

ADDRESSES & CONTACTS

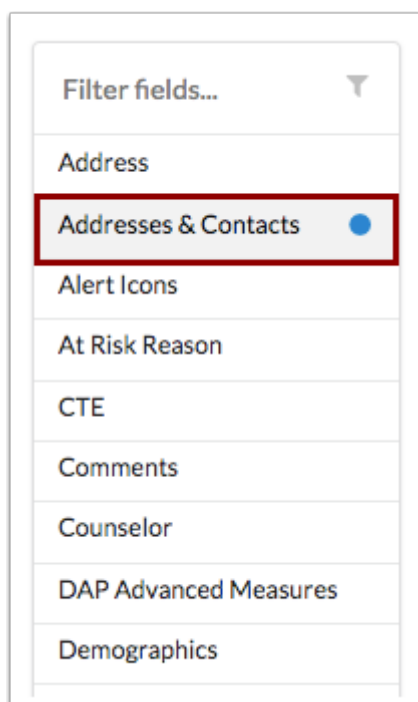
At the beginning of the school year and periodically, it may be necessary to make changes to a student's Demographic information such as emergency contacts, custody information, home or mailing addresses and phone numbers, etc.

Viewing Addresses & Contacts

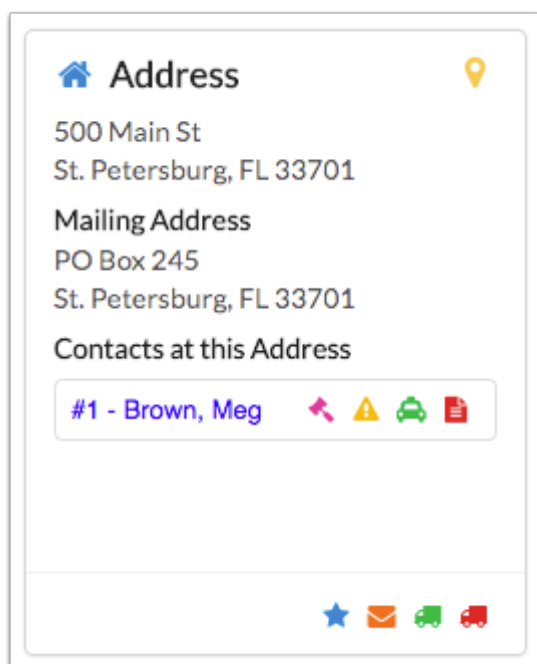
The student's address and contact information is housed in the Addresses & Contacts category. Multiple addresses and contacts can be defined, including separate mailing addresses if needed.

 If a student has been flagged as a Protected Student, and you do not have the three listed profile permissions, the Address & Contacts tab will not display: **View Protected Students**, **Edit Student Addresses**, and **Edit Student Contacts**. Profile permissions are set up by the district via **Users > Profiles**. For more information about how to set up a Protected Student, see [Student Fields: Protected Student](#).

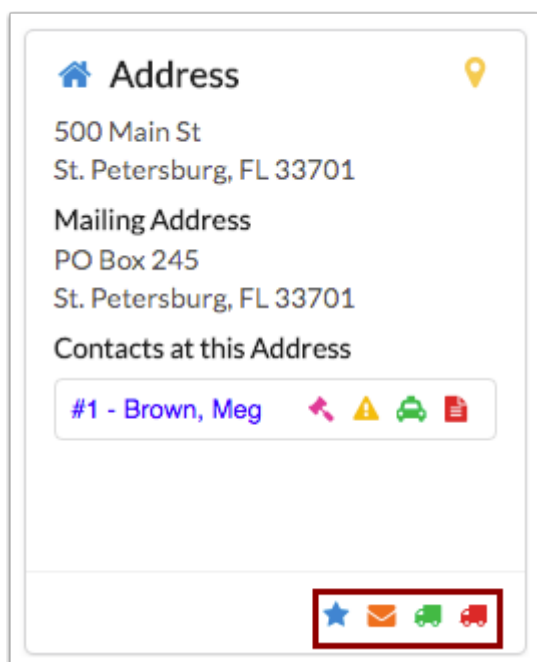
1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.



Each address is displayed as a block. The physical address and mailing address (if defined) are listed.



At the bottom of the address block, the address icons give a quick indication if this is the student's primary residence, mailing address, or bus pick up/drop off location.



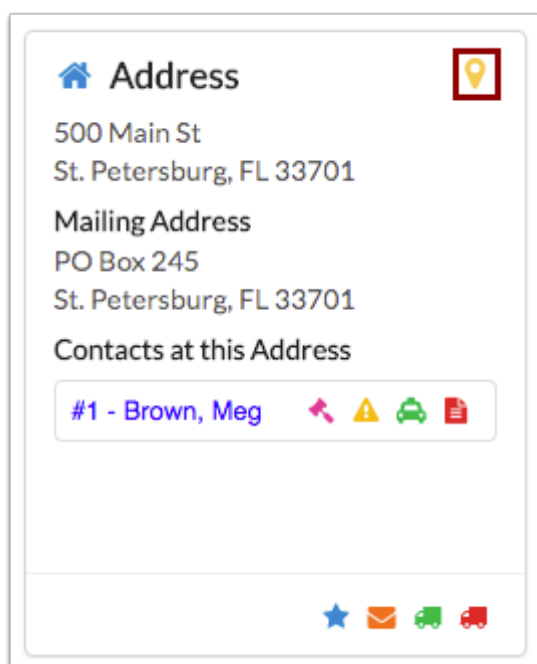
A blue star indicates that this is the student's primary residence.

An orange envelope indicates the student has a mailing address. Hover over the icon to view the student's mailing address in a tool-tip.

A green bus indicates that this is the student's bus pick up location.

A red bus indicates that this is the student's bus drop off location.

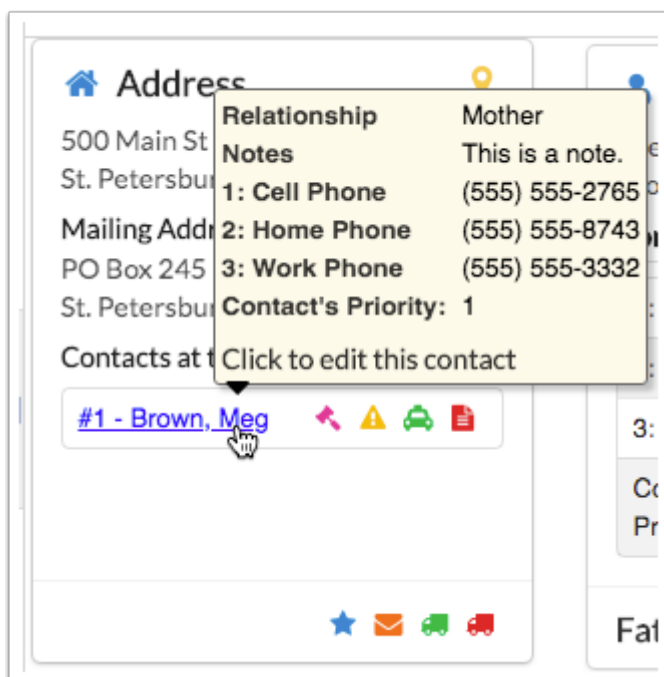
Click the **Map this Address** icon to open Google Maps in a new window or tab with the mapped address.



i Only one address can be designated as the primary residence. If you select Primary Residence on an address, it will remove the Primary Residence status on any other addresses. Once an address is designated as the Primary Residence, the address is displayed at the top-left of the screen.

i The Profiles permission **Edit Primary Residence** (Users > [Profiles](#)) must be enabled for you to make changes to the student's Primary Residence. If you do not have this permission, you will not be able to select or clear the Primary Residence toggle on any address; it will be grayed out. You also cannot edit the address fields if the address is flagged as the Primary Residence. However, you are still able to edit the mailing address and phone number of the primary residence.

Any contacts at the address are listed within the address block. Hover the mouse over a contact to quickly view the contact's information. Click the link to open the contact information for viewing or editing. See [Editing a Contact](#) below for more information.



Any contacts who are not associated with an address are represented by a separate contact block. The block lists their contact details and relationship.


Contact #2

Acevedo, Steven
(No Address)

Contact Details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2

Father



The contact icons at the bottom of the contact block or next to the contact in the address block give a quick indication of whether the contact has custody, is the emergency contact, can pick up the student, or has notes.


Address


500 Main St
St. Petersburg, FL 33701

Mailing Address
PO Box 245
St. Petersburg, FL 33701

Contacts at this Address

#1 - Brown, Meg











The pink gavel indicates the contact has custody.

 The word "custody" can be replaced with a different word, if needed. Use the system preference "Text to replace 'Custody' with" in Setup > System Preferences > [Enrollment](#) tab.

The yellow warning icon indicates this is the emergency contact.

The green car indicates the contact can pick up the student.

The red note icon indicates the contact has notes entered in the contact record. Hover over the note icon to view the note in a tool-tip.

The contact's calculated priority is displayed next to the contact's name in the address block or at the top of the contact block. Contacts are sorted by calculated priority. Focus calculates priority and sorts contacts as follows:

- 1 - Contact's Priority
- 2 - Custody
- 3 - Emergency
- 4 - Primary Residence
- 5 - Student Relation
- 6 - Last Name
- 7 - First Name

Addresses & Contacts

Address

500 Main St
St. Petersburg, FL 33701

Mailing Address
PO Box 245
St. Petersburg, FL 33701

Contacts at this Address

#1 Brown, Meg

Contact #2

Acevedo, Steven
(No Address)

Contact Details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2

Father

New AddressNew Contact

Contact #3

Acevedo, John
(No Address)

Contact Details:

1: Home Phone	(555) 555-3333
Contact's Priority	3

Grandfather

The Contact's Priority on the contact block or in the tool-tip when hovering over a contact on the address block indicates the value set by the user in the Contact's Priority field when adding or editing a contact, if defined. This allows you to see the Contact's Priority set on the contact versus the calculated priority.

Addresses & Contacts

New Address

New Contact

Address

Relationship: Mother
Notes: This is a note.
1: Cell Phone (555) 555-2765
2: Home Phone (555) 555-8743
3: Work Phone (555) 555-3332
Contact's Priority: 1

Click to edit this contact
#1 - Brown, Meg

Contact #2

Acevedo, Steven
(No Address)
Contact Details:

1: Cell Phone (555) 555-1567
2: Home Phone (555) 555-2656
3: Work Phone (555) 555-2356
Contact's Priority: 2

Father

Contact #3

Acevedo, John
(No Address)
Contact Details:

1: Home Phone (555) 555-3333
Contact's Priority: 3

Grandfather

The contact details on the contact block or in the tool-tip when hovering over a contact on the address block are also sorted by the Detail Priority that was set when adding or editing the contact. The contact detail with a priority of 1 is the preferred contact method.

Addresses & Contacts

New Address

New Contact

Address

Relationship: Mother
Notes: This is a note.
1: Cell Phone (555) 555-2765
2: Home Phone (555) 555-8743
3: Work Phone (555) 555-3332
Contact's Priority: 1

Click to edit this contact
#1 - Brown, Meg

Contact #2

Acevedo, Steven
(No Address)
Contact Details:

1: Cell Phone (555) 555-1567
2: Home Phone (555) 555-2656
3: Work Phone (555) 555-2356
Contact's Priority: 2

Father

Contact #3

Acevedo, John
(No Address)
Contact Details:

1: Home Phone (555) 555-3333
Contact's Priority: 3

Grandfather

Adding an Address

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

Filter fields... 

Address

Addresses & Contacts 

Alert Icons

At Risk Reason

CTE

Comments

Counselor

DAP Advanced Measures

Demographics

2. Click **New Address**.

Addresses & Contacts

New Address

New Contact

Address

500 Main St
St. Petersburg, FL 33701

Mailing Address
PO Box 245
St. Petersburg, FL 33701

Contacts at this Address

#1 - Brown, Meg    

Contact #2

Acevedo, Steven
(No Address)

Contact Details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2

Father  

Contact #3

Acevedo, John
(No Address)

Contact Details:

1: Home Phone	(555) 555-3333
Contact's Priority	3

Grandfather 

3. In the New Address pop-up window, enter the **Physical Address** and select whether this is the **Primary Residence**, **Bus Pickup**, or **Bus Dropoff** location.

New Address

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

Address Line 1

Address Line 2

City

State

Zip Code

+4

Options

☐ Primary Residence

☐ Mailing Address

☐ Bus Pickup

☐ Bus Dropoff

 Hover over **Primary Residence** with the mouse for more information: Only one primary residence can be marked per student.

4. Select **Mailing Address** to define a separate mailing address if needed, and enter the address in the provided fields.

 The Mailing Address toggle should be selected and the mailing address defined even when the mailing address is the same as the physical address to make sure other functionality in Focus, such as generating letters, works correctly.

New Address

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

123 Central Ave

Address Line 2

St. Petersburg

FL

33701

+4

Mailing Address

If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

Address Line 1

Address Line 2

City

State

Zip Code

+4

Options

☒

 Primary Residence

☒

 Mailing Address

☒

 Bus Pickup

☒

 Bus Dropoff

- i** If the "International Address - Add additional options for non-US addresses " system preference is enabled, the Country pull-down is displayed on both the Physical Address and Mailing Address where the country can be selected. While the address card displays the full country name, the ISO 3166-1 country code is saved in the database. The State pull-down also updates to include the states/provinces/regions for that country for selection.

New Address

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

Address Line 1

Address Line 2

District

 Canada

City

Alberta (Province)

Zip Code

+4

Options

☐

Primary Residence

☐

Mailing Address

☐

Bus Pickup

☐

Bus Dropoff

5. Enter the **Phone Number** associated with this address, and select the contact detail flags as needed.

 The contact detail flags, such as Unlisted, Callout, and Blocked, Texting (SMS), and Opted out of Texting are set up in Students > [Address Fields](#) > Contact Detail Flags tab. These may vary depending on district setup.

Phone Number

(555) 555-1456

☐ Unlisted
 ☐ Callout
 ☐ Blocked

Validate Address

The zoned schools for the address are displayed for reference if the address is in the Address Catalog. If the address is not in the Address Catalog, you cannot save the address without selecting an Override Reason at the top of the window.

Zoned Schools

Export:  

Filters: OFF

Title	Type	Code	Phone Number
Focus Elementary School - 0311	Elementary School	0311	
Focus K-8 School - 0111	Middle School	0111	
Focus West High School - 0101	Secondary Elementary School	0101	555-555-1234

New Address

The address is not in the address catalog

Override Reason

Z - Not Applicable

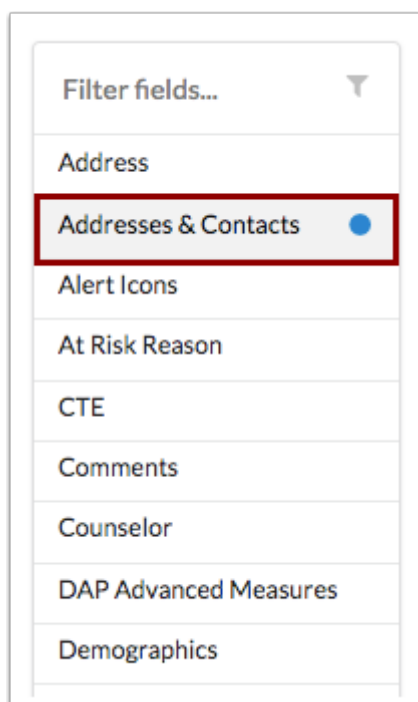
Override

7. Click **Save**.

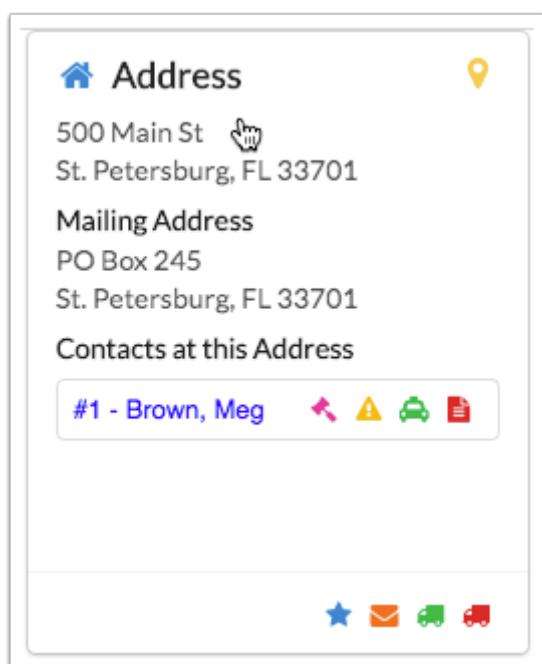
The address is added as a block.

Editing an Address

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.



2. Click the address block to edit.



3. In the Edit Address pop-up window, edit the address fields and options as needed.

Edit Address

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

500 Main St

Address Line 2

St. Petersburg

FL

33701

+4

Mailing Address

If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

PO Box 245

Address Line 2

St. Petersburg

FL

33701

+4

Phone Number

Phone Number

Options

☒
Primary Residence

☒
Mailing Address

☒
Bus Pickup

☒
Bus Dropoff

i The Profiles permission **Edit Primary Residence (Users > Profiles)** must be enabled for you to make changes to the student's Primary Residence. If you do not have this permission, you will not be able to select or clear the Primary Residence toggle on any address; it will be grayed out. You also cannot edit the address fields if the address is flagged as the Primary Residence. However, you are still able to edit the mailing address and phone number of the primary residence.

At the bottom of the window, the contacts associated with the address are listed. To edit a contact, click the contact. The Edit Contact pop-up window will display where the contact can be edited (See [Editing a Contact](#) below for more information).

Contacts at this Address

Contact #1

Abra

Contact Details:

cell	8108419941
Work Phone	(111) 111-1111
Contact's Priority	1

Mother

Contact #2

Abra

Contact Details:

Cell	8108419940
work Ext 102	8004680121
Contact's Priority	2

Father

4. Click **Save** at the bottom of the window to save your changes.

Deleting an Address

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

Filter fields...

Address

Addresses & Contacts

Alert Icons

At Risk Reason

CTE

Comments

Counselor

DAP Advanced Measures

Demographics

2. Click the address block to delete.

 **Address**

178 Oak Street
St. Petersburg, FL 33701
(555) 555-8326



3. In the Edit Address pop-up window, click **Delete** at the bottom of the screen.

Mother

Father

Delete

Cancel or Save

4. Click **Confirm**.

Mother

Father

Confirm

Are you sure you want to delete this address?

Cancel or Save

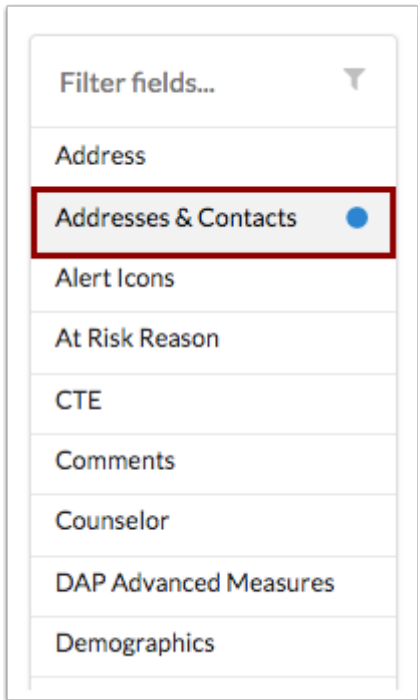
The address block is removed.



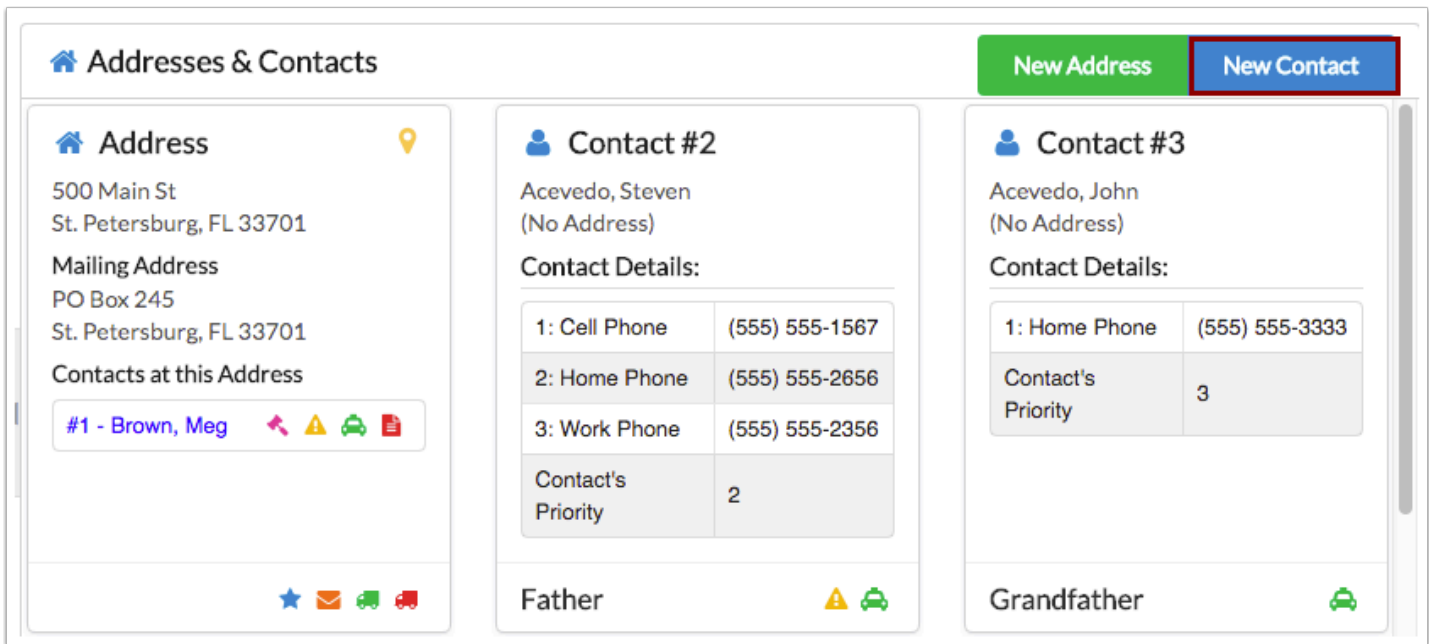
If the only address in the student's record is the primary address and the primary address is deleted, another primary address must be added to the student's record before saving the screen.

Adding a Contact

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

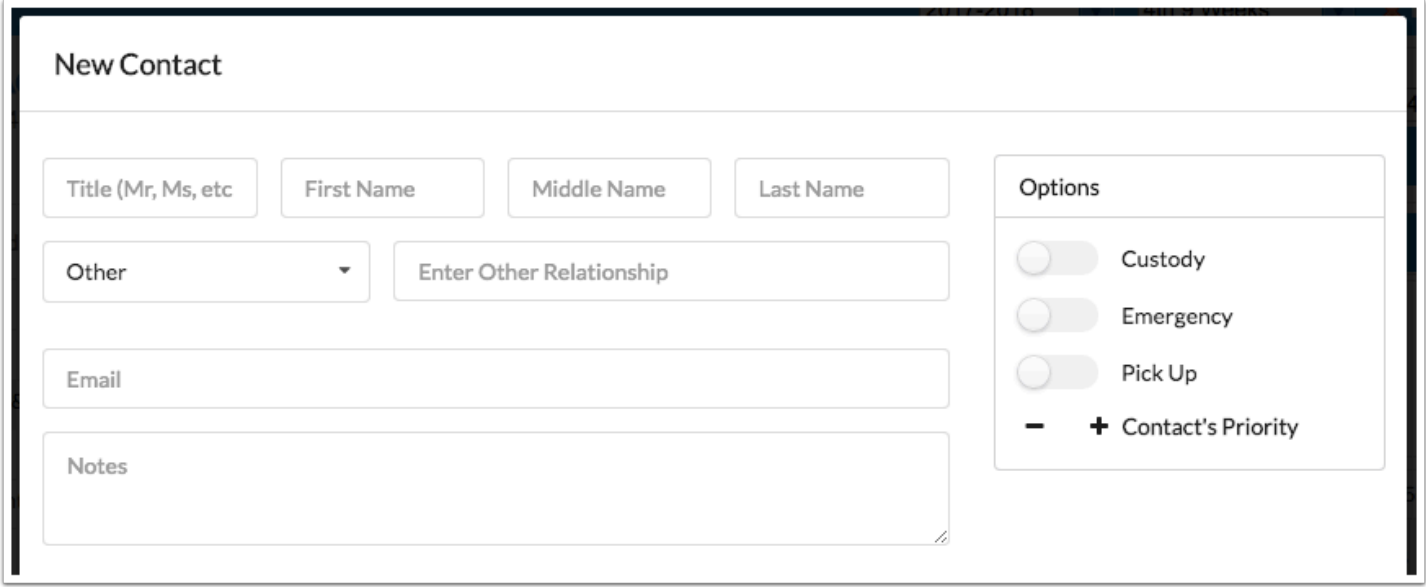


2. Click **New Contact**.



3. In the **New Contact** pop-up window, enter the contact's name, relationship to the student, email address, any notes, and select the applicable **Custody, Emergency, Pick Up**, and **Contact's Priority** options.

 Any notes entered on the contact can be viewed by anyone with access to the student's addresses and contacts, including parents.



The 'New Contact' form is a pop-up window with a white background and a black border. It contains several input fields and a sidebar of options. The main form area has a title 'New Contact' at the top left. Below it are four text boxes for 'Title (Mr, Ms, etc)', 'First Name', 'Middle Name', and 'Last Name'. To the left of these is a dropdown menu labeled 'Other' with a downward arrow. To the right of the dropdown is a text box labeled 'Enter Other Relationship'. Below these is a large text box for 'Email'. At the bottom is a large text box for 'Notes'. On the right side, there is a sidebar titled 'Options' containing three toggle switches for 'Custody', 'Emergency', and 'Pick Up'. Below these is a section for 'Contact's Priority' with a minus sign and a plus sign.

The Contact's Priority determines whether the contact is considered the primary contact, secondary contact, etc. A priority of 1 designates the contact as the primary contact. If a Contact's Priority is not defined, Focus will calculate the priority. Focus calculates priority and sorts contacts as follows:

- 1 - Contact's Priority
- 2 - Custody
- 3 - Emergency
- 4 - Primary Residence
- 5 - Student Relation
- 6 - Last Name
- 7 - First Name

The relationships and options that are available for selection are set up in [Students > Address Fields > Relationships](#) tab and [Contact Flags](#) tab.

 The Custody option will default to on for the first contact saved, and off for any subsequent contacts.

4. Scroll down to the Phone & Contact Details section of the screen, where you will enter the contact's phone numbers and other contact details.

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export:   Filters: OFF

Contact Type ▾	Phone Number / Value ▾	Detail Priority ▾	Options
		- +	

5. In the blank row, select the **Title**. Options include Alternate Phone, Cell Phone, Home Phone, Other, Work Phone, or Workplace.

6. In the **Phone Number/Value** field, enter the phone number. Note: Upon entering the phone number and clicking out of the field, the phone number will automatically format; therefore, you do not have to enter dashes and parentheses.

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export:   Filters: OFF

Contact Type ▾	Phone Number / Value ▾	Detail Priority ▾	Options
Cell Phone	8134567633	- +	☐ Unlisted ☐ Callout ☐ Blocked



7. Use the minus and plus icons to select the **Detail Priority**. A 1 indicates that this is the preferred method of contact. A 2 indicates this is the next preferred method of contact, etc.

When Alternate Phone, Cell Phone, Home Phone, or Work Phone is selected, the phone number options become available for selection. These are set up in **Students** > [Address Fields](#) > Contact Detail Flags tab, and may vary by district.

8. Select the contact detail flags, such as Unlisted, Callout, Blocked, SMS, or UNSUBSCRIBE, as needed.

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export:   Filter: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
		- +	
Cell Phone	(813) 908-8766	- 4 +	☐ Unlisted ☐ Callout ☐ Blocked ☒ SMS ☐ UNSUBSCRIBE

If an attendance mobile alert has been set up by the district, you can select the **SMS** check box to indicate that the contact is accepting attendance texts. If the contact has indicated that text message are not to be sent to the entered phone number, you can select the UNSUBSCRIBE check box instead.

 Attendance texts can be set up via Setup > [System Preferences](#) > School Preferences/ Default School Preferences > [Attendance/General](#) tabs.

9. Press **Enter** to add the row.

The newly added row will turn yellow to indicate changes have been made. A new blank row is available where you can enter more contact details.

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export:   Filters: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
		- +	
Home Phone	(813) 768-7788	- 1 +	☐ Unlisted ☒ Callout ☐ Blocked

10. At the bottom of the window, select the contact's address from the existing addresses that were set up for the student. If the contact does not have an address set up, click the **No Address** block.

Contact Address Click to move this contact to a different address

MIGUE CIR
FL
33981
(123) 893-9300
Mailing Address
Migue Circle
FL 33981

★

✉

No Address ✖

Cancel or Save

11. Click **Save** when finished.

The new contact is added to the selected address block. If No Address was selected, the contact is displayed in its own contact block.

Editing a Contact

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

Filter fields... ▼

Address

Addresses & Contacts ●

Alert Icons

At Risk Reason

CTE

Comments

Counselor

DAP Advanced Measures

Demographics

2. Click on the contact within the Address block or click on the Contact block.

 **Contact #2**

Aceve
(No Address) 

Contact Details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2

Father  

3. In the Edit Contact pop-up window, edit any of the contact's information or details.

Edit Contact

Title (Mr, Ms, etc)

Victoria

Middle Name

OtherEnter Other Relationship

Email

Notes

Options

☐ Custody

☒ Emergency

☒ Pick Up

☐ Custom Contact Flag Title

- 4 +

Contact's Priority

Phone & Contact Details:

Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export

Filter: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
		- +	
Cell Phone	(813) 908-8766	- 4 +	☐ Unlisted ☐ Callout ☐ Blocked ☒ SMS ☐ UNSUBSCRIBE

4. At the bottom of the window, click an address block to move the contact to the selected address, if applicable.

5. Select the **Apply to Linked Students** check box to apply changes made to a student's address or contact information to all linked students at the same address. This prevents having to make changes to each sibling's information.

Contact Address Click to move this contact to a different address

MIGUE CIR
FL
33981
(123) 893-9300

Mailing Address
Migue Circle
FL 33981

★ ✉

No Address ✖

Delete

Cancel or Save

6. Click **Save** when finished.

Deleting a Contact

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

Filter fields... ▼

Address

Addresses & Contacts ●

Alert Icons

At Risk Reason

CTE

Comments

Counselor

DAP Advanced Measures

Demographics

2. Click on the contact within the address block or click on the contact block.


Contact #2

Acevedo, Steven
(No Address) 

Contact Details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2

Father  

3. In the Edit Contact pop-up window, click **Delete** at the bottom of the screen.

Contact Address
Click to move this contact to a different address

MIGUE CIR
, FL
33981
(123) 893-9300
Mailing Address
Migue Circle
, FL 33981




No Address


Delete

Cancel
or
Save

4. Click **Confirm**.

Contact Address Click to move this contact to a different address

MIGUE CIR
FL
33981
(123) 893-9300
Mailing Address
Migue Circle
FL 33981

★

✉

No Address ✖

Confirm

Are you sure you want to delete this contact?

Cancel or Save

The contact is deleted.

Linking Users to Students

The Linked Users table is used to link parent users to their child so that they can view the child's information in the Parent Portal.

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

Filter fields...

Address

Addresses & Contacts

Alert Icons

At Risk Reason

CTE

Comments

Counselor

DAP Advanced Measures

Demographics

2. Scroll to the Linked Users table towards the bottom of the screen.

Linked Users
The following users will be able to view data for this student

Export:

	User		
☒ Enabled			

3. To add a linked user, click the **User** pull-down. In the **Filter** box, begin typing the user's name. The list of users will filter. Select the appropriate user. Only users with a parent profile are available for selection.

Linked Users
The following users will be able to view data for this student

Export:

	User		
☒ Enabled			

Linked Stud

Export:

Student

Relationship

acevedo

Acevedo

Acevedo

Acevedo

Acevedo

37)

4250)

254)

71)

Student Info

Page 40

4. Click **Save** at the top of the screen.

The parent is added as a linked user. The parent will now be able to view their child's information in the Parent Portal. A new blank row is available to add additional linked users.

Linked Users

The following users will be able to view data for this student

Export:



		User		
	☒ Enabled			
	☒ Enabled	Aceve (3254)	Log In As	View User Info

5. To disable a user's access to the student's information, deselect the **Enabled** check box next to the user.

Linked Users

The following users will be able to view data for this student

Export:



		User		
	☒ Enabled			
	☒ Enabled	Aceve (3254)	Log In As	View User Info

6. To log in as the user, click the **Log In As** link next to the user.

7. To open the user's record in User Info in a new tab or window, click **View User Info**.

Linked Users

The following users will be able to view data for this student

Export:



		User		
	☒ Enabled			
	☒ Enabled	Aceve (3254)	Log In As	View User Info

8. To remove the linked user, click the red minus sign next to the user.

Linked Users The following users will be able to view data for this student

Export:  

		User		
☒	Enabled			
☒	Enabled	Aceve (3254)	Log In As	View User Info

9. In the confirmation message, click **OK**.

Home Phone (555) 555-5547

Are you sure you want to delete this record?

The row is grayed out, but is not yet deleted until you click Save.

Linked Users The following users will be able to view data for this student

Export:  

		User		
☒	Enabled			
☒	Enabled	Aceve (3254)	Log In As	View User Info

10. Click **Save** to save the deletion.

Linking Students

The Linked Students table is used to define relationships between students, including siblings and parent/child relationships. When using Print Letters & Send Email, one letter/email can be sent per family. Focus uses the Linked Students feature to determine which students are in the same family.

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

Filter fields... ▼

Address

Addresses & Contacts ●

Alert Icons

At Risk Reason

CTE

Comments

Counselor

DAP Advanced Measures

Demographics

2. Scroll to the Linked Students table towards the bottom of the screen.

Linked Students

Define relationships between students

Export:



Student ▼	Relationship ▼

3. To add a linked student, click the **Student** pull-down in the blank row at the top of the table. In the **Filter** box, begin typing the student's name. The list of students will filter. Select the appropriate student.

Linked Students

Define relationships between students

Export:



Student ▼	Relationship ▼
Sn 00167)	

4. In the **Relationship** pull-down, select Child of ___, Parent of ___, or Sibling.

Linked Students Define relationships between students

Export:  

Student	Relationship
Sm (0167)	Sibling

5. Press **Enter** to add the row.

Linked Students Define relationships between students

Export:  

Student	Relationship
Sm (0167)	Sibling

6. Click **Save**.

A new blank row is available to add additional linked students.

Linked Students Define relationships between students

Export:  

Student	Relationship
Sm (0167)	Sibling

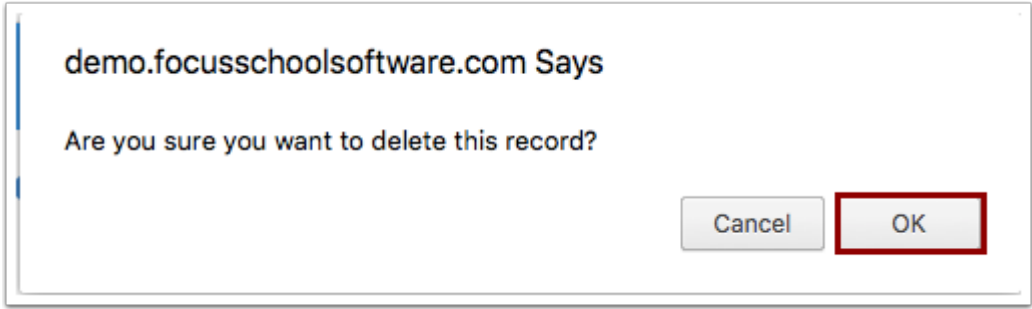
7. To delete a linked student, click the red minus sign to the left of the student's name.

Linked Students Define relationships between students

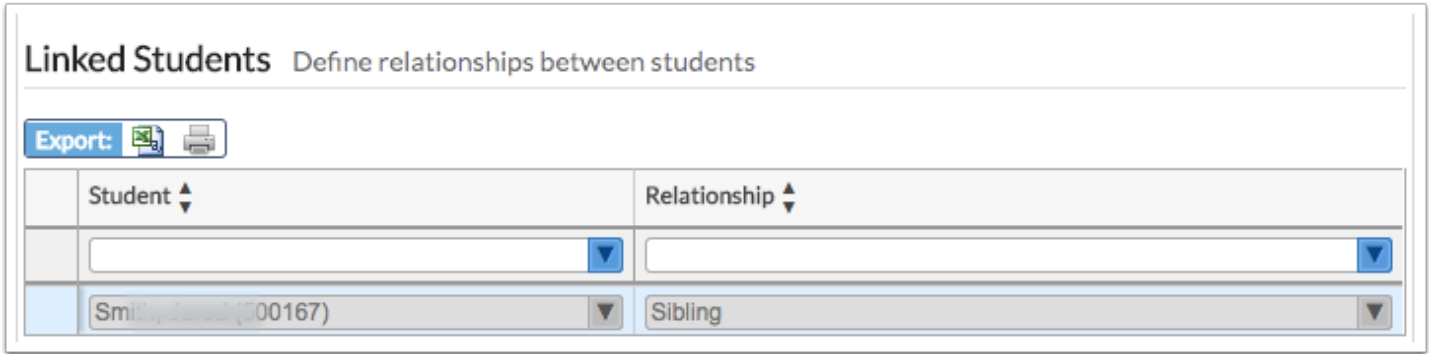
Export:  

Student	Relationship
 Sm (0167)	Sibling

8. In the confirmation message click **OK**.



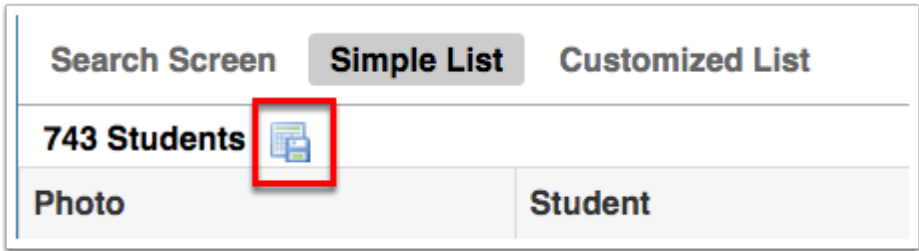
The row is grayed out, but is not yet deleted until you click Save.



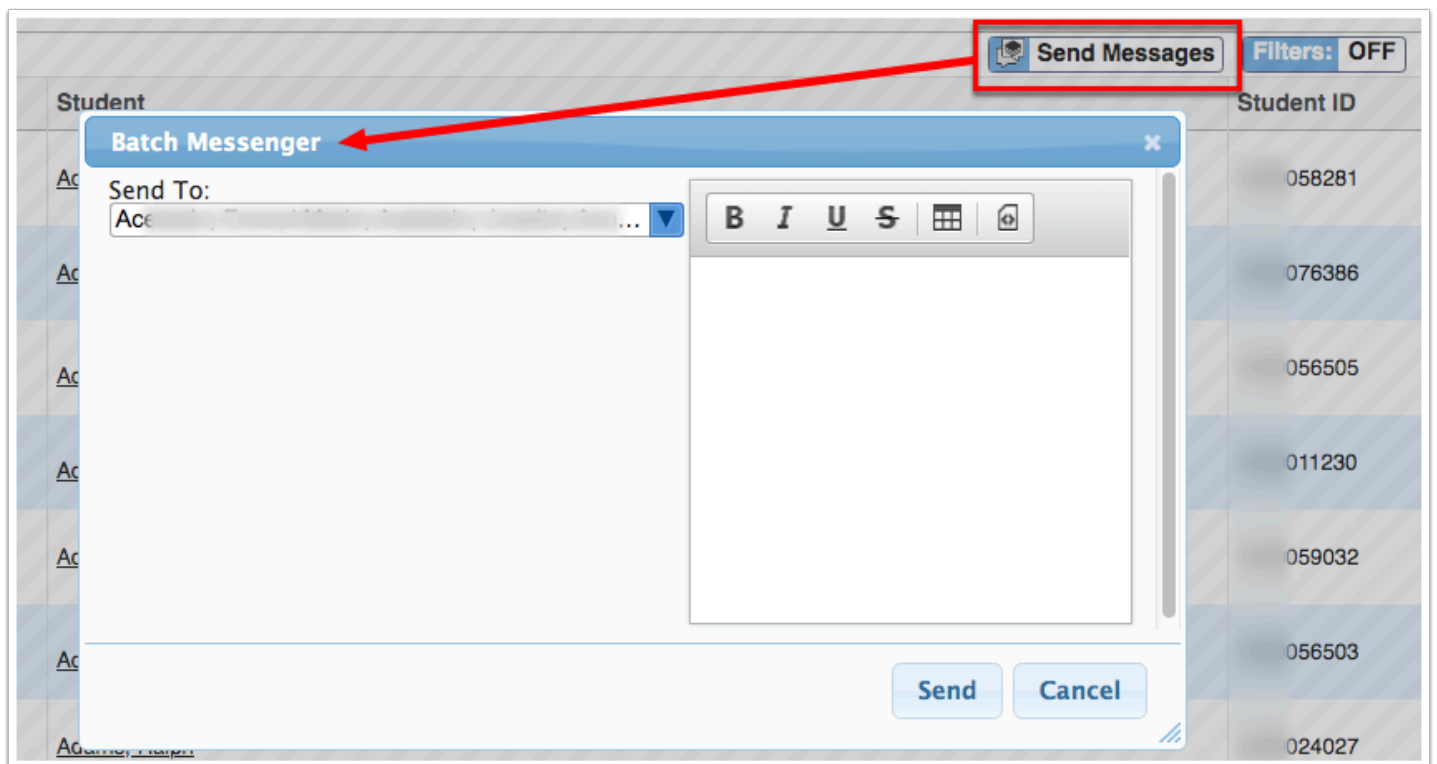
9. Click **Save** to save the changes.

Additional Features

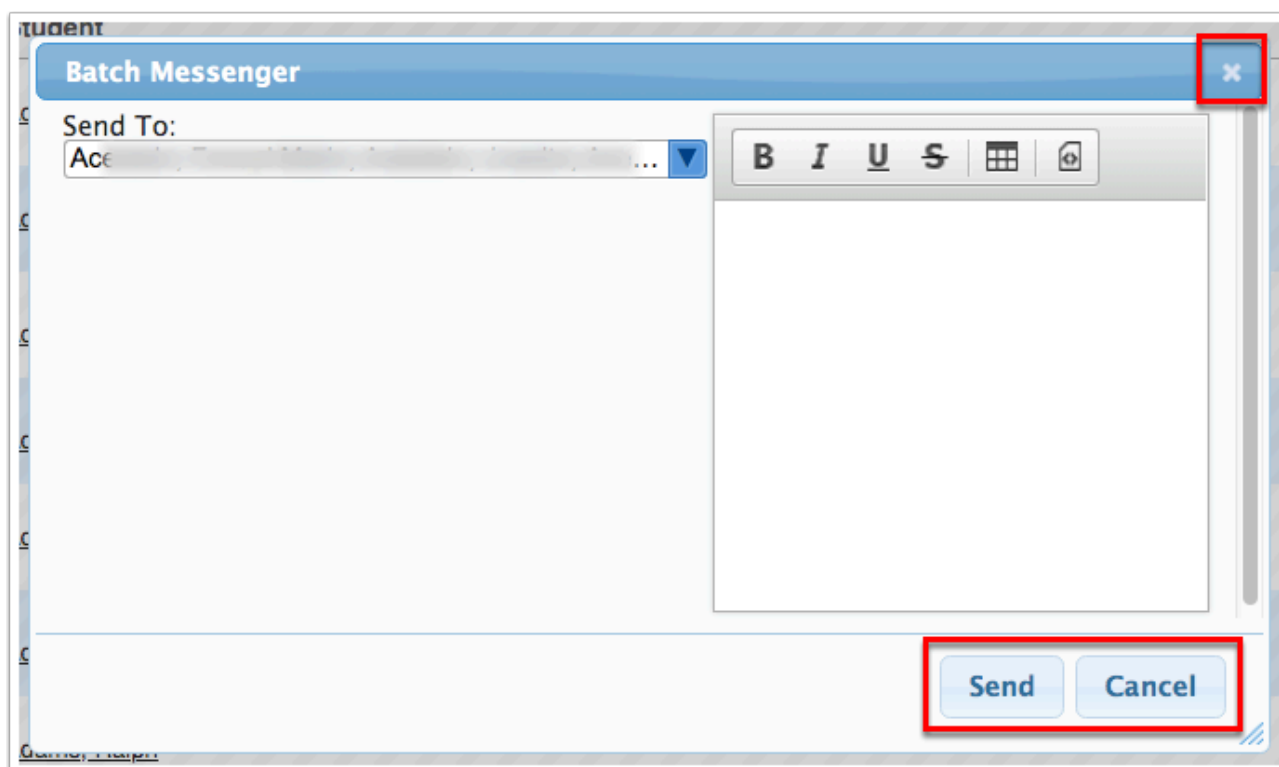
1. Above the listed students you will see a **floppy disk** icon, which allows you to export the listed data to an Excel spreadsheet.



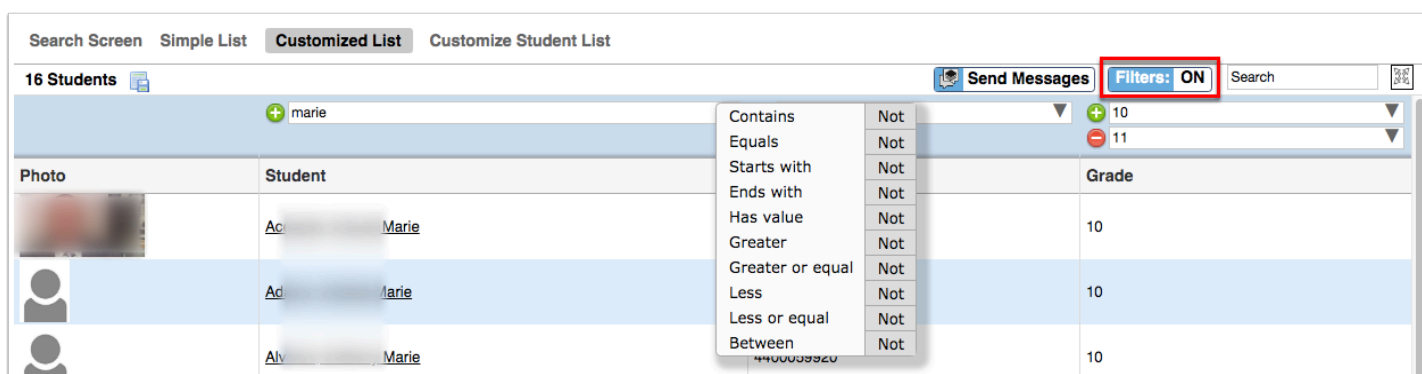
2. Click the **Send Messages** button to open the Batch Messenger pop-up window, which allows you to generate a batch message to select students.



- a. Select the applicable students from the **Send To:** pull-down.
- b. Enter the message in the provided text box and use the tools as needed, such as **Bold**, **Italic**, **Underline**, **Strikethrough**, **Insert Special Character**, and **Smiley**.
- c. Once the message is ready, click **Send** to send the message to the selected students. To cancel the message, click **Cancel** or click the **X** to close the window and return to the list of students.



3. Click the **Filters** button to filter data and apply filter rules. To add more than one filter to a column, click on the **green plus sign**. To delete an added filter, click on the **red minus sign**. Click the **gray arrow** for additional filtering rules.

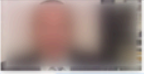


i For more information on how to use the Filters feature, see the [Filters](#) document.

4. If looking for specific information housed within the resulting students, type the information in the **Search** text box provided and press **Enter**.

Search Screen **Simple List** Customized List

34 Students  **Send Messages** **Filters: OFF**

Photo	Student	Student ID	Grade	Relevance
	Aceve Marie	058281	10	
	Aceve Marie	059032	10	
	Adam Marie	059920	10	
	Adam Marie	077331	12	
	Adam Marie 	077238	12	

5. To make the list full screen, click on the **expansion** icon (four arrows) next to the Search text box. Once in full screen mode, click the icon again to exit full screen.

Send Messages **Filters: OFF**



Student ID **Grade**

6. You can also sort data by clicking on any of the headers. Click once for ascending results; click twice for descending results.

Search Screen **Simple List** Customized List

743 Students  **Send Messages** **Filters: OFF**

Photo	Student	Student ID	Grade
	Aceve	0076386	09
	Aceve	0059172	09
	Adam	0056503	09
	Adam	0059976	09

7. Click the **Excel** icon in the Export section to export the table of data to an Excel spreadsheet, which can then be saved to your computer. Click the **Printer** icon to print the table of data.



Addresses & Contacts

Linked Users

The following users will be able to

Export  

		User 	Contact 	
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