

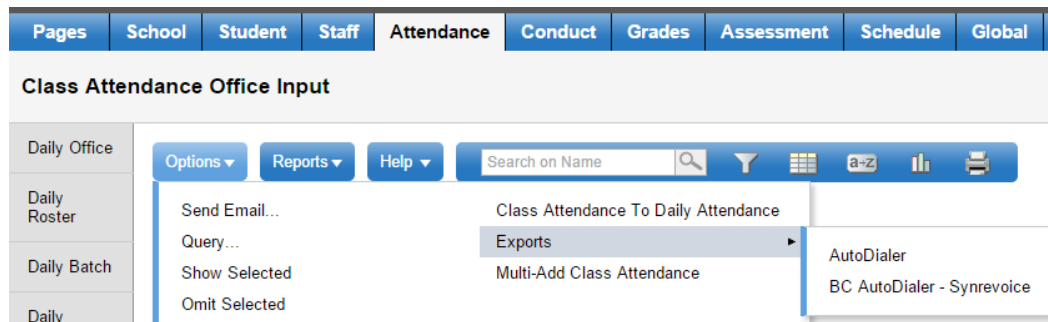
Auto Dialer

How to Run Auto-Dialer

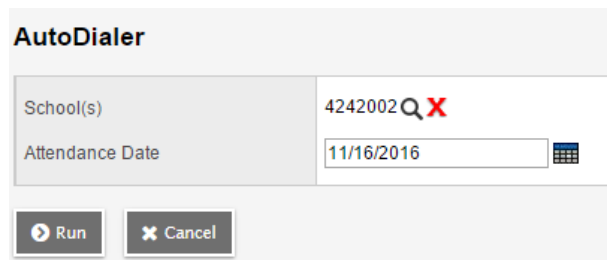
At the end of each day, once all of your attendance is complete, you will need to run the Auto Dialer Export and save it into your “W” folder.

School View > Attendance Top TT

Options > Exports > AutoDialer



Note: you can run the AutoDialer from the Daily Office ST or the Class Office ST
In the pop-up, select the date, if different from today and click Run.



The 'AutoDialer' dialog box is shown with the following fields:

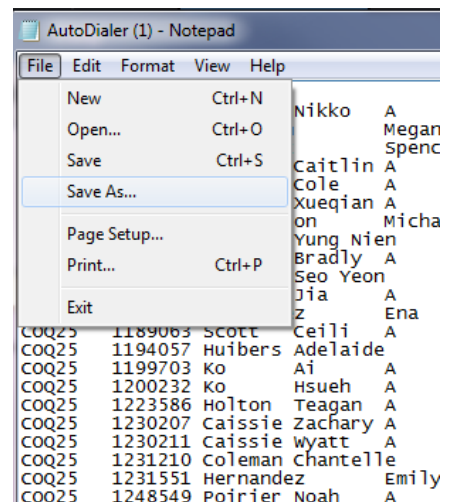
- School(s): 4242002
- Attendance Date: 11/16/2016
- Buttons: Run, Cancel

Save the report into your “W” folder. You have two options here:

OPTION 1

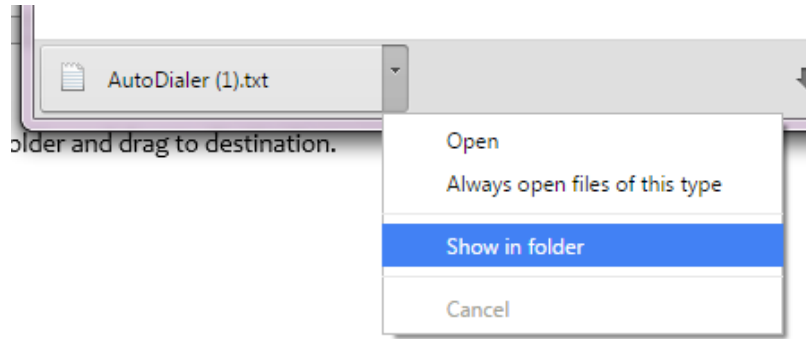
Open in Notepad and then File - Save As.

File name must be **AutoDialer** and file type **Text Documents (*.txt)**

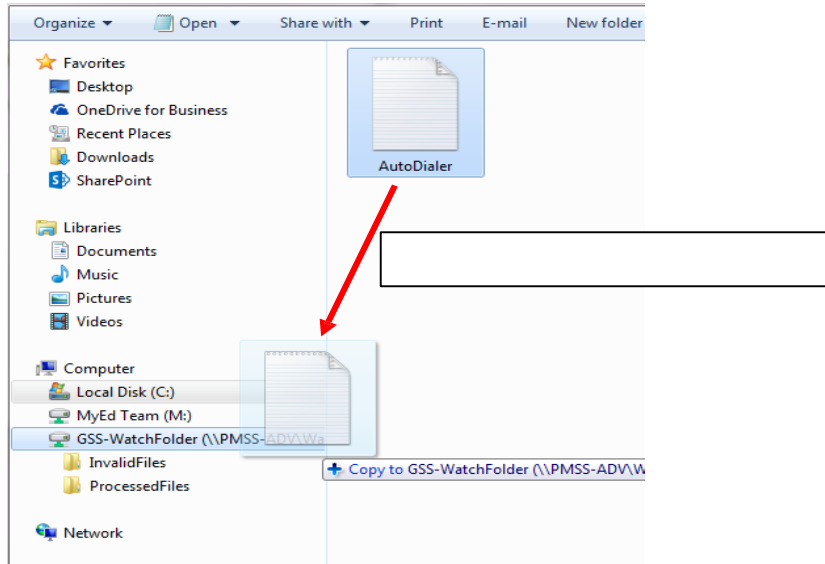


OPTION 2

Show in folder and drag to destination.



Drag the icon into the "W" Folder



Note: Do not complete this process/upload before 1pm