

## SchoolMessenger for Android

The SchoolMessenger app lets you quickly and easily send messages from anywhere using your Android device. Setting up and using the application is simple. This guide will show you how!

*[Important: Before you can use the SchoolMessenger Android app, your SchoolMessenger account must be enabled for Android access. If you are not certain if this feature is active on your account, please contact your account manager at (888) 527-5225.]*

### Getting Started

Once you've installed the SchoolMessenger App, tap on the *SchoolMessenger* icon to begin.

The first time you log in, you will need to enter your customer name. Your customer name is found in the URL you use to access SchoolMessenger from your browser. It is in the part of the URL which follows "http://asp.schoolmessenger.com/". For example, if a user came from Springfield USD, the URL might look like: "http://asp.schoolmessenger.com/**springfieldusd**" so "**springfieldusd**" goes into the Customer field.

The username and password that you use to log in online should be entered into the username and password fields in the app.

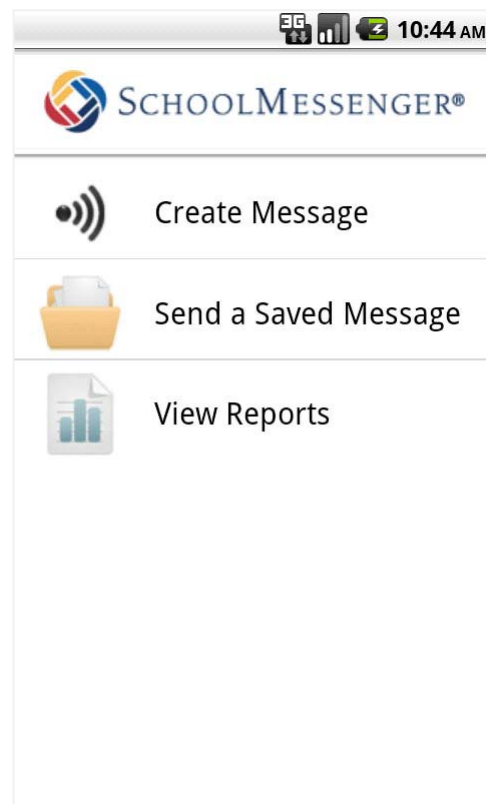
That's it! Now you're ready to send a message.

### Sending a Message

Once you're logged in, you will see the main menu, shown to the right. There are three options:

- Create Message – Choose this option to create a new message and send it to one or more of your existing lists.
- Send a Saved Message – If you have a Repeating Job saved on your account that you would like to use, select this option.
- View Reports – Tap this to see simple reports for the jobs you've sent.

For the training example in this guide, go ahead and tap the "Create Message" button.



**Create Message**

Just like sending a job online, you will need to choose a list, make a message, and schedule delivery.

The image to the right shows the Create Message menu. It contains these options:

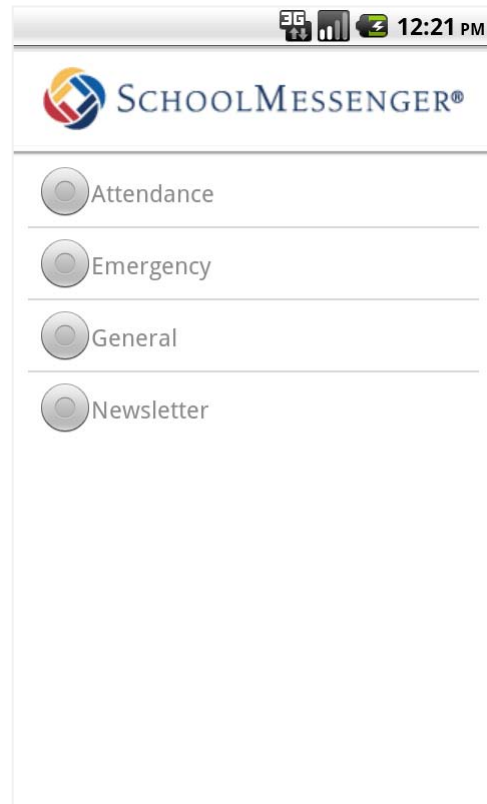
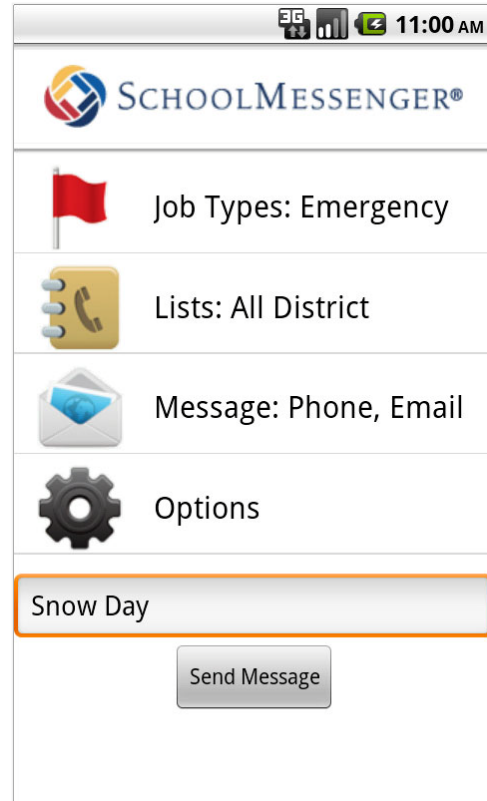
- Job Types – Tap this to select the type of job you’re sending (General, Emergency, etc.).
- Lists – You may select from any of your saved lists by tapping here.
- Message – Tap here to create a new message. You may create Phone, Email, and SMS messages.
- Options – Tap here for scheduling and recipient reply options.
- Name – Enter the name of the job.
- Send Message – Once all of the job components are selected, you’ll tap this to send the job.

Let’s tap on “Job Types” to continue this tutorial.

**Job Types**

The first step to sending your message is to specify which type of job it is. Tap on “Type” in the “Create Message” menu. Then choose the appropriate option.

Make sure that you choose the right type for your job. The job type determines which destinations will be used when the system is contacting your message recipients.



## Lists

Now that you've selected the type of notification you're sending, you will need to assign a list of recipients.

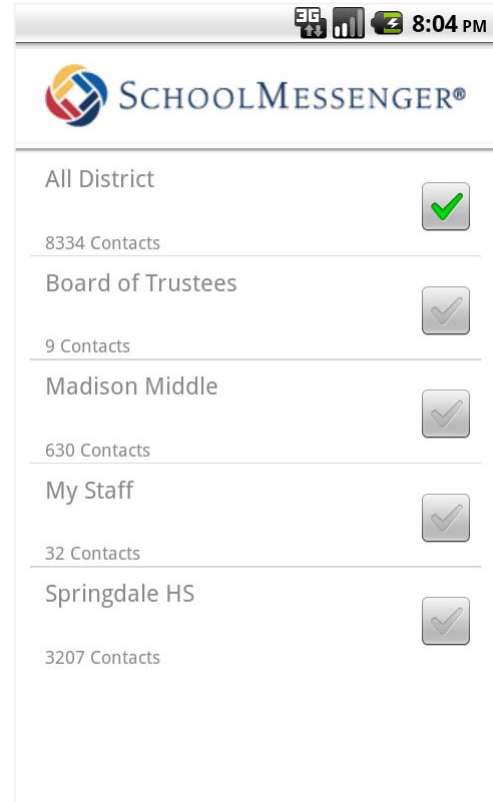
Tap on "Lists" in the "Create Message" menu. Then simply select one or more lists from the lists currently saved on your SchoolMessenger account. If you need a list that doesn't currently exist, you will need to log into SchoolMessenger with your browser to create a new list.

After you've chosen a list, tap the back button.

Now you're ready to create your message.

## Message

Tap the "Message" button on the "Create Message" main page to enter the "Message Type" screen, with options for Phone, Email, and SMS. You can create them in any order or combination that you wish, but for this training example, tap on "Phone" first.



## Phone

Phone messages may be recorded with your phone or typed. You may select which method you wish to use by tapping and holding the phone icon which will open a menu containing your options.

If you would like to record audio for your message, just tap "My Voice", followed by the "Record" button, and speak into your phone. Press "Stop" when you're done and "Play" to preview what you've recorded. Tap the back button to return to the "Message Type" menu.

To create a message that will be read by a text-to-speech voice, open the Phone options menu (tap and hold) and select which text-to-speech voice you prefer. A text box will be displayed in which you can type your message. Tapping the "Save Text to Speech" button will bring you back to the "Message Type" menu.

## Email

On the "Message Type" screen, tap the "Email" option to enter the email message editor, shown in the image on the right.

The From Name and Email will be populated from the information you entered in your Settings.

Make sure to enter an informative Subject since your recipients will see this in their Inbox. Then type your message into the window below.

Once you've finished typing your message, tap the "Save Message" button to return to the "Message Type" screen.

## SMS

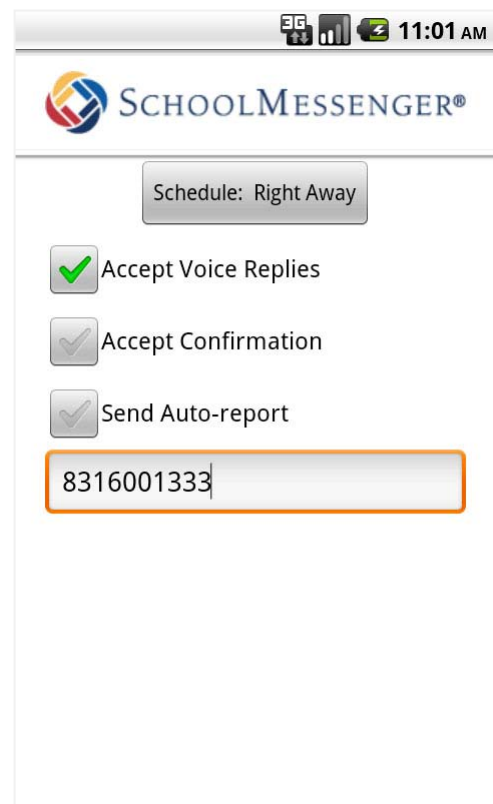
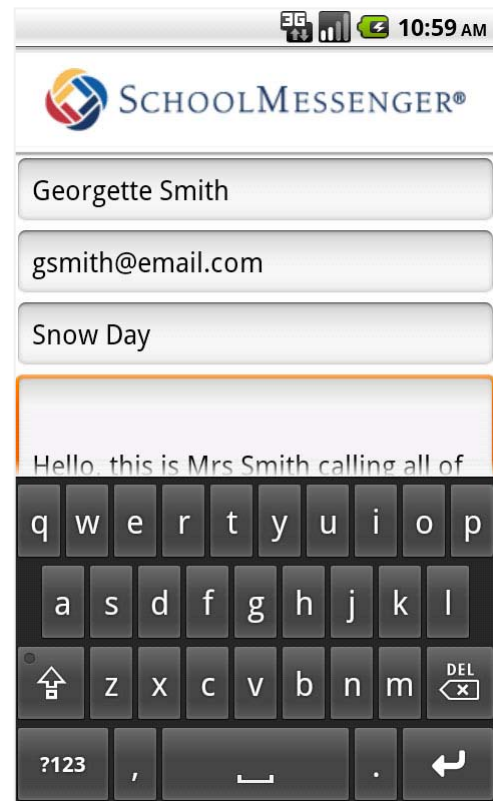
To include an SMS message, tap on the SMS option on the Messages menu. You will go to a screen where you can type your SMS message. The characters remaining count will help you ensure that your message fits. Tap the "Save SMS" button when you've finished entering your message to return to the "Message Type" screen.

Once you've entered all of your message components, tap the back button to return to the main "Create Message" menu.

## Options

If you would like to schedule your job to be sent later, tap "Options" in the "Create Message" menu. By default, your message is scheduled to be sent immediately, but you can change that by tapping the "Schedule: Right Away" button. You will be brought to a screen with "Send Right Away" selected. Uncheck this option to enable scheduling options. Then simply select when you'd like your job to run. Tap the back button when you're done. You can always reselect the "Send Right Away" option to revert to sending the job immediately.

From the Options screen you can also choose whether you wish to allow recipients to leave voice replies, if recipients must confirm receiving your message, and whether you wish to receive a report upon completion.



## Send Message

Now that you have a message, list, job type, and options configured, you're ready to send your message. Simply tap the "Send Message" button at the bottom of the "Create Message" menu.

## Send a Saved Message

To use this feature, you will need to have *repeating jobs* stored on your web account. Log into your web account and navigate to *Notifications>Jobs*. Your repeating jobs will display in the Repeating Jobs section of the screen. If you do not see this section, it may not be enabled on your account. You will need to speak to your system administrator to have this feature enabled.

"Send a Saved Message" in the Android app allows you to send a *repeating job* which you have already created through your web account. For example, if you have a *repeating job* that you routinely use for early closures, you could use this feature to quickly send that job.

After tapping the "Send a Saved Message" button, simply select which repeating job you would like to send and tap the "Send Message" button. Your message will be sent immediately.

## Reports

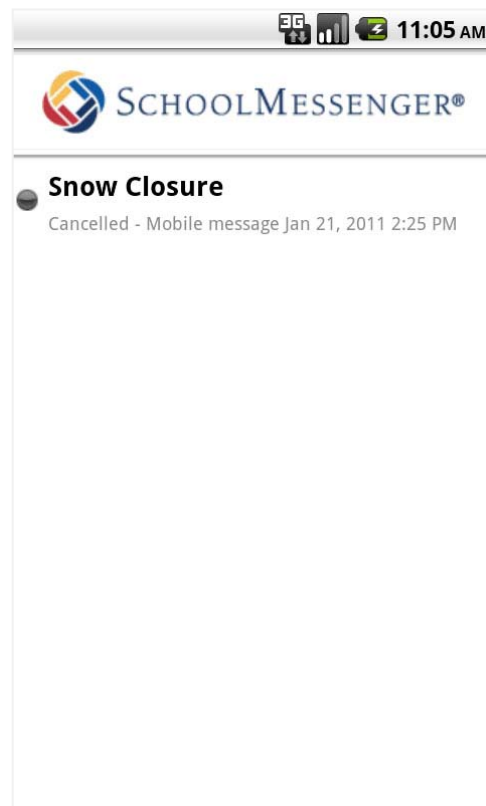
You can check on the progress of your job's delivery from the Main Menu. Just tap on "View Reports" and then select your job from the list by tapping on the name.

If you've sent a job from your web account and want to check on the status, you can do that from the Android app too. The SchoolMessenger Android app reporting feature syncs up with your web based account automatically.

The Report feature in the SchoolMessenger Android app contains a pie chart with a breakdown by delivery status. If you would like to see a more detailed report, please log into your SchoolMessenger account with a browser to use the more advanced reporting features.

If you'd like to archive a report from a job that has already finished, tap and hold the name instead of tapping. This will reveal the "Archive" menu. Once you archive a report, you may only view it by searching archived reports from your web browser.

If the job is still running, tapping and holding the name will give you the option of cancelling the job, which you may use to stop the job from running.



## Settings

If you need to change certain settings in the SchoolMessenger app, such as your default email address, you may do so from the Settings screen.

To access the Settings for the SchoolMessenger app, tap the menu button while on the main page. Then select "Settings" from the menu.

Once you've accessed the SchoolMessenger settings, you may save your login information, change your name as it will appear in the emails you send, and change your Caller ID. Default settings for messages may also be changed, such as whether or not your recipients may leave voice replies or if they must press a button to confirm that they have received your message.

Note that if you don't specify a name and email address for your email messages, the name and email address you enter in an email message will be set as the default.

