



BUZZ ADMIN CONSOLE

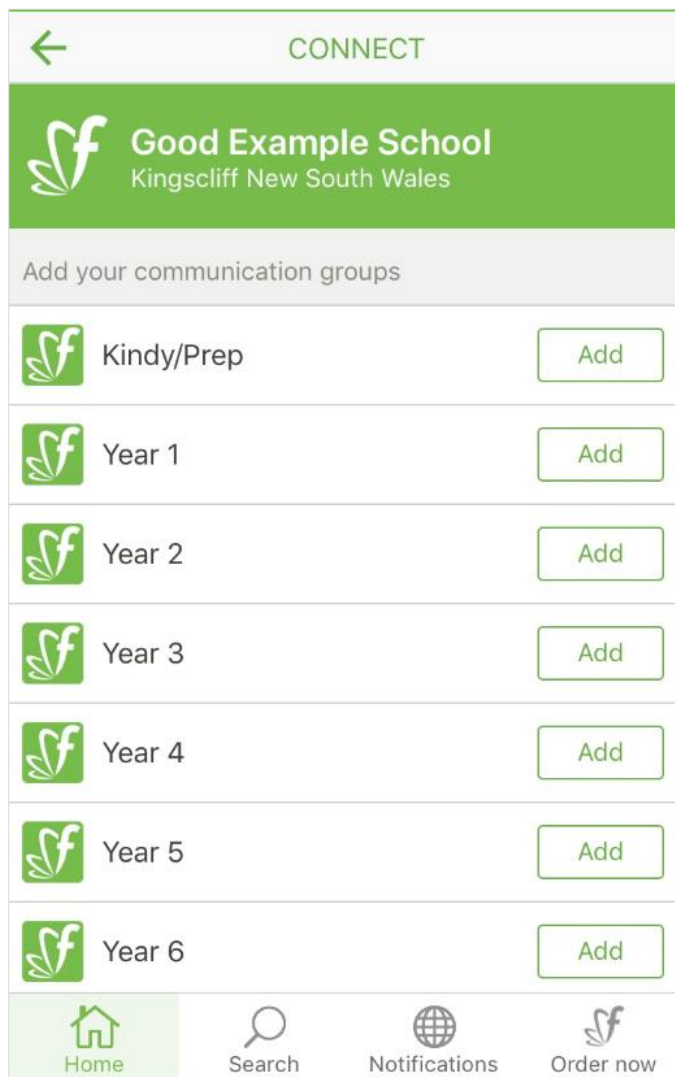
The administration console to publish newsfeed and event posts to the Flexischools app can be accessed via <https://buzz.flexischools.com.au> using your Flexischools registered email and password.

COMMUNICATION BOXES

Communication boxes are synchronised to their parents Flexischools student year levels. They also can be added by a parent via the Flexischools app. When a parent changes their students year level/class their communication box will be updated.

Year level communication groups are synchronised with the year levels available to Flexischools online ordering – these boxes can not be changed via the Buzz administration console and can only be updated by Flexischools staff.

You may however add additional communication boxes for sporting groups, music groups or teacher groups to specifically target your messages in the Flexischools app.



Set up additional communication boxes

1. Log in

Using a computer, go to <https://buzz.flexischools.com.au> enter your Flexischools registered email, password, and click on the 'Log in' button.

2. Set up your additional communications groups

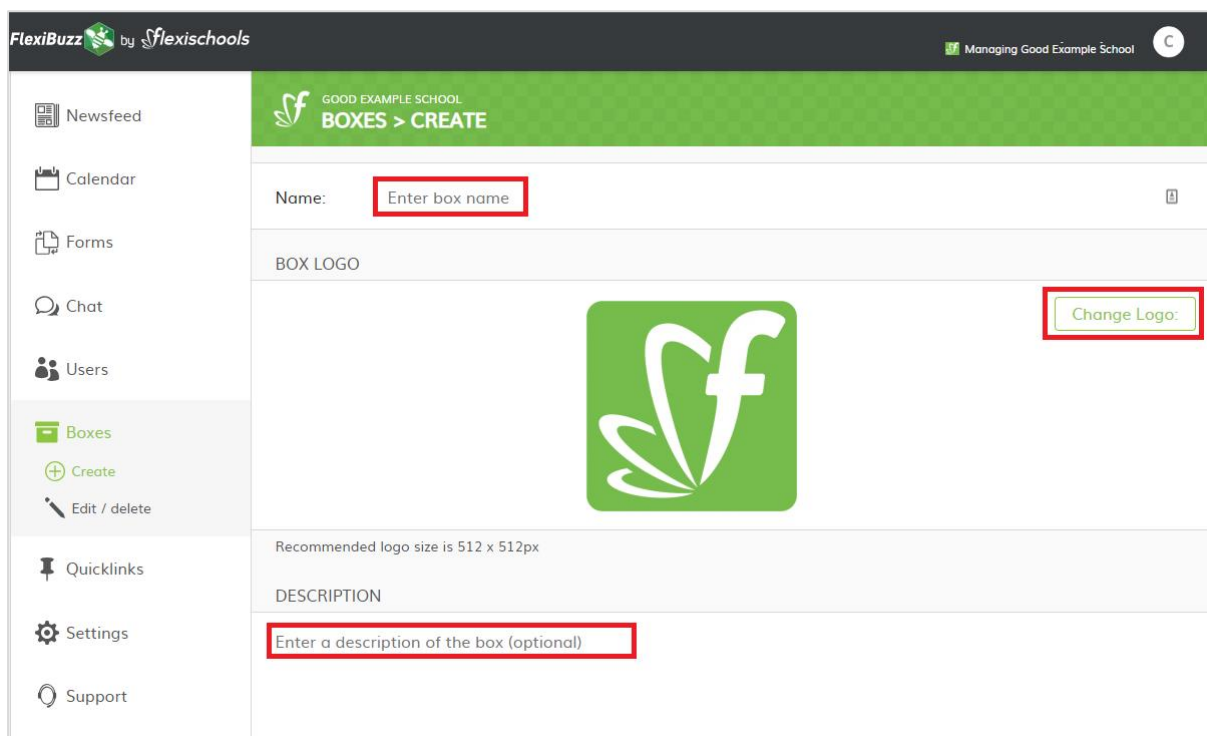
- Year level boxes will automatically be setup and can not be modified via the console
- Any additional boxes should represent the different groups or communication types that you use within your school. Such as sporting groups.
- To create a new box, click 'Boxes' then 'Create'

The screenshot displays the FlexiBuzz interface for 'GOOD EXAMPLE SCHOOL'. The top navigation bar includes the FlexiBuzz logo, the school name, and a user profile icon. A sidebar on the left contains various menu items: Newsfeed, Calendar, Forms, Chat, Users, Boxes, Quicklinks, Settings, and Support. The 'Boxes' menu item is highlighted with a red rectangular box, and it contains sub-options for 'Create' and 'Edit / delete'. The main content area is titled 'BOXES > CREATE' and features a form with the following sections:

- Name:** A text input field with the placeholder 'Enter box name'.
- BOX LOGO:** A large image placeholder showing the FlexiSchools logo. A 'Change Logo:' button is located to the right of the image.
- DESCRIPTION:** A text input field with the placeholder 'Enter a description of the box (optional)'. A note above this field states 'Recommended logo size is 512 x 512px'.

3. Enter the details for your new communication box

- Name: This name will appear in the app for users to select in the Flexischools app, for example, Violin Group.
- Your site logo is set as the default which is the logo you used in your settings. To update this, click 'Change Logo' and select the logo you would like to use for this communication box.
- Enter a description with additional information if desired. This is best used to help multiple admins/editors identify when to use this box. This will appear on the web version of the site (not in the app).



FlexiBuzz by flexischools

Managing Good Example School

GOOD EXAMPLE SCHOOL
BOXES > CREATE

Name:

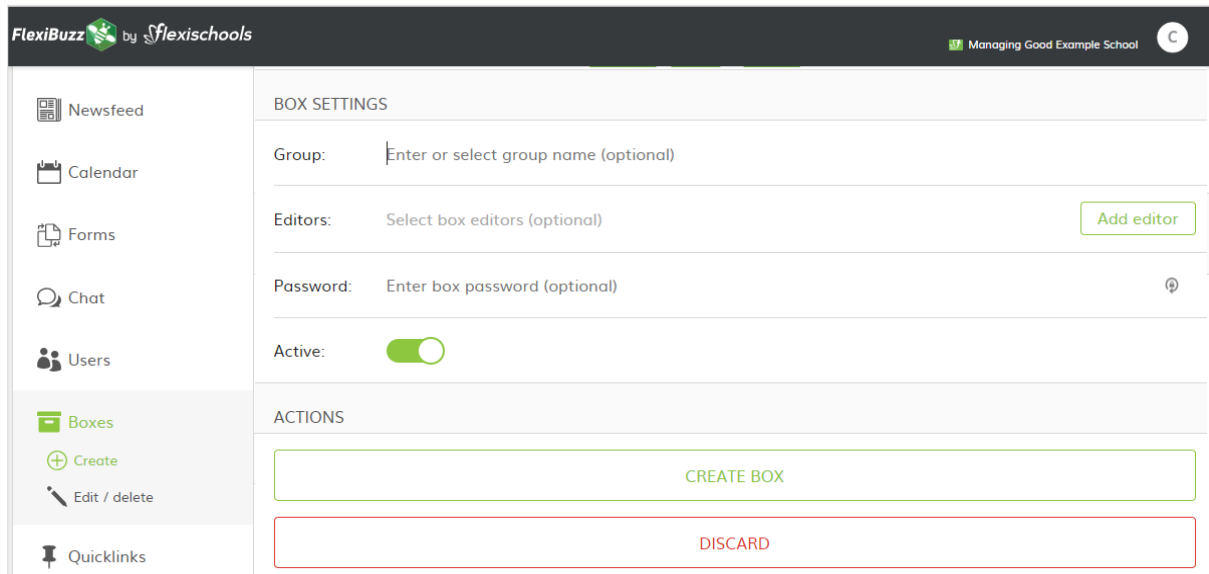
BOX LOGO




Recommended logo size is 512 x 512px

DESCRIPTION

4. Add box settings

Grouping boxes is optional. To create a new group simply type in the group name. To select an existing group, click next to 'Group' and choose from the drop-down list.




FlexiBuzz  by  Managing Good Example School 

BOX SETTINGS

Group:

Editors: [Add editor](#)

Password: 

Active:

ACTIONS

[CREATE BOX](#)

[DISCARD](#)

5. Editors

If you would like to provide Editor rights to this box click 'Add editor' and select from the list. This person must already have their account set to 'Editor'.

See the guide on 'Admin Users roles' for more information on this.

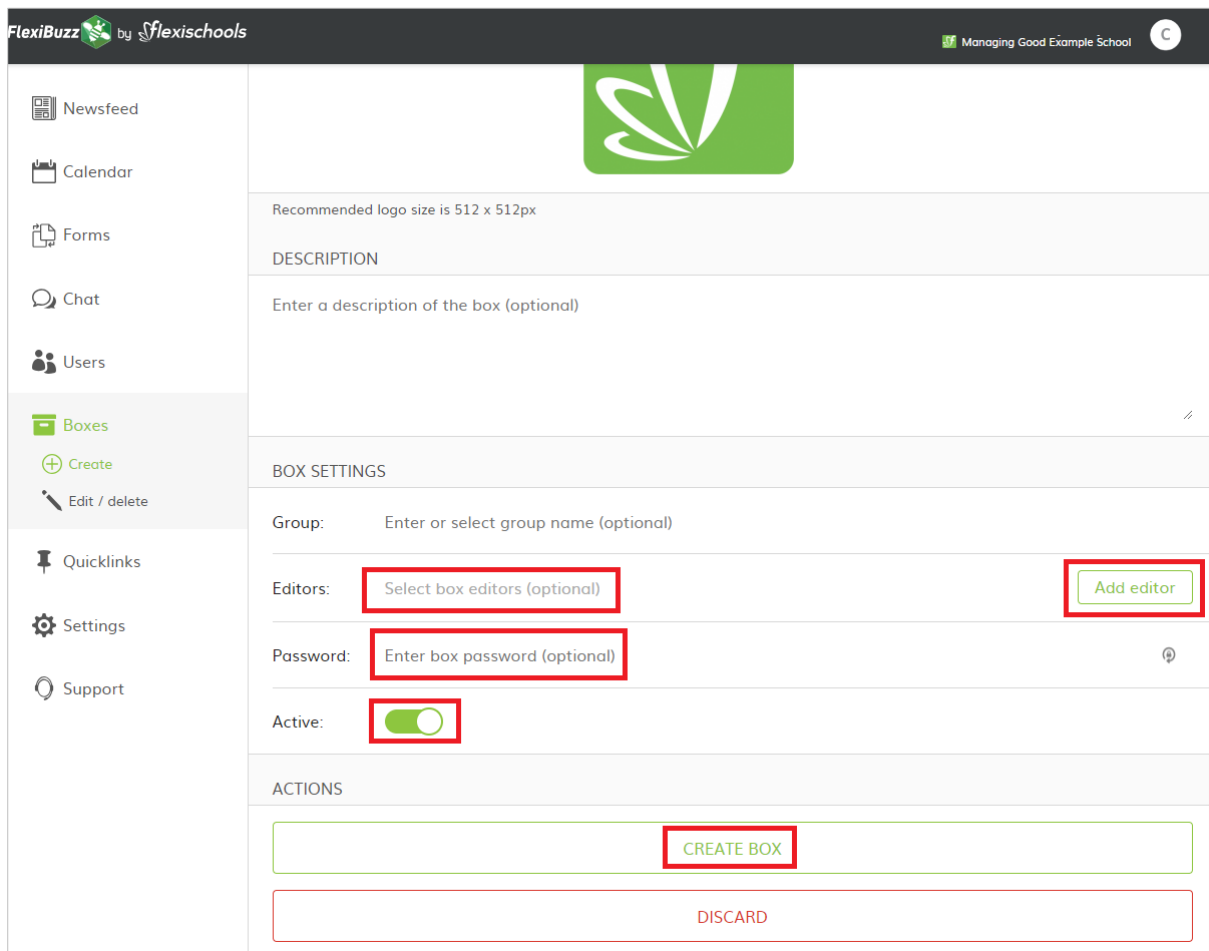
Editors can:

- Create posts and calendar items for their boxes
- Initiate one-to-one chats with users connected to their boxes
- View chats, archived posts, etc for their boxes

6. Password

Creating passwords is optional and entering a password here will lock the box. Users must have the password to be able to connect to this box. This is great for internal teams/staff.

Please note: The password will be hidden once entered so please record this for ease of reference. Active: When this is 'green' the box is visible.



The screenshot displays the FlexiBuzz interface for managing a box. The sidebar on the left contains navigation icons for Newsfeed, Calendar, Forms, Chat, Users, Boxes, Quicklinks, Settings, and Support. The 'Boxes' section is active, showing a 'Create' button and an 'Edit / delete' option. The main content area features a logo upload section with a recommended size of 512 x 512px. Below this is a 'DESCRIPTION' field with a placeholder text 'Enter a description of the box (optional)'. The 'BOX SETTINGS' section includes a 'Group' field, an 'Editors' field with a 'Select box editors (optional)' dropdown and an 'Add editor' button, a 'Password' field with an 'Enter box password (optional)' placeholder and a toggle for visibility, and an 'Active' toggle switch. At the bottom, there are 'CREATE BOX' and 'DISCARD' buttons.

7. Edit/Delete Boxes

- To edit a box, click 'Edit / Delete' and then click the box name.
- To delete a box, click 'Edit / Delete', highlight the box by ticking the check box and then click 'Delete'.

The screenshot shows the FlexiBuzz admin interface. On the left is a navigation menu with options: Newsfeed, Calendar, Forms, Chat, Users, Boxes (highlighted), Create, Edit / delete, Quicklinks, Settings, and Support. The main content area is titled 'FLEXIBUZZ EXAMPLE SCHOOL BOXES' and contains a table of boxes. The table has columns for 'NAME' and 'GROUP'. The 'Music Group - Mrs Stone' row is selected, and a red box highlights the 'Delete' button at the bottom of the table.

NAME	GROUP
Kindy	
Year 1	
Year 2	Test Box Group
Year 3	
Year 4	
Year 5	
Year 6	
Office	
Michael Test	
Group 1	Box Group
Test box	Box Group
Test Box	Test Box Group
Prep Mel	
Music Group - Mrs Stone	

Need more help?

Further support manuals are located in the admin console under the 'Support' section of the main menu, or email support@flexischools.com.au