Quick Steps to Using the Scotmail Digest Tool

1. Must be UCR faculty or staff
2. Login to https://digest.ucr.edu and create a Digest Announcement
3. Submit Digest Announcement for acceptance

Submissions approved for the Digest by 12:00 (noon) each business day will be part of the day's Digest.

Topics

- Authentication
- Roles and Routing
- Create a Digest Announcement
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- Scotmail Digest Archives
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Authentication

In order to use the Scotmail Digest Tool, the user must be UCR faculty or staff and authenticate via CAS.

Note: Rejection of a Digest announcement will route the submission back to the original author.

Roles and Routing

Basic Routing

Department / Org → Curator → Daily Digest

Approver: Each Org unit may establish an Approver who can serve to approve Digest announcements before they are routed to the Curator. In this case the routing is as follows:

Department / Org → Org Approver → Curator → Daily Digest

Note: Rejection of a Digest announcement will route the submission back to the original author.

Curator: The Curator will accept or reject each message considered for the Daily Digest.
Create a Digest Announcement

Log in to the Scotmail Digest Tool and follow the 5 Steps to Create a Digest Announcement:

1. Enter a Title
2. Choose the date
3. Include an optional heading image or section title
4. Enter the announcement message
5. Preview your announcement

Attachments
Attachments may be included with each announcement. There is no limit to attachments, but only two attachments may be added at one time. Each attachment is limited to 10MB.

Preview and Submit
In the Preview screen, click the “Submit Announcement” button to route your announcement forward. Click the “Cancel” button to return to the submission form.

Email Notifications
Email notifications are automatically sent from the system when an announcement is routed:
- Forward from the Author to the Approver (Approver receives notification)
- Forward from the Author to the Curator (Curator receives notification)
- Forward from the Approver to the Curator (Curator receives notification)
- Back from Approver to Author (Author receives notification)
- Back from Curator to Author (Author receives notification)

Scotmail Digest Archives
A copy of each Daily Digest is available in the Digest Archive at https://digest.ucr.edu/app/digest

FAQs
Q: Will I receive a notification that my announcement was accepted for the Digest?
A: No. A notification will only be sent to you if your announcement was rejected.

Q: Will there be a Scotmail Digest every day?
A: If the Curator has not approved any Digest Announcements, no Digest will be sent out. No Digest will be sent on weekends. However, the Digest can be sent on holidays if the Curator approves Digest Announcements for that day.

Q: What do I do if my announcement is routed back to me?
A: Review the comments and make any requested changes; then Preview and click the “Submit Announcement” button. The announcement can be deleted entirely by clicking on the “trashcan” icon.
Q: Can I recall my announcement before it is accepted to the Digest?
A: Not at this time. This functionality is coming soon.

Instructions for Approvers

The Approver role is established by the department or organization Systems Access Administrator (SAA) in the Enterprise Access Control System (EACS).

If an Organization (ORG in EACS) has established an Approver for the Scotmail Digest Tool, all announcements sent to the Digest from faculty or staff in that ORG will need to be approved by the designated Approver.

When an announcement is sent using the tool from someone in your ORG, the Approver will receive an email. The email will instruct how to login to the system and approve or return the announcement.

When the Approver approves an announcement, the announcement is sent forward to the Curator. When the Approver rejects the announcement, it is sent back to the original author.

The Curator provides final approval or rejection of the announcement. If the Curator approves the announcement, it goes into the Digest. If the announcement is rejected, it is sent back to the original author.

Timing is important. Each announcement sent from an author contains a date for which the author intends the announcement to appear in the Digest. However, an announcement sent to the Digest is not guaranteed to be in the Digest on the desired date. Delays could occur due to the approval process, or the timing related to when the original message was sent.

Announcements that are approved by the Curator before noon each business day will be included in that day’s Digest.

The Digest Tool also allows announcements to be future-dated. An approved announcement with a future date will simply wait for inclusion in the Digest on the desired date.

Instructions for the Curator

The Curator role is established by the Application Systems Access Administrator (SAA) in the Enterprise Access Control System (EACS). The Curator role is maintained by University Communications.

The Curator provides final approval or rejection of all announcements sent to the Digest. If the Curator approves the announcement, it goes into the Digest. If the announcement is rejected, it is sent back to the original author.

The Curator receives an email notification each time an announcement is sent the Curator. The email will instruct how to login to the system and approve or return the announcement.
Announcements that are approved by the Curator before noon each business day will be included in that day’s Digest. However, an announcement sent to the Digest is not guaranteed to be in the Digest on the desired date. Delays could occur due to the approval process, or the timing related to when the original message was sent.

The Digest Tool also allows announcements to be future-dated. An approved announcement (approved by the Curator) with a future date will simply wait for inclusion in the Digest on the desired date.