

Organizer:

How to create New Event

- A) Select your “**Campaign ID**” (Optional), all schedule task record will attach to this Campaign ID folder, it convenience for user to trace back record.
- B) Select “**Category**”, key in title, select time and date, fill up the detail in remark column for future references.
- C) If you want the system send alert message to your Person in charge hand phone. Click the “**Reminder**” button to schedule the task.

The screenshot shows the 'Organizer: New Event' form. At the top, there is a blue header with the text 'Organizer: New Event' and a 'Back | Save |' button. Below the header, the form is divided into several sections. The 'Campaign' section has a dropdown menu and an 'Add / Edit Campaign' button. The 'Category' section has a dropdown menu. The '*Title' section has a text input field. The '*Time' section has two dropdown menus, both set to '0'. The '*Date From' section has two date input fields, both set to '28-11-2013'. The 'Remarks' section has a large text area. The 'Reminder' section has a green plus sign icon. Three callouts, labeled A, B, and C, point to the Campaign dropdown, Category dropdown, and Reminder plus sign icon respectively.

Campaign	<input type="text"/>	<input type="button" value="Add / Edit Campaign"/>
Category	<input type="text"/>	
*Title	<input type="text"/>	
*Time	<input type="text" value="0"/>	<input type="text" value="0"/>
*Date From	<input type="text" value="28-11-2013"/>	To <input type="text" value="28-11-2013"/>
Remarks	<input type="text"/>	
Reminder	<input type="checkbox"/>	

The screen will pop-up another new window, user need to key in the desire detail (Recipient hand phone number, time and date for sending the task reminder, content of the message & etc):

- A) Select your "Campaign ID" (Optional), sending message record will attach to this Campaign ID folder, it convenience for user to trace back SMS sending record.
- B) Select your "Sender ID"(Optional), this Sender ID will auto display in front of the message
- C) Select Phone Book for sending SMS
- D) Key in single hand phone number, click "ADD" ,the hand phone number will add in to sending list
- E) Key in the message content
- F) Preview Message

Step 1

Credit Balance: 162916

Campaign: Select Campaign [Add / Edit Campaign] **A**

Sender ID: (Blank) [Add / Edit Sender ID] **B**

Step 2

Personalised

Handphone No. [Select Phone Book] **C**

Total Mobile No. 0 **D**

Enter Mobile No. MALAYSIA 60 60 [Add Mobile No.] (examples 60127779999)

Step 3

Message: on 28-11-2013 to 28-11-2013 (12:00) **E**

[SMS Samples]

[SMS Template]

English / Malay Chinese Language [Save As Template]

Each [ENTER] counted as 2 characters

117 character(s) left 1 SMS(s)

ONLY a-z, A-Z, 0-9, !@#%&*()-_+=:;<>.,?/ characters are supported
If sending LONG SMS (more than 1 SMS), it will be delivered in 7-Bit Encoding SMS. Some phones do not support this.
SMS sent through our gateway will be charged regardless of delivery status

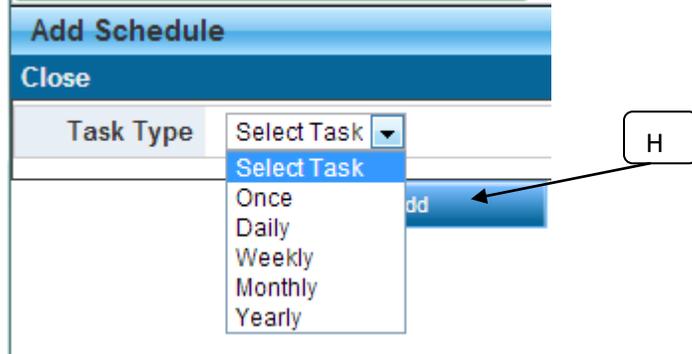
Step 4

[Preview] **F**

G) The screen will show the schedule message content for user to double check, click **“Add schedule”**



H) The screen will pop-up another new window, user need to key in the desire detail (**Time and date** for sending the schedule task), then click **“add”**



I) Click **“Save”**, the schedule task will keep in server, when reach the schedule time & date, the message will automatic send out to the recipient hand phone number)

