

## QUICK Reference Guide – How to Print the Email Validation Report

New functionality has been introduced into ERN to allow the validation of email addresses at the point of data entry.

A new tab “Email Validation” has been added to the “My School” section to allow schools to do a bulk validation of email addresses linked to currently active students at the school. This will allow administration staff to:-

- validate email addresses that have been previously entered.
- run a number of reports regarding email address validation status.

Registration Offer Setup | Email Validation

School : Palm Tree Public School

School Email Validation Counter : 0

**Email Type**

Validate Parent Email Addresses :

Validate Family Email Addresses :

Validate Emergency Contact/Doctor Email Addresses :

**Validation Options**

Addresses never previously validated :

Addresses currently listed as invalid :

Addresses currently listed as valid :

Schedule Email Validation (includes CSV Email Report)

Schedule CSV Email Report

To report on the validity of all email addresses select all check boxes in Email Type

To report on the validity of all email addresses select all check boxes in the Validation Options

To schedule the report select the button

The job will have the option to validate the following email address types:

- Parent email addresses
- Family email addresses
- Doctor email addresses

The validations options are:

- Validate email addresses that have never been validated previously
- Re-Validate email addresses that were previously validated and determined to be invalid
- Re-Validate email addresses that were previously validated and determined to be valid.

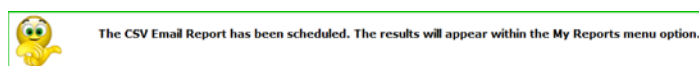
### Schedule the Email Validation report

Select all the check boxes in the above screen to include all email address currently in your school in the report.

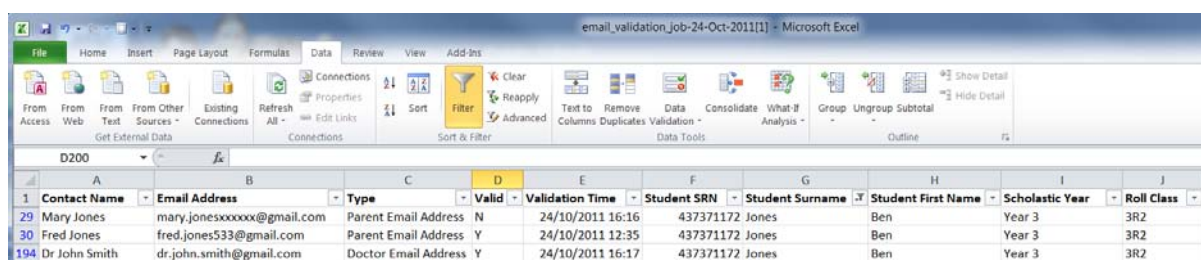
Selecting “Schedule CSV Email Report” will schedule the email report to run.

Schedule CSV Email Report

A message will be displayed on the screen to indicate the report has been scheduled.



Once the report has completed it be accessible to the user via the “My Reports” menu option.



	A	B	C	D	E	F	G	H	I	J
1	Contact Name	Email Address	Type	Valid	Validation Time	Student SRN	Student Surname	Student First Name	Scholastic Year	Roll Class
29	Mary Jones	mary.jonesxxxxxx@gmail.com	Parent Email Address	N	24/10/2011 16:16	437371172	Jones	Ben	Year 3	3R2
30	Fred Jones	fred.jones533@gmail.com	Parent Email Address	Y	24/10/2011 12:35	437371172	Jones	Ben	Year 3	3R2
194	Dr John Smith	dr.john.smith@gmail.com	Doctor Email Address	Y	24/10/2011 16:17	437371172	Jones	Ben	Year 3	3R2

The report output will contain the following fields:

- 1) Contact Name – The name of the Parent/Family/Doctor linked to the email address
- 2) Email Address
- 3) Type – described the email type of Parent/Family/Doctor.
- 4) Valid – Y(es) or N(o)
- 5) Validation Time – The date and time of the last time the email address was validated.
- 6) Student SRN – The SRN of the Student linked to the Parent/Family/Doctor.
- 7) Student Surname
- 8) Student First Name
- 9) Scholastic Year
- 10) Roll Class

For more information regarding the Email Validation Process access the [Quick Reference Guide on Email Validation](#) in the ERN Index Help.