Instructions to Send Staff Message Using Staff Messenger

PATH: Messenger > Staff Messenger

The Staff Messenger tool allows a district to send messages to its staff members. Phone messages can be delivered to staff if a district if this delivery device is selected.

• A Staff Member is defined as a person entered in Campus who has an Assignment record at a particular school site.

To receive email and/or phone messages, the recipients must have the corresponding Messenger Preference of General Notification and Priority Notification set on their Demographics tab to receive messages.

Sending Messages:

- 1. Select an existing Template from the **Template** dropdown list, if applicable
- 2. Use the Field Descriptions as a guide complete Message Builder editor. The Message Body uses a WYSIWYG (What You See Is What You Get) editor.
- 3. Browse and upload an email/voice attachment. (optional)

You *must* click the **Upload** button after browsing for the attachment. When an attachment is properly uploaded, the Attach File message displays on the screen.

Browse and upload an email attachment				
P:\Messenger\EmailAttach Browse	Upload			
Attach File: 2013-02-13-09-05-34_EmailAttach.txt remove				

4. Click the **Test** button to review the message and its recipients.

It is strongly recommended testing messages before delivering them. A message will be sent in the exact manner it will be delivered to recipients. The Test Message screen will confirm that the test message was sent.

 Click the Preview/Send Message button. Result

The Preview Message screen displays.

review Message	>
Click Review Recipients to view the Click Send Message to deliver this	e people and devices. s message.
Recipient Count	4
Process Inbox Count	4
Email Count	3
Voice/Text Count	7
Cancel S	Send Message Review Recipients

Click the Review Recipients button. Result

The Review Recipients screen displays.

Review F	cipients						
Clear the checkboxes next to recipients or devices to prevent them from receiving the message. All eligible recipients display. However, only recipients with any of the following delivery devices displayed will receive the message. Process inbox, email address, or a phone number (when Voice is enabled).							
Select Save to retain changes to recipients on the current page. Select Return to go back to the Preview Message.							
Sav Recip Total Coun	& Return Cancel nts: 1-4 4 I Recipient Name Preview						
1	Andersen, Christopher						
	Andersen@infinitecampus.com						
	Process Inbox						
	V (555)444-3333						

Field Descriptions

Field	Description				
User/Group	This dropdown list allows you to save message templates to your user account or a user group to				
	which you belong.				
Template	This dropdown list displays a list of available templates. To create a new template, select <new></new>				
	from this list.				
	Filter Criteria				
Message Type	ge Type This field determines the type of message that will be sent. The following options are available:				
	General Notification (Default)				
	 Priority Notification (Priority Notifications display in the Process Alerts with a red 				
	exclamation point)				
Deliver To:	Ad Hoc filter or All Staff of School				
	Sender will see schools in which he/she has access to send messages				
	 Sender win see schools in which he/she has access to send messages. In order to send to All Schools, user must have access to All Calendars. 				
	• In order to send to All schools, user must have access to All calendars.				
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a					
Set Filter	This field determines what the tool should do with the filters. The default value Union will be used				
Operation	most often.				
	Union indicates that all members of all selected filters will be included				
	• Intersection indicates that only the members who exist within each of the selected filters				
	will be included.				
	Delivery Devices				
Inbox	The Inbox option is automatically selected. This option places a note in the user's inbox that a new				
	message is available. Infinite Campus strongly recommends leaving this option marked to ensure				
	delivery to a Portal Account when no other delivery device is marked for messages.				
Email	The Email option sends an email to the email address on record (entered in Census > People >				
	Demographics).				
Voice	The Voice option calls the phone number on record (entered in Census > People > Demographics).				
	Message Details				
Message Subject	This field determines the text that will display in the Subject field of the email message.				
Message Body	You can enter comments in the Message Body using the available text editor.				
Browse and	This option allows you to send a voice message.				
upload a					
recorded	If sending a voice message using Campus Voice, the following options are available.				
message	1. Record a Message - This option will open a window with directions to call a phone number				
	to record a message that will be sent.				
	2. Browse and upload a recorded message - This option allows users to upload a prerecorded				
	.wav file				
	You <i>must</i> click the Upload button after browsing for the attachment. When an attachment is				
	properly uploaded, the Attach File message displays on the screen.				
Delivery Date	The day on which the message should be sent.				
	Can set the date in the future				
Send	The time inbox and/or email messages will begin to be delivered.				
Inbox/Emails at:					
Dial Window	These fields create a dialing window during which a general voice message may be sent. This is				
	defined by the district				

Staff Messenger						
Staff Messenger sends messages to staff or census contacts based on the criteria selected.						
The Temp	late Name and User/Group can be cha	anged after selecting Save	or Copy.			
User/Group	Jser ▼	Template <new></new>	Save Copy Delete			
Enter the filter	Enter the filter criteria for Staff Messenger:					
Message Type:	General Notification T					
Deliver To:	Deliver To:					
	Saved Filters (select 1 or more) 123 Pass through (census/staff) Query Wizard (staff) Rider (query census) Rider (sql census) Selection editor (census/staff)					
Set Filter Operation: Union Delivery Devices: ✓ Email Voice						
Message Subj	ect					
Message Body	/					
¶ B			<u></u> − A F			
Delivery Date:	06/09/2015					
Send Inbox/Er	nans at: U0:59 AM					
Test Preview/Send						