The Dashboard

The Dashboard is the first thing you see when you log into the system. From here, you can quickly create a new broadcast, check on the status of current or recent Broadcasts, and see an overview of activity throughout the system.

Activity Summary

This section gives you an overview of how the system is being used.
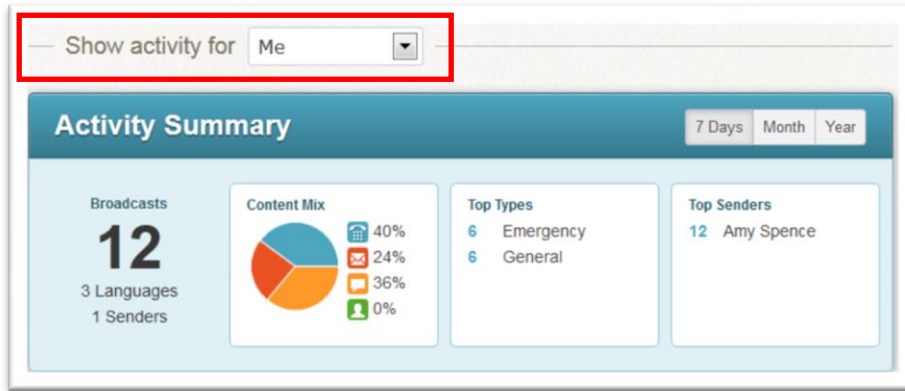
1. View your own activity
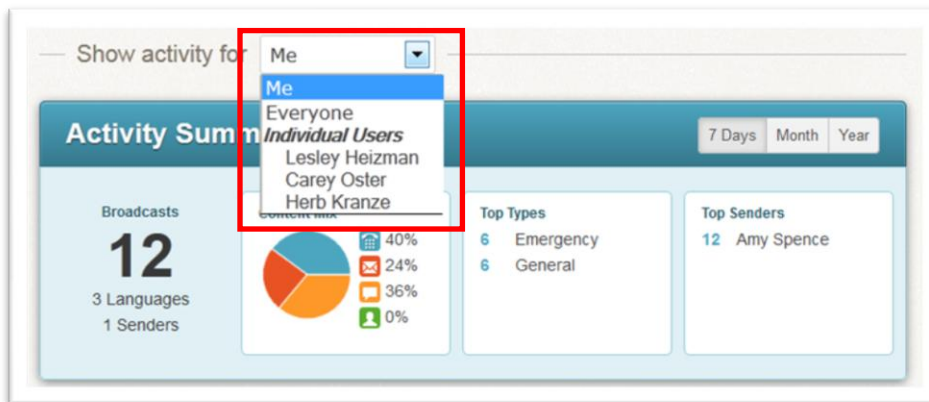
2. If your access profile permits, you may also monitor use of the system by everyone in your group of users, or each individual users
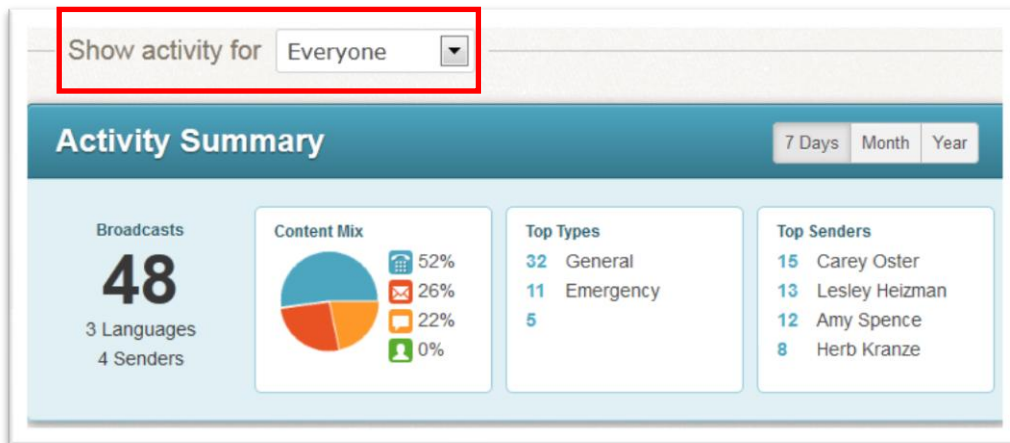
Broadcasts

This section displays Broadcasts which are currently in progress and those which have recently been completed.

1. Mouse over the *Tool Icon* next to the job
2. A menu of common actions for Broadcasts will pop up, including:
   a. Edit
   b. Copy
   c. Report
   d. Graph
   e. Responses
   f. Cancel or Archive, depending on whether the Broadcast is in progress or complete.

Account Summary

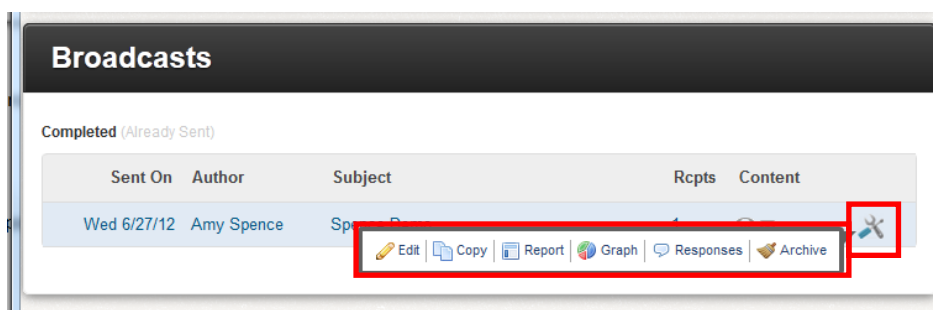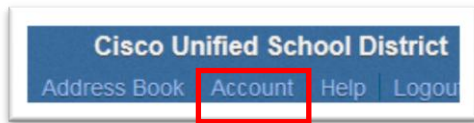1. To edit your account preferences, click *Account* at the top of any SchoolMessenger screen.

2. Account Information
   a. First Name
   b. Last Name
   c. Username - usually first part of email address. Usernames are case sensitive.
   d. Password - case sensitive, must be a minimum of 5 characters long, and must contain at least 2 different types of characters (letter, numbers, or symbols). Enter twice to confirm.
   e. Phone User Id - The ID number that you could use to log into the phone system for *Remote Call In*. ID numbers must be totally numeric and a minimum of 4 characters long that are non-sequential. Additionally you cannot repeat the same number for all characters.
   f. Phone PIN Code - The PIN code that you could use to log into *Remote Call In*. PIN codes must be totally numeric and a minimum of 4 characters long that are non-sequential. Additionally you cannot repeat the same number for all characters, and your PIN cannot be the same as your *Telephone User ID* number above.
   g. Confirm PIN - re-enter the number you select for the PIN code.
   h. Account Email - address that will be used to receive Broadcast completion autoreports. Also used to send you a password reset if you forget your password. Be sure you enter it correctly.
   i. Auto Report Emails - the email addresses of anyone else you want to receive reports when jobs are complete. Multiple addresses must be separated by a semicolon.
   j. Phone - the ten digit phone number you typically will use with the Call To Record your message function.

3. Broadcast Defaults
    a. Default Start Time - the earliest time you would typically like calls to be sent from your account by default. Additionally, you may be limited to this call window by your access profile. Depending on your Access Profile, you may have additional rights that allow you to send calls earlier than this default time
    b. Default End Time - the latest time default time you would typically want calls to be sent from your account. May be limited by your Access Profile.
    c. Call Attempts - the default number of times you would like calls for your broadcasts to be attempted for numbers that are either busy or unanswered. This additionally may be limited by your access profile.
    d. Days to Run - The default number of days you would like the system to keep your jobs active.
    e. Personal Caller ID - this is the number that recipients will see on their caller ID. *(Note: Depending on the settings chosen by the system administrator, this value may be overridden by the toll-free call-in number).*

4. Social Media Options - these features are visible only if your system includes the Social Media feature. For more information regarding the Social Media feature, please call 1-800-920-3897.
    a. Facebook - This feature is only visible if your system includes the Social Media feature.
    b. Twitter - This feature is only visible if your system includes the Social Media feature.

5. When you have completed the Account Summary, click *Done* at the bottom of the page.