

# School Store Notifications

Last Modified on 03/20/2024 1:31 pm CDT

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**Classic View:** School Store > Administration > Notifications

**Search Terms:** Notifications

Districts can set up a School Store Notification for the [School Store Summary Report](#). Currently, the notification is a daily email that includes a PDF version of the School Store Summary Report. The process for sending the daily email starts at 12:00 AM local time every day and reports all purchases from the previous day.

For the daily email to be sent, the required fields must be set up in the [Email Settings](#) tool and the *Allow Email Attachments* checkbox must be marked. To receive a notification, recipients must be assigned tool rights to the School Store Summary Report, have the Staff checkbox marked and have an Email address entered in the Messenger Preferences Contact Reasons of the [Demographics](#) tool.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li><a href="#">Add a Notification</a></li> <li><a href="#">Add or Remove Recipients from a Notification</a></li> <li><a href="#">Delete a Notification</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="#">Important Information About this Tool</a></li> </ul>

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School Store Summary Report

SCHOOL	FREQUENCY	RECIPIENTS
All Schools	Daily	Isle, Burton >
Fillmore Middle School	Daily	Amundson, Jessica; Isle, Burton >
Harrison High	Daily	Isle, Burton; Youngs, Martyn >

New

## Important Information About this Tool

- Campus Messenger must be enabled.
- In the [Email Settings](#) tool, the required fields must be filled in and the **Allow Email**

**Attachments** checkbox must be marked.

- To receive a notification, Recipients must
  - be assigned [tool rights](#) to the [School Store Summary Report](#),
  - have the **Staff** checkbox marked, and
  - an **Email** address entered on the Demographics tool.

Contact Information	Private	Messenger Preferences			Contact Reasons				
		Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Primary Email: amy.brown@plainview.school.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Secondary Email:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone:									

- If a recipient is added to a notification but later does not meet all three requirements, a red exclamation displays on the Notifications screen and on the notification panel.
  - ▶ [Click here to expand...](#)

## Troubleshooting

Depending on your [Email Settings](#), the following tools are available: [Sent Message Log](#), [Recipient Log](#), and [Mailgun Message Log](#) (Mailgun users only). These tools allow you to see when messages were sent and to whom they were sent. Use these tools to troubleshoot Notifications issues.

## Add a Notification

1. Select the **School** in the Context Menu.
 

**Tip:** Selecting *All Schools* in the **School** dropdown list reports purchases for the entire district.
2. Click the **New** button.
 

**Result:** The *New Notification* panel displays.

Notifications ★ School Store > Administration > Notifications

There are no active notifications.

### New Notification

Select Report  
School Store Summary R ▼

Timing  
 Daily

Recipients \*

3. Select the **Recipients** to whom the daily email should be sent.

### New Notification

Select Report  
School Store Summary R ▼

Timing  
 Daily

Recipients \*

Amundson, Jessica x Isle, Burton x  
Amundson.Jessica x isle.burton x

4. Click the **Save** button.

**Result:** The new notification is saved and the first notification will be sent at 12:00 AM local time.

## Add or Remove Recipients from a Notification

1. Select the notification you want to modify.  
**Result:** The School Store Summary Report panel displays.
2. Click the **X** next to any Recipients you want to remove or type in the field to find and add new Recipients.
3. Click the **Save** button.  
**Result:** Changes are applied immediately and affect the next notification.

## Delete a Notification

1. Select the notification you want to delete.

**Result:** The School Store Summary Report panel displays.

2. Click the **Delete** button.

**Result:** A confirmation message displays.

### School Store Summary Report

**School**  
Carter Middle

**Select Report**  
School Store Summary R ▾

**Timing**  
 Daily

**Recipients\***

Amundson, Jessica Amundson.Jessica	Isle, Burton isle.burton	×	×
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Save
Cancel
Delete

3. Click the **Delete** button on the confirmation message.

**Result:** Campus deletes the notification and notification messages are stopped.