



## **User Guide**

### **~ JMC Admin App ~**

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## **JMC Admin App Overview**

The JMC Admin App allows users to be away from their computer, and still have the ability to easily access data and information which is useful for completing tasks, on their mobile device. Information about students' classes, communication, attendance and contact information may be viewed using the JMC Admin App. App users may also access JMC Message Center to send notifications to students, staff and parents/caregivers in a variety of formats from their mobile device, when it is not convenient to get to a computer and do so from JMC Office.

## **How to Use This Document Efficiently**

This document is designed to help JMC users understand how to manipulate the module efficiently and effectively. While this document contains important information, tips, and instructions on each function of the module, it may not be necessary to read the entire document to get information necessary for efficient use.

## **Table of Contents**

Scan the table of contents to find the section which relates to your specific needs.

## **Search Using “Find” Feature**

If you are looking for something specific you can do a search on one or more key words. In Windows do a Ctrl-F, or with a Macintosh use Command-F, then enter the key word(s) and click on the **Find Next** button to navigate the document.

## **Document is a “Living” Document**

Since this document is likely to be updated with some regularity, it is recommended that you not print the document – at least not every time it gets updated. If you wish to print the document from time to time you may want to refer to the Change Log at the end of the document to see what is new in the recent updates.

## **Making Notes in This Document**

As you read through this document online, you may wish to leave notes or comments to come back to at a later time. This can be accomplished using a PDF document. If you need assistance converting this document to a PDF, see directions in Appendix B, at the end of this document.



## **Leaving Personal Notes in a PDF File**

You can leave personal notes in a PDF easily using Sticky notes or Mark Up editing features.

## Sticky Notes

Using the *Sticky-note* features, add sticky-notes to the document.

1. **Open** your PDF document.
2. **Right-click** on the PDF document where you want to add the sticky-note.
3. **Select** *Add Sticky-note* from the *right-click menu*.

**Note:** This option is **not available in edit mode**. Click the  or  icon in the toolbar to switch to a compatible mode.


4. Within the *Annotations Editor dialogue box*, you can give the note a subject and select the background color. **Enter your comments** in the available field.

**Note:** Adding a Sticky-note is a **permanent** action upon saving the document. If you change your mind after making the changes, close the document without saving the changes, re-open it, and start over. We recommend that you save an original unmarked PDF file for future reference.

5. **Click** *OK* to add the note to the PDF document.

## Mark Up

Using the *Mark-up* features, highlight, underline, or strike out text, without changing the original content.

1. **Open** your PDF document.
2. Click the Select Tool icon  on the toolbar or **right-click** on the document and choose the *Select Tool* from the right-click menu.
3. Select Text by **left-clicking and dragging** cursor over text in the document.

**Note:** Marking-up text is a **permanent** action upon saving the document. If you change your mind after making the changes, close the document without saving the changes, re-open it, and start over. If you wish to start over with a fresh copy just go to the JMC website and download a new one.

4. **Right-click** on the selected text, and choose *Highlight*, *Strikeout*, or *Underline* from the right-click menu.

# JMC Admin App Documentation

**IMPORTANT NOTE:** School District **MUST** subscribe to JMC’s Message Center Module to have all of the JMC Admin App communication features available.

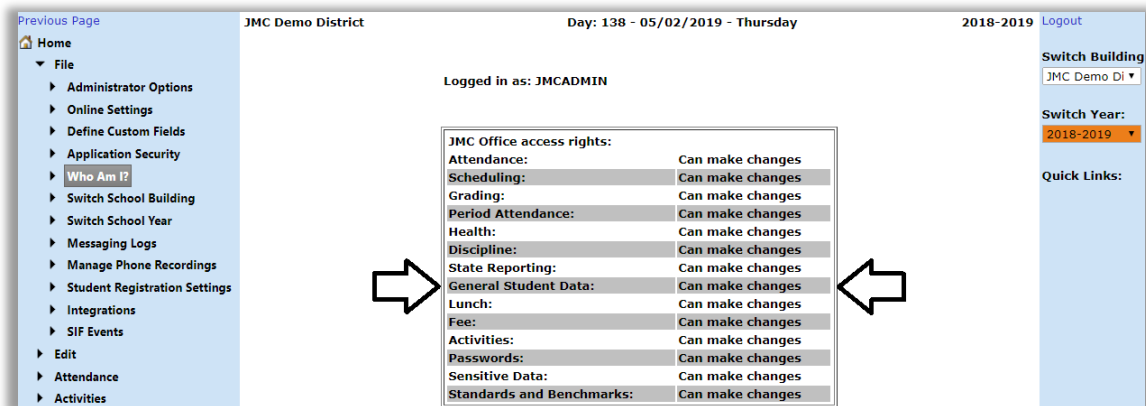
## User Settings for JMC Admin App

Jmc Admin App users must have access to General Student Data in JMC Office, in the District Building in order to use the App. This can be checked by logging into the **JMC District** building and going to File – Who Am I and checking if the user has these privileges. Similar to Figure: 1

## Setting Up A User For General Student Data Access

If the user does not have access to General Student Data, the JMC Administrator or other person authorized to do so, can grant them access by logging into JMC and giving then access in the **DISTRICT** building. This is done by going to File - Application Security and changing the person’s status to **Can Make Changes** next to General Student Data. Figure: 2

Figure: 1 Who Am I Screen Shot



JMC Administrator	No Access
Attendance	No Access
Schedules	No Access
Grades	No Access
Period Attendance	No Access
Health	No Access
Discipline	No Access
State Reporting	No Access
Student General Data	Make Changes
Lunch	No Access
WebPOS	No Access
Fees	No Access
Activities	No Access
Passwords	No Access
Sensitive	No Access
Standards and Benchmarks	No Access
Communication	No Access
Message Center	No Access

Figure: 2

User Privileges showing “Make Changes” to Student General Data, and allowing access to Admin App user.

## Downloading JMC Admin App

The JMC Admin App can be found on JMC's webpage and on your device's Application Store (App store).

### JMC Homepage

JMC Admin App can be found on JMC's hope page by following this URL: <http://jmcinc.com/> . It will look similar to

Figure: 3

Figure: 3 JMC Homepage



### JMC App in Apple Store or Google Play

JMC Admin App can be downloaded from the Apple Store or Google Play by searching: *JMC Admin Connect*. After finding it, download to your device. The app will look similar to Figure: 4

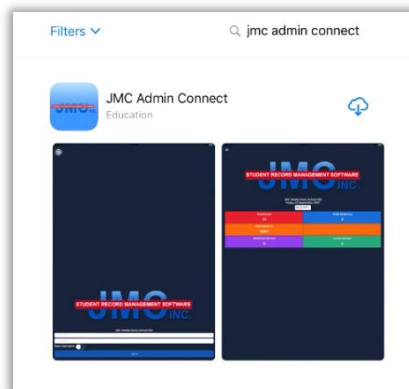


Figure: 4

JMC Admin Connect App

## School Settings Page

When opening the JMC Admin App for the first time, the user will be asked to enter their school JMC site address. (*Example: yourschool.onlinejmc.com*)

Figure: 5

**Note: DO NOT enter www. or https.**

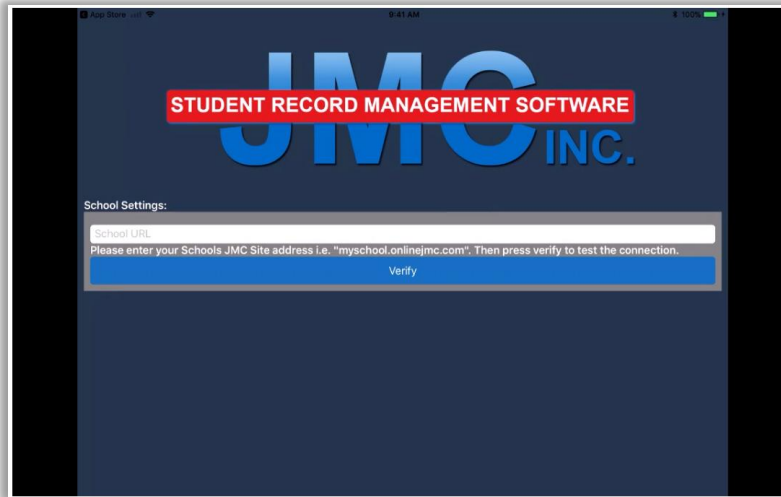


Figure: 5  
Entering School  
URL for initial  
set up

## Secure Network Required

JMC clients whose data is hosted by JMC will have a secure network (https) and the ability to use the JMC Admin App.

JMC clients who are self hosted, may not have a security certificate (http) and **WILL NOT** be able to use the JMC Admin App until they do. This is a requirement of Google and The App Store, not JMC.

**NOTE:** Self Hosted JMC Clients should Check with their Schools Technology Department to see if they are on a Secure Network

## School Information Save Page

After school site address has been properly entered, you will be prompted to SAVE information or RESET SETTINGS if you need to enter different information. Figure: 6

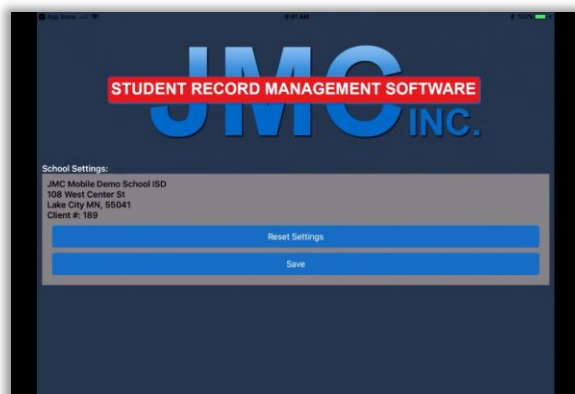


Figure: 6  
Save or Reset  
Settings page.

## JMC APP Log in Screen

Log in to JMC Admin App using your current JMC log-in username and password. Figure: 7. To save your username, so it doesn't need to be entered every time you open the APP, slide the "Save Username" tab to the right.

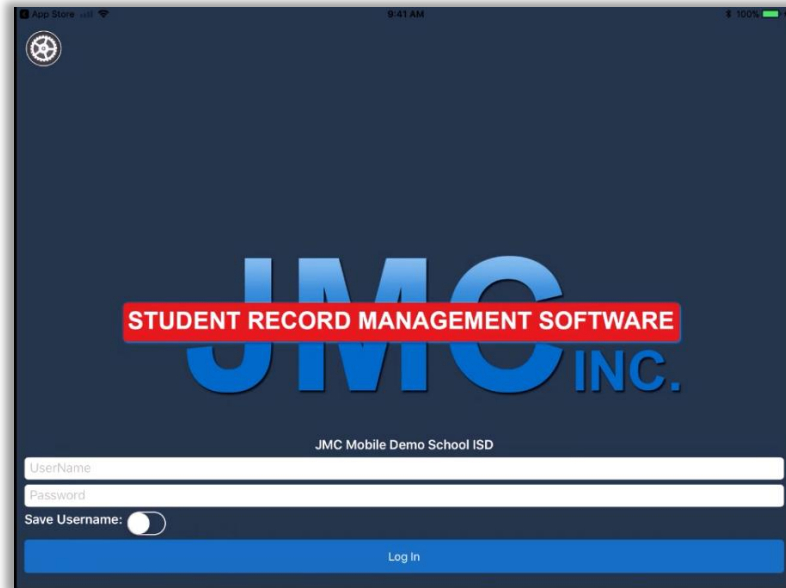


Figure: 7  
JMC Admin Log-in  
page with "Save  
username" in the  
OFF position.

## Home Screen JMC Admin App

Once you are logged in, you will see a Home screen similar to one of the figures below. Figures: 8 and 9. When using the App on a Phone, tapping the bars at the upper left of the screen will open the drop down menu for more choices.

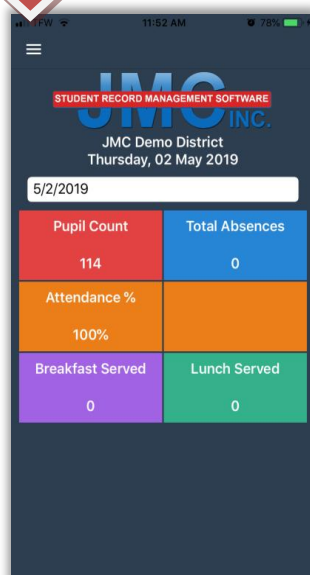


Figure: 8  
Home Page  
Phone View

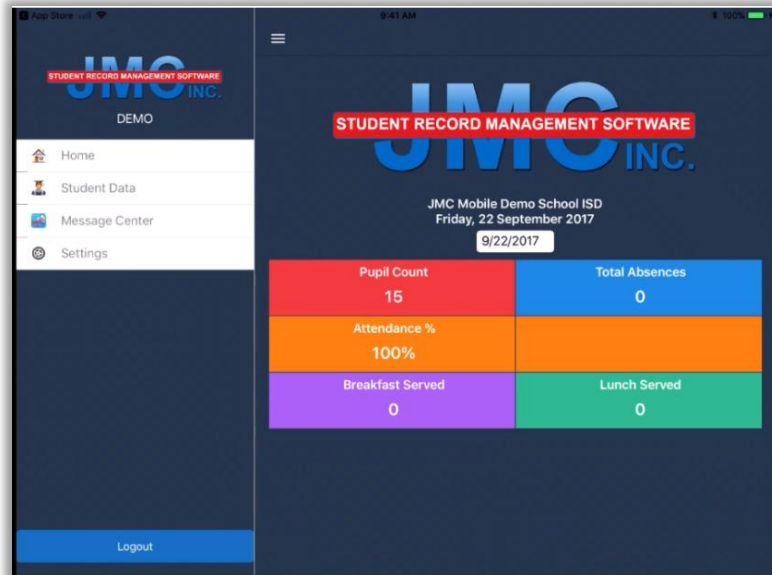


Figure: 9  
Home Page  
Tablet View



**Date**

Current date will be displayed when opening the JMC Admin App. This date can be changed by hovering over the date and choosing a previous date from the drop down box. All data from the new date will then be displayed on the home page.

**Pupil Count**

Pupil count is the total number of students the school has as enrolled members. This number will only change when students are added or dropped from enrollment within your school district. This data cannot be edited in the JMC Admin App.

**Total Absences**

Total Absences shows how many enrolled students are absent. Absences are updated on a Half-Day basis. This data may change, according to attendance records from morning to afternoon. This data cannot be edited in the JMC Admin App.

**Attendance %**

Attendance percentage is linked to Pupil count and Total Absences. Absences are updated on a Half-Day basis. This data may change, according to attendance records from morning to afternoon. This data cannot be edited in the JMC Admin App.

**Breakfast Served**

Breakfast served is a total count of Breakfast meals served that date. This information will update in “Real-Time” as breakfast is being charged through the JMC POS Module. Data can be updated by refreshing the page, or leaving the home page and returning. This data cannot be edited in the JMC Admin App.

**Lunch Served**

Lunch served is a total count of Lunch meals served that date. This information will update in “Real-Time” as Lunch is being charged through the JMC POS Module. Data can be updated by refreshing the page, or leaving the home page and returning. This data cannot be edited in the JMC Admin App.

## Student Data

Student data can be accessed using the drop down menu from a phone, or choosing student data from the side menu on a tablet. Screens will look similar to Figures: 10 and 11 below.

Figure: 10  
Drop down menu options when using a phone to access JMC Admin App.

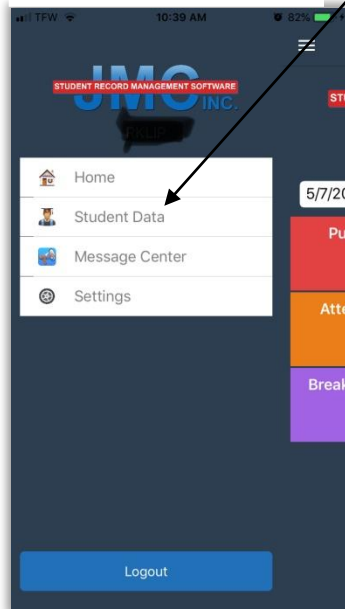
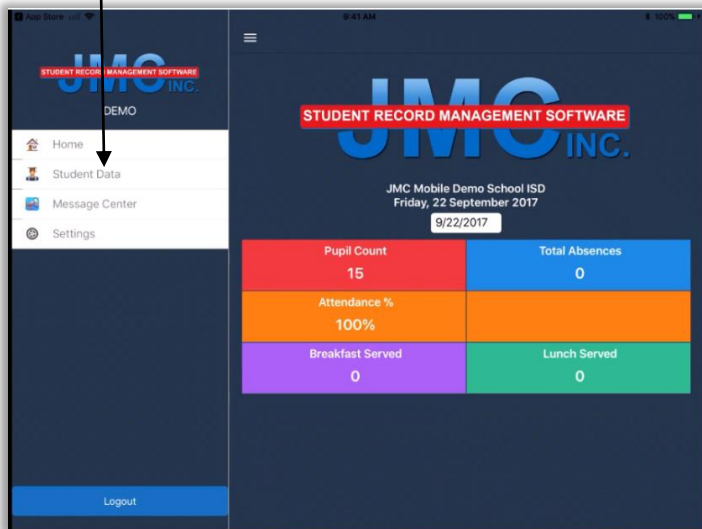


Figure: 11  
Full view of screen options when using a Tablet access JMC Admin App.



## Searching a Student

To search for a student, start typing part of first or last name and information on all students with that combination will appear. See Figure: 12

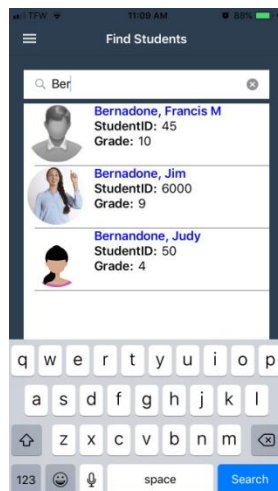


Figure: 12  
Search letters “Ber” were entered and all students with this combination appeared as a result. View from phone screen.

## Student Data View

Student's current data can be viewed by clicking on the student. If a picture has been assigned to the student, this will be visible as well. The student's full name, Grade, ID #, and other school data will be available on this screen. Also, Primary contact information from JMC Office will be visible, as well as Lunch, Student contact information and Fee information. Figure: 13 This Data cannot be edited from the JMC Admin App.



Figure: 13  
Example of information available when Student Data is chosen after Searching by name.

Scrolling up or down will display more information.  
*NOTE:* Attendance, Schedule, and Communication options at bottom of Student Information Screen. User may swipe or tap on each to scroll through views.

## Attendance View

Student's Excused/Unexcused Late or Tardy attendance data for the current year will be displayed if the Attendance tab at the bottom of Student Data Page is tapped. Similar to figure: 14. Data cannot be edited using JMC Admin App.

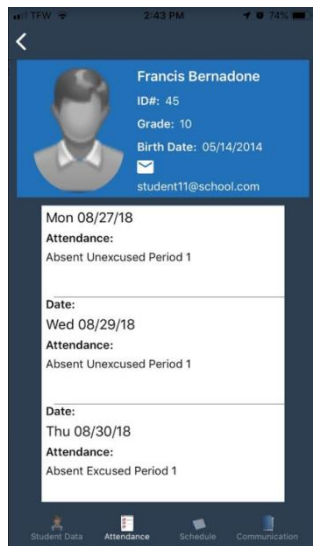


Figure: 14  
**Attendance** view showing Day, Date, and type of Absence for this student. Page may be scrolled to see more information if necessary.

*NOTE:* This page will be blank if the student has not had any recorded absences for the year.

## Schedule Data View

Student's School Class Schedule for the current year will be displayed if the Schedule tab at the bottom of the screen is tapped. View will be similar to figure: 15. This data cannot be edited using the JMC Admin App.

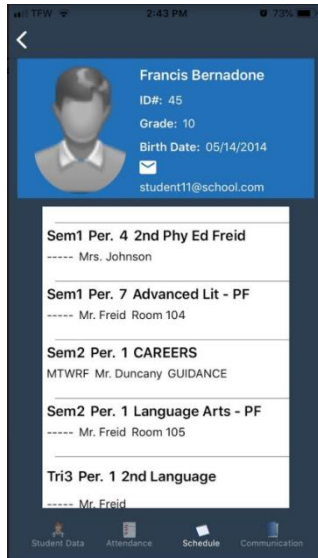


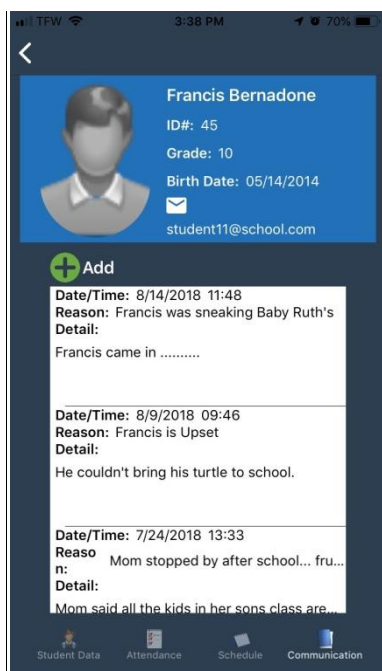
Figure: 15

Students schedule for current year is displayed. Scrolling up or down will display more information

## Communication View

Communication notes stored in JMC Office can be view when this is tapped. Past notes can be view by scrolling Figure: 16. Individual notes can be viewed by tapping on the note wanting to be viewed. A screen similar to Figure: 17 will be displayed.

Figure: 16



Communication reports about the student from JMC Office.

Existing reports cannot be edited using JMC Admin App.

Figure: 17



## Adding Communication Notes

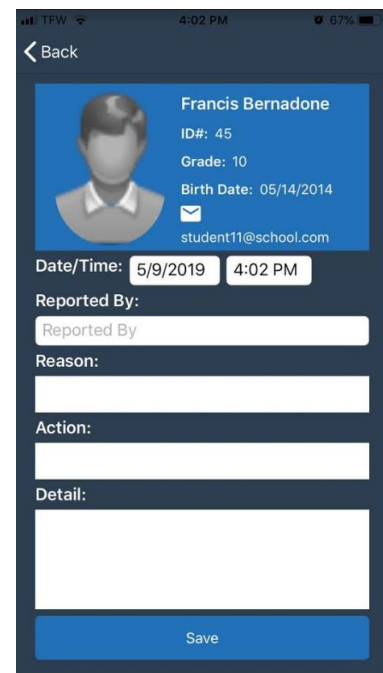
Communication notes can be added to a student's data using JMC Admin App by tapping on the green ADD icon on the Communications screen. Figure: 18. A Screen similar to Figure: 19 will appear and allow the user to input information about the student. This information will become part of the student's JMC Communication data, if a report already exists. Or it will start a new report. This information will be available in JMC Office.

*Note:* Date/Time will default to current date/time, but can be changed prior to saving.

Figure: 18  
Existing Communication on a student. Tap Green button to start new report.



Figure: 19  
New Communications Report before editing.



## JMC Admin App Message Center

Message center is available on the JMC Admin App and can be used to send Email, Text messages, Voice messages, and recorded messages. It can also be used to view Text message and Call logs which were sent through JMC message center. Users can access these options by choosing Message Center from the Menu and the features desired. Screens will look similar to Figures: 20 & 21.

### ***IMPORTANT NOTE:***

SMS (Text) messages, Phone calls, and Recorded calls Features are only available if your school district has the JMC Message Center feature of JMC Office. Email features are still available.

Figure: 20  
Options Menu

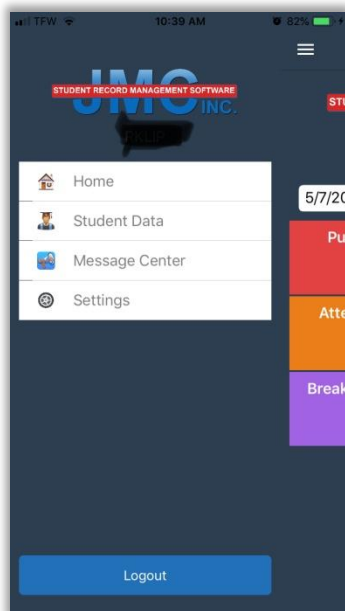


Figure: 21  
Message Center options menu  
screen on JMC Admin App

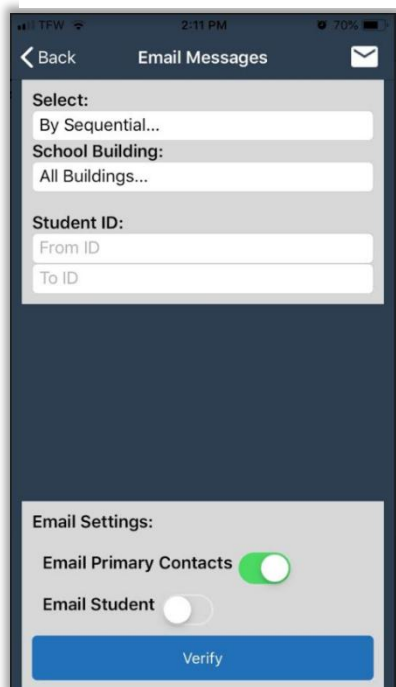


## Email Messages

User can email from the JMC App. Options are similar to JMC Office. Options for choosing who receives email include by: Sequential, Grade, Advisor, Course, Activity and Bus Route Number. If students have information entered in JMC Office, you will be able to email their primary contact person and also have the option of email the student. Once the information is entered, “Verify” is tapped and a screen similar to Figure: 23 will pop up. At this point the user enters the rest of the information required and either sends the message, or resets to change who is being contacted.

*Note:* If you do not get a screen similar to Figure: 23, you have no contacts that fall in the range of your criteria.

Figure: 22  
Options page for who will receive the message when sent.



The screenshot shows the 'Email Messages' screen with a dark blue header containing a back arrow, the title 'Email Messages', and an envelope icon. Below the header, there are three sections: 'Select:' with a dropdown menu showing 'By Sequential...', 'School Building:' with a dropdown menu showing 'All Buildings...', and 'Student ID:' with two input fields labeled 'From ID' and 'To ID'. At the bottom, there is an 'Email Settings:' section with two toggle switches: 'Email Primary Contacts' (which is turned on) and 'Email Student' (which is turned off). A blue 'Verify' button is located at the very bottom.

Figure: 23  
46 contacts met the specified criteria search and will be sent the message.



The screenshot shows the 'Email Messages' screen after a search. The dark blue header is the same. Below the header, a red message states '46 contact record(s) found.' followed by a 'Reply To:' section with an 'Email Address' input field. Below that is a 'Subject:' section with a 'Subject' input field. A large 'Message:' text area follows. At the bottom, there are two blue buttons: 'Send Message' and 'Reset'.

## ***IMPORTANT NOTE:***

SMS (Text), Phone calls, and Recorded calls Features are only available if your school district has the JMC Message Center feature of JMC Office.

### **Text Messages (SMS)**

User can send Text Messages from the Admin App. Options are similar to JMC Office. Options for choosing who receives a Text Message include by: Sequential, Grade, Advisor, Course, Activity and Bus Route Number. Figures 23 and 24. Once criteria have been chosen, tapping VERIFY will take you to the screen where your message can be entered. Messages can be up to 160 characters in length.

Figure: 23  
Options for sending a Text (SMS) message from Admin App

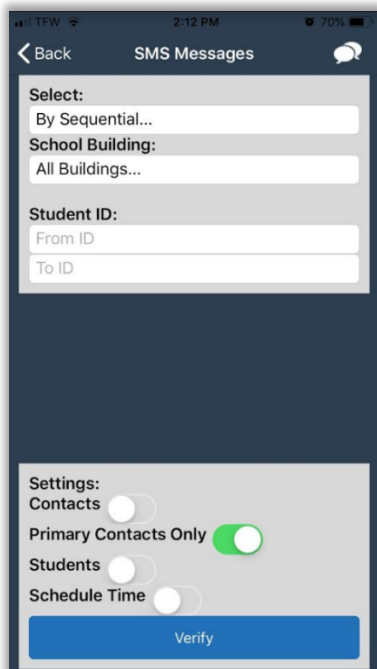


Figure: 24  
Schedule time has been chosen. This will delay the message until the chosen time.

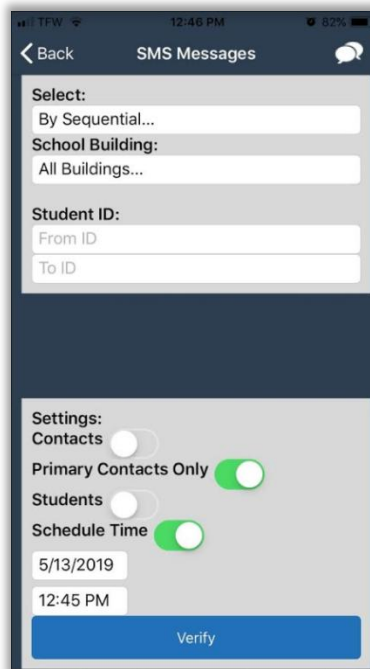
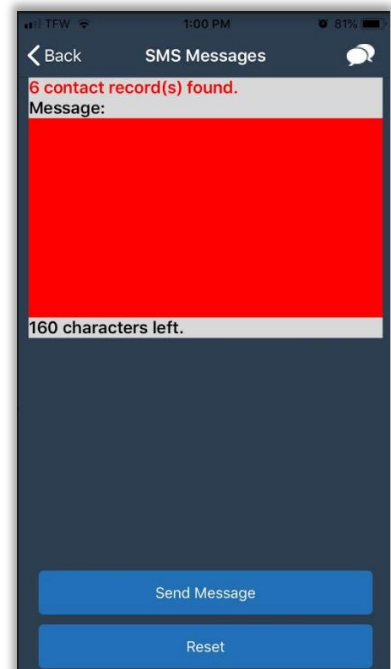


Figure: 25.  
6 contacts meeting criteria will be sent the message the message at 12:45 pm.





## ***IMPORTANT NOTE:***

SMS (Text), Phone calls, and Recorded calls Features are only available if your school district has the JMC Message Center feature of JMC Office.

### **Text to Voice Messaging**

User can send Text to Voice Messages from the Admin App. Options are similar to JMC Office. Options for choosing who receives a Text to Voice Message include by: Sequential, Grade, Advisor, Course, Activity and Bus Route Number. Text to Voice messages can be up to 1000 characters long.

User must select a Call Group in order to allow this option to work. Emergency/ Weather related, Student Related, or General School Information. The contact must have phone set up to receive these messages in order for them to receive the information. Figure: 26

#### **Settings Contacts**

Settings contacts selected will send the message to anyone attached to the student who has signed up to accept messages from JMC Message Center.

#### **Primary Contacts Only**

Only the Primary contact associated with the student will receive the message if they are signed up to receive messages through JMC Message Center.

#### **Students**

Students who are associated with the message will receive the message if they are signed up to receive messages through JMC Message Center

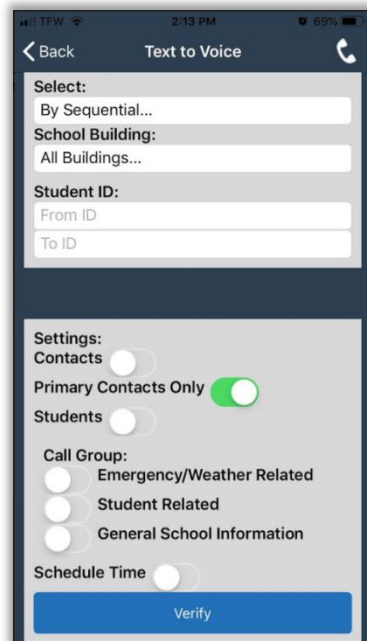


Figure: 26  
Text to Voice page with options available.

## ***IMPORTANT NOTE:***

SMS (Text), Phone calls, and Recorded calls Features are only available if your school district has the JMC Message Center feature of JMC Office.

### **Recorded Phone Call**

User can send Recorded Messages from the Admin App. Options are similar to JMC Office. Options for choosing who receives a Recorded Message include: Sequential, Grade, Advisor, Course, Activity and Bus Route Number.

User must select a Call Group in order to allow this option to work. Emergency/ Weather related, Student Related, or General School Information. The contact must have phone set up to receive these messages in order for them to receive the information. Figure: 26

### **Settings Contacts**

Settings contacts selected will send the message to anyone attached to the student who has signed up to accept messages from JMC Message Center.

### **Primary Contacts Only**

Only the Primary contact associated with the student will receive the message if they are signed up to receive messages through JMC Message Center.

### **Students**

Students who are associated with the message will receive the message if they are signed up to receive messages through JMC Message Center

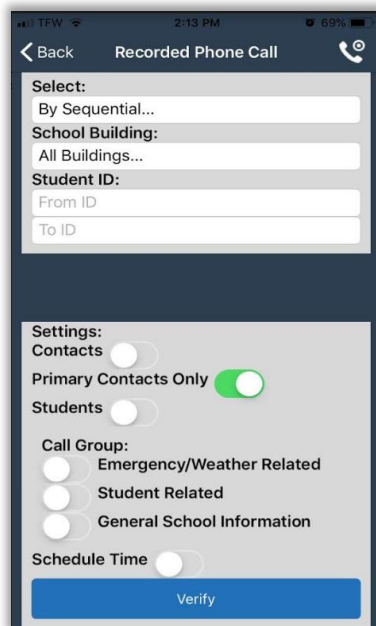


Figure: 27  
Recorded Phone Call Options  
Page.

After choosing the option above a tapping VERIFY, you will be taken to a screen with prerecorded messages in JMC Message Center. You can then choose from these messages, play the message to assure it is the correct one, and Send the message. If a scheduled time was selected, the message will not go out until that set time.

## Record a Message

Choosing this option from the menu will allow the user to call into JMC Message center and record a new message. Creating a new message will require the user to provide the JMC Message center number Access code which can be found in JMC Office under District Building, Administrator Options > Phone Dialer Settings. After the user has recorded the new message and saved it, **Recorded Phone Call** option may be chosen to send the new message.

## Message Logs

Message Logs allows the App user to view Calls and Text messages which were sent out using the JMC Message Center. This option will check on a specific date, or date range, whichever is selected. User chooses between Text Message Log and Call Log prior to selecting View Log. Figures: 28, 29. Call log will show if the call or text was completed or failed to process.

Figure: 28  
Call Log Sample

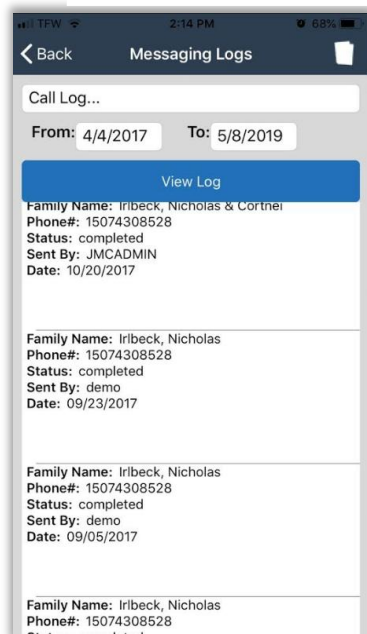
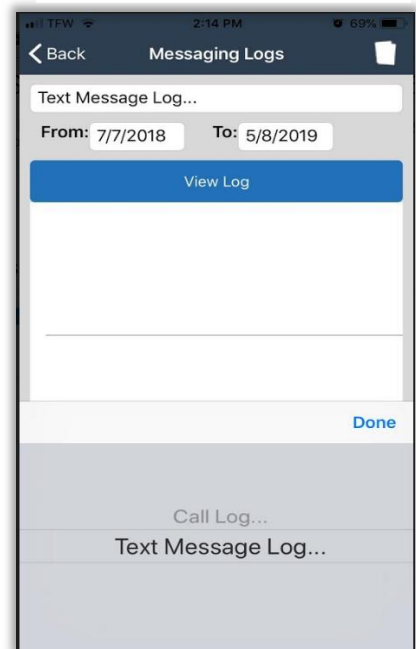


Figure: 30  
Text message log Sample



## Logging Out

To log out of the JMC Admin App, user can tap the Log Out button or close out the screen. App does not run in the background when user is not logged in.