

# **Contacts - Cheat Sheet**

## Contacts

chers2pare				
aging	Contacts			Q. Search
	Groups Students Staff	Other		
cts	Group Name ↑↓	Group Type 1h	Members ↑↓	
	Staff	All	102	
ting	Students	IIA	956	
	A Test	custom	4	
	Address Book	custom	1	
	Duplication Edited	custom	2	
	Duplication1	custom	3	
	Hamlington Test Group 1	custom	2	
	Hamlington1	custom	4	
	Hamlington2	custom	6	
	MiaTest2	custom	4	
	MiaTest23	custom	4	
	MiaTest3	custom	7	
	MinTest5	custom	3	
	New Group - 27 June	custom	4	
	Random group	custom	4	
	ReissTest	custom	3	
	Robs Test	custom	3	
	SavedGroup1122	custom	25	
	SaveGroupwithExcl	custom	25	
	test	custom	3	
	Test22	custom	24	
	Boyle	House	167	
	Curic	House	161	
	Fleming	House	160	
	Hooke	House	155	
	Newton	House	152	
	10A	Reg	26	
	108	Beg	27	
	100	Reg	25	

### Contacts

Groups Students Staff

**Groups** Double click to see all contacts in a group. Students Double click to manage student contact. Staff Double click to manage staff contact.



😁 teachers2parents							
Messaging	Chris Aaron	Related Contacts					
Email	Year 8 - 8A	Related Contacts Groups Messages					
Forms	Synced Contact Last Import Date: 24/08/18 09:46	Priority $\uparrow \downarrow$ Name $\uparrow \downarrow$	Relationship $\uparrow \downarrow$ Mobile $\uparrow \downarrow$ Email $\uparrow \downarrow$				
III Reporting	Related Contacts 2	1 Jonas Aaron	Father				
Admin	Group Memberships 13 Primary Contact Jonas Aaron - Father	20 Mrs Tia Aaron	Mother				
	Jonas Aaron - Father						

Other

#### **Related Contacts**

See all contacts associated with a student.

#### Groups

See all groups a contact is part of.

#### Messages

See message history with a specific contact.

