Messenger Activity Report

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Generate the Report | Report Example

Classic View: System Administration > *Messenger > Reports > Messenger Activity*

Search Terms: Messenger Activity Report, Activity Report

The Messenger Activity Report provides message usage information by school, sender and message type based on the criteria you select.

Messenger Activity Report Editor

Generate the Report

Use the following field descriptions to select options for the fields on the editor and click the **Generate Report** button.

Field	Description

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Date Option	The Date Options narrow report results to messages that have been sent or messages that have been created. • **Scheduled**. This is the date the message was sent and it corresponds to the field on the Sent Message Log called **Date Scheduled**. • **Created**. This is the date the message was created by the user or scheduler and it corresponds to the field on the Sent Message Log called Date Created.
Date Range	Used in conjunction with the Date Option, the Date Range narrows report results to messages that fall within specific calendar days. • **Start Date**. The first day of the date range. The current date is automatically entered, but can be modified by entering a different date in mmddyy format. • **End Date**. The last day of the date range. The current date is automatically entered, but can be modified by entering a different date in mmddyy format.
District/School	This option narrows report results to district-wide messages or messages sent to a specific school. **All** must be selected for the following messages to appear on the report: • Any district-wide messages. (District-wide messages are automatically created from Process Alert Messages) • Any message sent to more than one school.
Sender	This option narrows report results to messages sent by the Sender(s) you select. Users display in the Sender list if they have sent at least one message from a Messenger Tool, Messenger Scheduler or other Campus tools that uses Messenger for Inbox or Email.

Field	Description
Message Type	This option narrows report results to messages sent from a specific Messenger Tool, Messenger Scheduler or other Campus tool that uses Messenger for Inbox or Email. Options include the following: • **All Types** • **Attendance** • **Behavior** • **Behavior Notice** • **Emergency** • **Failing Assignment** • **Grades** • **Message Builder** • **Missing Assignment** • **Notice/Staff/Survey** (Historical general messages and priority messages sent through Staff Messenger, Survey Messenger and Message Builder tools using Campus .1334 and previous.) • **POS** • **Schedule Change** • **School Choice** • **Special Ed** • **Staff** • **Survey** • **Teacher** • **Text Message**
Message Status	This option narrows report results to the follow message statuses: • **All Statuses**. Message of all statuses will be shown. • **Canceled**. Only message that were canceled. This includes messages that were canceled before delivery had begun. • **Canceled IP**. Only messages that were canceled after delivery had been started. • **Complete**. Only messages that have finished delivery. • **Error**. Shoutpoint has not returned information for the message. Selecting the **Refresh Status** button on the Sent Message Log for messages in this status may update the status from Error to another status. • **Failed**. Only messages that did not send due to technical issues. • **In-Progress**. Only message tasks that are currently running. • **Waiting**. Only messages that have been scheduled, but have not completed.
Group By	This option allows you to sort report result according to the following categories: • **District/School** • **Message Type** • **Sender**

Field	Description
Report Format	The Messenger Activity report can be generated in the following formats: • **PDF** • **CSV** • **DOCX**

Report Example

The **No Device**, **Inbox**, **Email**, **Voice** and **Text** columns on the Messenger Activity Report provide initial counts for the message. However, the Sent Message Report in the Sent Message Log provides the detailed count of the actual messages sent.

The **Schedule ID** column is blank if the message did not include Voice and or Text as part of the message.

The **Total Recipients** column is the sum of all recipients eligible for receiving the message and includes 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.

	Messenger Activity Report
Generated on 08/13/2013 04:43:57 PM	Date Option: Scheduled Start Date: 08/13/2012 End Date: 08/13/2013 District/School: All Sent By: All Users Message Type: All Types Message Status: All Statuses Group By: District/School

District / School: Plainview Schools District-wide

Date Scheduled	Message Type	Sender	Status	ScheduleID	Total Recipients	No Device	Inbox	Email	Voice	Text
12/05/2012 08:00 AM	Notice/Staff/Survey	Administrator, System D	Complete	7950931	2900	348	2548	11	11	0
12/05/2012 03:39 PM	Text Message	Administrator, System D	Error		7	0	4	0	10	0
12/05/2012 04:02 PM	Text Message	Administrator, System D	Complete	7951145	13	0	9	0	9	0
12/06/2012 10:24 AM	Emergency	Administrator, System D	Complete	7953335	1	0	0	0	1	1

District / School: Harrison High

Date Scheduled	Message Type	Sender	Status	ScheduleID	Total Recipients	No Device	Inbox	Email	Voice	Text
12/06/2012 10:25 AM	Emergency	Administrator, System D	Complete	7953341	707	0	35	0	729	33

District / School: Roosevelt Magnet

Date Scheduled	Message Type	Sender	Status	ScheduleID	Total Recipients	No Device	Inbox	Email	Voice	Text
10/25/2012 10:36 AM	School Choice	Administrator, System D	Complete		0	0	0	0	0	0
12/06/2012 08:00 AM	Notice/Staff/Survey	Administrator, System D	Complete	7953547	33	0	33	4	3	0
12/06/2012 08:00 AM	Notice/Staff/Survey	Administrator, System D	Complete	7953665	33	0	33	4	3	0
12/06/2012 10:38 AM	Schedule Change	Administrator, System D	Complete		6	0	6	2	0	0
01/02/2013 08:00 AM	Grades	Administrator, System D	Complete	8003533	7	0	7	5	3	0
01/02/2013 08:00 AM	Notice/Staff/Survey	Administrator, System D	Complete	8003357	41	4	33	9	9	0
01/02/2013 11:18 AM	Notice/Staff/Survey	Administrator, System D	Complete	8003343	1	0	0	1	1	1
01/02/2013 12:49 PM	Schedule Change	Administrator, System D	Failed		1	0	0	1	0	0
01/02/2013 12:50 PM	Schedule Change	Administrator, System D	Complete		3	0	2	3	0	0

HTML Report Example