Behavior Messenger Scheduling

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Behavior Messenger Scheduling

Overview | Scheduling a Behavior Email Message

Overview

Try It | Discuss It

PATH: *Behavior > Behavior Messenger Scheduling*

The **Behavior Messenger Scheduling** allows a user to set up times to automatically run the Behavior Messenger. Templates must be created before using this tool. This is done in the Behavior Messenger Wizard. All existing behavior templates will appear in the Behavior Messenger Schedules list.

When the scheduled time arrives, the attendance dialer will automatically generate messages based on the data available at that time. A confirmation email will be sent to the address specified as the Sender Address in Messenger Email Preferences tab, informing them that it has run and how many phones/email devices received the message.

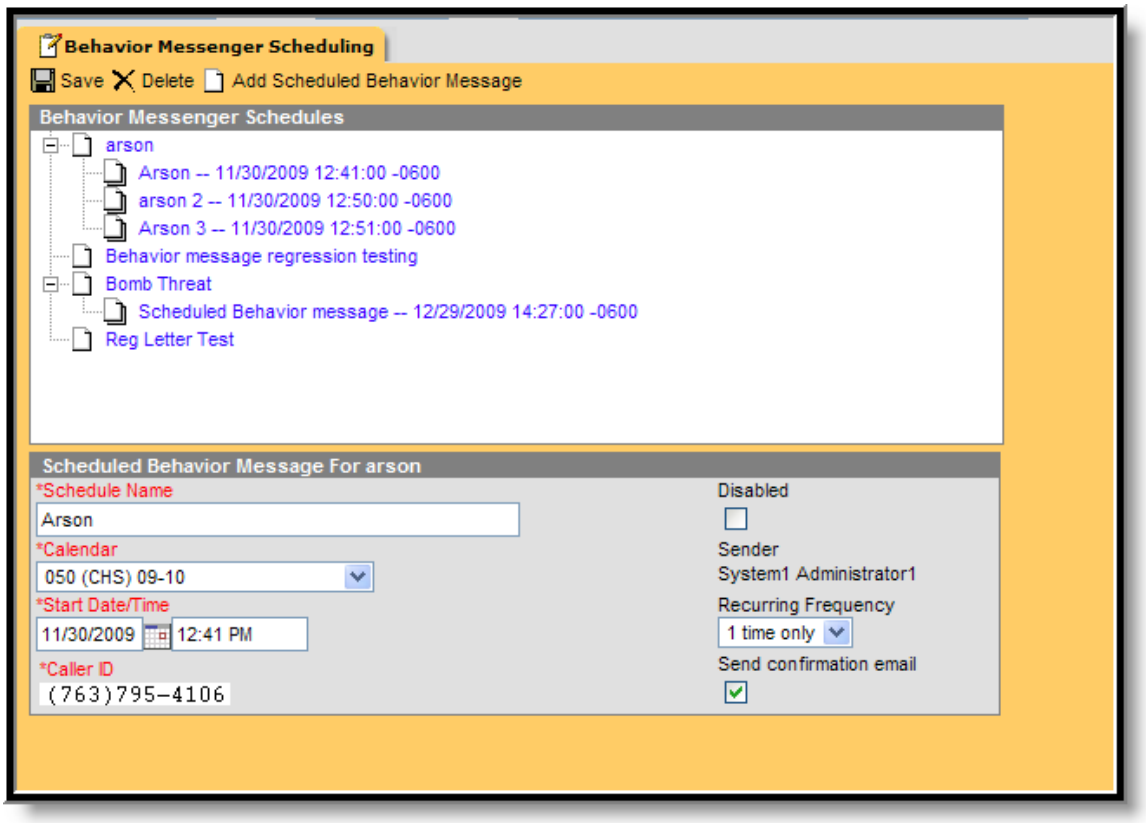

Image 1: Behavior Messenger Scheduling

Scheduling a Behavior Email Message

1. Select a template from the **Behavior Messenger Schedules** table.
2. Enter the **Schedule Name**.
3. Select a **Calendar.** This option is defaulted to the calendar selected in the toolbar.
4. Enter the **Start Date** in *mmddyy* format or click the calendar icon to select a date.
5. Enter the **Start Date/Time** of the message.
6. If the **Behavior Messenger** should be disabled, mark the **Disabled** checkbox. If disabled, no future messages will be sent for the task.
7. Choose how often the dialer should occur by selecting an option from the **Recurring Frequency** dropdown list.
8. Mark the **Send Confirmation Email** checkbox to receive an email when the message has been sent. An email will be sent to the address specified as the Sender Address in Messenger Email Preferences.
9. Select the **Save** icon when finished. The new schedule will appear below its respective template in the Behavior Messenger Schedules table.

Add more schedules by selecting the newly added schedule in the Behavior Messenger list and select the **Add Scheduled Behavior Message**.

If a Behavior Event Type chosen on the Behavior Message Template that includes user-entered text that is more than 2000 characters, the voice message will abort and be noted as such on the Print Sent Message report. This does not abort all voice message calls, only those where the behavior event comment is more than 2000 characters.