

**Information Technology Solutions  
&  
University Communications**

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

## **Topics**

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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 (up to 3 dates may be selected)
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.

### Recall an Announcement

Use the Recall feature to “pull back” an announcement that has been approved but is not in your work-in-progress. This function is available for announcements that have been approved, but that have not yet been part of a Daily Digest. The Recall screen can also be used to view your submitted announcements and where they reside in the workflow of the Digest Tool.

*Please note: If an announcement with multiple dates is recalled but was sent out in the Daily Digest on at least one of the chosen dates, the content of the announcement cannot be changed - only the remaining date choices can be changed.*

## 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)
- Returned to Author from Approver (Author receives notification)
- Returned to Author from Curator (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: Yes! Click the Recall tile on your main page to view the list of announcements that you can recall.

## 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 and authors can choose up to 3 dates. An approved announcement with multiple dates 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 allows announcements to be future-dated and authors can choose up to 3 dates. An approved announcement (approved by the Curator) with a future date (or multiple dates) will simply wait for inclusion in the Digest on the desired date.

**Recall:** The Curator can choose to recall announcements that have been approved for the Daily Digest but that have not been sent out. The recall screen can be used for the following purposes:

1. Choose to recall an announcement and send it back to the author.
2. Choose to delete an announcement.
3. View all announcements that have been approved by the Curator for the Daily Digest.
4. Sort the list of approved announcements to view which announcements will be sent on a given date.