



Disabling Repeating Broadcasts Guide

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Introduction

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 if they are not needed.

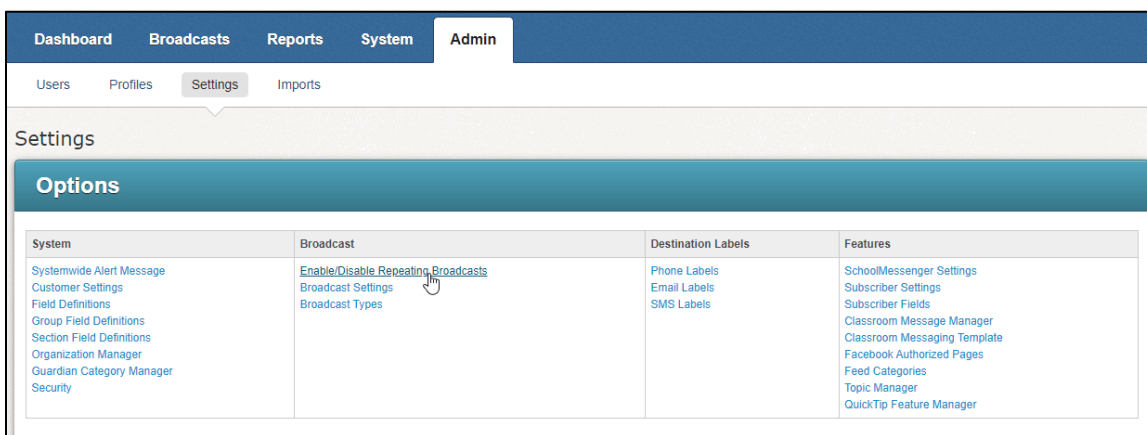
You can disable Repeating Broadcasts entirely, or you can disable individual Repeating Broadcasts while leaving others running.

 **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

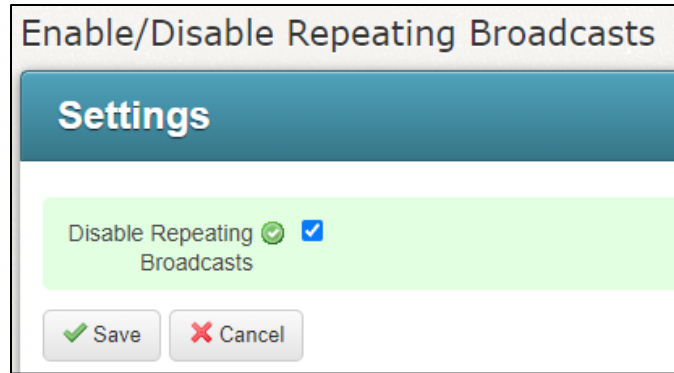
You can disable all Repeating Broadcasts at once, and later re-enable them if desired.

To do so, click **Admin -> Settings -> Enable/Disable Repeating Broadcasts**



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.



After making your change, click **Save**.

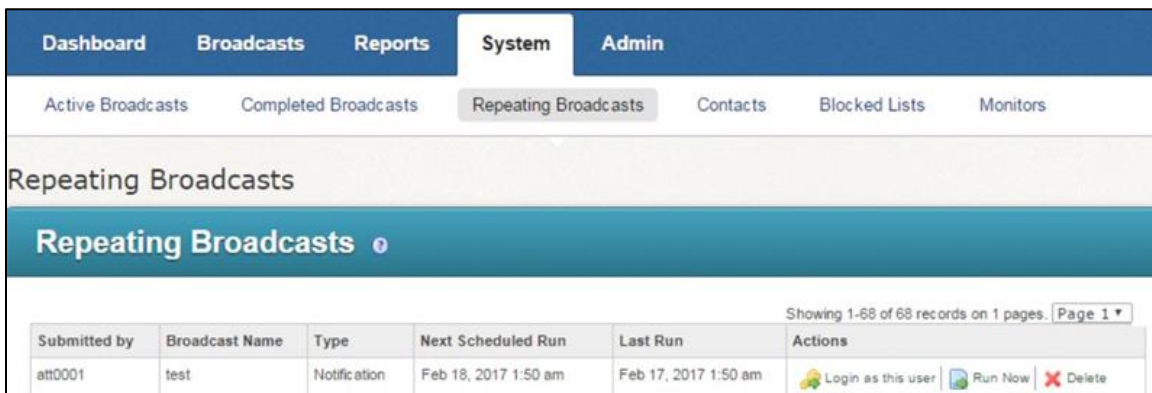
Disable (or Enable) Repeating Broadcasts Individually

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.

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** sub-tab.

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



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

Navigate to the **Broadcasts** tab and then click the **Broadcasts** sub-tab.

The broadcast will be listed under **My Repeating Broadcasts**.

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	


Click **Edit** under the **Actions** column for the broadcast.

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

Su	Mo	Tu	We	Th	Fr	Sa	Time
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8:00 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 regarding the above, please contact support.

SchoolMessenger Solutions Support

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Email: support@schoolmessenger.com