



How to Disable Repeating Broadcasts

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Contents


Disabling (and Enabling) Repeating Broadcasts	3
Disable (or Enable) Repeating Broadcasts Entirely	3
Disable (or Enable) Repeating Broadcasts Individually	4
Questions?	6
SchoolMessenger Solutions Support.....	6

Disabling (and Enabling) Repeating Broadcasts

Repeating Broadcasts are broadcasts that are scheduled to send on certain days and at certain times. These often include attendance and food service-related broadcasts that go out at regular intervals. During periods that your contacts will not need to receive them (such as summer vacation in the case of school districts), you may wish to stop the Repeating Broadcasts from going out.

While many are triggered when a specific import is updated with required data (such as with attendance-related broadcasts), there are some that simply send out automatically without an import-related trigger, so it is always best practice to disable them regardless if they are not needed.

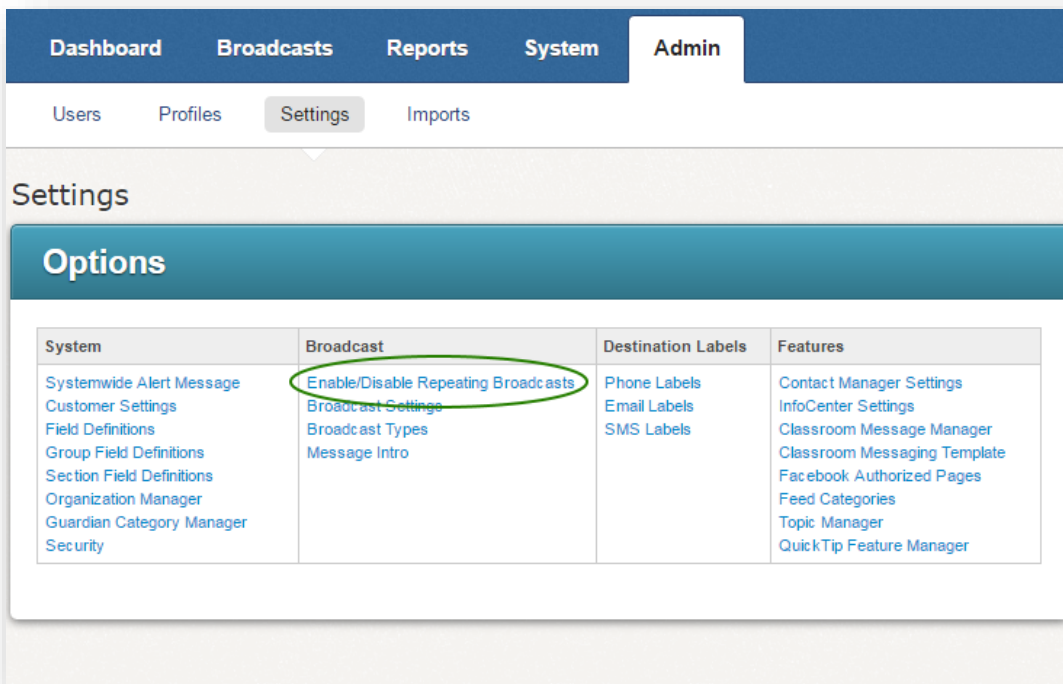
You can disable Repeating Broadcasts **entirely**, or you can disable **individual** Repeating Broadcasts while leaving others running.

 **Note:** Typically, only System Administrator and other top-level Users have access to the parts of the program needed to make the following changes. If you do not have access, you may need to consult your System Administrator for help.

Disable (or Enable) Repeating Broadcasts Entirely

Regardless of the trigger of the Repeating Broadcast, you can disable all Repeating Broadcasts at once, and later re-enable them if desired, using these steps.

1. Navigate to the **Admin** tab, and then to the **Settings** subtab. Click the **Enable/Disable Repeating Broadcasts** link.



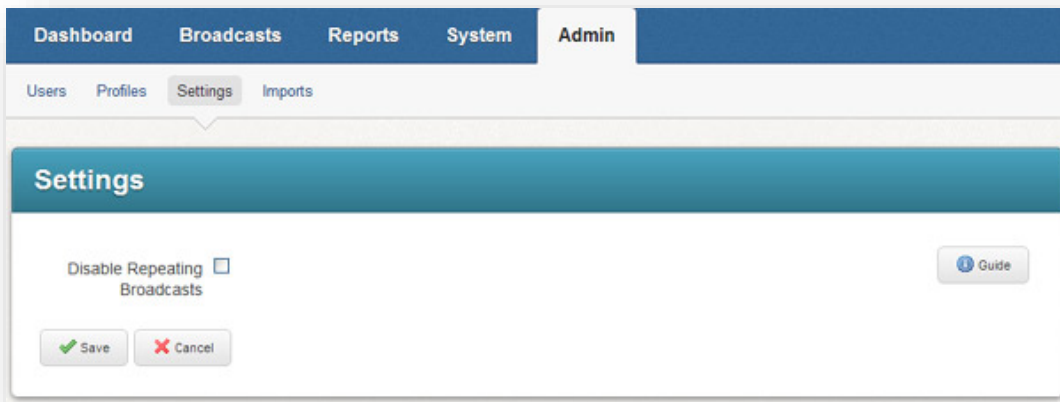
System	Broadcast	Destination Labels	Features
Systemwide Alert Message	Enable/Disable Repeating Broadcasts	Phone Labels	Contact Manager Settings
Customer Settings	Broadcast Settings	Email Labels	InfoCenter Settings
Field Definitions	Broadcast Types	SMS Labels	Classroom Message Manager
Group Field Definitions	Message Intro		Classroom Messaging Template
Section Field Definitions			Facebook Authorized Pages
Organization Manager			Feed Categories
Guardian Category Manager			Topic Manager
Security			QuickTip Feature Manager

2. Once you click on the link, you will be taken to the Disable Repeating Broadcasts page.

Click to place a checkmark in the **Disable Repeating Broadcasts** checkbox to **disable** them, which will prevent the system from performing any of its scheduled Repeating Broadcasts.


If instead you are here to **enable** Repeating Broadcasts, then un-checking this box will allow the Repeating Broadcasts to resume at their next scheduled time.

Either way, click **Save** to confirm your change.



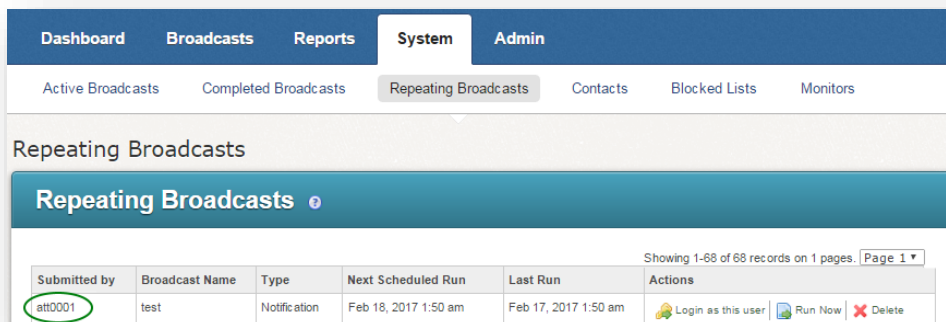
Disable (or Enable) Repeating Broadcasts Individually

You may have a situation where you need to disable a single Repeating Broadcast, but leave others running as scheduled. If you do, do not follow the previous steps to disable Repeating Broadcasts entirely – follow the following steps to disable them individually instead.

 **Note:** Like the option to disable Repeating Broadcasts entirely, typically only System Administrator and other top-level Users have access to the parts of the program needed to make the following changes. If you do not have access, you may need to consult your System Administrator for help.

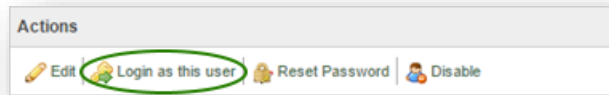
1. Repeating Broadcasts are stored under individual User Accounts. First, you must determine under **which** User Account the Repeating Broadcast exists. Go to the **System** tab, then to the **Repeating Broadcasts** subtab.

Look at the listed Repeating Broadcasts, and make a note of the **User Account** your target broadcast is under.

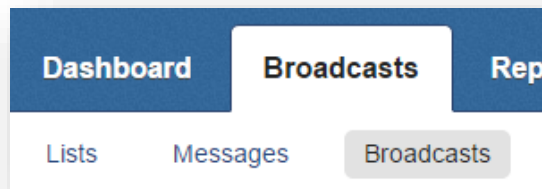


Submitted by	Broadcast Name	Type	Next Scheduled Run	Last Run	Actions
att0001	test	Notification	Feb 18, 2017 1:50 am	Feb 17, 2017 1:50 am	Login as this user Run Now Delete

2. On this same screen, click the **Login as this user** button to log in as the User that contains the Repeating Broadcast.



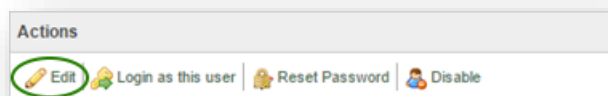
3. Once logged in as the User, navigate to the **Broadcasts tab**, then to the **Broadcasts subtab**.



4. Find the target Repeating Broadcast in the **My Repeating Broadcasts** section.

My Repeating Broadcasts +						Add New Repeating Broadcast
Broadcast Name	Description	Type	Next Scheduled Run	Last Run	Actions	
test		Notification	March 13th, 2017 09:00 am	- Never -	Edit Copy Run Now Delete	


5. Click **Edit** to the right, under **Actions**.



6. Find the **Repeat** section in the screen that loads, and **un-check the days** that the Repeating Broadcast is scheduled to run. Click **Save** at the bottom when finished. This will **disable** this individual Repeating Broadcast until you manually edit the broadcast again and re-check the days of the week.

To **re-enable** a Repeating Broadcast that was disabled this way, simply follow the steps again, but this time, place a **check** in all of the boxes for the days of the week that you would like it to run, and click **Save** when finished.

Repeat <input checked="" type="checkbox"/>	Su	Mo	Tu	We	Th	Fr	Sa	Time
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	9:00 am ▼

 **Note:** If you logged in as a User that did not have access to the Admin functions to be able to log in as other users, you will have to log out and log back in as your Admin account after completing these steps.

Questions?

If you have any questions about disabling or enabling Repeating Broadcasts, please contact support.

SchoolMessenger Solutions Support

800-920-3897

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