



Groupcall for SEEMIS Installation Guide

Preparation Steps

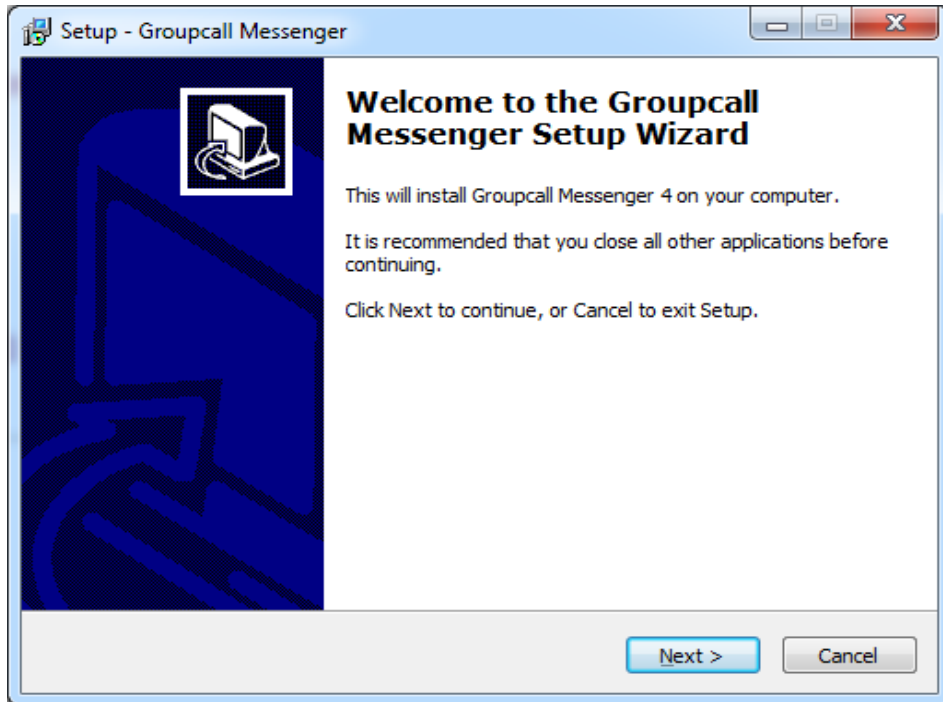
1. Create a folder for Groupcall on a shared network drive:
 - For example: S:\Groupcall
2. Go to the Groupcall downloads website:
 - www.groupcall.com/download
3. Under the heading **Messenger M4 Downloads [ML v4.0.0]** right click and 'save target as' the following file to your new Groupcall folder:
 - **Integrated MIS Application Download (Installer) - M4 Full Install Download 4...***]**
4. Under the heading **Groupcall Messenger Downloads [ML v3.8.0]** right click and 'save target as' the following file to your new Groupcall folder:
 - **Messenger Documentation [M4]**
5. ****Voice Subscription Only**** Under the heading **Groupcall Messenger Language Libraries** right mouse click and 'save target as' to the Groupcall folder:
 - **Multi-Language-Library Download [English Female]**

Installation Steps – Messenger 4

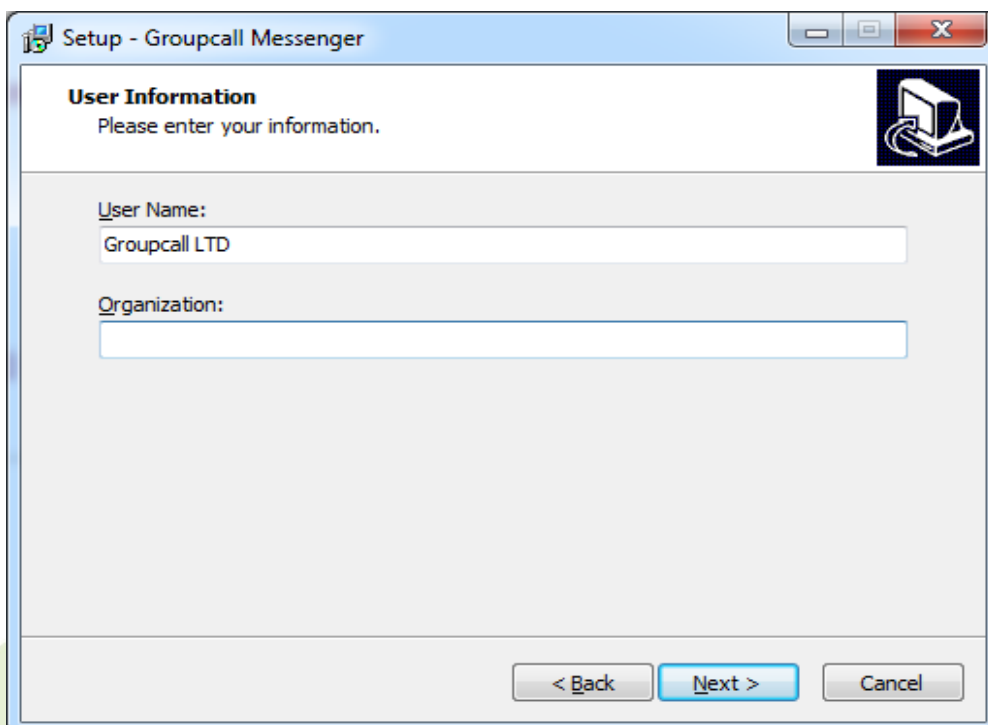
1. Double click the Groupcall_ML_Setup_4.0.0.*** file to begin the installation and click **Run** if prompted:



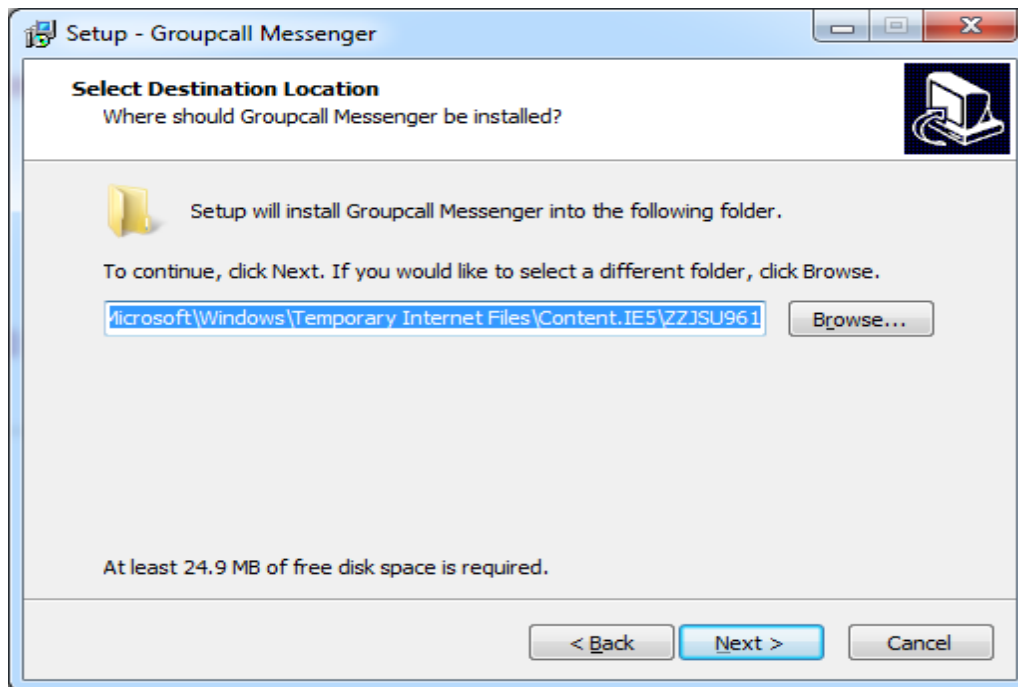
2. Click Next



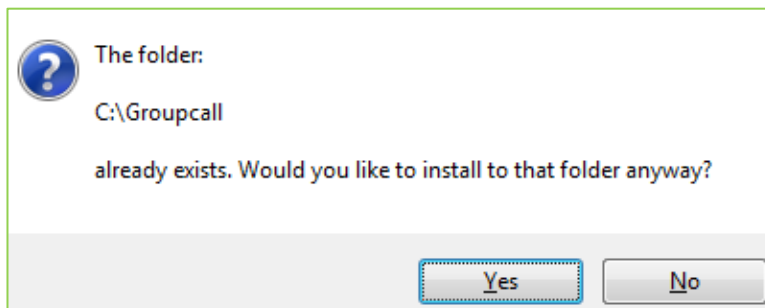
3. Enter the School Name into the username Field and remove any text from the Organisation field



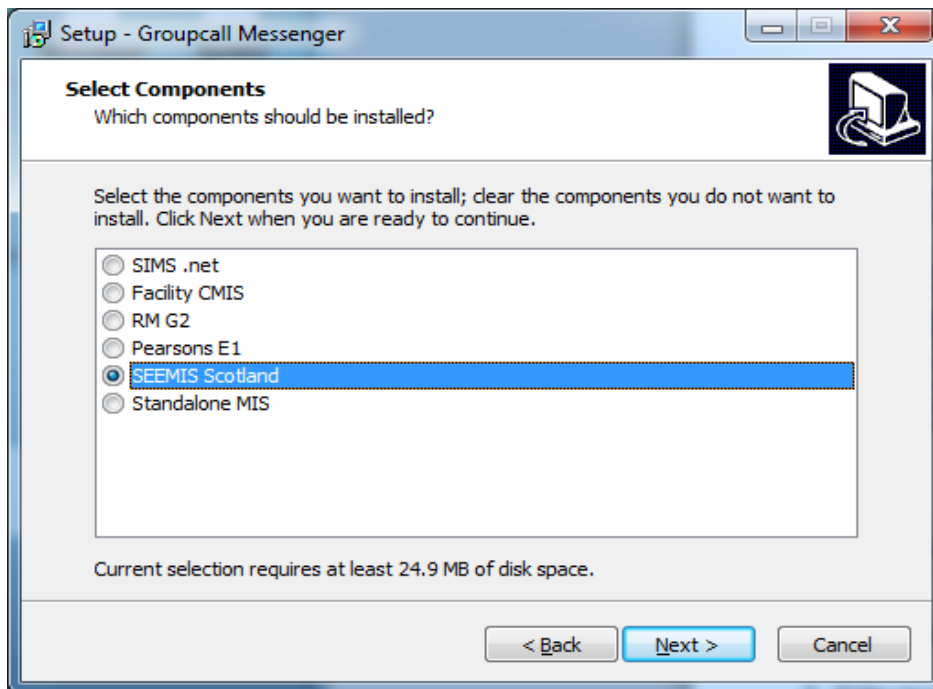
4. If you downloaded the setup file to your new Groupcall folder, it should select this as the default place to install. If not, click **Browse** and select your newly created Groupcall folder:



5. You will be prompted that the folder already exists, click **Yes**:



6. Choose your school's MIS system, then click **Next**:



7. Enter your School Name, a school email address
(use donotreply@yourschooldomain)
if you do not want people to be able to reply to emails you send out
e.g. donotreply@stjohns.bucks.sch.uk)
8. Enter your default SMS header. This will appear at the beginning of every text message you send. It also counts towards your 160 character limit per text unit. Click **Next**:

Please provide the additional settings information below and click Next

School Name:

e-Mail from address:

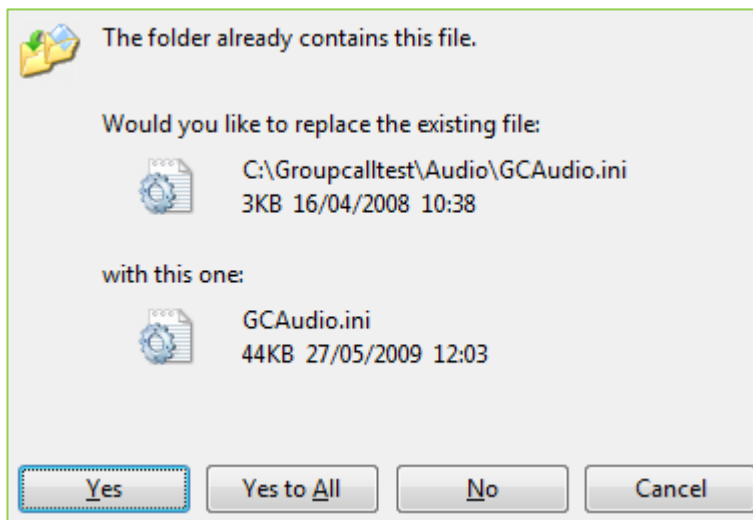
SMS Header:

9. View the summary and click **Install**
10. Click **OK** to dismiss a message about Messenger restarting if it appears.

Installation Steps – Voice

If you have purchased a Voice subscription we now need to install the audio files

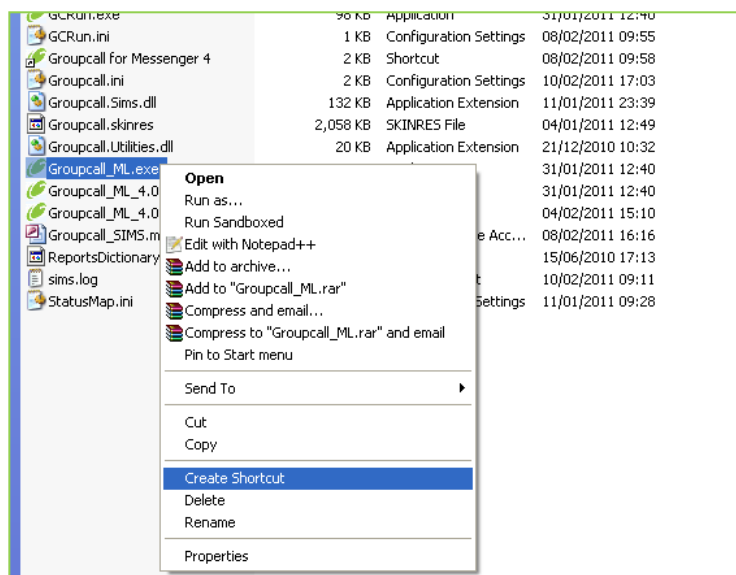
1. In your Groupcall installation folder find the file **MLL-Audio-May09.PW.zip** and extract it directly into the folder (**i.e. not into Groupcall\MLL-Audio-May09.PW**)
2. If extracted to the right location, you will be prompted to overwrite the Audio folder and other files. Confirm you wish to **replace** the existing files by clicking **Yes to All**:



Installation Steps – Creating a Shortcut

The installation will create a shortcut on your desktop automatically but we need to add extra functionality.

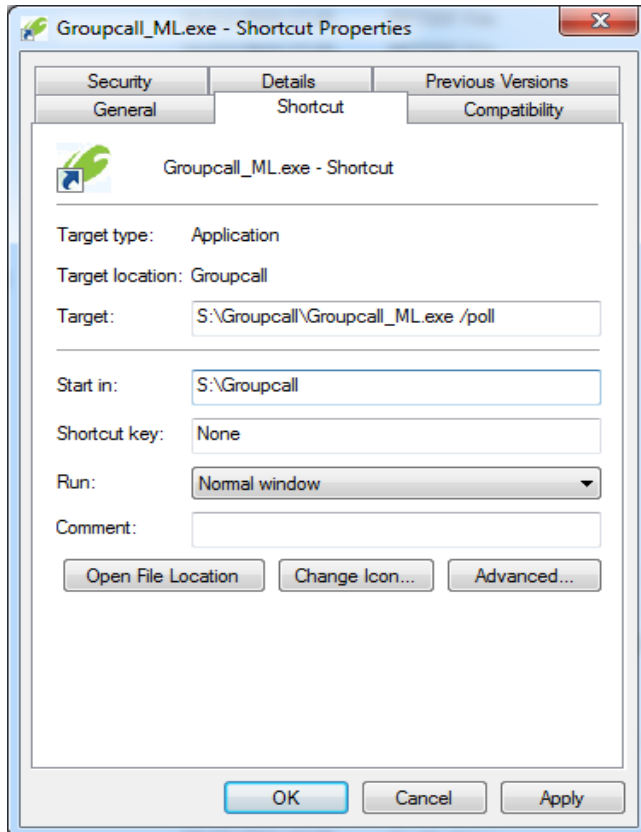
1. On your desktop find the Groupcall Messenger icon and delete it.
2. In your Groupcall installation folder find the **Groupcall_ML.exe** application file
3. Right click on the **Groupcall_ML.exe** and select create shortcut:



4. Right click on this shortcut just created, it will be labelled **Groupcall_ML.exe - Shortcut**
5. Select **Properties**
6. Under the Shortcut Tab click in the “**Target**” text area of the dialogue box



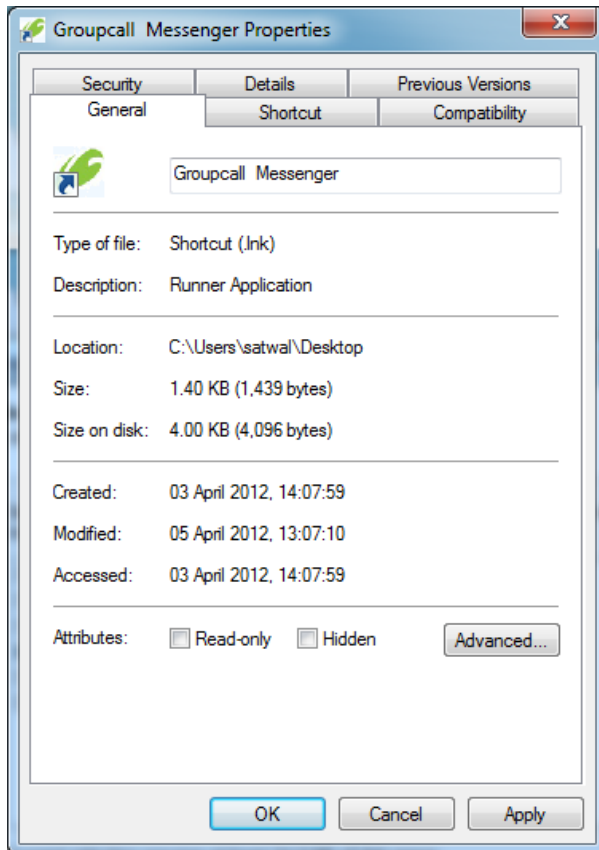
7. At the end of the long string of text, enter a space and add the characters `/poll` as shown



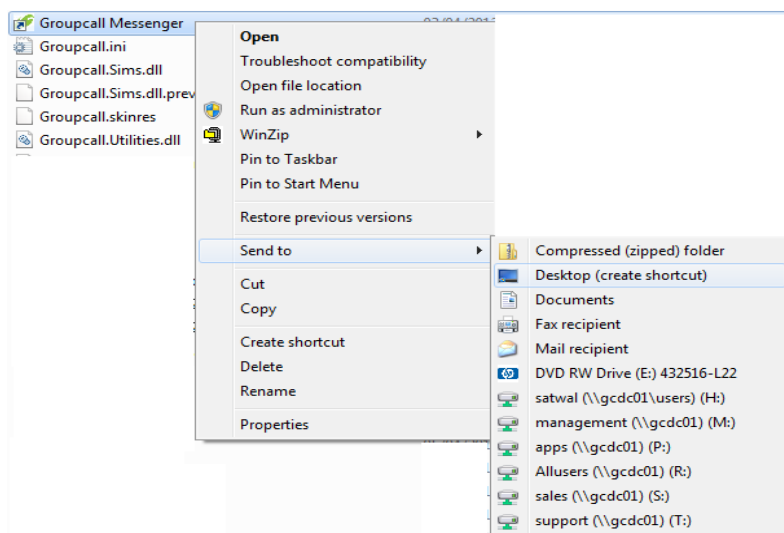
8. The contents of this text area should now look similar to this (see above image)

“S:\Groupcall\Groupcall_ML.exe” /poll

9. Click on the “General Tab”
10. Rename the Shortcut to Groupcall_ML.exe to [Groupcall Messenger](#)



Installation Steps – Placing Messenger Icon on Client Machines On the Client machines where you would like to use Groupcall Messenger, browse to the Groupcall installation folder on your network and right click on the shortcut created above, select **Send To Desktop (create shortcut)**



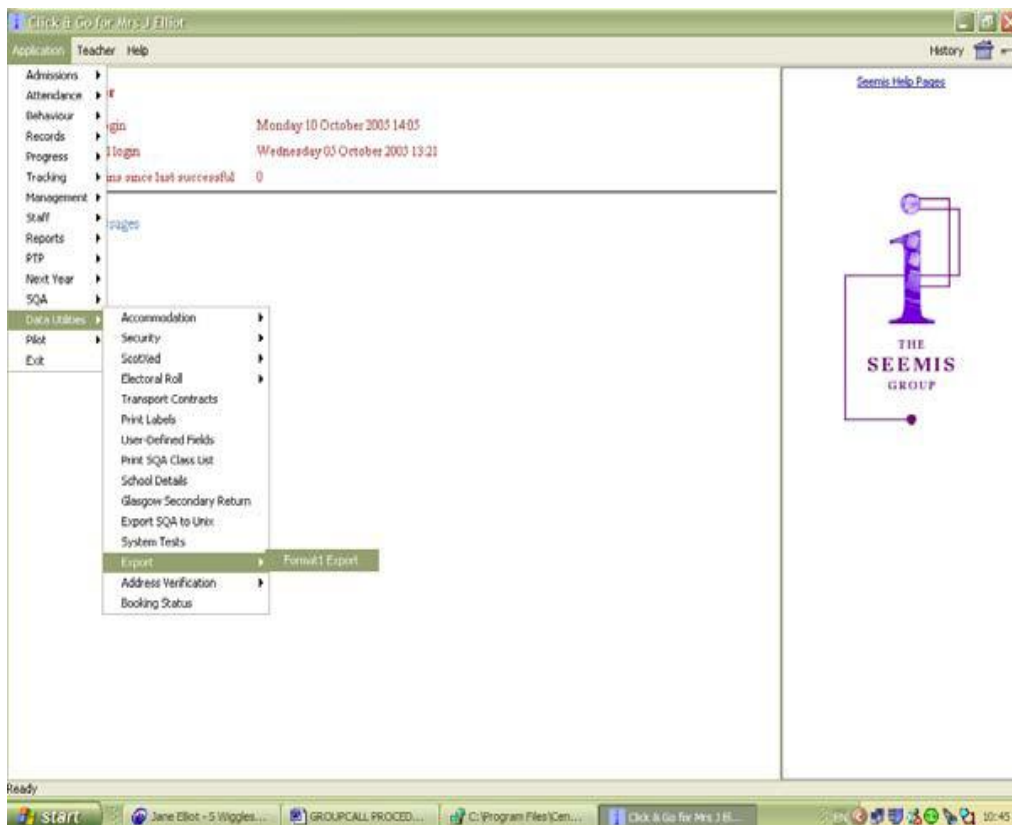
You only need repeat this step on the computers that you want Messenger to be available on.

Importing Data Into Groupcall Messenger from SEEMIS

Before you can run Groupcall Messenger you will be required export the 'Contacts' and 'Attendance' data from your Click & Go system.

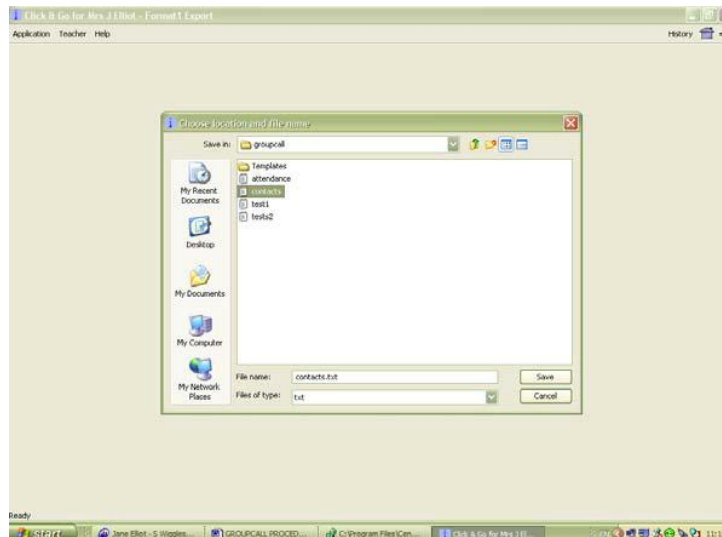
This function needs only to be performed by one person, once a day, to maintain up to date details

- Once complete, you will have all current pupil contact information and all daily attendance data available
- To export SEEMIS data, click on the following options in Click & Go:
 - **Application**
 - **Data Utilities**
 - **Export**
 - **Format 1 Export**

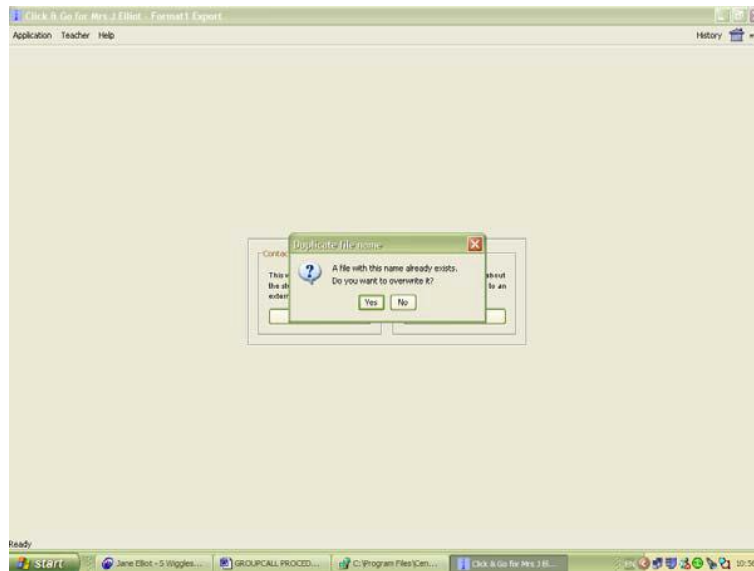




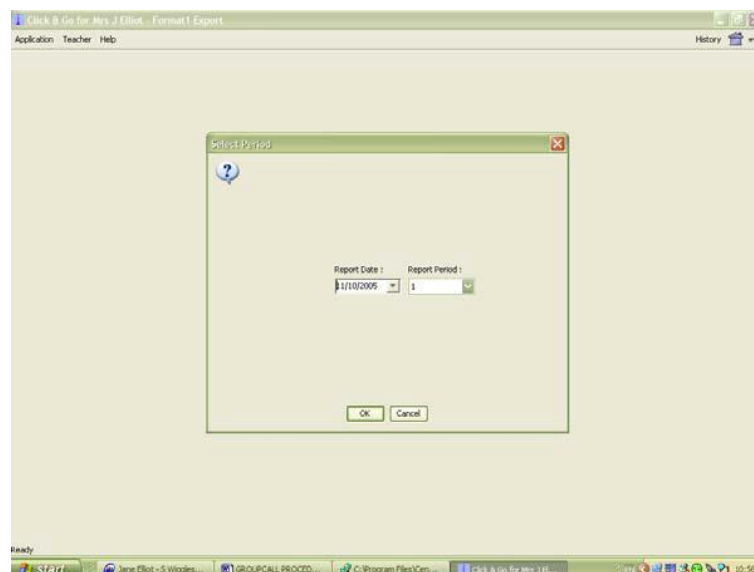
- Select 'Print to File' Contacts
- Locate the Groupcall folder on the shared network drive that has been prepared for Groupcall



- Locate the Groupcall folder on the shared network drive that has been prepared for Groupcall and the contacts file in the Groupcall folder.
- Name the file as 'contacts.txt' and Save



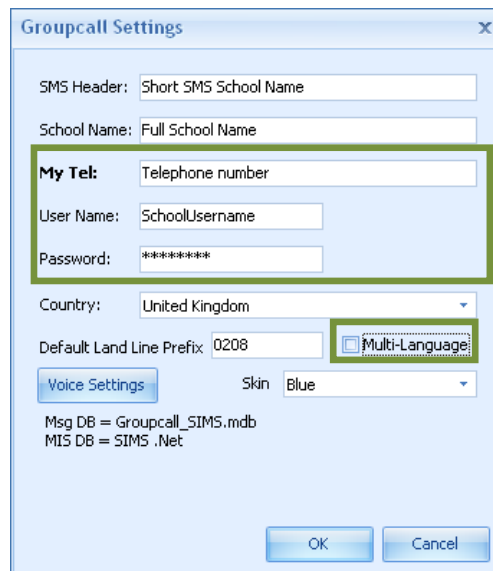
- You must now export the [Attendance](#) file
- Click on 'Print to File' to export [Attendance](#) Information
- You will be prompted to select the report date
- Confirm the date is correct
- Then click [OK](#)



- Locate the Groupcall folder on the shared network drive that has been prepared for Groupcall and save the attendance file in the Groupcall folder.
- Name the file as '[attendance.txt](#)' and Save

First Run

1. Open Groupcall Messenger by double clicking on the icon on your desktop
2. Messenger may report that there are some settings missing. Click “OK” to display this form



3. Enter the **Username** and **Password** issued to you from Groupcall (if you have forgotten this then you can call (0208 502 7344) and after answering a couple of security questions you will be issued with the credentials) NOTE: without these details Messenger will not operate.
4. Enter the **school telephone number** if it is not displayed and if you have requested a subscription to Groupcall Voice Messages, tick the “**Multi-Language**” box
5. Click “OK”

Please NOTE the information within the application title bar has changed and now reflects the most recent data that has been exported from Click & Go.

Groupcall Messenger setup is now complete!