Message Builder Scheduler

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Tool Search: Message Builder Scheduler

The Message Builder Scheduler allows users to select a day and time for Campus to send routine messages. This tool uses the message templates created with the Message Builder tool.

The Message Builder Scheduler will automatically generate messages based on the data available at that time. A confirmation email will be sent to the person who created the messenger schedule, telling them that it has run and how many phones/email devices received the message, if the **Send confirmation email** checkbox is marked. The person must have an email address entered on their Census > Demographics tab.

Keep the following items in mind when creating a schedule:

- Message Builder templates that include email attachments will send the **same** attachment each time the message is sent. Keep this in mind if the email attachment was not meant to be sent repeatedly.
- **Always review and compare Ad hoc results to recipient lists** . If you are scheduling the same message using different Message Builder templates for different audiences, or setting up a recurring schedule, this step will help you avoid unintentionally sending the message multiple times to the same recipients due to crossover created by ad hoc lists. You can use the Message Builder tool to review the recipient list.

The Message Builder Filter Criteria Detail and Message Delivery Detail areas do not allow users to change any fields within them. These are updated by either changing the template or creating a new one using the Message Builder tool.

See the Message Builder Scheduler Tool Rights article for information on available tool rights.

Schedule a Message Builder Message

1. Select a template from the **Message Builder Schedules** table.
2. Enter the **Schedule Name**.
3. Select a **Calendar**. This option defaults to the calendar selected in the toolbar.
4. Enter the **Start Date** in *mmddyy* format or click the calendar icon to select a date.
5. Enter the **Start Date/Time** of the message.

If the time entered on the Scheduler is...	Then the message will be sent...
the **same** or **later** than the time entered in the Dial Window or Send Email field on the template	at the time entered on the Scheduler.
earlier than the time entered in the Dial Window or Send Email field on the template	at the time set on the template.

6. Choose how often to send the message by selecting an option from the **Recurring Frequency** dropdown list.
7. Mark the **Send Confirmation Email** checkbox to receive an email when the message has been sent. A confirmation email will be sent to the person who set up the Message Builder Schedule.
8. Select the **Save** icon when finished. The new schedule will appear below its respective template in the Attendance Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Message Builder Schedules list, then selecting **Add Scheduled Message Builder**.

Disable a Message Builder Schedule

1. Mark the **Disabled** checkbox to disable the Message Builder schedule,
2. Disabling the schedule prevents any future messages from being sent.