



Australian Islamic College

Dialogue

Creation Date: 9th May 2025

Author: Novairah Abbasi

Accessing Dialogue

Please navigate to Dialogue using the following link:
<http://t-dialogue.aic.wa.edu.au/>



Edi No. 17 (11/10/2014)
helpdesk@aic.wa.edu.au

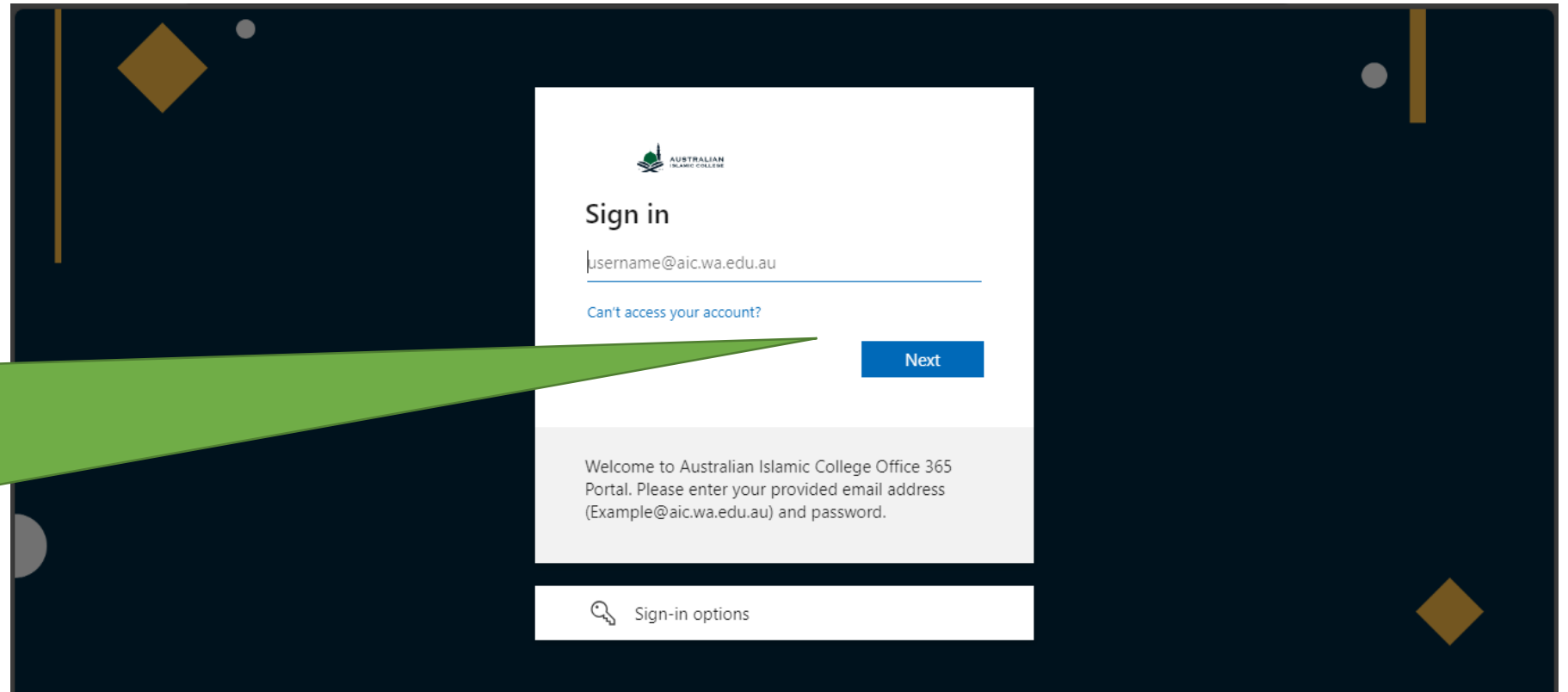



© Australian Islamic College Perth Inc. All rights Reserved.

Release: 2025.04.09 1.0.0 v1.0

Login User Details

Use your AIC
Email address
and password
to log into
Dialogue




 **AUSTRALIAN ISLAMIC COLLEGE**

Sign in

[Can't access your account?](#)

Next

Welcome to Australian Islamic College Office 365 Portal. Please enter your provided email address (Example@aic.wa.edu.au) and password.

 Sign-in options



AUSTRALIAN
ISLAMIC COLLEGE

Sending a Broadcast



Sending a Broadcast

Navigate to
Broadcast from
the side menu

The screenshot shows the Dialogue app interface. On the left is a side menu with the following items: Dashboard, Inbox, Individual Message, Broadcast (selected), Send a Broadcast (highlighted), Management, Roles & Permissions, and Support. A green callout bubble points to the 'Send a Broadcast' option. The main content area is titled 'Send Bulk Messages' and includes a description: 'Use this form to create and send bulk messages for your college. You can select specific college, year levels, and class groups to send important announcements to the respective parents.' The form contains three dropdown menus: 'Select Category' (set to 'Attendance'), 'Select Message Template' (set to 'Absent From School'), and 'Date' (set to '09-05-2025'). Below these is a 'Message Template' section with a text area containing the following content:
{{Student Name}} , {{Student Code}} absent today, please reply with
1. Sick
2. Appointment
3. Transport Issue

OR go to parent portal to explain absence.
Sent Date: {{Date}}

At the bottom of the page is a 'College Selection' table with the following structure:

COLLEGE	YEAR LEVEL	CLASS GROUP	ACTION
---------	------------	-------------	--------

A 'Logout' button is located at the bottom left of the interface.

Sending a Broadcast

Select a Category

Select a Message Template

The screenshot shows the Dialogue app interface. On the left is a sidebar with navigation options: Dashboard, Inbox, Individual Message, Broadcast (selected), Management, Roles & Permissions, and Support. The 'Broadcast' menu is open, showing 'Send a Broadcast' as the active option. The main content area is titled 'Send Bulk Messages' and includes a description: 'Use this form to create and send bulk messages for your college. You can select specific college, year levels, and class groups to send important announcements to the respective parents'. The form contains three fields: 'Select Category' with 'Attendance' selected, 'Select Message Template' with 'Absent From School' selected, and a 'Date' field set to '09-05-2025'. Below these is a 'Message Template' section with a text area containing a pre-defined message: '[[Student Name]] , [[Student Code]] absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: [[Date]]'. At the bottom, there is a 'College Selection' section with a table header: COLLEGE, YEAR LEVEL, CLASS GROUP, and ACTION. A 'Logout' button is located at the bottom left of the sidebar.

Dialogue

- Dashboard
- Inbox
- Individual Message
- Broadcast
 - Send a Broadcast
- Management
- Roles & Permissions
- Support

AIC User Admin Teacher

Send Bulk Messages

Use this form to create and send bulk messages for your college. You can select specific college, year levels, and class groups to send important announcements to the respective parents

Select Category
Attendance

Select Message Template
Absent From School

Date
09-05-2025

Message Template

[[Student Name]] , [[Student Code]] absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: [[Date]]

College Selection

COLLEGE	YEAR LEVEL	CLASS GROUP	ACTION
---------	------------	-------------	--------

Logout

Sending a Broadcast

In case of Absent from school message, select a date.

The screenshot shows the 'Dialogue' system interface. On the left is a sidebar with navigation options: Dashboard, Inbox, Individual Message, Broadcast, Send a Broadcast, Management, Roles & Permissions, and Support. The 'Broadcast' option is highlighted. The main content area is titled 'Send a Broadcast' and contains the following fields:

- Select Category:** A dropdown menu with 'Attendance' selected.
- Select Message Template:** A dropdown menu with 'Absent From School' selected.
- Date:** A date picker showing '09-05-2025'.
- Message Template:** A text area containing the following content:

```
{{Student Name}}, {{Student Code}} absent today, please reply with:  
1. Sick  
2. Appointment  
3. Transport Issue  
  
OR go to parent portal to explain absence.  
Sent Date: {{Date}}
```
- College Selection:** A table with four columns: COLLEGE, YEAR LEVEL, CLASS GROUP, and ACTION.

COLLEGE	YEAR LEVEL	CLASS GROUP	ACTION
Kewdale Primary	All	All	

At the bottom right of the 'College Selection' section are two buttons: 'Add College' and 'Proceed'. At the bottom left is a 'Logout' button. The footer contains the following information:

- Ext No. IT Office: 294
helpdesk@aic.wa.edu.au
- © Australian Islamic College Perth Inc. All rights Reserved.
- Release: 2025.04.09.1.0.0-d.0

Sending a Broadcast

Preview the message to verify if all details are correct

The screenshot shows the Dialogue app interface. On the left is a sidebar with navigation options: Dashboard, Inbox, Individual Message, Broadcast (selected), Send a Broadcast, Management, Roles & Permissions, and Support. The main area is titled 'Send Bulk Messages' and includes a user profile for 'AIC User Teacher' with an 'Admin' badge. Below the title is a description: 'Use this form to create and send bulk messages for your college. You can select specific college, year levels, and class groups to send important announcements to the respective parents.' The form contains three dropdown menus: 'Select Category' (set to 'Attendance'), 'Select Message Template' (set to 'Absent From School'), and 'Date' (set to '09-05-2025'). Below these is a 'Message Template' section with a text area containing a pre-defined message: '[[Student Name]] , [[Student Code]] absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: [[Date]]'. At the bottom, there is a 'College Selection' section with a table header: COLLEGE, YEAR LEVEL, CLASS GROUP, and ACTION. A 'Logout' button is located at the bottom left of the sidebar.

Dialogue

- Dashboard
- Inbox
- Individual Message
- Broadcast**
- Send a Broadcast
- Management
- Roles & Permissions
- Support

AIC User Teacher Admin

Send Bulk Messages

Use this form to create and send bulk messages for your college. You can select specific college, year levels, and class groups to send important announcements to the respective parents

Select Category
Attendance

Select Message Template
Absent From School

Date
09-05-2025

Message Template

[[Student Name]] , [[Student Code]] absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: [[Date]]

College Selection

COLLEGE	YEAR LEVEL	CLASS GROUP	ACTION
---------	------------	-------------	--------

Logout

Sending a Broadcast

Click “Add a College”
and define which
college will receive
this broadcast

Click proceed to view
the recipients of this
broadcast

The screenshot shows the Dialogue system interface for sending a broadcast. The left sidebar contains navigation links: Dashboard, Inbox, Individual Message, Broadcast (selected), Management, Roles & Permissions, and Support. The 'Broadcast' section is active, showing a 'Send a Broadcast' button. The main content area includes a 'Select Category' dropdown set to 'Attendance', a 'Select Message Template' dropdown set to 'Absent From School', and a 'Date' field set to '09-05-2025'. Below these is a 'Message Template' text area containing a pre-defined message: '[[{Student Name}]] , [[{Student Code}]] absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: [[{Date}]]'. The 'College Selection' section features a table with columns: COLLEGE, YEAR LEVEL, CLASS GROUP, and ACTION. The first row shows 'Kewdale Primary' in the COLLEGE column, 'All' in the YEAR LEVEL column (highlighted with a blue border), 'All' in the CLASS GROUP column, and a trash icon in the ACTION column. At the bottom right of the table is an 'Add College' button. Below the table is a 'Proceed' button. The footer contains a 'Logout' button, contact information (Ext No. IT Office: 294, helpdesk@aic.wa.edu.au), copyright notice (© Australian Islamic College Perth Inc. All rights Reserved.), and release date (Release: 2025.04.09.1.0.0-d.0).

Dialogue

- Dashboard
- Inbox
- Individual Message
- Broadcast**
 - Send a Broadcast**
 - Management
 - Roles & Permissions
 - Support

Select Category: Attendance

Select Message Template: Absent From School

Date: 09-05-2025

Message Template

[[{Student Name}]] , [[{Student Code}]] absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: [[{Date}]]

College Selection

COLLEGE	YEAR LEVEL	CLASS GROUP	ACTION
Kewdale Primary	All	All	

Add College

Proceed

Logout

Ext No. IT Office: 294
helpdesk@aic.wa.edu.au

© Australian Islamic College Perth Inc. All rights Reserved.

Release: 2025.04.09.1.0.0-d.0

Sending a Broadcast

Verify the parents and the students that will receive this broadcast.

Click “Proceed” to initiate the broadcast

The screenshot shows the Dialogue app interface. A modal titled "Selected Parents/Students" is open, displaying a table with the following columns: PARENT CODE, FAMILY NAME, STUDENT CODES, YEAR LEVELS, CLASS GROUPS, and STUDENT. The table contains 10 rows of data, each with a green checkmark in the first column. At the bottom right of the modal is a green button labeled "Send Broadcast".

PARENT CODE	FAMILY NAME	STUDENT CODES	YEAR LEVELS	CLASS GROUPS	STUDENT
16361	The Barakat Family	20288	5	5C	Wahid Mo
16403	The Elweili Family	24031, 22903	4, 6	4D, 6C	Elat Fatah
16443	The Genshar Family	20894	4	4A	Hana Tera
16510	The Ghutan Family	16774	8	8B	Ayla Rutar
16520	The Muffar Family	22928, 16796, 20977	2, 5, 4	2A, 6A, 4C	Solman He
16566	The Rehman Family	18904, 20629, 23681	6, 4, 1	6D, 1A, 1A	Muhamma
16577	The Mahdi (Mni) Family	25282, 16721, 22284	1, 6, 4	1D, 6D, 4A	Mawdola I
16681	The Abdulaziz Family	22893, 16767	2, 5	2A, 5B	Shukri Yus
16696	The Alsharhan Family	21623, 16708	5, 1	5A, 1D	Bishara Ju

Viewing Broadcast Status – Broadcast Management

Dialogue

Dashboard

Inbox

Individual Message

Broadcast

Send a Broadcast

Management

Roles & Permissions

Support

Logout

AIC User
Teacher

Broadcasts List

COLLEGE ...	YEAR LEVEL	TEMPLATE ...	MESSAGE ...	MESSAGE TEMPLATE	TOTAL	SUCC...	FAILED	CREA...	CREATED AT	START TIME	END TIME	DURATION
Kewdale Primary, Thornlie, Dianella, Adalaide, Forrestdale, Herley Brook	All, All, All, All, All, All	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to explain absence. Sent Date: {{Date}}	1,811	613	1,198	bcom...	7 May 2025 at 2:50pm			
Herley Brook, Kewdale Primary	RQ, KG	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to explain absence. Sent Date: {{Date}}	2	0	2	bcom...	7 May 2025 at 2:25pm			
Herley Brook, Kewdale Primary	RQ, KG	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to explain absence. Sent Date: {{Date}}	2	0	2	bcom...	7 May 2025 at 1:14pm			
Kewdale Primary	All	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to	359	149	210	bcom...	7 May 2025 at 9:57am			

Click Management

Viewing Broadcast Status – Broadcast Management

Dialogue

Dashboard

Inbox

Individual Message

Broadcast

Send a Broadcast

Management

Roles & Permissions

Support

AIC User
Teacher

Admin

Broadcasts List

COLLEGE ...	YEAR LEVEL	TEMPLATE ...	MESSAGE ...	MESSAGE TEMPLATE	TOTAL	SUCC...	FAILED	CREA...	CREATED AT	START TIME	END TIME	DURATION
Kewdale Primary, Thornlie, Dianella, Adelaide, Forrestdale, Herley Brook	All, All, All, All, All, All	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to explain absence. Sent Date: {{Date}}	1,811	613	1,198	bcom...	7 May 2025 at 2:50pm			
Herley Brook, Kewdale Primary	RQ, KG	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to explain absence. Sent Date: {{Date}}	2	0	2	bcom...	7 May 2025 at 2:25pm			
Herley Brook, Kewdale Primary	RQ, KG	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to explain absence. Sent Date: {{Date}}	2	0	2	bcom...	7 May 2025 at 1:14pm			
Kewdale Primary	All	Absent From School	Attendance	{{Student Name}}, {{Student Code}} absent today, please reply with 1. Sick 2. Appointment 3. Transport issue OR go to parent portal to	359	149	210	bcom...	7 May 2025 at 9:57am			

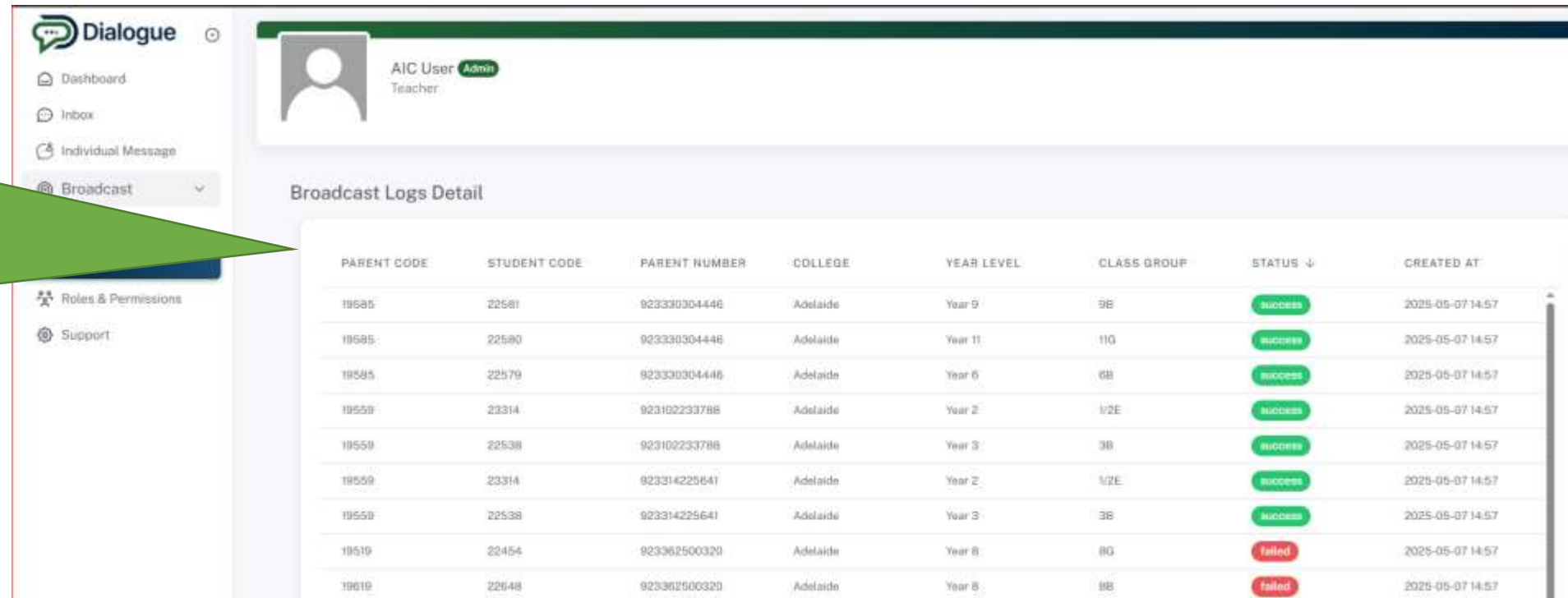
Logout

Most recent Broadcast that is sent out is on the top.

Click it to view further details

Viewing Broadcast Status – Broadcast Management

You can now view the delivery status for each parent and student, indicating whether the message was successfully delivered or failed.



The screenshot displays the Dialogue Broadcast Management interface. On the left is a sidebar with navigation links: Dashboard, Inbox, Individual Message, Broadcast (selected), Roles & Permissions, and Support. The top header shows the user profile for 'AIC User Admin Teacher'. The main content area is titled 'Broadcast Logs Detail' and contains a table with the following data:

PARENT CODE	STUDENT CODE	PARENT NUMBER	COLLEGE	YEAR LEVEL	CLASS GROUP	STATUS ↓	CREATED AT
19585	22581	923330304446	Adelaide	Year 9	9B	success	2025-05-07 14:57
19585	22580	923330304446	Adelaide	Year 11	11Q	success	2025-05-07 14:57
19585	22579	923330304446	Adelaide	Year 6	6B	success	2025-05-07 14:57
19559	23314	923102233788	Adelaide	Year 2	1/2E	success	2025-05-07 14:57
19559	22538	923102233788	Adelaide	Year 3	3B	success	2025-05-07 14:57
19559	23314	923314225641	Adelaide	Year 2	1/2E	success	2025-05-07 14:57
19559	22538	923314225641	Adelaide	Year 3	3B	success	2025-05-07 14:57
19519	22454	923362500320	Adelaide	Year 8	8Q	failed	2025-05-07 14:57
19619	22648	923362500320	Adelaide	Year 8	8B	failed	2025-05-07 14:57



AUSTRALIAN
ISLAMIC COLLEGE

Sending an Individual Message



Sending an Individual Message

Select a College

Search using the
parent code, parent
name, or family
name.

The screenshot shows the Dialogue app interface for sending an individual message. The left sidebar contains navigation options: Dashboard, Inbox, Individual Message (highlighted), Broadcast, and Roles & Permissions. The main content area is titled "Send an Individual Message - Kewdale High". Below this, there is a "College" dropdown menu with "Kewdale High" selected. The "Parent Information" section includes a search bar with the text "Search by Parent Name, Parent Code or Family Name (Press Enter to Search)" and a dropdown menu showing "18542 - Tamjid Aijazi (The Aijazi Family)". The "Select Students" section displays four student profiles: Eisha Aijazi (100) with a checked checkbox, Ahmed Shaheer Aijazi (40) with an unchecked checkbox, Ahmed Mustafa Aijazi (88) with an unchecked checkbox, and Rania Aijazi (PA) with an unchecked checkbox. The "Message Category" section has a dropdown menu with "Attendance" selected. The "Message Template" section is partially visible at the bottom. A "Logout" button is located in the bottom left corner.

Dialogue

Dashboard

Inbox

Individual Message

Broadcast

Roles & Permissions

AIC User Admin Teacher

Send an Individual Message - Kewdale High

College

Kewdale High

Parent Information

Search by Parent Name, Parent Code or Family Name (Press Enter to Search)

18542 - Tamjid Aijazi (The Aijazi Family)

Select Students *

☒ Eisha Aijazi (100)

☐ Ahmed Shaheer Aijazi (40)

☐ Ahmed Mustafa Aijazi (88)

☐ Rania Aijazi (PA)

Message Category

Select Category

Attendance

Message Template *

Logout

Sending an Individual Message

Select the student(s)
you wish to send the
message to.

The screenshot shows the Dialogue app interface for sending an individual message. On the left is a sidebar with navigation options: Dashboard, Inbox, Individual Message (highlighted), Broadcast, Roles & Permissions, and Support. At the bottom of the sidebar is a Logout button. The main content area has a header bar with a user profile (AIC User, Teacher) and a title bar 'Send an Individual Message - Kewdale High'. Below this, there are sections for 'College' (Kewdale High), 'Parent Information' (18542 - Tamjid Aijazi (The Aijazi Family)), and 'Select Students *'. The 'Select Students *' section displays four student profiles: Eisha Aijazi (100) with a checked checkbox, Ahmed Shaheer Aijazi (40) with an unchecked checkbox, Ahmed Mustafa Aijazi (88) with an unchecked checkbox, and Rania Aijazi (PA) with an unchecked checkbox. Below the student selection is a 'Message Category' section with a dropdown menu set to 'Attendance'. At the bottom is a 'Message Template *' section.

Dialogue

Dashboard

Inbox

Individual Message

Broadcast

Roles & Permissions

Support

Logout

AIC User
Teacher

Send an Individual Message - Kewdale High

College

Kewdale High

Parent Information

Search by Parent Name, Parent Code or Family Name (Press Enter to Search)

18542 - Tamjid Aijazi (The Aijazi Family)

Select Students *

☒ Eisha Aijazi (100)

☐ Ahmed Shaheer Aijazi (40)

☐ Ahmed Mustafa Aijazi (88)

☐ Rania Aijazi (PA)

Message Category

Select Category

Attendance

Message Template *

Sending an Individual Message

Select the Message Category

Select the Message Template

The screenshot shows the Dialogue system interface. On the left is a sidebar with navigation options: Dashboard, Inbox, Individual Message (highlighted), Broadcast, Notice, and Support. The main content area is titled 'Select Message' and features a row of four user avatars: Eisha Aijazi (00G), Ahmed Shaheer Aijazi (4D), Ahmed Mustafa Aijazi (8B), and Rania Aijazi (PA). Below the avatars, there are three sections: 'Message Category' with a dropdown menu set to 'Attendance'; 'Message Template' with a dropdown menu set to 'Absent From School'; and 'Message Preview' showing a green box with the text: 'Eisha Aijazi , 20490 absent today, please reply with: 1. Sick 2. Appointment 3. Transport Issue OR go to parent portal to explain absence. Sent Date: 09/05/2025'. At the bottom right is a 'Send' button. The footer contains a 'Logout' button, contact information for the IT Office, copyright notice for Australian Islamic College Perth Inc., and a release version number.

Dialogue

Dashboard
Inbox
Individual Message
Broadcast
Notice
Support

Select Message

Eisha Aijazi (00G) Ahmed Shaheer Aijazi (4D) Ahmed Mustafa Aijazi (8B) Rania Aijazi (PA)

Message Category

Select Category
Attendance

Message Template *

Select Message Template
Absent From School

Message Preview

Eisha Aijazi , 20490 absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue

OR go to parent portal to explain absence.

Sent Date: 09/05/2025

Send

Logout

Ext No. IT Office: 294
helpdesk@aic.wa.edu.au

© Australian Islamic College Perth Inc. All rights Reserved.

Release: 2025.04.09.1.0.0.0

Sending an Individual Message

Preview the message to ensure you have everything correct

Click "Send"

The screenshot shows the Dialogue system interface. On the left is a sidebar with navigation links: Dashboard, Inbox, Individual Message (highlighted), Broadcast, Roles & Permissions, and Support. The main content area is titled 'Select Recipients' and shows four user avatars: Ensha Aijazi (00G), Ahmed Shaheer Aijazi (4D), Ahmed Mustafa Aijazi (8B), and Rania Aijazi (PA). Below this is the 'Message Category' section with a dropdown menu set to 'Attendance'. The 'Message Template' section has a dropdown menu set to 'Absent From School'. The 'Message Preview' section shows a preview of the message: 'Ensha Aijazi, 20490 absent today, please reply with: 1. Sick 2. Appointment 3. Transport Issue OR go to parent portal to explain absence. Sent Date: 09/05/2025'. At the bottom right is a 'Send' button. The footer contains a 'Logout' button, contact information for the IT Office, copyright notice for Australian Islamic College Perth Inc., and a release date of 2025/04/09 1.0.0.

Dialogue

Dashboard
Inbox
Individual Message
Broadcast
Roles & Permissions
Support

Select Recipients

Ensha Aijazi (00G)
Ahmed Shaheer Aijazi (4D)
Ahmed Mustafa Aijazi (8B)
Rania Aijazi (PA)

Message Category

Select Category
Attendance

Message Template *

Select Message Template
Absent From School

Message Preview

Ensha Aijazi, 20490 absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: 09/05/2025

Send

Logout

Ensh No. IT Office: 294
helpdesk@aic.wa.edu.au

© Australian Islamic College Perth Inc. All rights Reserved.
Release: 2025/04/09 1.0.0



AUSTRALIAN
ISLAMIC COLLEGE

Navigating Inbox

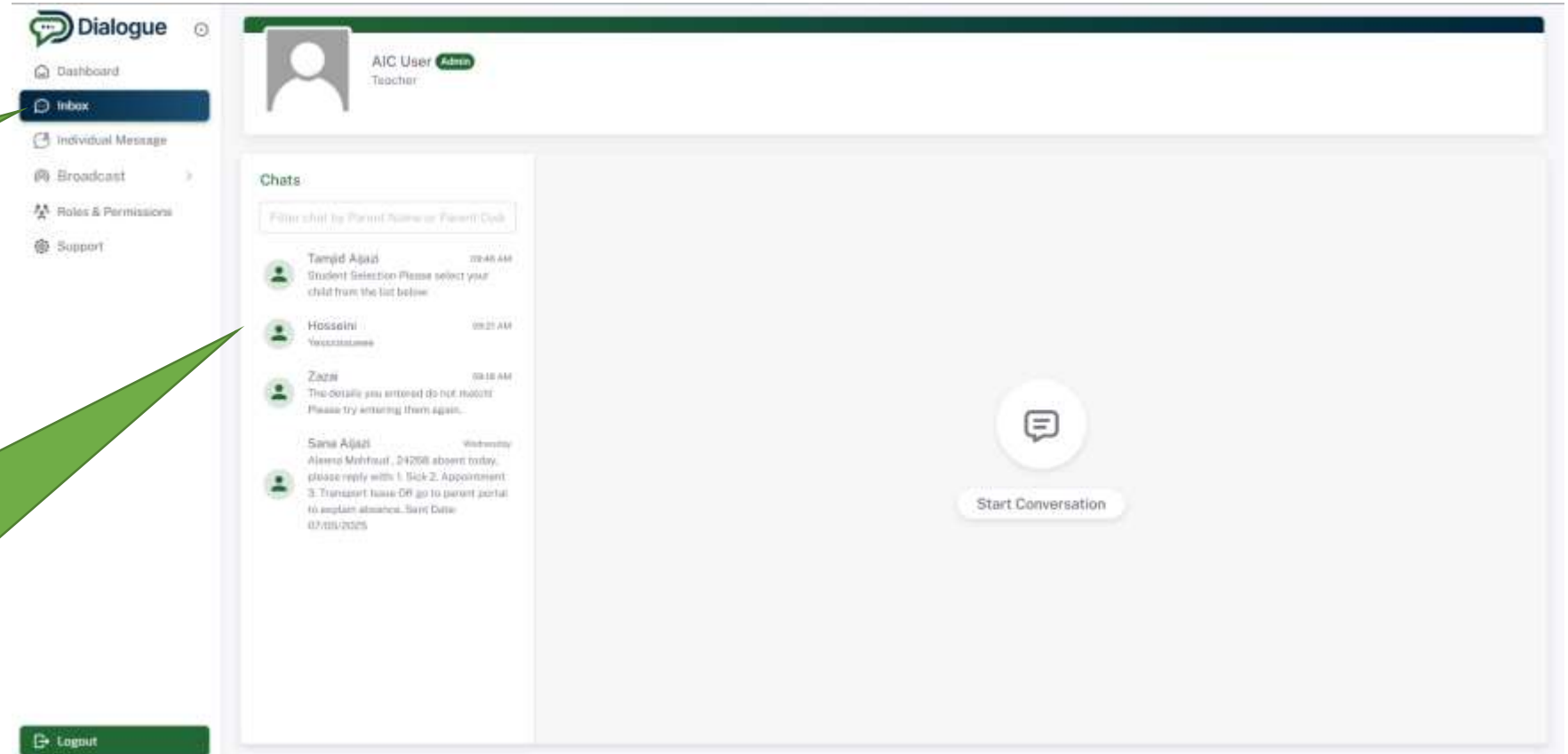


Inbox

Click Inbox from the side bar to view the inbox

All messages sent to Parent are reflected on the inbox.

Clicking on the Parent will open their respective conversation thread.



Inbox

Due to WhatsApp restrictions, once you message a template to a parent, you cannot send any free form messages until a parent replies to you.

The screenshot displays the Dialogue WhatsApp interface. On the left is a sidebar with navigation options: Dashboard, **Inbox**, Individual Message, Broadcast, Roles & Permissions, and Support. The main area shows a chat list under the heading 'Chats'. The list includes messages from Tamjid Aljazi, Hosseini, Zaza, and Sana Aljazi. The chat with Sana Aljazi is selected, showing a message about a student selection. To the right of the chat list, three green boxes show template messages for Haysam Mahfoud, Alesna Mahfoud, and Alesna Mahfoud, each with a 'Sent Date: 07/05/2025'. At the bottom, a green bar contains a '24 hours limit' warning and a 'Send Greeting Message' button. A 'Logout' button is located at the bottom left of the sidebar.

Dialogue

Dashboard
Inbox
Individual Message
Broadcast
Roles & Permissions
Support

AIC User Admin
Teacher

Chats

Please chat by Parent Name or Parent Code

Tamjid Aljazi 09:46 AM
Student Selection Please select your chat from the list below.

Hosseini 09:21 AM
Verdict Issues

Zaza 09:18 AM
The details you entered do not match!
Please try entering them again.

Sana Aljazi 09:18 AM
Welcome!
Alesna Mahfoud, 24268 absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue OR go to parent portal to explain absence. Sent Date: 07/05/2025

Haysam Mahfoud, 19021 absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: 07/05/2025

Alesna Mahfoud, 24268 absent today, please reply with:
1. Sick
2. Appointment
3. Transport Issue
OR go to parent portal to explain absence.
Sent Date: 07/05/2025

24 hours limit:
WhatsApp does not allow sending messages to a user 24 hours after they last messaged you. You can send a template message to re-start the conversation.

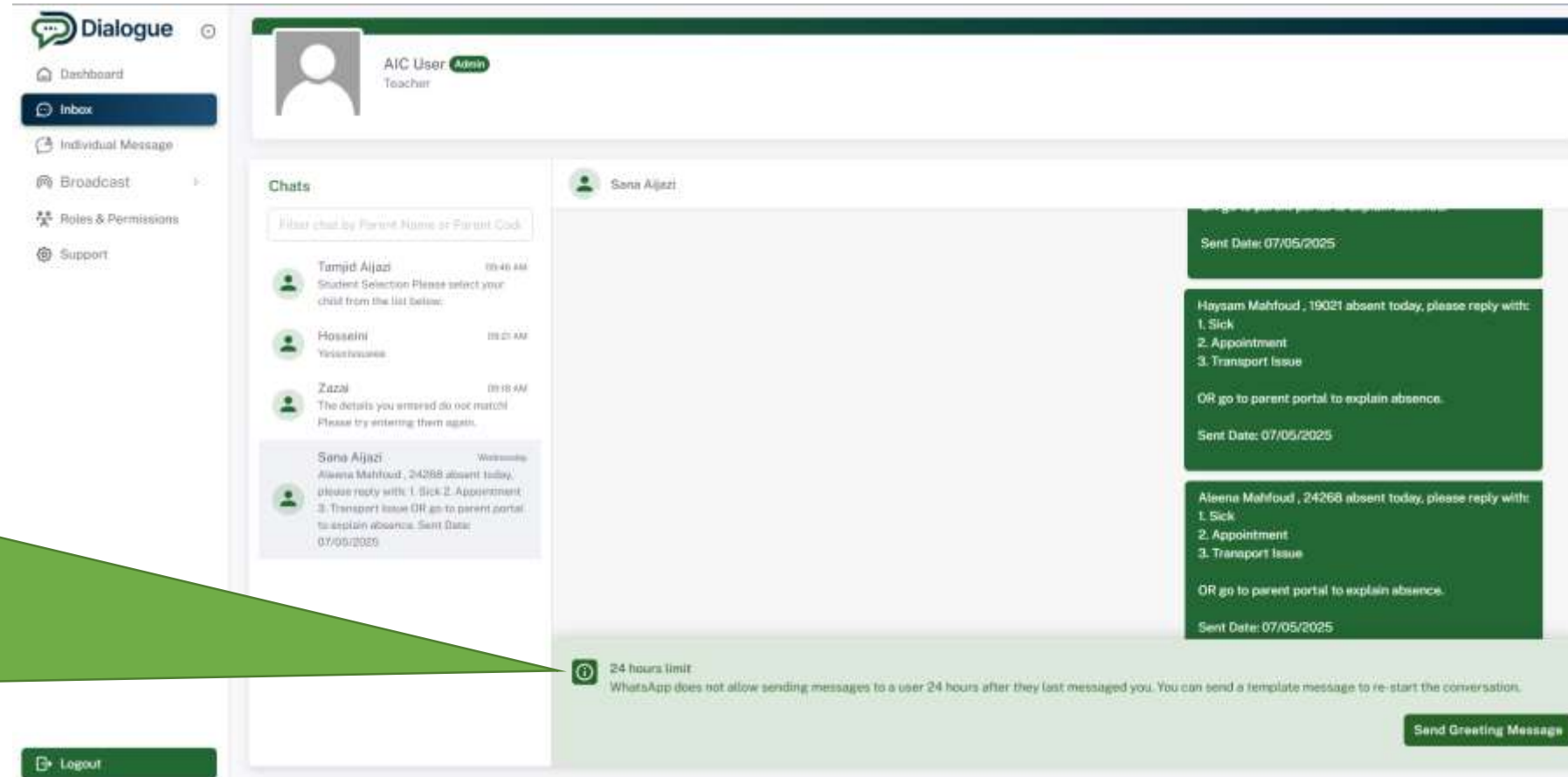
Logout

Send Greeting Message

Inbox

A conversation window lasts 24 hours from the last message sent by parent.

If you want to send free form of messages, you must first send a template message. You can send free form of messages once the parent replies.





AUSTRALIAN
ISLAMIC COLLEGE

Roles and Permissions



User roles and their permissions

Click in Roles & Permissions

The table displays all the details of each user

Dialogue

Dashboard

Inbox

Individual Message

Broadcast

Roles & Permissions

Support

AIC User

Teacher

Total users with their roles

Assign roles and manage permission level below

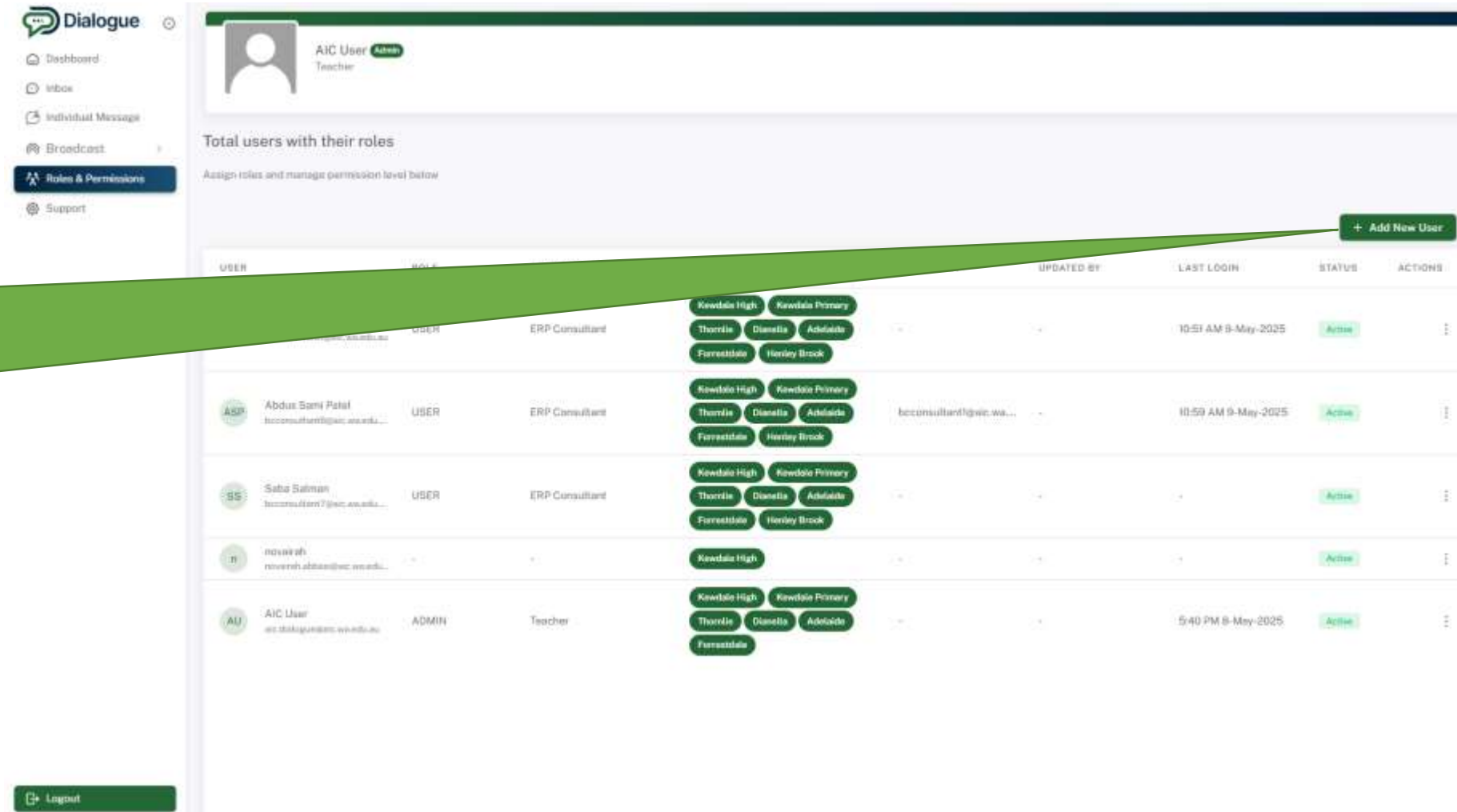
+ Add New User

USER	ROLE	POSITION TITLE	CAMPUS	CREATED BY	UPDATED BY	LAST LOGIN	STATUS	ACTIONS
<div>Y</div> <div>Yasir</div> <div>hcconsultant1@vic.wednet.edu.au</div>	USER	ERP Consultant	<div>Kewdale High</div> <div>Kewdale Primary</div> <div>Thorndale</div> <div>Dianella</div> <div>Adelaide</div> <div>Forrestdale</div> <div>Henley Brook</div>			10:51 AM 9-May-2025	Active	
<div>ASP</div> <div>Abdus Sami Patel</div> <div>hcconsultant1@vic.wednet.edu.au</div>	USER	ERP Consultant	<div>Kewdale High</div> <div>Kewdale Primary</div> <div>Thorndale</div> <div>Dianella</div> <div>Adelaide</div> <div>Forrestdale</div> <div>Henley Brook</div>	hcconsultant1@vic.wa...		10:59 AM 9-May-2025	Active	
<div>SS</div> <div>Saba Saliman</div> <div>hcconsultant1@vic.wednet.edu.au</div>	USER	ERP Consultant	<div>Kewdale High</div> <div>Kewdale Primary</div> <div>Thorndale</div> <div>Dianella</div> <div>Adelaide</div> <div>Forrestdale</div> <div>Henley Brook</div>				Active	
<div>TI</div> <div>novaish</div> <div>novaish.abdalla@vic.wednet.edu.au</div>			<div>Kewdale High</div>				Active	
<div>AU</div> <div>AIC User</div> <div>vic.stakeholders.wednet.edu.au</div>	ADMIN	Teacher	<div>Kewdale High</div> <div>Kewdale Primary</div> <div>Thorndale</div> <div>Dianella</div> <div>Adelaide</div> <div>Forrestdale</div>			5:40 PM 8-May-2025	Active	

+ Logout

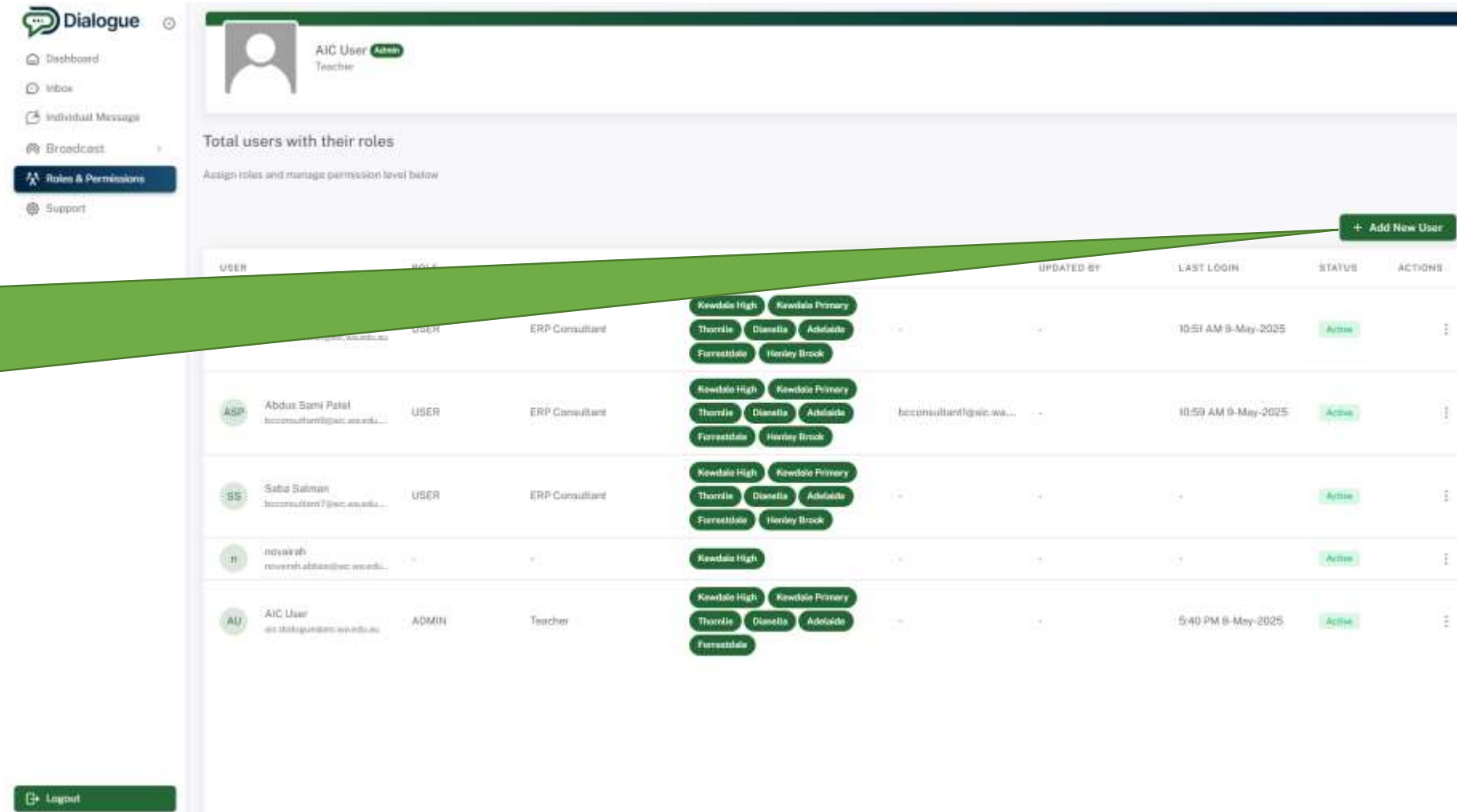
User roles and their permissions

If you're an Admin, you can create a user by clicking this button



User roles and their permissions

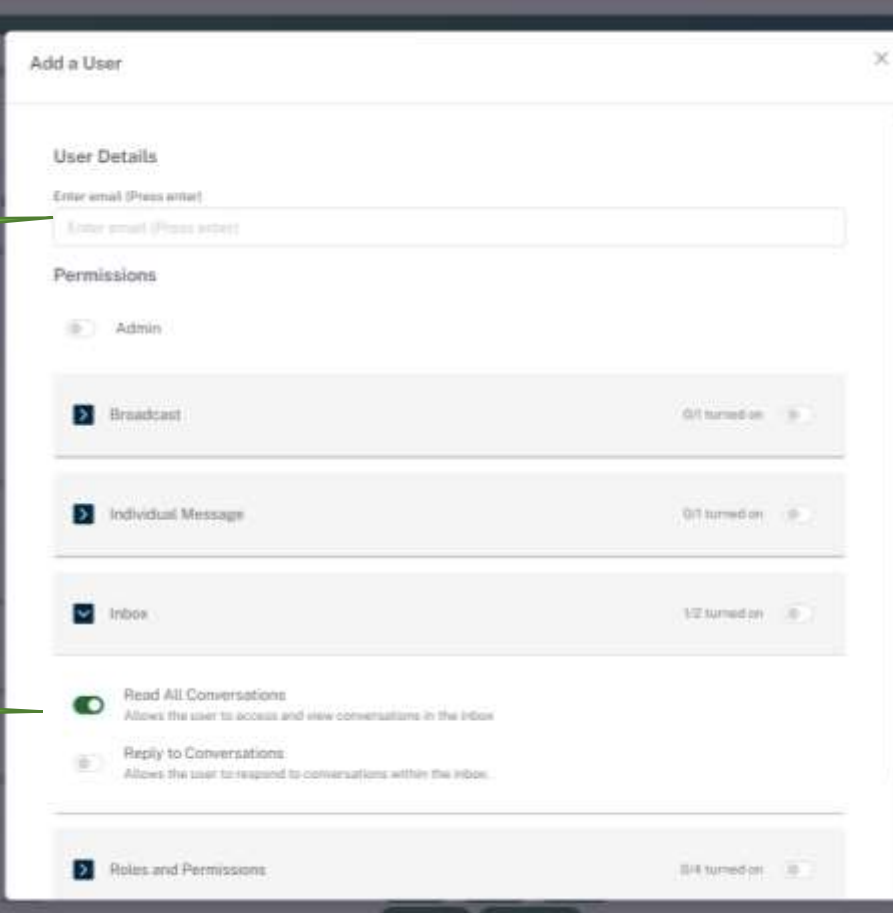
If you're an Admin, you can create a user by clicking this button



User roles and their permissions

Enter the email of the person you wish to give access to

By default, the new user will have the Read permissions for Inbox



The screenshot shows a mobile application interface for adding a new user. The form is titled "Add a User" and has a close button (X) in the top right corner. It is divided into two main sections: "User Details" and "Permissions".

User Details: This section contains a label "Enter email (Press enter)" and a text input field with the placeholder "Enter email (Press enter)".

Permissions: This section lists various permissions with checkboxes and toggle switches. The "Admin" permission is selected with a radio button. Below it, there are three items with checkboxes and toggle switches:

- Broadcast:** The checkbox is selected, and the toggle switch is turned on (labeled "0/1 turned on").
- Individual Message:** The checkbox is selected, and the toggle switch is turned on (labeled "0/1 turned on").
- Inbox:** The checkbox is selected, and the toggle switch is turned on (labeled "1/2 turned on").

Below these items, there are two more permissions with toggle switches:

- Read All Conversations:** The toggle switch is turned on. Below it, a description reads: "Allows the user to access and view conversations in the inbox."
- Reply to Conversations:** The toggle switch is turned off. Below it, a description reads: "Allows the user to respond to conversations within the inbox."

At the bottom of the form, there is a final item with a checkbox and a toggle switch:

- Roles and Permissions:** The checkbox is selected, and the toggle switch is turned on (labeled "0/4 turned on").

At the very bottom of the screen, there are two buttons: "Cancel" and "Add User".

User roles and their permissions

Turn this toggle on if you want to make them an Admin

An admin has access to all features

Add a User

User Details

Enter email (Press enter)
tamjid@aic.wa.edu.au

First Name
Tamjid

Last Name
Aijazi

Position & Campus

Position Title
Chief Information Officer (Contractor)

College

Thornlie x Dianella x Adelaide x

Forrestdale x Henley Brook x

Kewdale High x Kewdale Primary x

Permissions

☒ Admin

The Admin role has access to all features in Dialogue.

Create