School Store Notifications

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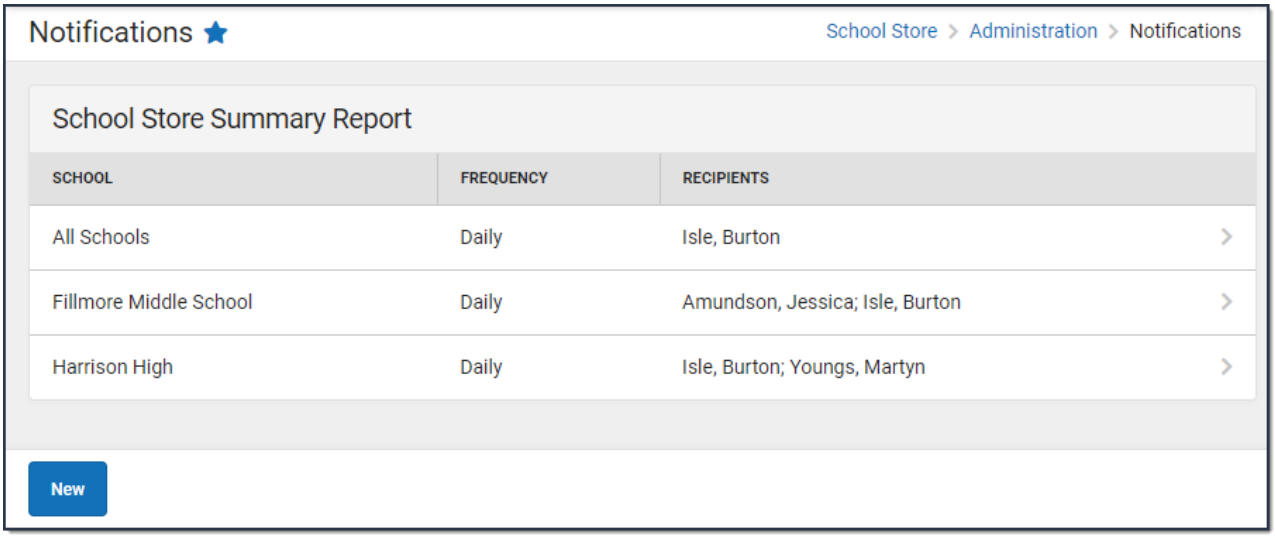
Tool Search: Notifications

Districts can set up a School Store Notification as a daily email for the School Store Summary Report or Payment Error Notification. 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.

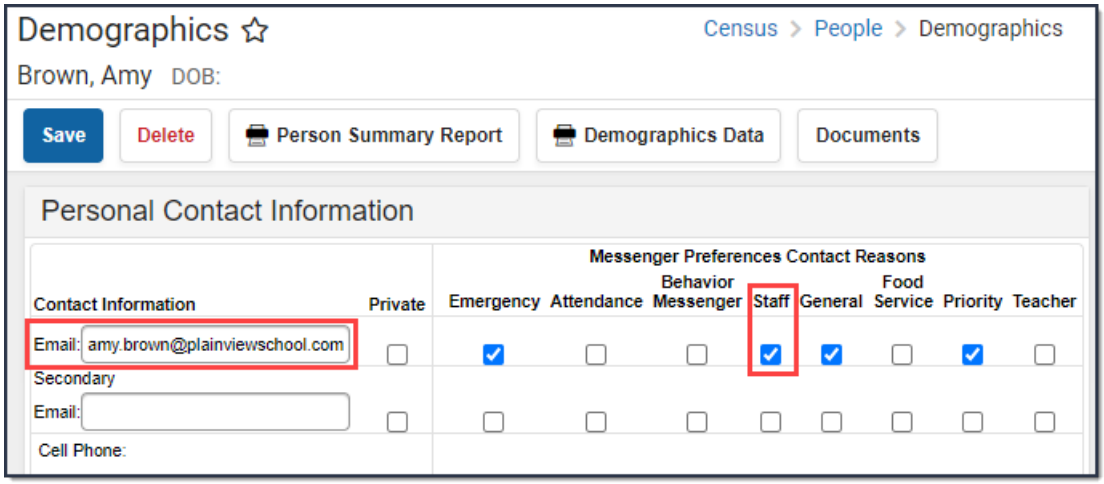
What can I do?	What do I need to know?
• Add a Notification • Add or Remove Recipients from a Notification • Delete a Notification	• Important Information About this Tool



See the School Store Administration Tool Rights article for information on available tool rights.

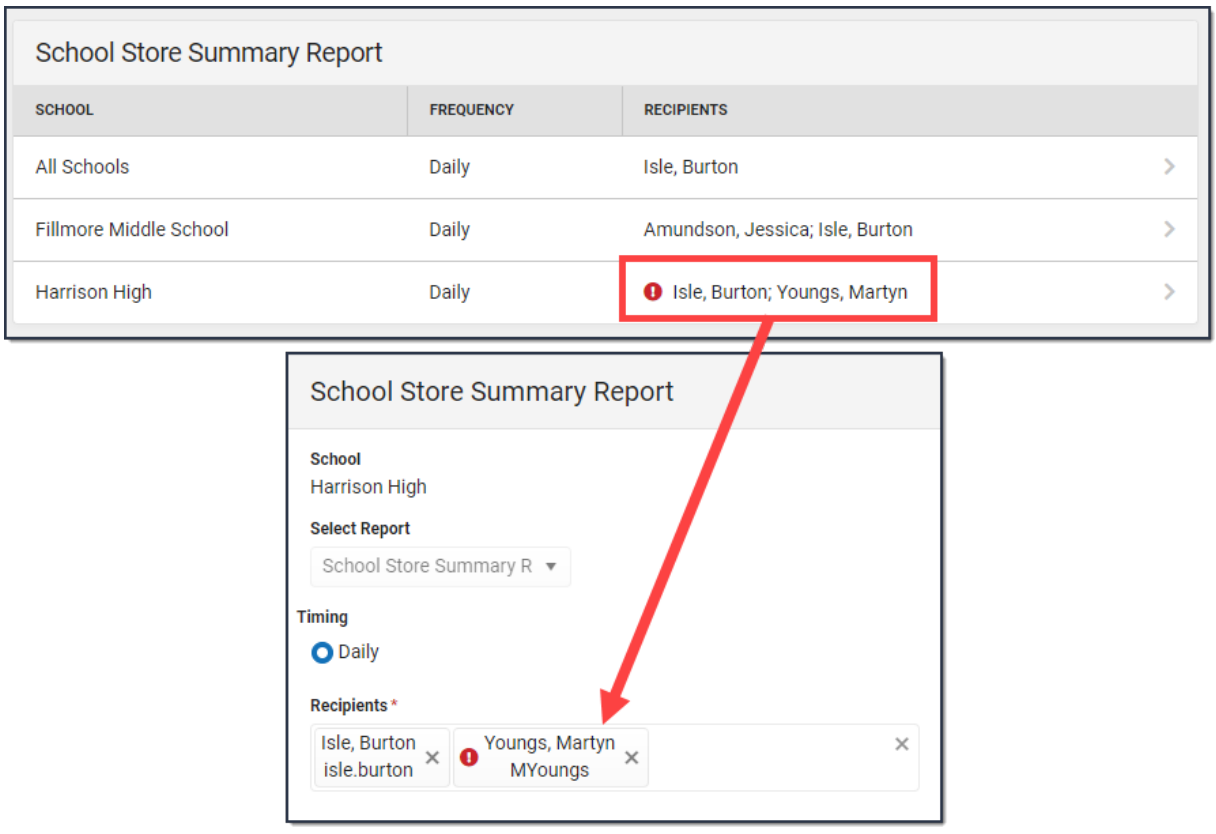
Important Information About this Tool

- 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.



- 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. The New Notification panel displays.
3. Select the **Recipients** to whom the daily email should be sent.
4. Click the **Save** button. 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. 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. Changes are applied immediately and affect the next notification.

Delete a Notification

1. Select the notification you want to delete. The School Store Summary Report panel displays.
2. Click the **Delete** button. A confirmation message displays.
3. Click the **Delete** button on the confirmation message. Campus deletes the notification and notification messages are stopped.