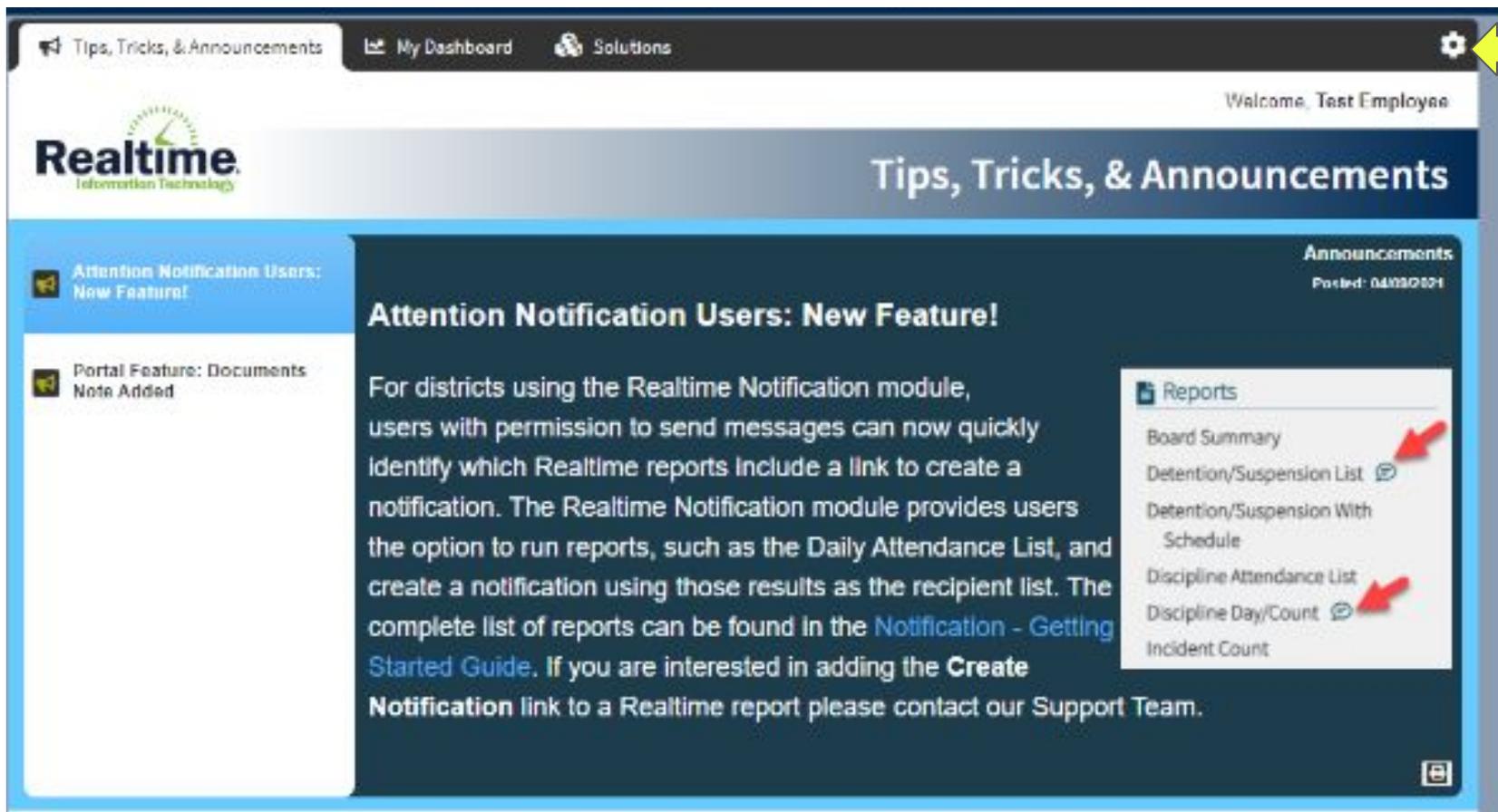


Go to our website www.swregional.org ;> Faculty tab; >Realtime Login - Hit the “Preferences” wheel  in the top right corner of the black bar



Tips, Tricks, & Announcements

My Dashboard Solutions

Welcome, Test Employee

Realtime
Information Technology

Tips, Tricks, & Announcements

Attention Notification Users: New Feature!

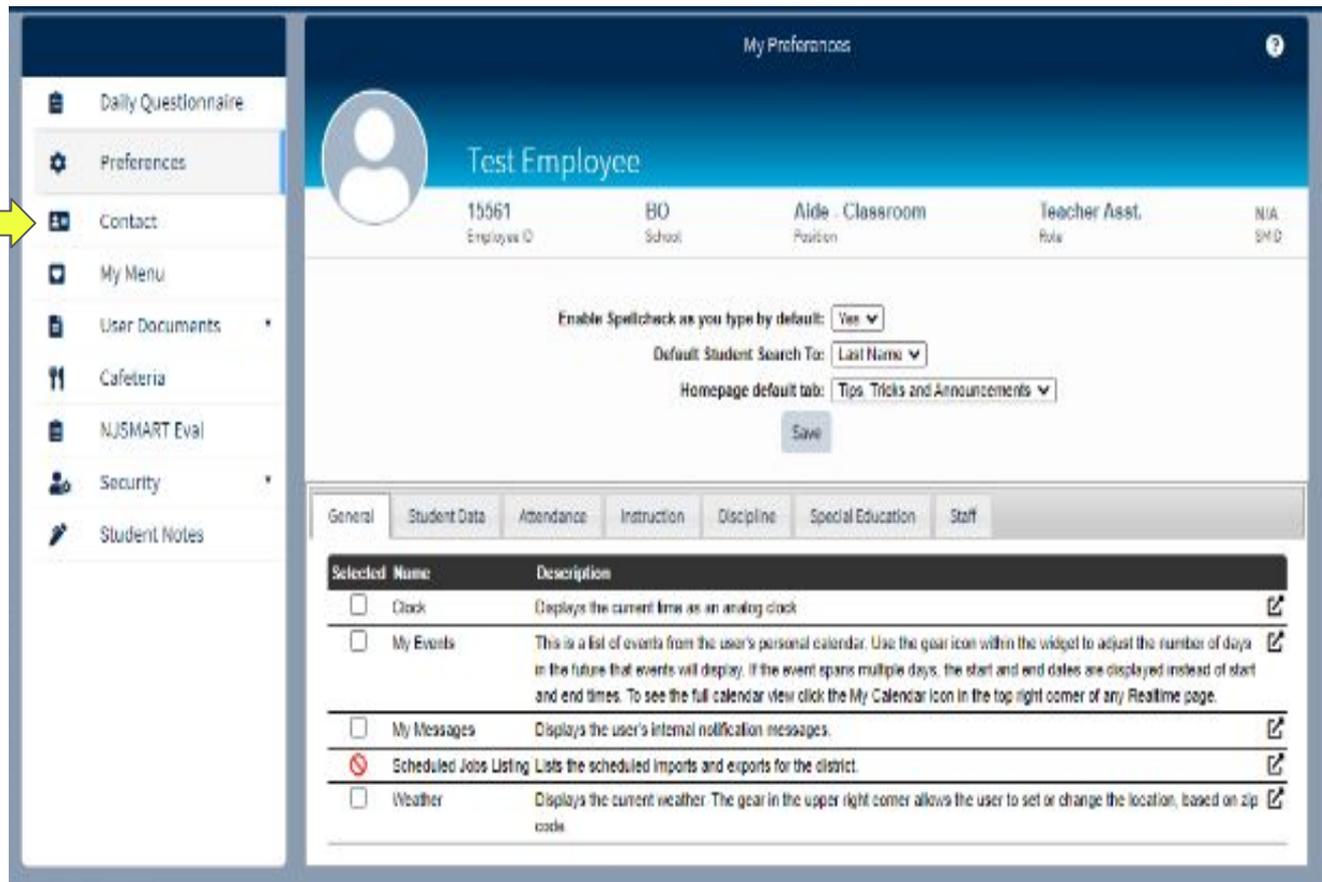
For districts using the Realtime Notification module, users with permission to send messages can now quickly identify which Realtime reports include a link to create a notification. The Realtime Notification module provides users the option to run reports, such as the Daily Attendance List, and create a notification using those results as the recipient list. The complete list of reports can be found in the [Notification - Getting Started Guide](#). If you are interested in adding the **Create Notification** link to a Realtime report please contact our Support Team.

Announcements
Posted: 04/09/2014

Reports

- Board Summary
- Detention/Suspension List 
- Detention/Suspension With Schedule
- Discipline Attendance List
- Discipline Day/Count 
- Incident Count

Click "Contact"



The screenshot displays a user interface with a dark blue header and a light blue sidebar. The sidebar contains several menu items: Daily Questionnaire, Preferences, Contact, My Menu, User Documents, Cafeteria, NJSMART Eval, Security, and Student Notes. A yellow arrow points to the 'Contact' menu item. The main content area is titled 'My Preferences' and features a user profile for 'Test Employee' with the following details:

15561	BO	Aide - Classroom	Teacher Asst.	N/A
Employee ID	School	Position	Role	SMD

Below the profile information, there are three settings:

- Enable Spellcheck as you type by default: Yes
- Default Student Search To: Last Name
- Homepage default tab: Tips, Tricks and Announcements

A 'Save' button is located below these settings. At the bottom, there is a tabbed interface with tabs for General, Student Data, Attendance, Instruction, Discipline, Special Education, and Staff. The 'General' tab is active, showing a list of preferences:

Selected	Name	Description	
<input type="checkbox"/>	Clock	Displays the current time as an analog clock.	✎
<input type="checkbox"/>	My Events	This is a list of events from the user's personal calendar. Use the gear icon within the widget to adjust the number of days in the future that events will display. If the event spans multiple days, the start and end dates are displayed instead of start and end times. To see the full calendar view click the My Calendar icon in the top right corner of any Realtime page.	✎
<input type="checkbox"/>	My Messages	Displays the user's internal notification messages.	✎
<input checked="" type="checkbox"/>	Scheduled Jobs Listing	Lists the scheduled imports and exports for the district.	✎
<input type="checkbox"/>	Weather	Displays the current weather. The gear in the upper right corner allows the user to set or change the location, based on zip code.	✎

My Contact Information

Test Employee

15561 Employee ID BO School Aide - Classroom Position Teacher Asst. Role N/A SMD

Contact Information:

Address: _____

City, State, Zip: _____

Office Phone/Extension: _____

Email

	Email Address	
<input checked="" type="checkbox"/>	Email Address 1: test@svregional.org	<input type="checkbox"/> Bypass Email Requirements
<input checked="" type="checkbox"/>	Email Address 2: _____	

Call **Text**

Phone Type	Number	Name
Main Phone:	_____	
Phone Type	_____	

Vehicle Tag: _____

All Vehicle Tag: _____

Spouse/Partner: _____

Notes: _____

1/255 characters

Save

Update email addresses and phone numbers. If you'd like to receive notifications to your personal email address, add it as email address 2. Leave your svregional.org email as address 1.

IMPORTANT; be sure to check the boxes to the left of the email address and phone numbers to ensure receipt of notifications.

Hit save when complete.

Thank you !