

## How To Do The Calling Machine

- Log into Discovery.net
- Click K12 icon
- Click on the **Downloads** Module
- Click **GSD\_BAT\_DIALER- Attendance Dialer Download Option**
- The page is divided into 3 sections
  - The first section, **Batch Parameter – Criteria Name: Do Not change anything there**
  - The middle section, **Attendance Dialer Download-Batch Parameters**. You can choose from the **Data Export Type** :
    - A. Today's Attendance Data ( Default)
    - B. Student Addresss Book ( All Call)
    - Click **SUBMIT**
    - The last section, the **Schedule(This is currently disabled so do not use until it becomes available)**
    - Click **SUBMIT**
- Select **STATUS MENU**
- Attendance reports w/ job #'s will be listed under status. Status should say **complete** if it is done, **pending** means it is in progress (can click on it to see what is happening), **in progress** means it is still loading, can refresh by clicking **Search** or **Clear** if it is still loading, **error** if it is not working right
- You can click on the Status of a file and it will give you the status of the job
- Under **File**, click yes
- Your file list will come up
- Click on the "TXT" file
- A file download option will come up, click **SAVE**
- Find where you want to save it, change to the name you want to save it as, click **save**
- **To delete** files, under the status page, click **DEL** next to the file you want to delete and click the **DELETE** button on the top left