

Recipient Log Tool Rights

Last Modified on 07/23/2025 11:07 am CDT

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"> • Users with rights to <i>Student Information > General > 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 • Users with rights to <i>Census > People > Demographics</i> 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.