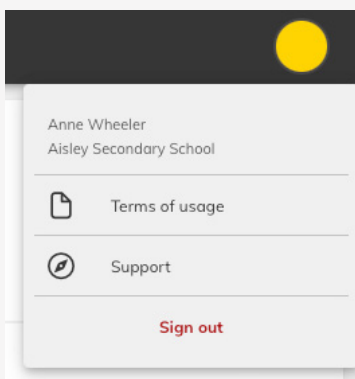
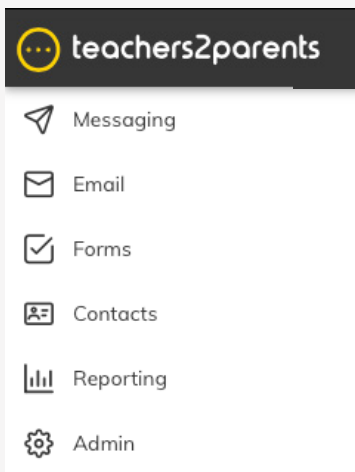
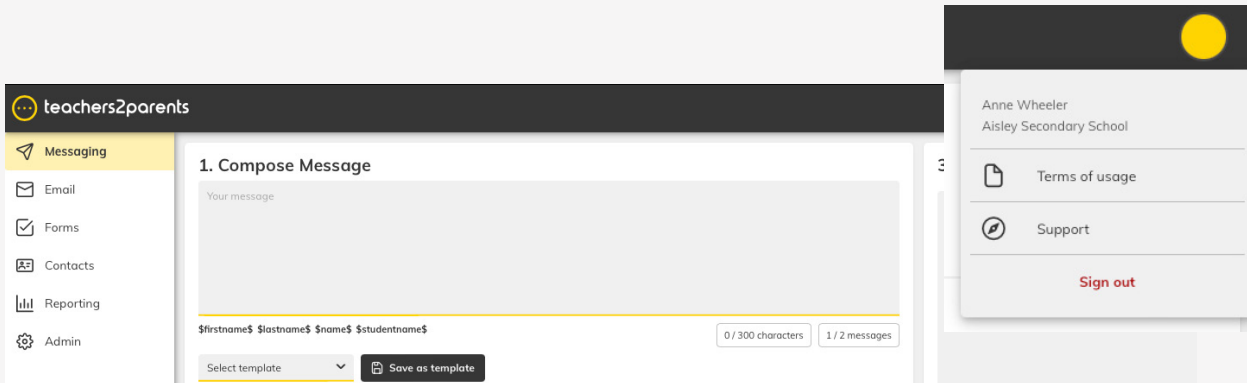


Main Menu - Cheat Sheet

Main Menu



Messaging

From here you can send and schedule text messages from our templates, your templates or type your own.



Email

Send and schedule emails using templates, or your own typed emails. Only available if subscribed.



Forms

Manage Forms by creating new forms, using templates, and analysing results. Only available if subscribed.



Contacts

Manage your contacts by viewing, adding, deleting contacts and groups of staff and students.



Reporting

You can view all your Teachers2Parents reports, including seeing what messages have been delivered.



Administration

- School details
- SMS & email settings
- User management
- Create & edit groups
- Text and email templates
- Omission management
- MIS integration
- Setup and import with Xporter



Support

If you need help, click this link to go to our support site that's full of articles, guides and videos to help.