

## 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.

## ADDING ITEMS AND EDITING YOUR NEWSFEED

This guide shows you how to create posts, edit your newsfeed and send out push notifications on the Flexischools app to your parent community.

Items that you create on the newsfeed will appear as below on your schools version of the Flexischools app.



## 1. Login

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

## 2. Create a new Newsfeed item

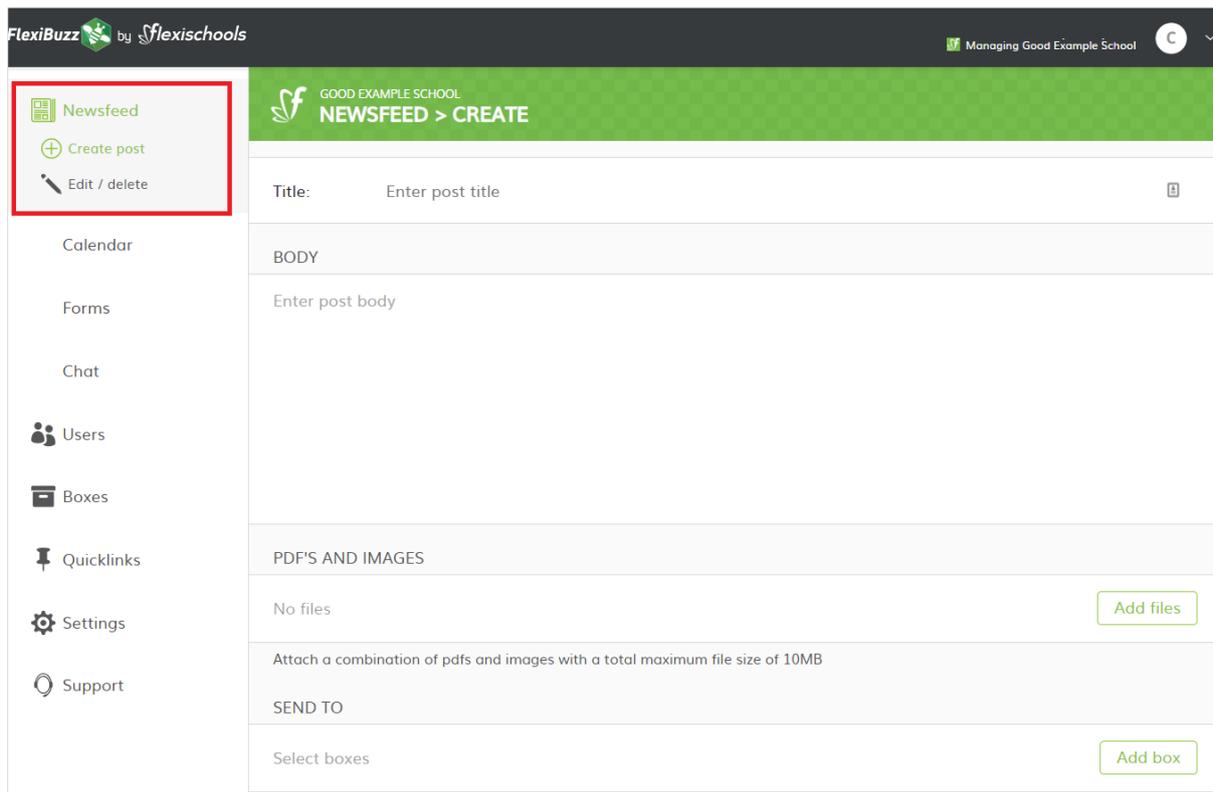
The newsfeed section allows you to create messages and control how they are sent.

- **Title** – is the heading for your post. E.g. Monday assembly cancelled
- **Body** – is the text inside your post which provides further information. E.g. Monday assembly has been cancelled due to the rain. It will be rescheduled next week with further announcements will follow.

**Note:** If you are copying your text from a Word document you need to first convert it to plain text. To do this paste the text from Word into Notepad then copy into FlexiBuzz. This removes Words inbuilt text formatting.

## 3. PDFs and Images

Click on add files button to add an image or PDF to your post. The maximum file size limit is 10MB.

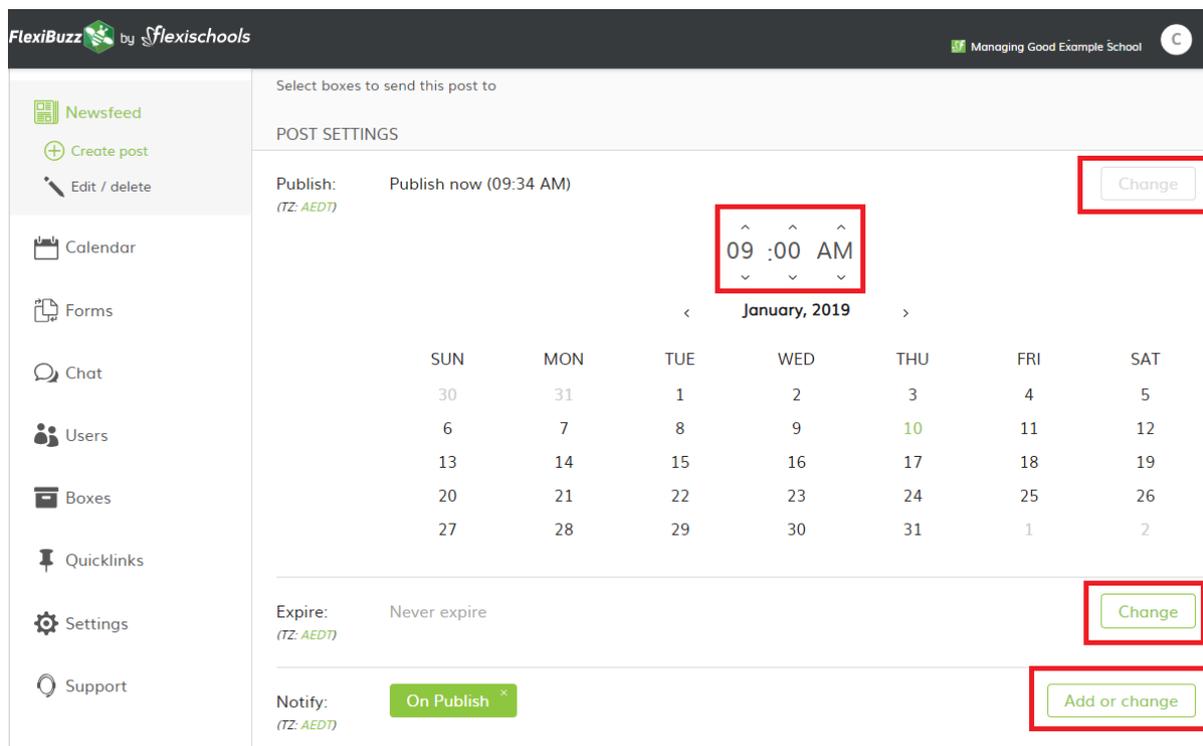


The screenshot shows the FlexiBuzz interface for creating a newsfeed item. The top navigation bar includes the FlexiBuzz logo and the school name 'GOOD EXAMPLE SCHOOL'. The left sidebar contains a menu with 'Newsfeed' highlighted in a red box, along with options for 'Create post', 'Edit / delete', 'Calendar', 'Forms', 'Chat', 'Users', 'Boxes', 'Quicklinks', 'Settings', and 'Support'. The main content area is titled 'NEWSFEED > CREATE' and contains the following sections:

- Title:** A text input field with the placeholder 'Enter post title' and a small icon on the right.
- BODY:** A large text area with the placeholder 'Enter post body'.
- PDF'S AND IMAGES:** A section with the text 'No files' and an 'Add files' button. Below this is a note: 'Attach a combination of pdfs and images with a total maximum file size of 10MB'.
- SEND TO:** A section with the text 'Select boxes' and an 'Add box' button.

#### 4. Send to

Determines who will be able to receive your post. Select the years/groups that you want to see the post.



Select boxes to send this post to

POST SETTINGS

Publish: Publish now (09:34 AM) Change

(TZ: AEDT)

09 :00 AM

January, 2019

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Expire: Never expire Change

(TZ: AEDT)

Notify: On Publish Add or change

(TZ: AEDT)

#### 5. Publish

Allows you to schedule out when you want a post to go live and when you want your post to expire, which will remove the post from your newsfeed.

To alter the time and date, select 'change'.

- **Set time:** click the arrows on the time
- **Set date:** click on a date

#### 6. Expire - It will automatically default to never expire

To alter the time and date, select 'change'.

#### 7. Notify - This will allow you to send out push notifications. The default will send out a push notification when your newsfeed article is published.

If you do not want to send out a push notification when you set up a post click on 'On Publish' or click on 'Add or change' to modify when you want a push notification for this post to be sent out.

The screenshot shows the FlexiBuzz interface for creating a post. On the left is a sidebar with navigation options: Newsfeed, Calendar, Forms, Chat, Users, Boxes, Quicklinks, Settings, and Support. The main content area is titled 'POST SETTINGS' and includes the following sections:

- Select boxes:** A section with an 'Add box' button.
- Select boxes to send this post to:** A section for selecting target groups.
- Publish:** Set to 'Publish now (09:41 AM)' with a 'Change' button.
- Expire:** Set to 'Never expire' with a 'Change' button.
- Notify:** Set to 'On Publish' with an 'Add or change' button.
- Pinned:** A toggle switch that is currently turned on (green) and is highlighted with a red rectangular box.
- ACTIONS:** Two buttons: 'PUBLISH' (green) and 'DISCARD' (red).

**8. Pinned** - This will hold your post at the top of the newsfeed

To pin a post, click the toggle button. It will turn green and your post is pinned.

**Note:** a pinned post can also be set with an expiry date.

**9. Actions** - This provides you with the option to post or discard your newsfeed item.

- **Publish:** Goes live and sends your post to your selected groups and the set criteria.
- **Discard:** Deletes the information and settings for this post.



## Edit published Newsfeed posts

Click 'Edit /delete' to open published posts. This is where you can make changes to a posted message or delete it completely.

The screenshot displays the 'FlexiBuzz by flexischools' interface for creating a newsfeed post. The top navigation bar includes the school name 'GOOD EXAMPLE SCHOOL' and the user 'Managing Good Example School'. The sidebar on the left contains several menu items, with 'Edit / delete' highlighted in a red box. The main content area is divided into sections: 'Title' with a placeholder 'Enter post title', 'BODY' with a placeholder 'Enter post body', 'PDF'S AND IMAGES' with a placeholder 'No files' and an 'Add files' button, and 'SEND TO' with a placeholder 'Select boxes' and an 'Add box' button. A note below the PDF section states: 'Attach a combination of pdfs and images with a total maximum file size of 10MB'.

To delete the post select the check box of the post you would like to delete and click on delete. This will permanently remove the newsfeed post.



**Note:** Only you as an Admin can remove posts from the newsfeed. Users of the app are not able to delete post items.

FlexiBuzz  by  Managing Good Example School 

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**GOOD EXAMPLE SCHOOL NEWSFEED > POSTS**

SEARCH / FILTER

Search posts 

POSTS  Open Trash

<input type="checkbox"/>	TITLE	BOXES	DATE 
<input checked="" type="checkbox"/>	Welcome back to school - term 4	Kindy/Prep, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6	Published 19 Oct 2018
<input type="checkbox"/>	Pupil Free Day - Monday 15th October 2018	Kindy/Prep, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6	Published 02 Oct 2018
<input type="checkbox"/>	Monday Assembly Canceled	Kindy/Prep, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6	Published 06 Sep 2018
<input type="checkbox"/>	Welcome to the Flexischools app ! [Do not push notify]	Kindy/Prep, Year 1, Year 2, Year 3, Year 4, Year 5, Year 6	Published 20 Jul 2018

1  
Results per page: 15 | 25 | 50 | 100



## View your post as a user

Click on the top right-hand corner on the drop-down arrow and click on 'Switch to user'  
This will switch to the user view and show you what the post will look like on the newsfeed.

The screenshot shows the FlexiBuzz admin console interface. The top navigation bar includes the FlexiBuzz logo, the text 'Managing Good Example School', and a user profile icon with a dropdown arrow. The left sidebar contains a menu with options: Newsfeed, Create post, Edit / delete, Calendar, Forms, Chat, Users, Boxes, and Quicklinks. The main content area is titled 'SEND TO' and 'POST SETTINGS'. The 'POST SETTINGS' section includes: Publish: Publish now (04:30 PM) (TZ: AEDT); Expire: Never expire (TZ: AEDT) with a 'Change' button; Notify: On Publish (TZ: AEDT) with an 'Add or change' button; and Pinned: a toggle switch. A dropdown menu is open from the user profile icon, showing 'MANAGE ACCOUNTS' with 'FlexiBuzz Superadmin', and 'SETTINGS' with 'Profile', 'Logout', and 'Switch to user' (highlighted with a red box).

## 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](mailto:support@flexischools.com.au)