

Photon Broadcast Message Guide

Photon Broadcast Message is a feature provided by Photon that allows multiple users to be reached for communicating important information, such as system outages and shift coverage needs. Designated users can create customized distribution lists in addition to choosing which communication method (*i.e. email, SMS, robocall, push*) to fit their specific needs.

Broadcast Message Roles:

Broadcast Administrators	<ul style="list-style-type: none">- Builds facility infrastructure for all broadcast groups and sub-groups- Access to broadcast to all facility Photon Users (Network Location Users)- Access to Reports broadcast status (queued, processing, process)- Assigns managers to specific distribution list broadcast groups
Broadcast Group Managers	<ul style="list-style-type: none">- Able to broadcast to groups for which they are assigned as managers
General Users	<ul style="list-style-type: none">- Recipients only

Broadcast Options:

There are three main ways to send a broadcast message. To all users, to predetermined groups in Scheduling or custom groups.

<i>Network Location Users</i>	<ul style="list-style-type: none">- This option will broadcast to <i>all facility Photon Users</i>- May be used for communication system wide outages- Only a limited few will have access to this option
<i>Schedule Group Users</i>	<ul style="list-style-type: none">- Distribution lists <i>based on Schedule groups</i> and sub-groups (On-Call Specialists) within Scheduling
<i>Distribution List</i>	<ul style="list-style-type: none">- <i>Customizable lists</i> not already built in Scheduling (<i>i.e. Tele Night shift RN's</i>)