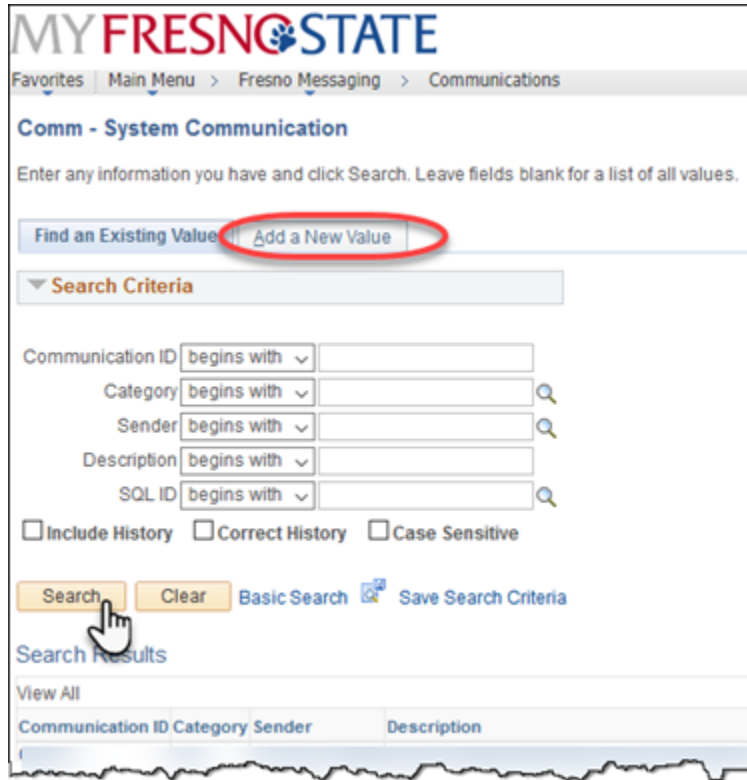
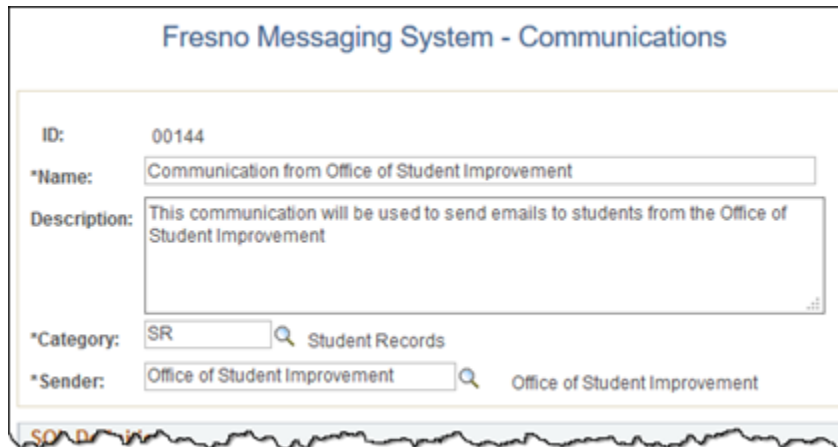


CSU Fresno Messaging System (Cheat Sheet)

1. Log into MyFresnoState and Navigate to **Fresno Messaging > Communications**

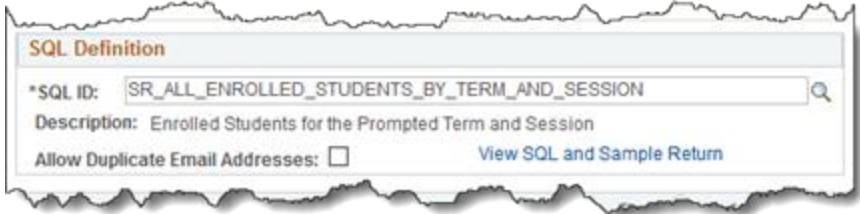


2. You can put in any of the data that you know and [**Search**] for an existing Communication **OR** create a new one by clicking the [**Add a New Value**] tab.

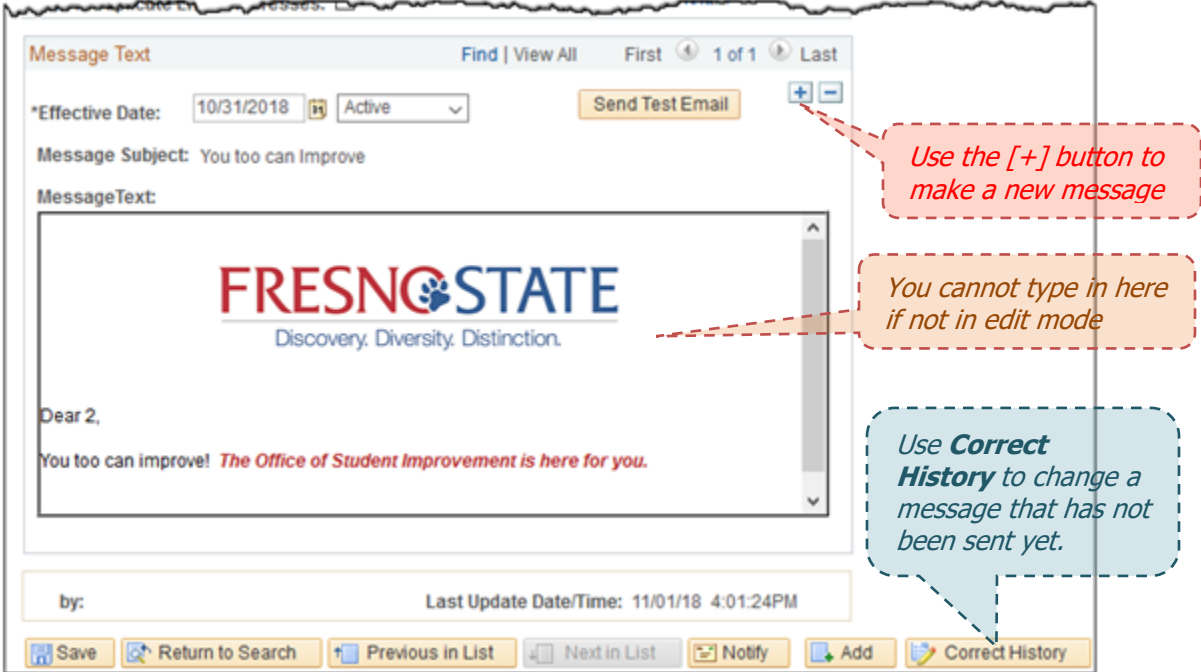


3. Enter the needed information
 - Enter: **Name** and **Description** of the type of emails you are going to send
 - Enter **Category** (use magnifying glass to pick a Category)
 - Enter: **Sender** (use magnifying glass to pick a Sender)

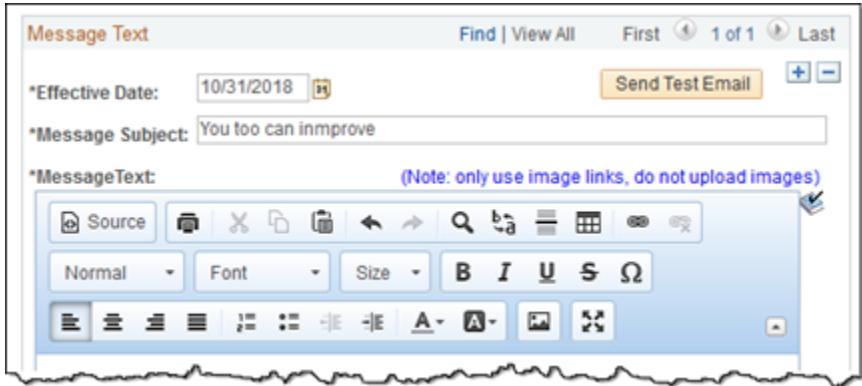
CSU Fresno Messaging System (Cheat Sheet)



- Enter the **SQL ID** for the correct population that you need to send the message to (use magnifying glass to pick SQL_ID, look at the description to verify)
- If you need to send the email multiple times to the same person then check the **Allow Duplicate Email Addresses** checkbox (example: you are sending a message that has bind variables to send different information to the same person).





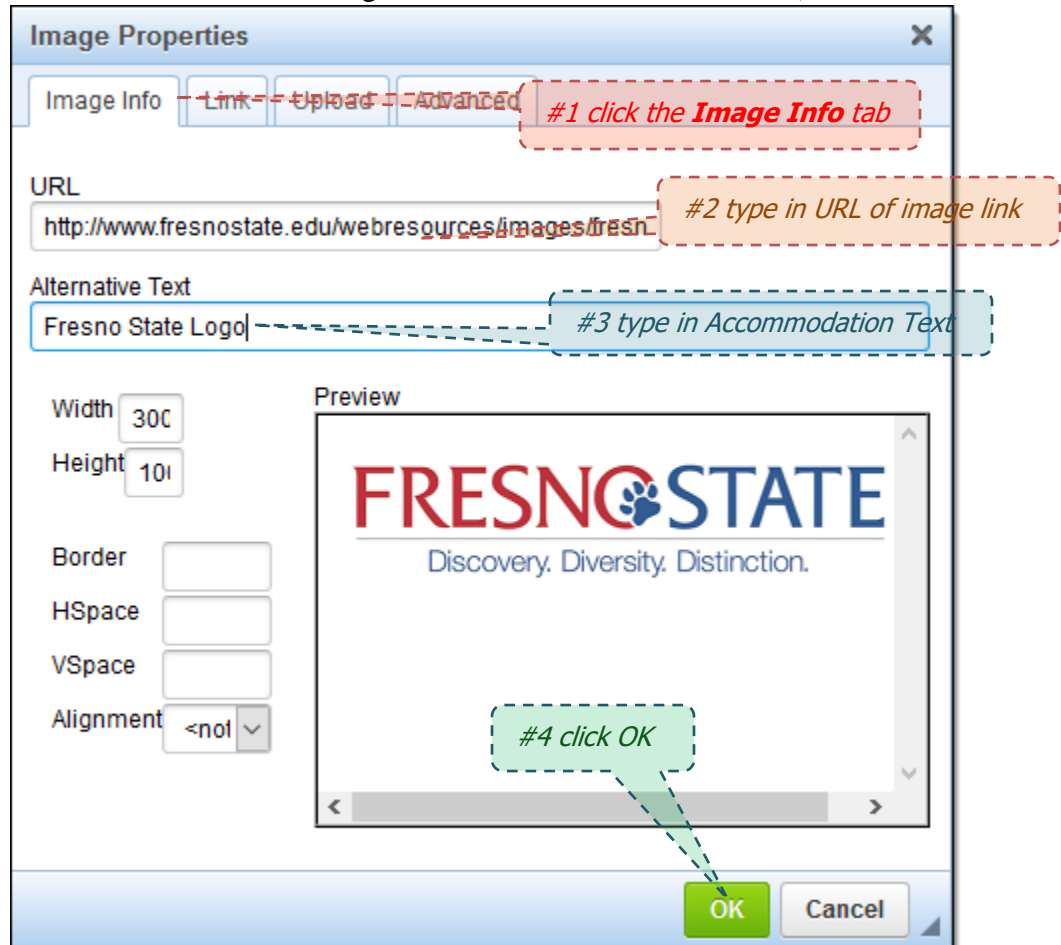
- If you do not see the Message Text “editor header” click the [+] button to get a new row and to edit the email.
- or
- If you need to edit a message that has not been sent to the needed population yet, (and have security), click the **[Correct History]** button



CSU Fresno Messaging System (Cheat Sheet)

- Enter the **Message Subject**
- Enter the **Message Text**
- Use the Message Text “editor header” to make your email more readable and professional looking.
- The majority of the editor buttons are pretty self-explanatory (print, cut, copy, paste, undo, redo, search replace, horizontal line, table, link, unlink, predefined fonts, fonts, sizes, bold, italics, underline, strikethrough, special characters, left/center/right/full justify, number, bullet, increase/decrease indent, text and highlight colors). However these 3 may need a little more explanation:

-  **Source** will toggle between what the recipients will see in the email and the HTML source code (only change HTML if you know what you are doing).
-  will allow the **link** of an image into the email (due to firewall requirements, we cannot upload images to our servers that will be seen in emails, but we can link images into emails that will be visible).



(<http://www.fresnostate.edu/webresources/images/fresnostate/fresnostatelogo.png> used for the this example)

-  will toggle the editor between full screen and in the page mode

CSU Fresno Messaging System (Cheat Sheet)

- You may use %BIND(:#) field values within the text with # as the column number from the SQL_ID. The first two fields are EmplId, and Email address, so start %BIND(:1) as the **third** column.
- Use [View SQL and Sample Return](#) link to calculate the bind field numbers.

SQL Results

%BIND(:1)
%BIND(:2)

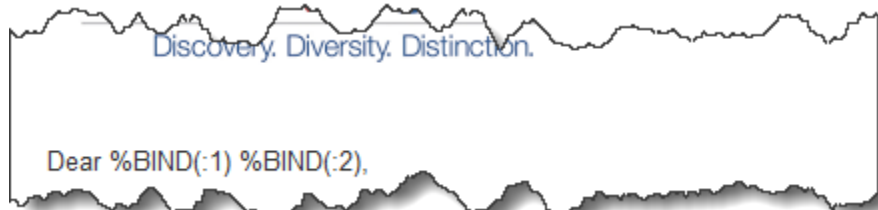
SQL ID: SR_ALL_ENROLLED_STUDENTS_BY_TERM_AND_SESSION

```

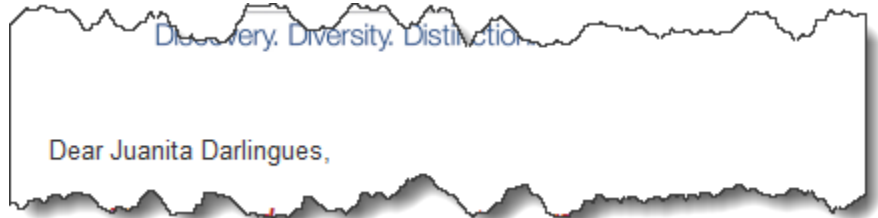
SELECT A.EMPLID, C.EMAIL_ADDR, N.FIRST_NAME, N.LAST_NAME,
A.ACAD_CAREER, A.ACAD_PROG_PRIMARY, A.STRM
FROM sysadm.PS_STDNT_CAR_TERM A
, sysadm.PS_EMAIL_ADDRESSES C
, sysadm.PS_FR_PRF_NAME_VW N
    
```

%BIND(:3)
%BIND(:4)
%BIND(:5)

Example:



Emails as this:



4. Send the Message to yourself as a test message by using the Send Test Email button

(Reminder: Bind variables will not be substituted in the test email message)

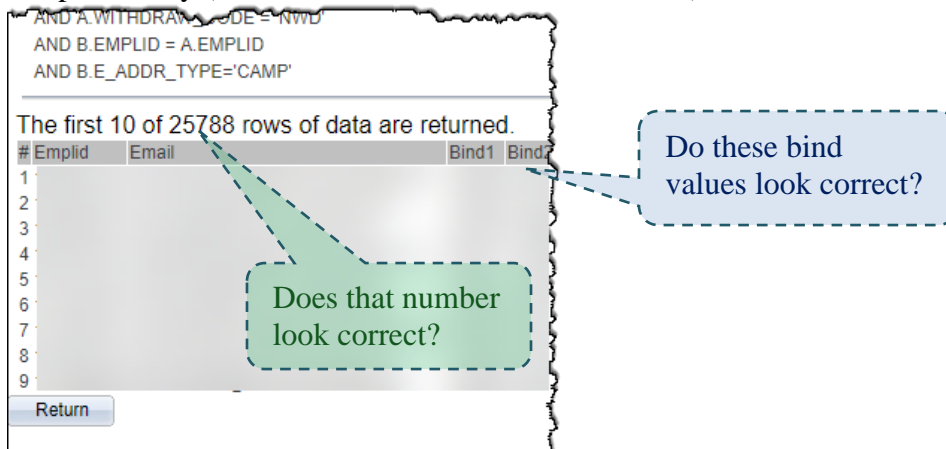
5. Sent the Email Message to the correct students;
 Navigate to: **Fresno Messaging > Create Messages**

CSU Fresno Messaging System (Cheat Sheet)

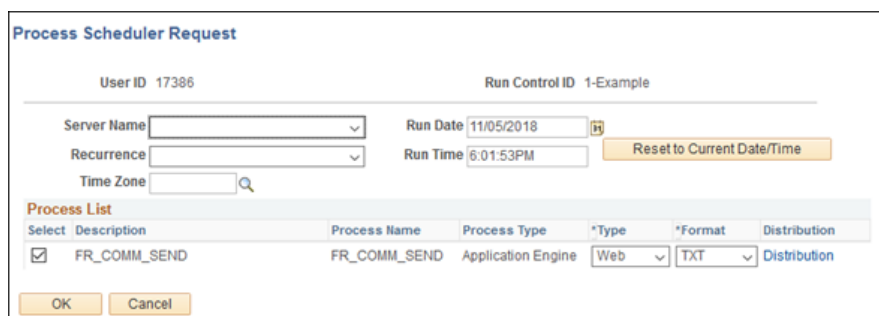
- Enter the **Communication ID** for the message you want to send



- Enter any prompt fields if needed. (Example: Enter Term code, Session or Type.)
- Use the [View SQL and Test Results](#) link to make sure that you have everything setup correctly (this can take several seconds or more)



- If all looks correct click the **[Return]** button, then click the **[Run]** button



- Click the **[OK]** button

CSU Fresno Messaging System (Cheat Sheet)

- Use the [Process Monitor](#) link to monitor the process. (It can take much longer to send the emails than it took to run the query.)
- If you get a run status of **No Success**, then call the Help Desk.
- You can check the Logfile.TXT file to see an overview of what was sent:

```

Process Instance: 4382511
Operator Id:      11122
Run Control Id:  1-Example
Communication Id: 00144
Emails Sent:     25788
Errors In Log:   0
** Finished Processing **
    
```

6. When the Messages have been sent, you may use the **Fresno Messaging > Comm Inquiry** link and enter the **Communication ID** that was sent;

Fresno Messaging System - Communications

ID: 00144
 Name: Communication from Office of Student Improvement
 Category: SR Student Records
 Sender: Office of Student Improvement Office of Student Improvement
 Send Email?

SQL Definition

SQL ID: TEST
 Allow Duplicate Email Addresses: [View SQL](#)

Personalize | Find | View All | First 1 of 1 Last

Run Date/Time	Process Instance	Operator Id	Count	Show Recipients
1 11/01/18 12:01:16AM	4379542		2833	Show Recipients

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Click here to see full Recipient list



FR_COMM_INQ_DETAIL- Communication Recipient List

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2062 kb)

View All First 1-100 of 2833 Last

	Message ID	Instance	ID	Name	Email Address
1	00143	4379542			
2	00143	4379542			
3	00143	4379542			
4	00143	4379542			
5	00143	4379542			
6	00143	4379542			
7	00143	4379542			

CSU Fresno Messaging System (Cheat Sheet)

7. View sent messages, by clicking **Fresno Messaging > Message Search** link;
 - Enter the **User ID** and/or **Communication ID** of the sent message
 (Note: if you just enter the **Communication ID**, it could take a while to list the thousands of messages sent.)

Comm - Message Search

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

User ID begins with

Communication ID begins with

Process Instance =

Sequence Number =

EMAIL_TO begins with

Sender begins with

Status =

Case Sensitive

[Basic Search](#)

Search Results

View All First 1-2 of 2 Last

User ID	Communication ID	Process Instance	Sequence Number	EMAIL_TO	Sender	Status	Run Date/Time	Send Email?
00144	4382512	1	1		Office of Student Improvement	Emailed	11/05/2018 6:27:39PM Y	
00144	4382513	1	1		Office of Student Improvement	Emailed	11/05/2018 6:33:40PM Y	

- Click on an individual communication to see the actual message sent

