

Auto Dialer Interface

Introduction

This lesson will help you understand the use of the Auto Dialer Interface.

Using the Auto Dialer to Report Absences

1. From the **eSIS Main Start** screen click the **Attendance** button.
2. When prompted to exit click the **Yes** button.
3. Click the **OK** button.
4. Click **Period Attendance** (or **Daily Attendance** depending on your school) on the menu bar.
5. Click **Auto Dialer Interface** on the drop-down list.
6. Press the **Delete** key on your keyboard to clear the date in the **From** field.
7. Enter the desired date in the **From** field.
8. Click the **To** field to enter the desired ending date.
9. Click the **Absence Type** drop-down arrow to select the desired absence type.
10. Click the **Absence/Late** drop-down arrow to make selection.
11. Click the **Advanced Options** button.
12. A previously created absence file will default into the **Filename** field.

Note: eSIS will write the new auto dialer file to this file name. If the file already exists, eSIS will overwrite the file without asking. However, if you want to keep an auto dialer file for each instance, you will need to save it with a different file name.

13. If you need to search for a file, use the **Browse** button to open a Windows dialog box to search for an existing file. If you do not have an existing file, just type the name of the file you want to use into the field.

Note: The file name and path will vary from school to school. Use the Browse button to open a Windows dialog box to search for an existing file. If you do not have an existing file, just type the name of the file you want to use into the field. The file name and path will vary from school to school.

14. Complete the **Area Code Options** and the **Record Layout** selection and click the **OK** button.

Creating the Automated Dialer Files

15. Click the **Create Files** button.
16. You are back on the **Attendance Start** screen. Verify that your file was created. Open your **Windows Explorer** and look in your C drive for the specified file.
17. Review the file(s) you just created, check to make sure the file is not empty, and then close Windows Explorer to return to eSIS.
18. Click the **Student Information System** (globe) on the menu bar to return to the **eSIS Main Start** screen.

Creating a New Auto Dial List

19. Click **Administration** on the menu bar.

20. Click **External Data Exchange** on the drop-down menu.
21. Click **Auto Dialer Interface** on the sub-menu drop-down menu.
22. Click the **Specific Extract** button.
23. Click the **Clear Extract Criteria** button.
24. Click the **Include Cross Enrolled Students** checkbox to deselect it.
25. Click the **Grades** drop-down arrow to choose the correct grade.
26. Click the **Primary Language spoken at home** drop-down arrow to select a language.
27. Click the **Run Extract** button.
28. Click the **Go Back** button.
29. Click the **Exit** button.
30. Click the **Advanced Options** button.
31. A previously created absence file will default into the **Filename** field.

Note: eSIS will write the new auto dialer file to this file name. If the file already exists, eSIS will overwrite the file without asking. However, if you want to keep an auto dialer file for each instance, you will need to save it with a different file name.

32. If you need to search for a file, use the **Browse** button to open a Windows dialog box to search for an existing file. If you do not have an existing file, just type the name of the file you want to use into the field.

Note: The file name and path will vary from school to school. Use the Browse button to open a Windows dialog box to search for an existing file. If you do not have an existing file, just type the name of the file you want to use into the field. The file name and path will vary from school to school.

33. Complete the **Area Code Options** and the **Record Layout** selection and click the **OK** button.
34. Click the **OK** button.
35. Click the **Create Files** button.