



SchoolMessenger[®]

Communicate for iPhone: Admin Sender App

Contents

Getting Started

Sending a Message

Creating a Message

Type

Lists

Message.....

Options

Send

Send a Saved Message

Reports

Settings.....

3

3

4

5

6

6

8

9

10

10

11


Getting Started

The SchoolMessenger Admin Sender app lets you quickly and easily send messages from anywhere using your Android device. Setting up and using the application is simple. This guide will show you how.

Once you've installed the Admin Sender app from the App Store, tap on the **SchoolMessenger** icon to begin.

The first time you log in, you will need to enter your Customer ID. Your customer name is found in the URL you use to access Communicate from your browser. It is in the part of the URL which follows **http://asp.schoolmessenger.com**. For example, if a user came from Springfield USD, the URL might look like: **http://asp.schoolmessenger.com/springfieldusd** so **springfieldusd** goes into the Customer ID.

The username and password that you use to log in online should be entered into the **Username** and **Password** fields. Once entered, press **Login** to proceed.

 **Note:** *If your organization has integrated Single Sign On using SAML, the app will detect this based on your Customer ID and you will be directed to a screen asking you to choose to **Login with SSO** or **Standard Login**. **Login with SSO** will direct you to use the login credentials provided by your organization before returning you to the functions described in this document.*

Sending a Message

Once you're logged in, you will see the main menu, shown to the right. There are three options:

Create and Send: Choose this option to create a new message and send it to one or more of your existing lists.

Send a Saved Message: If you have a Repeating Job saved on your account that you would like to use, select this option.

View Reports: Click this to see simple reports for the jobs you've sent.



For the training example in this guide, go ahead and tap **Create and Send**.

Creating a Message

Just like sending a job online, you will need to choose a list, make a message, and schedule delivery.

The image to the right shows the Create and Send menu. It contains these options:

Type: Tap this to select the type of job you're sending (General, Emergency, etc.).

Lists: You may select from any of your saved lists by tapping here.

Message: Tap here to create a new message. You may create Phone, Email, and SMS messages.

Options: Tap here for scheduling and recipient reply options.

Name: Enter the name of the job.

Send: Once all of the job components are selected, you'll tap this to send the job.



Let's tap on **Type** to continue this tutorial.

Type

The first step to sending your message is to specify which type of job it is. Tap on **Type** in the **Create and Send** menu. Then choose the appropriate option.

Make sure that you choose the right type for your job. The job type determines which destinations will be used when the system is contacting your message recipients.



Lists

Now that you've selected the type of notification you're sending, you will need to assign a list of recipients.

Tap on **Lists** in the **Create and Send** menu. Then simply select one or more lists from the lists currently saved on your Communicate account. If you need a list that doesn't currently exist, you will need to log into Communicate with your browser to create a new list.

After you've chosen a list, tap the **Create and Send Back** button.



Now you're ready to create your message.

Message

Tap **Message** on the **Create and Send** page and you will see options for **Phone**, **Email**, and **SMS**.

Once you've entered all of your message components, tap the **Create and Send** back button to return to the main **Create and Send** menu.

You can create them in any order or combination that you wish, but for this training example, tap on **Phone** first.

Phone

Phone messages may be recorded with your phone or typed. You may select which method you wish to use by tapping and holding the phone icon which will open a menu containing your options.

If you would like to record audio for your message, just tap **Record**. Then speak into your phone. Press **Stop** when you're done and **Play** to preview what you've recorded. Tap the **Back** button to return to the **Message Type** menu.

To create a message that will be read by a text-to-speech voice, press the **Type (Text to Speech)** button in the lower right corner. Then you can type a message which will be read by a text-to-speech voice.

When you're done creating a message, click the **Messages** back button in the upper-left corner to return to the **Messages** menu.



Email

Click the **Email** option to enter the email message editor, shown in the image on the right.

The **From Name** and **Email** will be populated from the information you entered in your **Settings**.

Make sure to enter an informative **Subject** since your recipients will see this in their Inbox. Then type your message into the window below.

Once you've finished typing your message, click the **Messages** back button to return to the **Messages** menu.



SMS

To include an SMS message, tap on the **SMS** option in the **Messages** menu. You will go to a screen where you can type your SMS message. The characters remaining count will help you ensure that your message fits.

Click the **Messages** back button when you've finished entering your message.

Options

If you would like to schedule your job to be sent later, tap **Options** in the **Create and Send** menu.

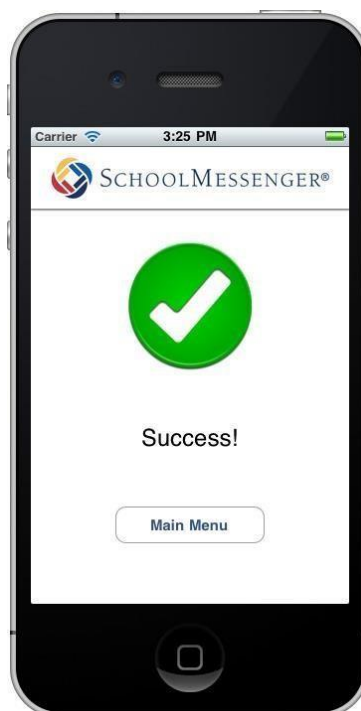
Then click **Schedule** at the top of the screen. You will come to the scheduler, shown to the right. Just dial in when you'd like your job to run. Click the **Options** back button when you're done. You can also click the **Now** button in the upper-right corner to revert to sending the job immediately.

From the **Options** screen you can also choose whether you wish to allow recipients to leave voice replies, if recipients must confirm receiving your message, and whether you wish to receive a report upon completion.



Send

Now that you have a message, list, job type, and options configured, you're ready to send your message. Simply click the **Send** button at the bottom of the **Create and Send** menu.



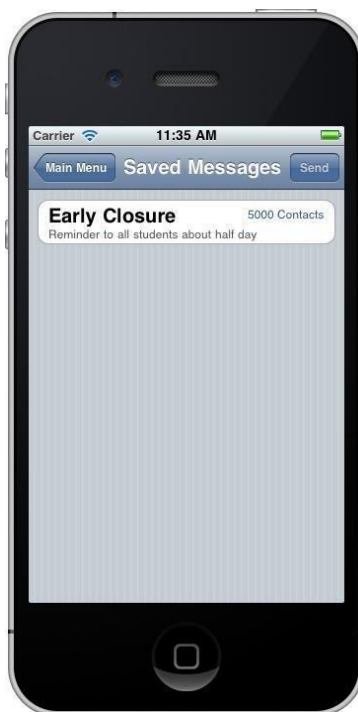
Send a Saved Message

To use this feature, you will need to have repeating jobs stored on your web account. Log into your web account and navigate to **Notifications -> Jobs**. Your repeating jobs will display in the **Repeating Jobs** section of the screen.

 **Note:** *If you do not see this section, it may not be enabled on your account. You will need to speak to your system administrator to have this feature enabled.*

Send a Saved Message in the iPhone app allows you to send a repeating job which you have already created through your web account. For example, if you have a repeating job that you routinely use for early closures, you could use this feature to quickly send that job.

After tapping the **Send a Saved Message** button, simply select which repeating job you would like to send and tap the **Send Message** button. Your message will be sent immediately.



Reports

You can check on the progress of your job's delivery from the Main Menu. Just tap on **View Reports** and then select your job from the list by tapping on the name.

If you've sent a job from your web account and want to check on the status, you can do that from the iPhone app too.

The Admin Sender app reporting feature syncs up with your web-based account automatically.

The Report feature in the Admin Sender app contains a pie chart with a breakdown by delivery status. If you would like to see a more detailed report, please log into your Communicate account with a browser to use the more advanced reporting features.

If you'd like to archive a report from a job that has already finished, tap and hold the name instead of tapping. This will reveal the **Archive** menu. Once you archive a report, you may only view it by searching archived reports from your web browser.

If the job is still running, tapping and holding the name will give you the option of cancelling the job, which you may use to stop the job from running.



Settings

If you need to change certain settings in the Admin Sender app, such as the gender of the text-to-speech voice that reads your messages, you may do so from the Settings screen.

To access the Settings for the Admin Sender app, tap the **Settings** icon on your phone's desktop and locate the **Admin Sender** app in the **Settings** menu.

Once you've accessed the settings, you may enter different login information, change your name as it will appear in the emails you send, and change your Caller ID. Default settings for messages may also be changed, such as whether or not your recipients may leave voice replies or if they must press a button to confirm that they have received your message.

