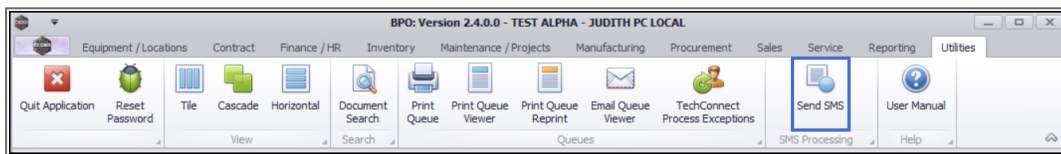


UTILITIES

SEND SMS

You can send SMSs to your [customer contacts](#) and [employees](#) in BPO.

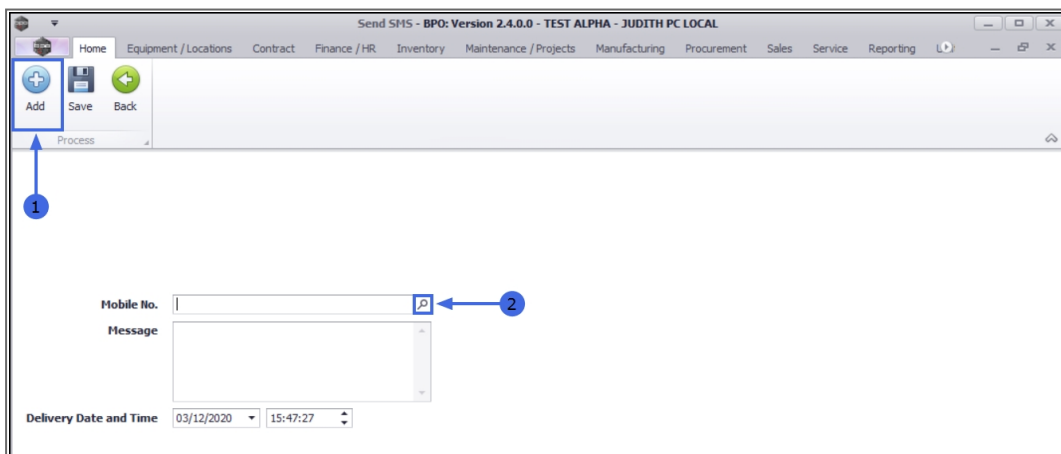
Ribbon Access: *Utilities > Send SMS*



The *Send SMS* screen will be displayed.

SELECT MOBILE NUMBER

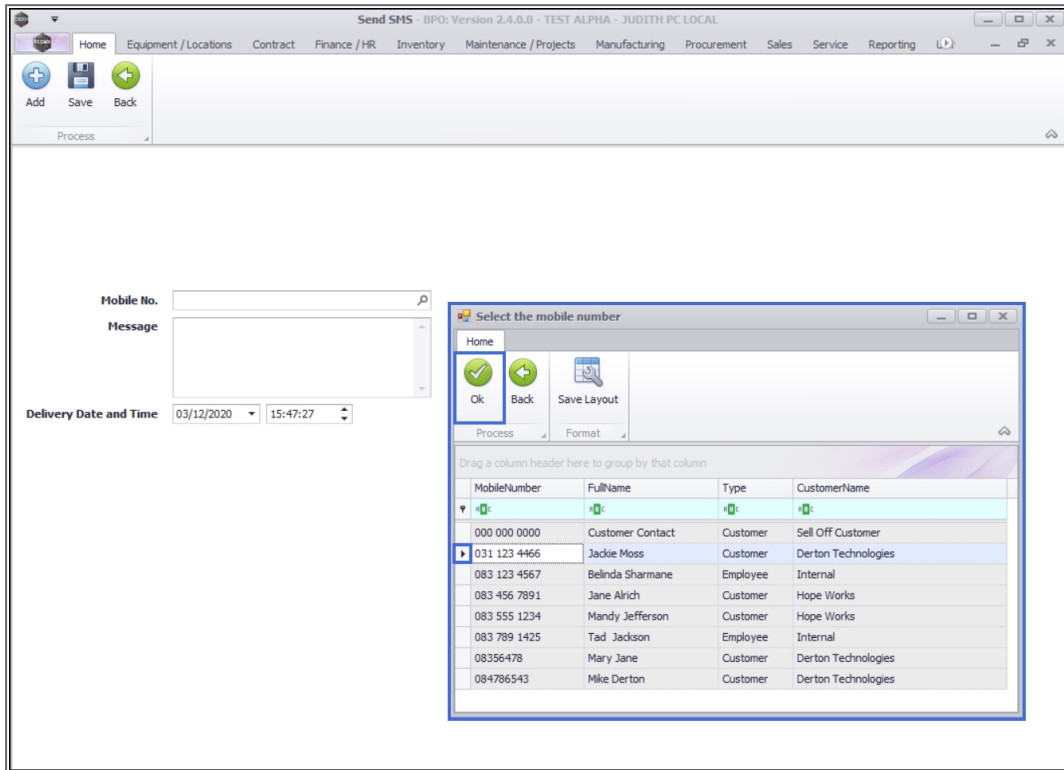
- You can either click on;
 1. **Add** or the
 2. **Search** icon



- The *Select the mobile number* screen will be displayed.

SELECT CONTACT

- Select the contact you wish to send an SMS to and click on **Ok**.



- The **Mobile No.** field will be populated according to your selection.
- Type in your message in the **Message** body.

ENTER MESSAGE BODY DETAILS

- The **Delivery Date** and **Time** will auto populate with the current date and time. You can click on the arrows and change the date and time if required.

Send SMS - BPO: Version 2.4.0.0 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting

Process

Mobile No. 031 123 4466

Message Good day. How are you? I am coming to your office tomorrow.

Delivery Date and Time 03/12/2020 15:47:27

1 2 3

SAVE SMS

- Click on **Save**.
- The **Send SMS** screen will close on save.

Send SMS - BPO: Version 2.4.0.0 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment / Locations | Contract | Finance / HR | Inventory | Maintenance / Projects | Manufacturing | Procurement | Sales | Service | Reporting

Process

Mobile No. 031 123 4466

Message Good day. How are you? I am coming to your office tomorrow.

Delivery Date and Time 03/12/2020 15:47:27

MNU.076.001

