Adding, Replacing, or Modifying lists in your ParentReach Emergency Notifications Account

This file provides a summary of your account information and instructions of how to Upload, Update and Edit your lists in our System. The attachment: "Quick Start Info & List Master," starts with a tab called "Summary" that lists yourlog-in and access information, while the remaining tabs show the contents of each of your lists as they currently exist in the ParentReach Emergency Notifications System. We recommend you download and save one copy of this file to act as a master list you can update as students, faculty or members move in and out of your school or organization; and follow these instructions to periodically upload the contents of each tab on this file to your online emergency notifications account.

Attachment: Quick Start info and & List Master

This excel spreadsheet typically contains a tab with the summary of your user account IDs and password, then one tab for each of your lists. You will also find the information you need for calling into the ParentReach Emergency Notifications System and launching a broadcast via touch-tone phone. The same sheet provides a summary of your current lists and a description of their contents. It also provides the number for reaching the hotline and your organization's site-code identifier. This sheet should always be kept up-to-date with the latest changes to the student and staff lists.

A -- REPLACING AN EXISTING LIST IN ITS ENTIRETY:

1) Select the excel file to be uploaded (Typically it will be this "Quick Start info & list Master")

2) Select the tab which contains the list to be uploaded. Click and hold the to drag this tab to the left until it is in the first position (the first tab) in your spreadsheet. The system recognizes excel files but will only upload the contents of the first tab from an excel file. Important Note: You must now SAVE this excel file. The system will upload only the contents of this First tab of the last saved file. Therefore moving the tab to position one is not enough. Save after moving!

3) Log on: Go to ParentReach.com and click on "Member login" to transfer to "My Portal"
   Enter your Username and Password (Username is not case sensitive. Password is numeric.)

4) Click the LISTS tab. Locate the row containing the list you wish to update and click the button "List Upload"

5) In the new window that opens, verify the name of the list, verify the correct list type, and, then click on "Browse to add a file." In the new "File upload window" window that opens, click the "Browse" button to navigate to your modified excel file. See Step #2 above. When the name of the file appears in this box, click the "Upload" button. In a minute, the file name appears on the

bottom with a red X next to it.(Click the red X only if you have chosen the wrong file to upload. You can then browse again for the correct file.) Now you can click on the button "Create List."

The system will create the list and give it the name it had before, overwriting the old list. It will also give you a count of the total records in the file, the total records uploaded, and a count of any rejected records. A rejection can occur if you have not included a "TYPE" for each "ADDR" or misspelled the entry; e.g. "voice" is not the same as "voice " (note the extra space). Your four acceptable file types are: "Voice" / "Fax" / "Internet" / "SMS" , for voice, fax, email, or text message broadcasts respectively.

NOTE: You can add more lists to this excel file as you may need. To upload a new list, in Step 4, simply choose "Upload New List" in the main area (blue) instead of "List upload" in a row. You will need to give your list a name. If you plan to use that list in broadcasts launched via touch-tone phone be sure to give the list a numeric name.

B – MODIFYING OR ADDING/DELETING AN ENTRY ONLINE :

Occasionally, you will find it more convenient to modify an entry directly on-line. This can occur when a person, changes, adds, or gives up a particular cell phone number. To make the changes follow these steps:

1) Log on: Go to ParentReach.com and click on "Member login" to transfer to "My Portal"
   Enter your Username and Password (Username is not case sensitive. Password is numeric.)

2) Click the LISTS tab. The default window show your lists names. Do not click on a list name as this will only display the list contents. To modify the list contents you must open the list in the list editor. So, click "LIST EDITOR." The window will change to show a blank worksheet.

3) On the left, you find a dropdown menu under the button "LIST." From this drop-down menu, choose, "Open" and select the list you want to modify in the next window. The list will open in the onscreen worksheet that was previously blank.

a) To add a new entry:
Scroll to the last entry and add the new entry information.
To finish, you must select "Save" from the drop-down menu under the "List" button.

b) To delete an existing entry:
Right-click on the row you want to delete. A drop down menu becomes visible.
Click on delete.
To finish, you must select "Save" from the drop-down menu under the "List" button.

c) To modify an existing entry:
To modify an entry:
Double-Click on the item you wish to modify. It moves to the left so you can type in new information.
To finish, you must select "Save" from the drop-down menu under the "List" button.