

# Messenger Administration Logs Tool Rights

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Administrators can view three kinds of message logs in Messenger Administration:

- Admin Mailgun Message Log: Displays status of messages sent through Mailgun API (only for customers who use Mailgun)
- Recipient Log: Status of all messages sent to specific recipients via Campus Messenger
- Sent Message Log: Details for messages sent by all users via Campus Messenger

See the [Admin Mailgun Message Log](#), [Recipient Log](#), and [Sent Message Log](#) articles for more information about how these tools are used.

Admin Mailgun Message Log ☆

Communication > Messenger Administration > Admin Mailgun Message Log

Created Between 03/09/2020 and 04/07/2020 Find Messages

Mailgun Message Log					
Event	Event Time Stamp	Recipient PersonID	Recipient Email	Subject	Reason
delivered	03/30/2020 8:35 AM	1	5648hag@nomail.com	Schedule Change	
delivered	03/27/2020 3:55 PM	238164	test@nomail.com	5 Day Absence Notice	
delivered	03/27/2020 9:43 AM	238163	tewny@nomail.com	Spring Conferences	
failed	03/27/2020 9:43 AM	238167	brokenEmail@siliness.com	Spring Conferences	Not delivering to previously bounced address
delivered	03/27/2020 9:43 AM	238168	coffeequeen@nomail.com	Spring Conferences	
delivered	03/27/2020 9:34 AM	238163	tewny@nomail.com	Spring Conferences	
failed	03/27/2020 9:34 AM	238167	brokenEmail@siliness.com	Spring Conferences	Not delivering to previously bounced address
delivered	03/27/2020 9:34 AM	238168	coffeequeen@nomail.com	Spring Conferences	
failed	03/27/2020 9:25 AM	238228	StaffEmail@nomail.com	User Account Activation	unable to connect to MX servers: - infinitecampus.com: connection failed: while dialing: dial tcp4 146.20.113.151:0->216.239.38.21:25: i/o timeout
delivered	03/27/2020 9:25 AM	238164	test@nomail.com	Student Missing Assignments	
delivered	03/27/2020 9:25 AM	238163	tewny@nomail.com	Student Missing Assignments	
delivered	03/27/2020 9:25 AM	238168	coffeequeen@nomail.com	Student Missing Assignments	
delivered	03/27/2020 9:24 AM	238197	test@nomail.com	User Account Activation	
failed	03/27/2020 9:21 AM	238228	StaffEmail@nomail.com	Notice To Staff	unable to connect to MX servers: - infinitecampus.com: connection failed: while dialing: dial tcp4 146.20.113.151:0->216.239.34.21:25: i/o timeout
delivered	03/27/2020 9:20 AM	238197	test@nomail.com	Notice To Staff	

Generate Report

Admin Mailgun Message Log

**Recipient Log** ☆
 

[Communication](#) > [Messenger Administration](#) > Recipient Log

**Campus, Mary**  
 DOB:

Scheduled Between  and

Recipient Log					
Message Type	Subject	Recipient	Student	Sender	Date Scheduled
Message Builder	Parent/Teacher Conferences 1st Week in March	Campus, Mary	Campus, Barry	Administrator, System	01/30/2020 10:39 AM

*Recipient Log*

**Sent Message Log** ☆
 

[Communication](#) > [Messenger Administration](#) > Sent Message Log

Created Between  and

Sent Message Log							
Status	Message Type	District/School	Message Subject	Sender	Date Created	Date Scheduled	ScheduleID
Sent	Behavior	Harrison High	Parking/Driving Violation	Administrator, System	01/31/2020 11:00 AM	01/31/2020 11:00 AM	
Sent	Behavior	Harrison High	Student Behavior	Administrator, System	01/31/2020 11:00 AM	01/31/2020 11:00 AM	
Error	Missing Assignment	Harrison High	Student Missing Assignments	Administrator, System	01/31/2020 11:00 AM	01/31/2020 11:00 AM	
Canceled	Message Builder	Harrison High	Parent/Teacher Conferences 1st Week in March	Administrator, System	01/31/2020 10:24 AM	01/31/2020 10:35 AM	
Error	Message Builder	Harrison High	Parent/Teacher Conferences 1st Week in March	Administrator, System	01/31/2020 10:24 AM	01/31/2020 10:35 AM	
Sent	Special Ed	Plainview Schools	Evaluation Due	Matthews, Dexter	01/31/2020 10:00 AM	01/31/2020 10:00 AM	
Sent	Behavior	Harrison High	Parking/Driving Violation	Administrator, System	01/31/2020 10:00 AM	01/31/2020 10:00 AM	

*Sent Message Log*

## Available Tool Rights

Only **Read (R)** rights are required to give a user group access to these tools. Subrights in **italics**.

Tool	Read (R) Selected - (WAD) N/A
<b>Admin Mailgun Message Log</b>	View and access all messages sent through Mailgun API.
<b>Recipient Log</b>	<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 Calendar rights</li> <li>Users with rights to <i>Census &gt; People &gt; Demographics</i> may search for All People.</li> </ul>

Tool	Read (R) Selected - (WAD) N/A
<ul style="list-style-type: none"> <li>• <b>Recipient Campus Fields</b></li> </ul>	<p>Allows users to view values in Campus fields instead of just seeing the field name.</p> <p>For example, <i>student.firstname</i> displays <i>John</i> on the Recipient Report when this option is marked.</p>
<b>Sent Message Log</b>	View and access all messages sent through Campus Messenger.

## Suggested User Groups

- [Front Office Staff](#)
- [Messenger](#)
- [Principals](#)

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