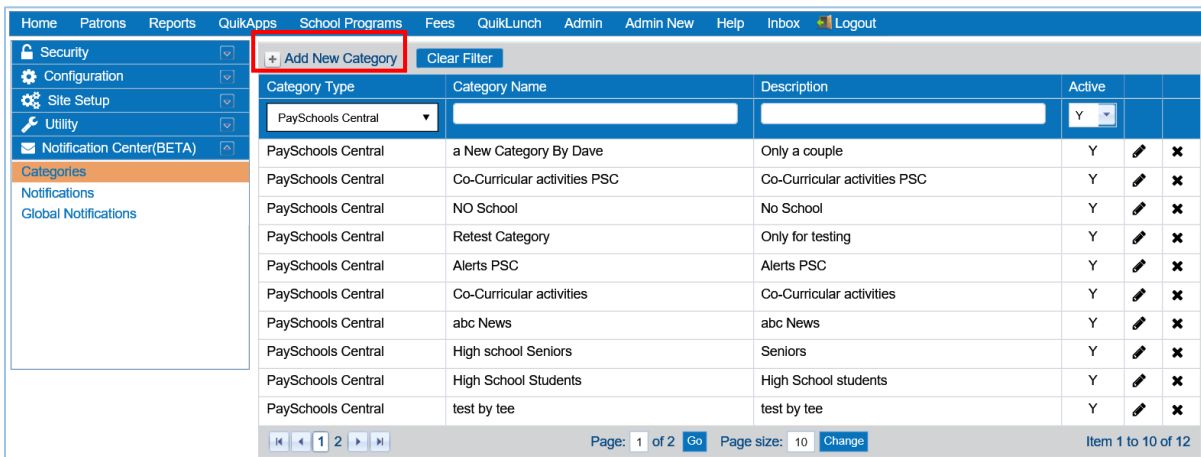


PaySchools Admin Notification Center

The new user-friendly Notification Center allows sending customized notifications to stakeholders directly from PaySchools Admin. The Categories feature allows notifications to be grouped for easy management with a listing of all notifications by category under the Notifications tab. At a glance, the user can identify if a notification has been published or unpublished.

Setting up Categories

To set up a category, from the Admin New → Notification Center, click on Categories → Add New Category.



On the Add Message Category screen, enter the type of notification: PaySchools Central or PaySchools Admin. This determines the recipient group for the category the user is defining. Enter the Category Name and Description and click Save.

Add Message Category

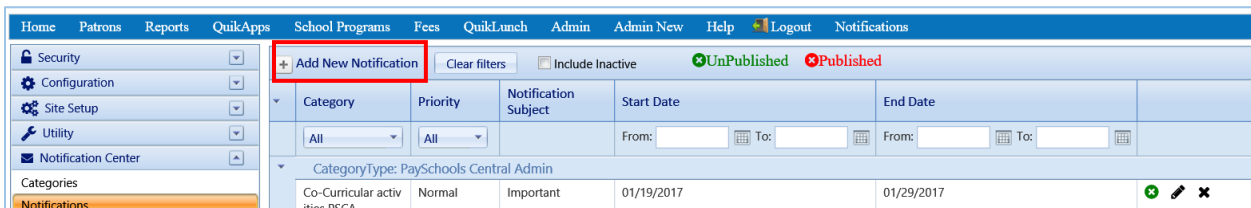
Type:* PaySchools Central PaySchools Central Admin

Category Name:*

Description:*

Creating Notifications

To create a notification, click on Add New Notification.



Select the Type of notification – PaySchools Central or PaySchools Central Admin. Select the appropriate category from the Category drop-down. The Test Notification category will be used for this example. A Start Date can be set as well as an End Date for the notification duration. This allows the user to create notifications in advance.

The notification can be given a priority of Normal, High, or Urgent. The audience for the notification is controlled by choosing All Schools, a single school, or a group of schools. The same control is available for Roles and Users.

Enter Notification Subject. This will appear in the Subject line in the recipient’s inbox. The Notification Text area allows 2000 characters to be entered.

Add Notification:

Type: * PaySchools Central PaySchools Central Admin

Category: * **Test Notification**

Priority: * **Normal**

Start Date: * 03/21/2017

End Date: * 03/31/2017

All School(s)

All Role(s)

All User(s)

Notification Subject: *
Spring Dance

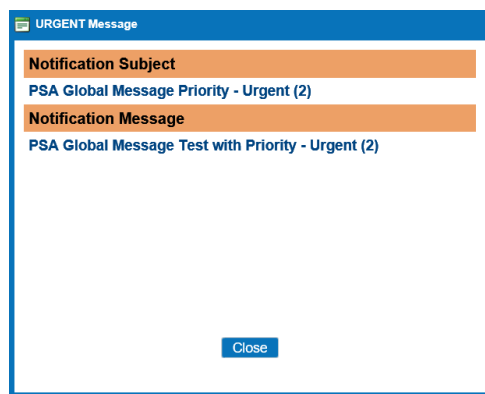
Notification Text: *
The Spring Dance will be held on Friday, March 24th, from 6 p.m. to 8 p.m. in the Cafeteria.

1907 characters left.

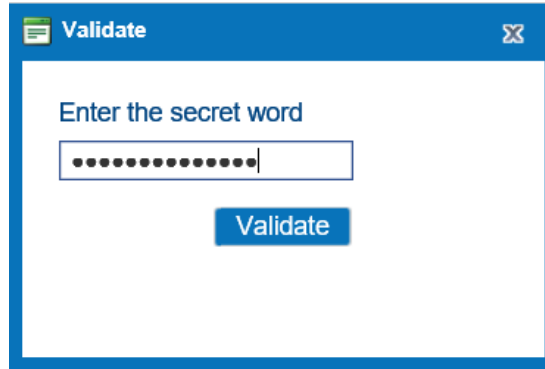
Save Cancel

Global Notifications

Urgent messages that need to be communicated to all site stakeholders are displayed when a user first goes to the site’s URL. After acknowledging the message by closing the window, the user is prompted for their login credentials. This allows sites to ensure that a global message will be seen by anyone that goes to the site.



Global notifications can be set up by a user with the appropriate permissions. When clicking on Global Notifications, the user is immediately prompted for a secret word.



Only Urgent notifications are displayed. To add a new notification, click the Add New Notification button and follow the same steps as a non-urgent notification.

Home Patrons Reports QuikApps School Programs Fees QuikLunch Admin Admin New Help Inbox Logout						
+ Add New Notification Clear filters Include Inactive UnPublished Published						
Category	Priority	Notification Subject	Start Date	End Date		
All	All		From: To:	From: To:		
Category Type: PaySchools Central						
Alerts	Urgent	Test_chm2	01/04/2017	06/02/2017	✖	✎
Nutrition Services	Urgent	Spend Lunch Money now	04/06/2017	04/28/2017	✖	✎
a New Category By Dave	Urgent	Test PSC	04/18/2017	04/28/2017	✖	✎
Co-Curricular activities	Urgent	Test PSC	04/18/2017	04/28/2017	✔	✎ ✖
Co-Curricular activities	Urgent	Co-Curricular Activity Notification	04/20/2017	04/30/2017	✔	✎ ✖
Category Type: PaySchools Admin						
Sample Category by Ram	Urgent	PFI Outage - 3-23-2017	03/22/2017	04/01/2017	✖	✎
Alerts PSCA	Urgent	URGENT User Message!!	04/13/2017	04/23/2017	✖	✎
Test New	Urgent	Testing 123	04/19/2017	04/19/2017	✖	✎
Test New	Urgent	T minus 5 days	04/19/2017	04/28/2017	✖	✎