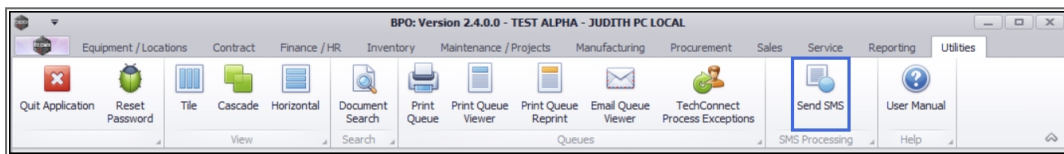


UTILITIES

SEND SMS

You can send SMSs to your customer contacts and employees in BPO.

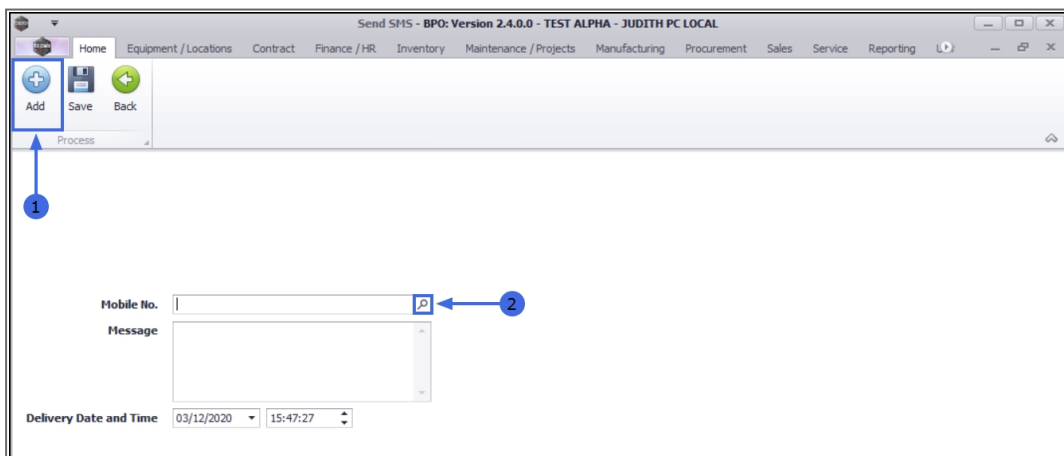
Ribbon Access: *Utilities > Send SMS*



The **Send SMS** screen will be displayed.

SELECT MOBILE NUMBER

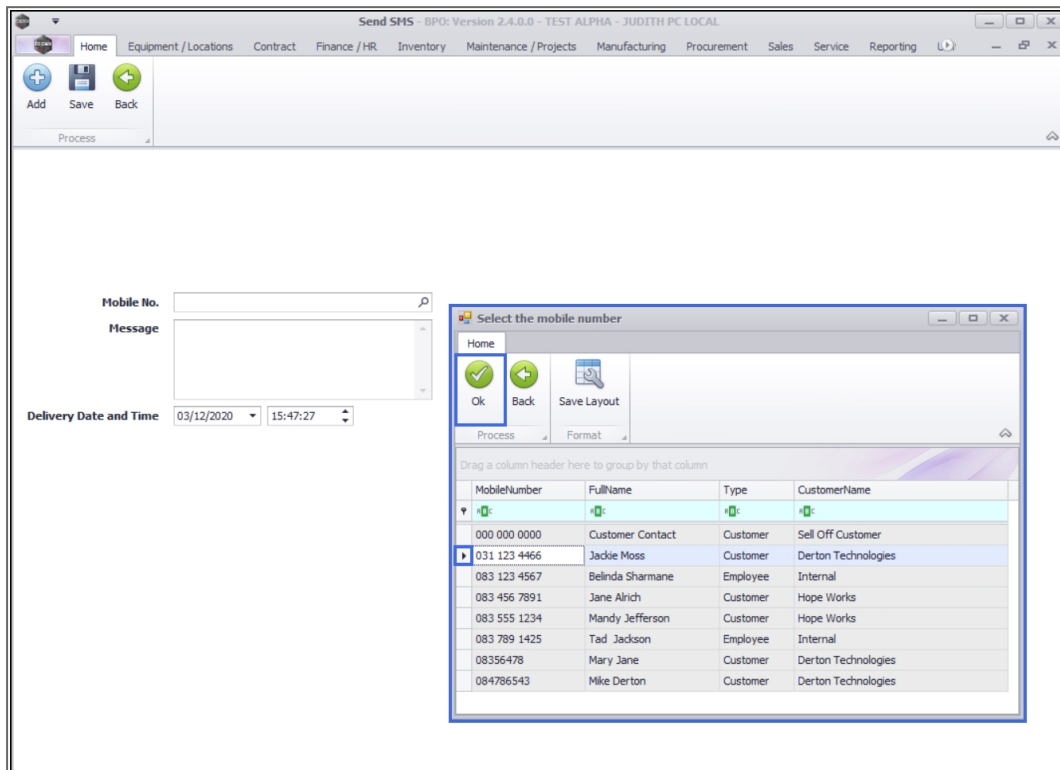
- You can either click on;
 1. **Add** or the
 2. **Search** icon



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

SELECT CONTACT

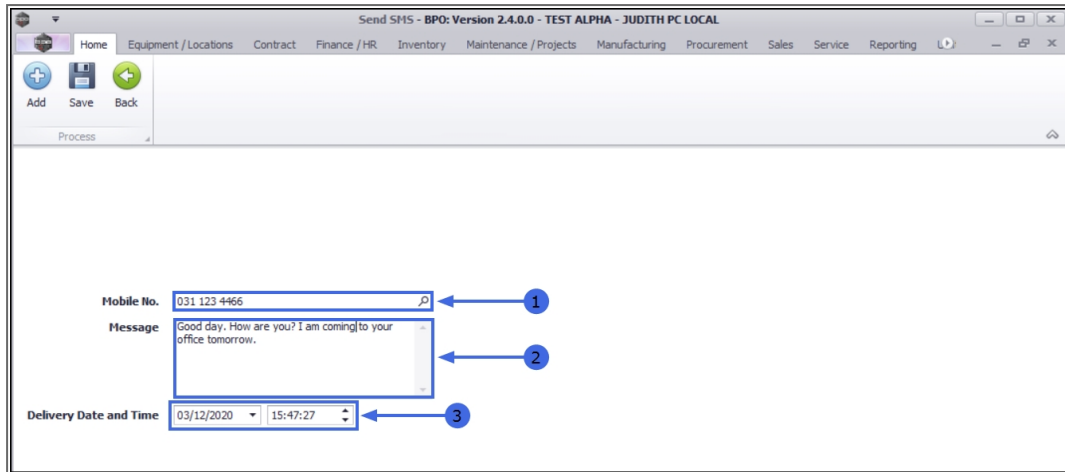
- Select the contact you wish to send an SMS to and click on **Ok**.



- 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

Add Save Back

Process

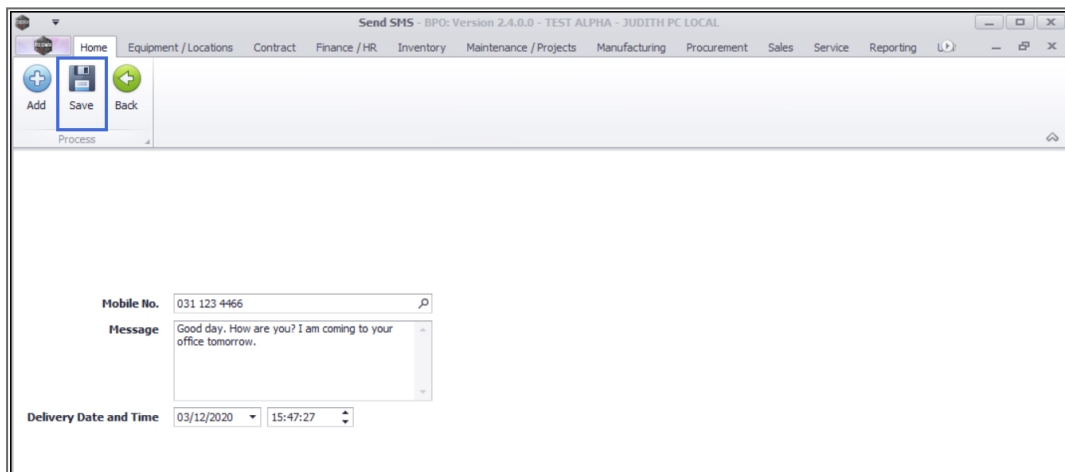
Mobile No. 031 123 4466

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

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

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

Add Save Back

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

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