

# Recipient Log Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The Recipient Log allows an individual user to review messages that they scheduled or sent to a specific recipient.

See the [Recipient Log](#) article to learn how to use the tool.

Recipient Log ☆
Communication > Messenger > Recipient Log

Narborough, Andreanna DOB: 03/30/08  
 HS Graduation

Scheduled Between  and

Message Type	Subject	Recipient	Student	Account Number	Sender	Date Scheduled
Messenger 2.0 General	Parent/Teacher Conferences 1st Week in March	Narborough, Andreanna; Narborough, Pearl; Narborough, Sandeep	Narborough, Andreanna		Administrator, Demo	02/08/2023 3:17 PM

**Recipient Delivery Summary**

Status: No Delivery Device Available  
 Sender: Administrator, Demo  
 Date/Time Created: 02/08/2023 3:17 PM  
 Date/Time Scheduled: 02/08/2023 3:17 PM

Selected Recipient Devices: Inbox, Email  
 (See Mailgun Message Log for email details)

**Recipient Report Options**

Report Option:  
 Print for each message recipient

Report Format:

**Messenger 2.0 - General Filter Criteria Detail**

Send To: Students  
 Messenger Contacts  
 One Message Total  
 Staff

School Year: 22-23

Calendars:

Student Selection: All Students

Staff Selection: All Staff  
 School Staff

Preferred Language: No Language Preference

**Message Detail**

Message Type: Messenger 2.0 - General  
 District/School: Harrison High  
 Reply To Email: icdemo@icdemo.ng.infinitecampus.org

Message Subject:  
 Parent/Teacher Conferences 1st Week in March

*Recipient Log*

## Available Tool Rights

R	W	A	D
<p>Allows reviewing messages sent by the current user, refreshing the status and printing the Recipient Report.</p> <p>Read rights only allow viewing Campus fields as the field name. For example, <i>student.firstname</i> displays instead of <i>John</i>.</p> <ul style="list-style-type: none"> <li>• Users with rights to <i>Student Information &gt; General &gt; Summary</i> may search for students. However, the user cannot view Recipient Logs for guardian or staff recipients (non-students). Viewing Recipient Logs is also limited by Calender rights</li> <li>• Users with rights to <i>Census &gt; People &gt; Demographics</i> may search for All People.</li> </ul>	N/A	N/A	N/A

## Suggested User Groups

Following are examples of groups that may need access to this tool.

- [Counselors](#)
- [Front Office](#)
- [Health Office Administrators](#)
- [Messenger User Group](#)
- [Principals](#)
- [Registrars](#)

See [User Groups and Suggested Roles](#) for more information.