

School Store Notifications

Last Modified on 06/18/2025 2:06 pm CDT

Important Information About this Tool | Add a Notification | Add or Remove Recipients from a Notification | Delete a Notification

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Districts can set up a School Store Notification for the <u>School Store Summary Report</u>. 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 <u>Email Settings</u> 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 <u>Demographics</u> 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

Notifications ★		School Store > Administration > Notifications
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 <u>Email Settings</u> 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.

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Brown, Amy DOB:									
Save Delete 🖶 Person S	Summary	Report	🖶 Demog	Iraphics Da	ta	Docu	ments		
Personal Contact Informa	ation								
			Messer	nger Preferer	nces C	Contact R	easons		
Contact Information	Private	Emergency	Attendance	Behavior Messenger	Staff	General	Food Service	Priority	Teacher
Email: amy.brown@plainviewschool.com		<			~			<	
Email:									
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...

SCHOOL	FREQUENCY	RECIPIENTS	
All Schools	Daily	Isle, Burton	
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Harrison High	Daily	Isle, Burton; Youngs, Martyn	
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Troubleshooting

Depending on your <u>Email Settings</u>, the following tools are available: <u>Sent Message Log</u>, <u>Recipient</u> <u>Log</u>, and <u>Mailgun Message Log</u> (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 O Daily
	Recipients *
New	Save Cancel

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

New Notification	
Select Report	
School Store Summary R 🔻	
Timing O Daily	
Recipients *	
Amundson, Jessica × Isle, Burton × should be a second seco	×

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 \mathbf{X} next to any Recipients you want to remove or type in the field to find and add new



Recipients.

Click the Save button.
 Result: Changes are applied immediately and affect the next notification.

Delete a Notification

- Select the notification you want to delete.
 Result: The School Store Summary Report panel displays.
- Click the **Delete** button.
 Result: A confirmation message displays.

School Carter Middle		
Select Report		
School Store Summary	/ R 🔻	
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 Daily 		
Recipients *		
· · · ·	Isle Burton	×

Click the **Delete** button on the confirmation message.
 Result: Campus deletes the notification and notification messages are stopped.