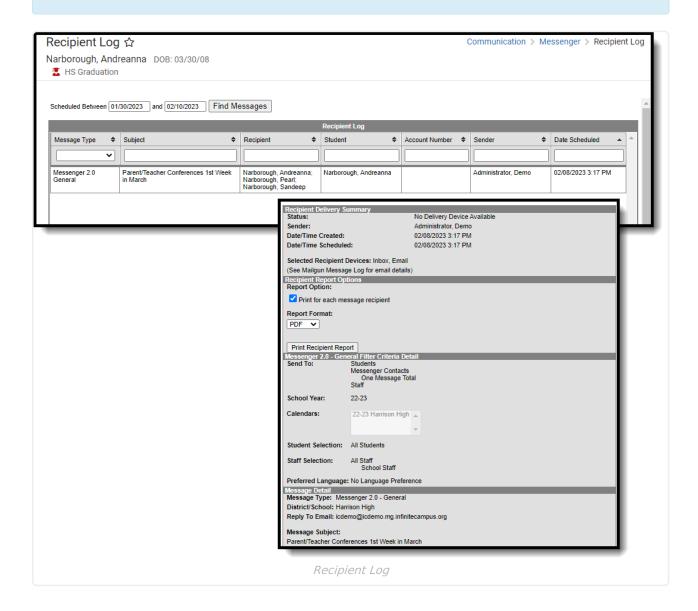


## **Recipient Log Tool Rights**

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.



## **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.

- <u>Counselors</u>
- Front Office
- Health Office Administrators
- Messenger User Group
- <u>Principals</u>
- Registrars

See <u>User Groups and Suggested Roles</u> for more information.