



JOB AID

Admissions: Message Center

07/07/2021





Admissions: Message Center

This job aid contains instructions for 1) viewing the existing message catalog, 2) adding a new message combination, and 3) verifying message delivery.

View Message Catalog

Navigation: PeopleTools > Utilities > Administration > Message Catalog

Step 1. **Message Set Number:** Enter 20401 for Admissions

Note: Because multiple MSU departments will be able to use the Message Center, each will have its own unique message catalog identifier. For Admissions it is 20401.

Step 2. Click **Search**

On the **Message Catalog** page, you will be able to review the following fields:

- Message Set Number (20401)
- Description (Admissions Portal Msg)
- Short Description (AD Portal)
- Message Number
- Severity
- Message Text
- Description (body of message)

Step 3. Use the navigational arrows to toggle through each message in the catalog or click **View All** and scroll down the page to review every type of message available for the Admissions Portal

Note: If adding or deleting a message from the catalog, it is important to use the **[+]** or **[-]** buttons. **Do not use the Add button** at the bottom of the page as this is for adding a completely new message catalog.

Click **View One** to toggle back to a single record view.

Create New Message Combination

Navigation: Set Up SACR > Product Related > Recruiting and Admissions > Applicants > MSU Message Parameters

To see a list of all existing letter combinations, click Search on the Find Existing Value tab. Select a value from the Search Results list to view details.

Step 1. To create a new letter combination click the **Add a New Value** tab and complete the following mandatory fields:



- a. **Academic Institution:** MSU55
- b. **Academic Career:** Click the Look-up and make a selection.
- c. **Admit Term:** Click the Look-up and make a selection.
- d. **Academic Program Status:** Click the Look-up and make a selection
- e. **Program Action:** Click the Look-up and make a selection
- f. **Action Reason:** Click the Look-up and make a selection.

The remaining fields are optional and can be added here or on the next page after you click Add.

Step 2. Click **Add**.

Step 3. On the MSU Message Parameters page, complete the following optional fields as needed:

- a. **Admit Type:** Click the Look-up and make a selection.
- b. **Residency:** Click the Look-up and make a selection (e.g., if you want a message to go to only first year, out-of-state students).
- c. **Academic Program:** Click the Look-up and make a selection (e.g., if you want a message to go only to applicants for a particular college).
- d. **Academic Plan:** Click the Look-up and make a selection (use only if you plan to make a different message for every plan, not just the college).

Step 4. Enter a **Message Number** for Message 1 (short message).

Note: An *MSU AD Message Parameters* spreadsheet is available which contains a numbered list of messages currently in the Admissions Catalog. You can review the list to identify the message numbers to input here.

Step 5. Enter a **Message Number** for Message 2 (long message).

Step 6. Click **Save**.

Upon saving, every time a student's Program Action and Action Reason meet the conditions identified, this message will be sent automatically via batch job run in Campus Solutions.

Next, we will verify that the message batch process ran correctly and the message was sent.



Verify Message Delivery

Navigation: Set Up SACR > Product Related > Recruiting and Admissions > Applicants > MSU Message Emulate

On the **MSU Message Emulate** page, complete the following fields:

- Step 1. **EmplID:** Enter a valid ID number.
- Step 2. **MSU_AD_APL_NMBR:** Enter external OA application number.

The message data will populate in the fields below where you can verify that the job actually ran and that it ran correctly.