



SchoolMessenger[®]

Changing the User Call Time Restrictions Guide

Introduction

Users can be restricted on the Profile level to an earliest time and latest time that they can schedule a broadcast; this is known as a Call Time Restriction. If a User from the restricted Profile attempts to schedule a broadcast outside of those restricted times, they will not be allowed to do so.

These restrictions are set and modified only by the System Administrator User in the Profile settings. From time to time, they may need to be changed or removed.

Changing User Call Time Restrictions

To change or remove Call Time Restrictions for Profiles, a System Administrator should do the following:

Log in, and go to the **Admin** tab, then the **Profiles** sub-tab.



Find the Profile that needs to be modified and click **Edit** next to the name of the Profile.

| User Profile List | | |
|-------------------|-------------|-----------------------|
| Name | Description | Actions |
| Admin | | Edit Delete |
| User | | <u>Edit</u> Delete |

Under the Messaging Options section, there are two drop-downs, **Can't Schedule Before** and **Can't Schedule After**.

To remove a restriction, use the drop-downs to select **No Restriction**.

MESSAGING OPTIONS

Outbound

Recording

Send Phone Calls

Can't Schedule Before

Can't Schedule After

To change a restriction, use the drop-downs to select the appropriate earliest time and latest time that you would like the Profile to be able to schedule Broadcasts.

Scroll to the bottom of the page and click **Save**.