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.

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.

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.

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.