Recipient Log Tool Rights

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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

Available Tool Rights

R	W	A	D
Allows reviewing messages sent by the current user, refreshing the status and printing the Recipient Report. Read rights only allow viewing Campus fields as the field name. For example, *student.firstname* displays instead of *John*. - Users with rights to *Student Information > General > Summary* 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 - Users with rights to *Census > People > Demographics* may search for All People.	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.