Introduction to:
Log In Message Management

November 5, 2018

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Log In Message Management

Overview

- The Log In Message Management will allow users to create messages that once assigned to users can be seen once the user logs in.

- The messages can be assigned to specific groups of users (example: CTC Instructors) or specific users (example: jdoe and sdoe).

- The message alerts can be setup to be displayed automatically upon user log-in or setup so that an alert icon appears on the ClassMate Navigator for users to click on.

Message Management

Getting Starting:

Double Click **Modules >** Double click **System Administrator >**
Single Click ClassMate Custom Control

Overview:

Before creating messages and before users can begin to see messages at Log In Administration needs to set the Messaging flag in ClassMate Custom Control. The Messaging flag is located under the **Misc** tab.

The setting flagged in Custom Control will apply to all messages.

Options are:

Off – users will not see any messages upon Log-in

On – users will see an Alert icon on the Navigator that they will need to click on to see the message

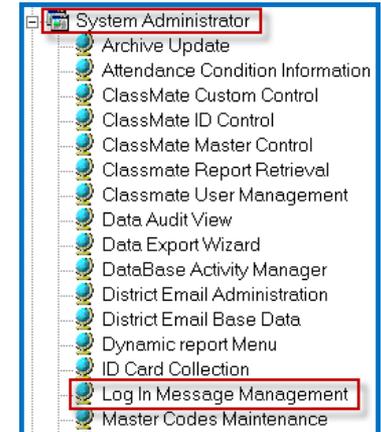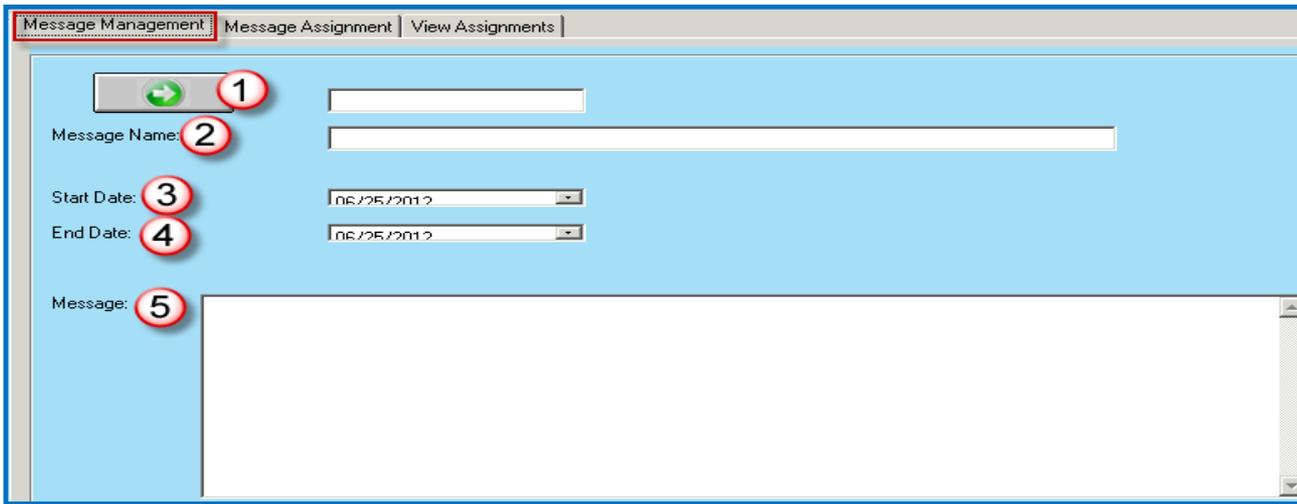**Automatic –** users will automatically see the message in an Alert window upon Log In
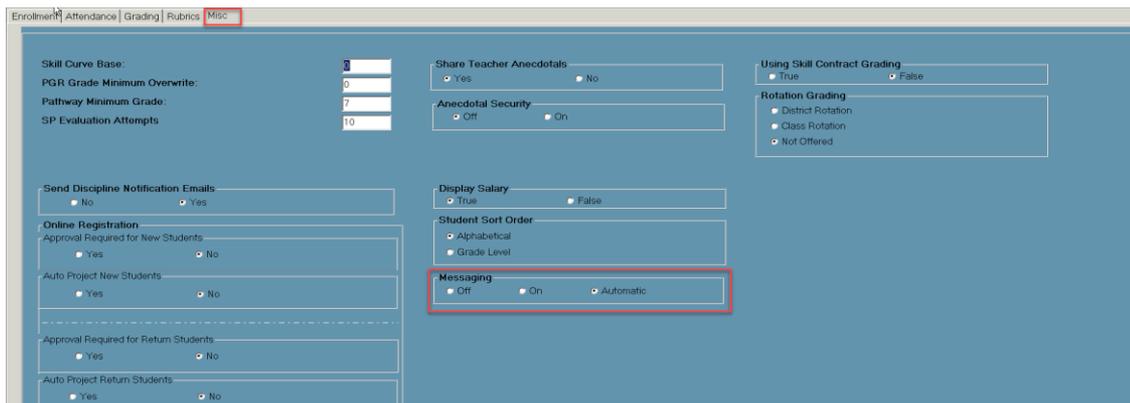
Log In Message Management

Getting Started

Double Click **Modules >** Double click **System Administrator >** Single Click Log In Message Management

1. Click the **Green Next Num** button to generate the next available Message ID Number
2. Message Name: Enter a name for the Message
3. Start Date: Select the date when you want users to begin to see the message upon Log in
4. End Date: Select the date when you want the message to stop appearing.
5. Message: Enter the details of the message that you want displayed to the users.
6. Click Save
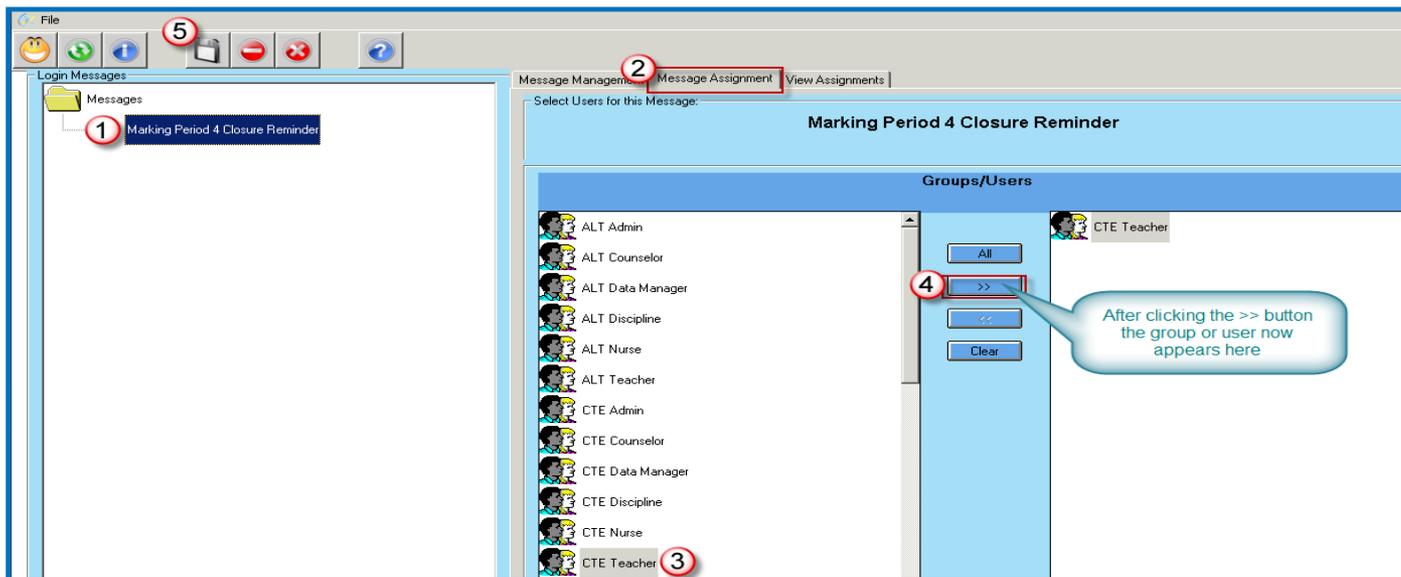
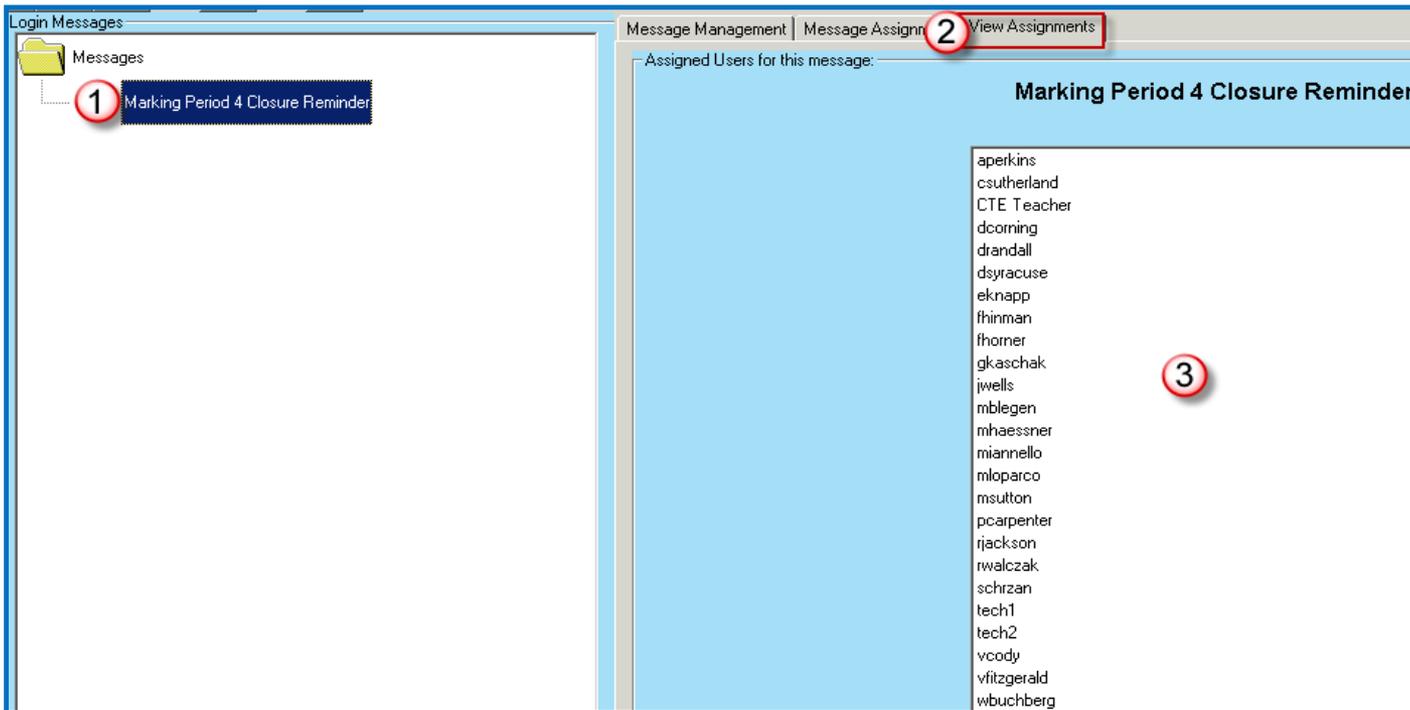## Sample Message

Message Assignment

1. Click on the Message to be assigned
2. Click the Message Assignment tab
3. Click the Group or User you wish to assign the Message to
4. Click the blue **>>** button to move the Group or User to the right
5. Click the Save button
6. Click the OK button when the Message Assigned window appears

View Message Assignments

1. Click on the Message to be assigned
2. Click the View Assignments tab
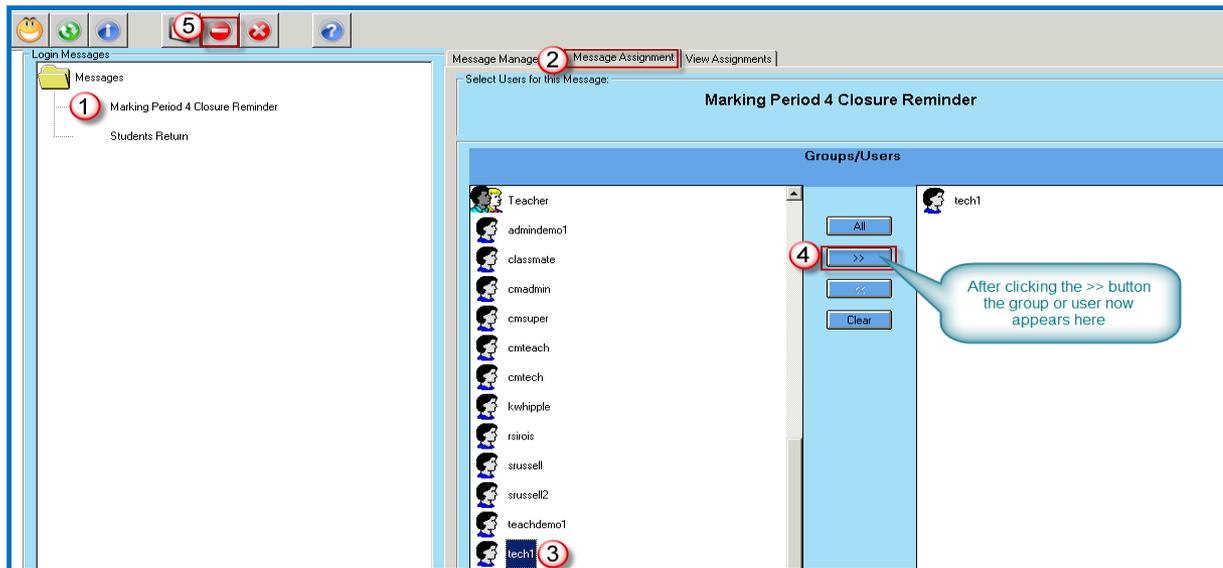3. The Groups and/or Users that are assigned to the message will appear

Delete Message Assignment

1. Click on the Message
2. Click the Message Assignment tab
3. Click the Group or User you wish to delete the message from
4. Click the blue **>>** button to move the group or user to the right
5. Click the Delete button
6. Click the OK button when the Message Removed window appears

Log In Message Management

Message Displayed at Log In

Depending upon the Messaging Custom Control Setting that Administration sets users may see messages upon Log In as either an Alert Icon that the user will need to click on to see the message or as an automatic Alert Pop-up Window that displays the message right away.

User view when Messaging Custom Control Flag Option is Set to **On**
Click the ! in the Yellow box to display the message
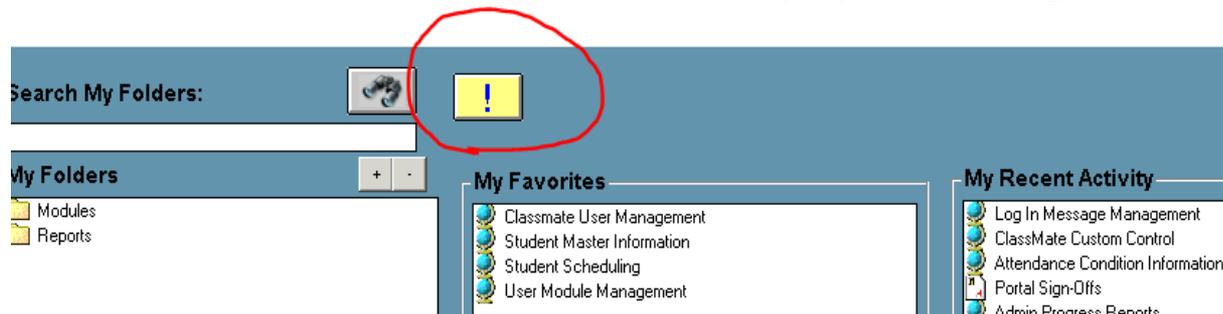
User view when Messaging Custom Control Flag Option is Set to **Automatic**
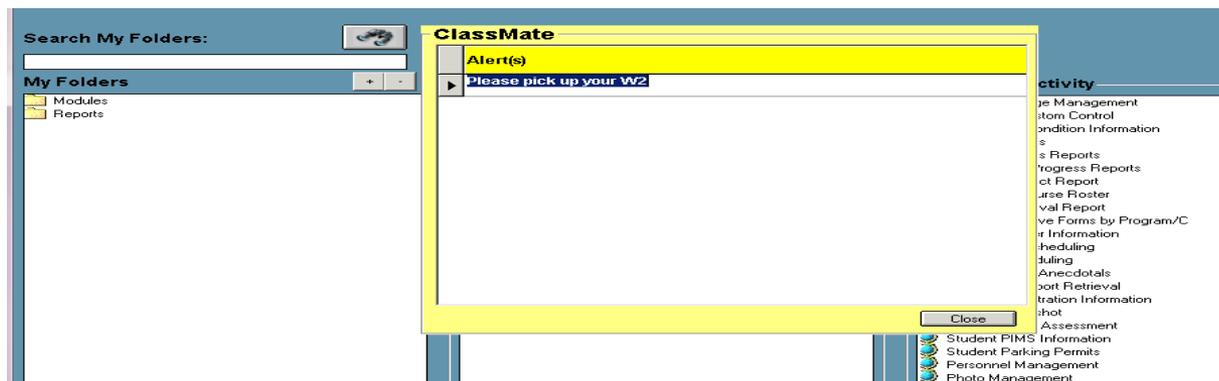
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Questions? Contact us!

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