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 At a glance, the user can identify if a notification has been published or unpublished.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 \rightarrow Notification Center, click on Categories \rightarrow Add New Category.

Security		+ Add New Category	Cle	ear Filter				
Configuration		Category Type		Category Name	Description	Active		
🗱 Site Setup 🗲 Utility	 	PaySchools Central	•			Υ·		
Notification Center(BETA)		PaySchools Central		a New Category By Dave	Only a couple	Y		×
Categories Notifications		PaySchools Central		Co-Curricular activities PSC	Co-Curricular activities PSC	Y	ø	×
Global Notifications		PaySchools Central		NO School	No School	Y	ø	×
		PaySchools Central		Retest Category	Only for testing	Y		×
		PaySchools Central		Alerts PSC	Alerts PSC	Y	ø	×
		PaySchools Central		Co-Curricular activities	Co-Curricular activities	Y		×
		PaySchools Central		abc News	abc News	Y		×
		PaySchools Central		High school Seniors	Seniors	Y		>
		PaySchools Central		High School Students	High School students	Y	ø	×
		PaySchools Central		test by tee	test by tee	Y	1	>

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	
Туре:*	PaySchools Central PaySchools Central Admin
Category Name:*	Test Notification
Description:*	Test Notification

Creating Notifications

To create a notification, click on Add New Notification.

Home Patrons Reports	QuikApp	s	School Programs	Fees QuikL	unch Admin	Admin New Help 📶 Logout N	otifications		
Security	-	+	Add New Notificatio	n Clear filter	s 📃 Include Ina	ctive OUnPublished OPub	lished		
Configuration	-	-			Notification				
😋 Site Setup		*	Category	Priority Subject		Start Date	End Date	End Date	
🖋 Utility	-		All	All		From: To:	From:	🔲 То:	
Notification Center		•	CategoryType: PaySchools Central Admin						
Categories			0 7 7	Normal	Important	01/19/2017	01/29/2017		0 & x
Notifications			ities PSCA	Norma	Important	01113/2011	01/25/2011		• • •

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.

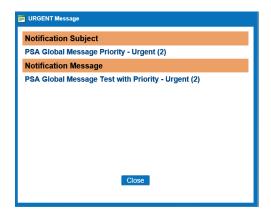
The notification can be given a priority of Normal, High, or Urgent. The audience for the notification is controlled by choosing All Schools, a single school, or a group of schools. The same control is available for Roles and Users.

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.

/pe:*	 PaySchools Central PaySchools Central Admin 	Notification Subject: * Spring Dance
tegory:*	Test Notification	Notification Text: *
iority: *	Normal	The Spring Dance will be held on Friday, March 24th, from 6 p.m. to 8 p.m. in the Cafeteria
rt Date: *	03/21/2017	
d Date: *	03/31/2017	
	✓ All School(s)	
	☑ All Role(s)	
	☑ All User(s)	
		1907 character

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.

🚍 Validate	×
Enter the secret word	
•••••	
Validate	

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	QuikA	Apps	School Program	is Fees	QuikLunch Adr	nin Admin New	Help Inbox	📶 Logout		
Security		+	Add New Notificat	ion Clear	filters 📄 Includ	e Inactive	UnPublished 🛛 🚳	Published		
Configuration	v				Notification					
🗱 Site Setup		*	Category	Priority	Subject	Start Date		End Date		
🔑 Utility			Ali 🗾	Ali 🚽		From:	📺 To:	From:	🔟 То: 🔳	
Notification Center(BETA)		Ŧ	CategoryType	PavSchools	Central					
Categories Notifications			Alerts	Urgent	Test_chm2	01/04/2017		06/02/2017	•	3 🖋
Global Notifications			Nutrition Servic es	Urgent	Spend Lunch M oney now	04/06/2017		04/28/2017	•	3 🖋
			a New Categor y By Dave	Urgent	Test PSC	04/18/2017		04/28/2017	•	
			Co-Curricular a ctivities	Urgent	Test PSC	04/18/2017		04/28/2017	C) / X
			Co-Curricular a ctivities	Urgent	Co-Curricular A ctivity Notificati on	04/20/2017		04/30/2017	¢) / X
		•	CategoryType	: PaySchools	Admin					
			Sample Catego ry by Ram	Urgent	PFI Outage - 3- 23-2017	03/22/2017		04/01/2017	•	3
			Alerts PSCA	Urgent	URGENT User Message!!	04/13/2017		04/23/2017	•	
			Test New	Urgent	Testing 123	04/19/2017		04/19/2017	•	3 🖋
			Test New	Urgent	T minus 5 days	04/19/2017		04/28/2017	(3 🖋