-a-kid.com			
20	MARIA & VIC	DAVIS	704-519-9240	Verizon	vandmdavis@aol.com			
21	PERRY & NANCY	DAVIS	757-753-3002	T-Mobile	DAVISVA@IDENT-A-KID.COM			

If you have any questions and need tech support. Please call 800-890-1000 option two.

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