District Contacts

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Classic View: Human Resources > Administration > District Master > District Contacts

Search Terms: District Contacts

The District Contacts tool stores contact information for the district's business administration team. Infinite Campus recommends that at least one contact be defined as the Human Resources District Business Administration contact.

What can I do?	What do I need to know?
- Add a Contact - Update a Contact's Information - Delete a Contact - Print Contact Information	Screen Example and Field Descriptions

Screen Example and Field Descriptions

Example District Contacts

Field	Description
Name	The business contact's name. This name cannot be changed. If a contact's name changes, you must enter a new contact and delete the old contact.
Phone Number	The business contact's phone number. The Phone Number includes area code, phone number and extension if needed.This field is required.
Fax Number	The business contact's fax number. The Fax Number includes area code, phone number and extension if needed.
E-mail	The business contact's email address.
Area of Expertise	The business contact's area of expertise. The options available on in this field are set up within HR Codes Setup.
Use District Human Resources Address	This checkbox indicates whether this contact uses the address defined on the District Master.
Add New Address	This button allows you to define a new address for the contact.

Add a Contact

1. Click the **New** button.
   Result
   The Contact Information screen appears.
2. Enter details for the contact in the following fields:
   - **Name**
   - **Phone Number**
   - **Fax Number**
   - **E-mail**
   - **Area of Expertise**

3. Determine whether you want to use the District Human Resources Address or add a new address.

To...	Then...
Use the District Human Resources address	Select the **Use District Human Resources Address** checkbox. **Result** The district address appears.
Add a new address	Click the **Add New Address** button. The Add Address dialog appears. Enter the new address and click the **Change Address** button. **Result** The new address appears.

4. Click the **Save** button.
   Result
   The contact displays in the District Contact Information list.

Update a Contact's Information

1. Select the Contact Name in the District Contact Information section.
   Result
   The Contact Information screen appears.

2. Update the contact's details and click the **Save** button.

   A contact's name cannot be changed. If a contact's name changes, you must enter a new contact and delete the old contact.

Delete a Contact

1. Select the Contact Name in the District Contact Information list.
2. Click the **Delete** button.

Result

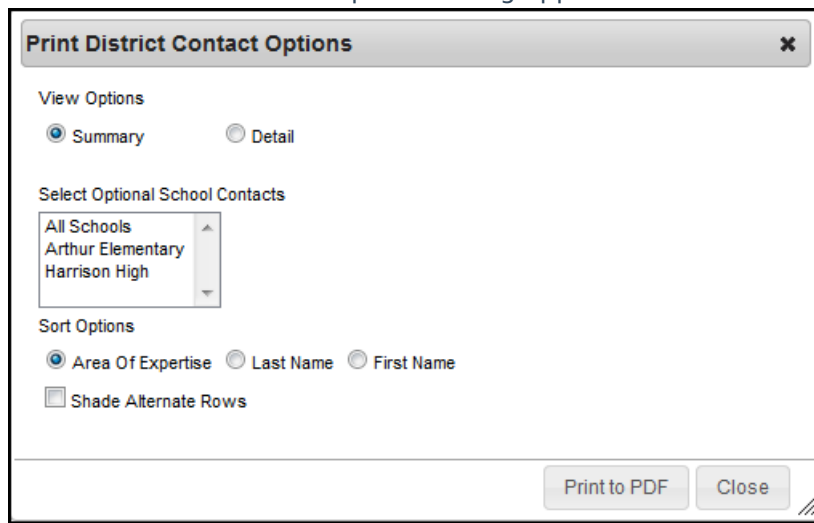A confirmation window appears.

3. Click **OK**.

   Result

   Campus removes the contact from the District Contact Information list.

Print Contact Information

1. Select the **Print Options** button.

   Result

   The Print District Contact Options dialog appears.

2. Use the information in the following table to complete the Print District Contact Options dialog.

Field	Description
View Options	Select one of the following options: - **Summary**. Prints the contact name, phone number, and area of expertise. - **Detail**. Prints the summary information and the contact's address, fax number, and email address.
Select Optional School Contacts	Select the school(s) to include school contact information.
Sort Options	This options sorts the contacts within the district and/or school according to the following options: - **Area of Expertise** - **Last Name** - **First Name**
Shade Alternate Rows	Select this option to shade every other contact within each section.

3. Click the **Print to PDF** button.

Detail Contact Report

District Location: Plainview Schools

Name	Phone	Fax	Email	Area Of Expertise
McCoard, Debra PO BOX 56 123 School Road Metro City MN 55435-0009	(555)999-4444x468			
Resources, Henry PO BOX 56 123 School Road Metro City MN 55435-0009	(555)999-5555	(555)999-4545	hresources@districtoffice.edu	HR

School Location: Harrison High

Name	Phone	Fax	Email	Area Of Expertise
Twiddy, Debbie 585 Peachtree Parkway Metro City MN 55436	(555)999-5353	(555)999-5355	dtwiddy@harrisonhigh.edu	LR

School Location: Arthur Elementary

Name	Phone	Fax	Email	Area Of Expertise
Lifellearn, Xander 1234 Emelentary Ln St Paul MN 55667	(555)999-9876	(555)999-9870	alifellearn@arthurelem.edu	LR
Speds, Helen 1234 Emelentary Ln St Paul MN 55667	(555)999-6543	(555)999-6666	hspeds@arthurelem.edu	BN

Printed Contact Information Example using the Shade Alternate Rows option