

Use Sent Message Log 2.0

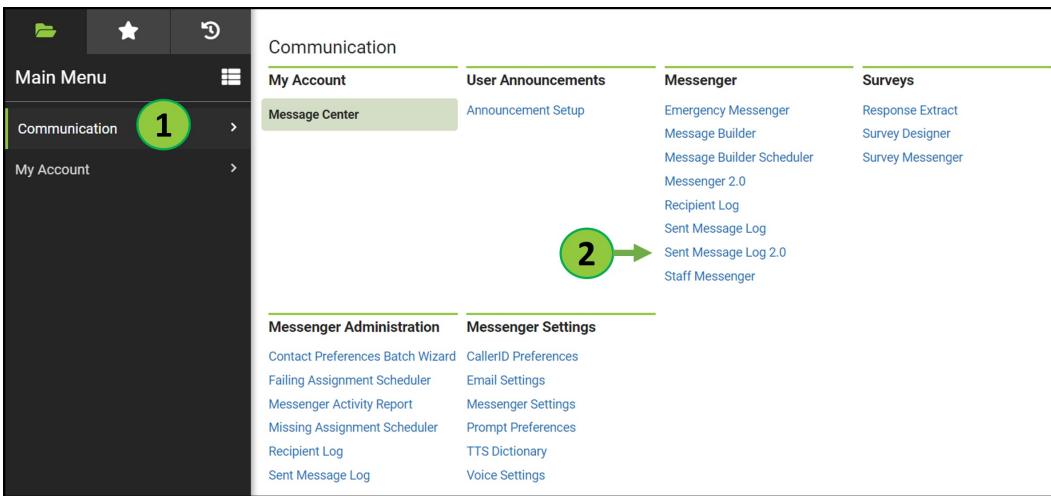
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This guide provides an overview of Sent Message Log 2.0, including its key functions and the types of data it reports. You will learn how it tracks messages and campaigns sent through Messenger 2.0, helping you understand and manage your communication activity effectively. Messages sent through Messenger 2.0 (when the Cloud Messenger Engine toggled ON) and Opt In messages sent when the toggle is ON are logged in the Sent Message Log 2.0. All other message types are logged into the classic [Sent Message Log](#).

Note: Messages are not canceled in Sent Message Log 2.0. Messenger 2.0 messages can be [canceled](#) under the In-Progress tab of the Upcoming Messages card on the Messenger 2.0 home screen

Access Sent Message Log 2.0

Once a user has tool rights assigned, they will be able to access Sent Message Log 2.0.



1. Click **Communication**.
2. Click **Sent Message Log 2.0**.

Sent Message Log 2.0 Fields

Sent Messages are displayed automatically and users with proper tool rights can alternate between sent messages they created and sent messages for the entire district by clicking the corresponding buttons at the top of the table.

Sent Message Log 2.0 ☆

Sent Message Log 2.0 is currently logging messages sent using Messenger 2.0 and Opt In/Opt Out messages. Messages sent using all other messenger tools can be found in Classic Sent Message Log.

Sent Messages

Filters

Select filters you want to apply to the table below. Filters left blank will show all available options for that filter in the table. You can clear individual filters by clicking the "Clear" button adjacent to it. Once all desired filters are selected, click "Apply Filters". Click "Reset Filters" to clear all filters and return to the default view.

Table View

My Messages All Messages

Message ID

Clear

Start Date

MM/DD/YYYY to

End Date

Calendar

All Available Calendars Clear

Subject

Clear

Message Type

Clear

Apply Filters

Reset Filters

DATE	MESSAGE ID	CALENDAR	SUBJECT	CREATED BY	MESSAGE TYPE	DELIVERY MODE	ATTACHMENT	STATUS
04/01/2026	1108	25-26 Harrison High	Behavior Incident Resolution Notice - Bus: Disruptive Behavior	Administrator, Demo	Messenger 2.0 General	Inbox Email Text		SENT
04/01/2026	1107	25-26 Harrison High	Your student was seen by the health office today	Administrator, Demo	Messenger 2.0 General	Inbox Email Voice Text		CANCELED

Field	Description
My Messages	A filter that shows only the messages created by the user. This is the default view for users with both "All Messages" and "My Messages" Tool Rights.
All Messages	A filter that shows the messages a user created and messages that were sent by other users.
Message ID	The unique ID number for that message campaign.
Start Date and End Date	Enter either one day or a date range to filter messages sent on or between the dates selected.
Calendar	The Calendar messages were sent in.
Subject	The subject of the message campaign.
Message Type	Allows for messages to be filter based on their type. The filter contains the following based on the user's Tool Rights: <ul style="list-style-type: none"> • Messenger 2.0 - General • Messenger 2.0 - Priority • Messenger 2.0 - Emergency • Text Opt In • Text Opt Out
Apply Filters	Used to apply all selected filters to the Sent Message Log.

Reset Filters	Removes all the filter selections and returns the table to the default view.
Date	Date the message was sent with the newest date appearing at the top.
Calendars	Calendars that were selected in the sent message.
Subject	The title of the message.
Created By	The user who sent the message.
Type	Shows if the message was Emergency, Priority, General, Behavior, etc.
Delivery Mode	Shows if the message was sent via Inbox, Email, Voice, Text or multiples.
Attachment	Shows if the message contains an attachment.
Status	Shows if the message was sent, errored, canceled, or had no recipients.

Message Detail

Clicking on an item in the Sent Messages list allows you to view high-level message details directly without generating a report.

Message Detail

Message Status SENT Message ID 1106

General Filter Criteria --

Details below reflect Filter Criteria that are consistent across all messenger types. Information reflects selections at the time of the message send.

District	Plainview Schools
Calendar	25-26 Harrison High
Message Type	Messenger 2.0 General
Delivery Mode	Inbox, Email, Text
Recipients	Students
Total Recipient Count	1114
Recipients with No Device	613
Preferred Language	N/A

Tool Specific Filter Criteria --

Details below reflect Filter Criteria that is specific to individual Messenger Tools. Information reflects selections at the time of the message send.

School Year	25-26
Active Students Only	Yes

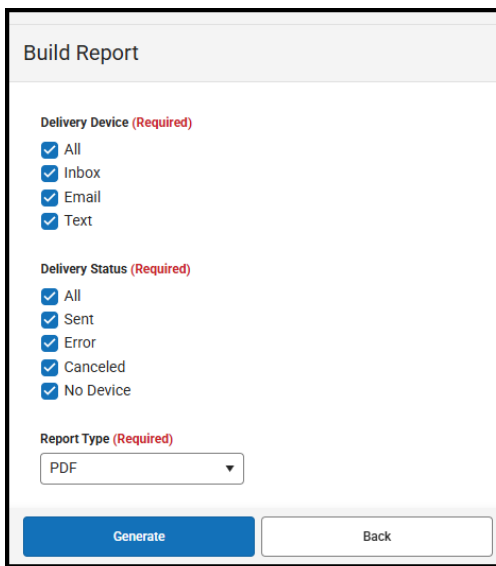
Field	Description
Message Status	Overall message status. This shows the status of the message as a whole. Individual recipient status is only visible by running a report.
General Filter Criteria	Displays filter criteria that are consistent across all Messenger tools in Infinite Campus.
District	The school district from which the message was sent.
Calendar	The school's calendar year was selected.

Field	Description
Message Type	The Message Type that was selected when the message was sent.
Delivery Mode	The Inbox, Email, Voice, or Text mode selected.
Recipients	Which groups of people the message included.
Total Recipient Count	The number of unique people to whom the message was sent. Note: If two users shared the same phone number, both would be included in this count. This does not necessarily mean that each person was contacted, only that they were added to the recipient list of the message.
Recipients with No Device	The number of unique people included in the recipient list who had no device available to be contacted. Note: This only reports when No Device is marked in the report options. The field reports recipients who did not receive a message since they did not have a delivery device available or they did not have a delivery device selected for the message type.
Preferred Language	Displays if the message was filtered to only send to recipients whose Preferred Language in the Personal Contact Information section of Demographics matches the language selection made.
Tool Specific Filter Criteria	Displays the filter criteria selected for that message, specific to a particular Messenger tool.
School Year	The school year in which the message was sent.
Active Students Only	If only active students were sent the message.
Delivery Information	Shows delivery attempts per device.
Total Message Duration	The total duration of the entire campaign dispatch from beginning to end.
Delivery Mode	The number of eligible Inbox, Email, Voice, and Text.
Total Devices	The number of eligible device types. Message recipients may have multiple phone numbers. The number of devices can be much larger than the number of recipients.
Total Attempts	The number of attempts made.

Field	Description
Total Successful	The number of successful attempts.
Total Error	The number of attempts that had an error.
Total Canceled	The number of attempts that were canceled.
First Attempt Duration	Shows how long it took to contact all recipients in a campaign on the first attempt. If the time is zero seconds, it was sent in either less than a second or instantly.
Message Details	Shows the information in the message such as the sender, the time it was sent, and the message that was included.
Build Report	Opens the Build Report panel

Build Reports

Use the Build Report panel to generate a detailed report to view the complete status of all recipients.



The screenshot shows the 'Build Report' panel with the following options:

- Delivery Device (Required)**
 - All
 - Inbox
 - Email
 - Text
- Delivery Status (Required)**
 - All
 - Sent
 - Error
 - Canceled
 - No Device
- Report Type (Required)**
 - PDF (selected in dropdown)

At the bottom, there are two buttons: 'Generate' (blue) and 'Back' (white).

1. Click **Build Report** to open a new side panel.
2. Select the desired delivery mode. By default, "All" is selected. If left unchanged, the report will include all delivery modes in the message. At least one delivery mode must be selected.
3. Select the delivery status. The default option is "All." If left unchanged, the report will include all statuses in the message. At least one status must be selected.
4. Select the report format. The default selection is PDF, with options to choose from three supported file types:
 - o PDF
 - o CSV

- DOCX

5. Click **Generate** to create the report. The report will open in a new browser tab, where it can be viewed, printed, or saved.

Understanding the Delivery Summary Section in the Report

This section shows the same data available in the Delivery Information within the Message Detail. Refer to the following table for a description of the fields used in the report.

Message Type	Field Descriptions
Inbox	<ul style="list-style-type: none"> • Inbox Total Devices: Total eligible inboxes included in the message. • Inbox Total Attempts: Total attempts made to deliver to the inbox. • Inbox Total Success: The number of successful attempts made to the inbox. • Inbox Total Failed: The number of failed attempts to send to the inbox. • Inbox Total Canceled: The number of inbox attempts that were canceled by a user.
Email	<ul style="list-style-type: none"> • Email Total Devices: Total eligible emails included in the message. • Email Total Attempts: Total attempts made to deliver to eligible emails. • Email Total Success: The number of successful attempts made to eligible emails. • Email Total Failed: The number of failed attempts to send to eligible emails. • Email Total Canceled: The number of email attempts that were canceled by a user.
Voice	<ul style="list-style-type: none"> • Voice Total Devices: Total eligible voice devices included in the message. • Voice Total Attempts: Total attempts made to deliver to eligible voice devices. This includes redials / retries • Voice Total Success: The number of successful attempts made to eligible voice devices. • Voice Total Failed: The number of failed attempts to send to eligible voice devices. <ul style="list-style-type: none"> ◦ Note: Our system automatically retries failed contacts several times before marking them as failed. This does not count attempts that initially failed but were successful after a retry. • Voice Total Canceled: The number of voice attempts that were canceled by a user.

Message Type	Field Descriptions
Text	<ul style="list-style-type: none"> • Text Total Devices: Total eligible text devices included in the message • Text Total Attempts: Total attempts made to deliver to eligible text devices. • Text Total Success: The number of successful attempts made to eligible Text devices. • Text Total Failed: The number of failed attempts to send to eligible Text devices. • Text Total Canceled: The number of text attempts that were canceled by a user.

Understanding the Message Duration in the Report

This table explains how long it takes for a message dispatch to run and how quickly recipients are contacted. These timings show both the overall delivery time and the speed of the initial contact attempts across different delivery channels.

Duration Type	Explanation
Total Message Duration	The total time for Message DISPATCH to COMPLETE from start to finish. This time includes first-contact attempt times, any necessary redials, redial wait windows, and any time the engine is waiting for a status response from our vendors.
First Attempt Duration	<p>This is the total time spent contacting eligible recipients for a specific device type at least once.</p> <ul style="list-style-type: none"> • Inbox First Attempt Duration: Time from the start of Message Dispatch to complete contact attempt for eligible Inbox recipients. • Email First Attempt Duration: Time from the start of Message Dispatch to complete contact attempt for eligible Email recipients. • Voice First Attempt Duration: Time from the start of Message Dispatch to complete the first contact attempt for eligible Voice recipients. <ul style="list-style-type: none"> ◦ Note: This does not include additional contact attempts, contact attempts made to additional phone numbers for recipients, or redial wait times. • Text First Attempt Duration: Time from the start of Message Dispatch to complete the first contact attempt for eligible Text recipients. <ul style="list-style-type: none"> ◦ Note: This does not include additional contact attempts, contact attempts made to additional phone numbers for recipients, or redial wait times.

Understanding Recipient Details

The Recipient Details section is specific to the device (portal account, phone number called, texted, or email contacted) for each recipient.

Field	Description
Recipient	The person who received the message.
Student	The student who is enrolled at the school.
Delivery Mode	The Delivery Mode that was selected when the message was created.
Status	<p>The status is specific to the device (portal account, phone number called, texted, or email) contacted.</p> <ul style="list-style-type: none"> • Inbox <ul style="list-style-type: none"> ◦ Sent - The message has successfully been sent to the recipients inbox. • Email <ul style="list-style-type: none"> ◦ Sent - The email campaign the message was a part of was successfully sent from Campus to the third party email relay and/or Shoutpoint system and has finished processing. <div style="border: 1px solid #add8e6; background-color: #e6f2ff; padding: 5px; margin: 5px 0;"> <p>Mailgun Message Log contains the actual delivery status for each email address we passed along. It will give more detailed errors of why a message failed if it did...I.E. invalid email address, blacklisted, etc.</p> </div> <ul style="list-style-type: none"> ◦ In-Progress - The email campaign is being sent from Campus to the third party email relay and/or Shoutpoint system and has not finished processing. • Phone Number (Voice/Text) <ul style="list-style-type: none"> ◦ Infinite Campus retrieves a specific call or text status for each phone number that was contacted, Shoutpoint sends that back in the form of a number, and the Call Status Code number under Status.
Time	The time the message was received.

Voxology Call Statuses

The statuses provided by Voxology are as follows:

Successful Statuses	Description
Sent	Message was sent and accepted by an upstream carrier

Delivered	<p>Message was sent, accepted by and upstream carrier, and also received a delivery confirmation from that carrier. No confirmation was received by recipient.</p> <p>The timestamp for a text message that has a 'Delivered' status indicates when the carrier responded to Voxology that the text had been delivered.</p>
Completed	<p>Call was connected to the recipient and has now ended.</p> <ul style="list-style-type: none"> The Cloud Messaging System in AWS upon receiving a Completed status from Voxology can re-map the status as follows: <ul style="list-style-type: none"> Completed - The recipient of the call confirmed the call by pressing '0'. Not Confirmed - The recipient of the call did not press '0'.
Busy	Call was attempted and received a busy signal.
No Answer	Call was attempted, but the timeout value elapsed prior to connect, or the far end did not connect after ringing.
<p>The Cloud Messaging System in AWS can also opt not to dispatch messages to recipients under certain conditions which map to the following status:</p> <ul style="list-style-type: none"> Not Eligible - An SMS message was about to be sent to an extension phone number. SMS was not sent to Voxology and instead marked as a Not Eligible contact attempt 	
No Device	Recipient did not have a device available to contact.
No Call Status	Statuses for this call or SMS were unable to be returned from the AWS system.
No Status	Statuses are unavailable for this email/inbox.
Opt-Out	Message could not be sent because recipient Opted-out by replying STOP to a text.
OPT in	<p>Recipient texted START to the Shortcode and has opted back into messages.</p> <ul style="list-style-type: none"> This is a high level Message TYPE that can be seen on the Message log table. The individual delivery statuses here don't apply because it's from the recipient to the campus shortcode.
Error Statuses	Description
Failed	Call was attempted but never connected due to a failure in the public switched telephone network (PSTN), which is the physical landline system.

Undelivered	Message was sent, but it could not be delivered. This can be returned in cases where the number cannot receive an SMS (like a landline). This comes from the carrier.
<p>The Cloud Messaging System in AWS can also experience errors when trying to initiate calls/texts to Voxology, which then maps to the following statuses:</p> <ul style="list-style-type: none"> • Error: Call was not attempted because of a user or system error (400 code). Additional context may need to be provided by Voxology. • Vendor Error: Vendor Error caused call to fail (500 Code). Additional context may need to be provided by Voxology. 	
Canceled Statuses	Description
Canceled	Call was stopped.