WaveWare Technologies, Inc.
"We Deliver Information at the Speed of Light"

Enterprise Messaging Software

Guide for "How-to Send a Message"

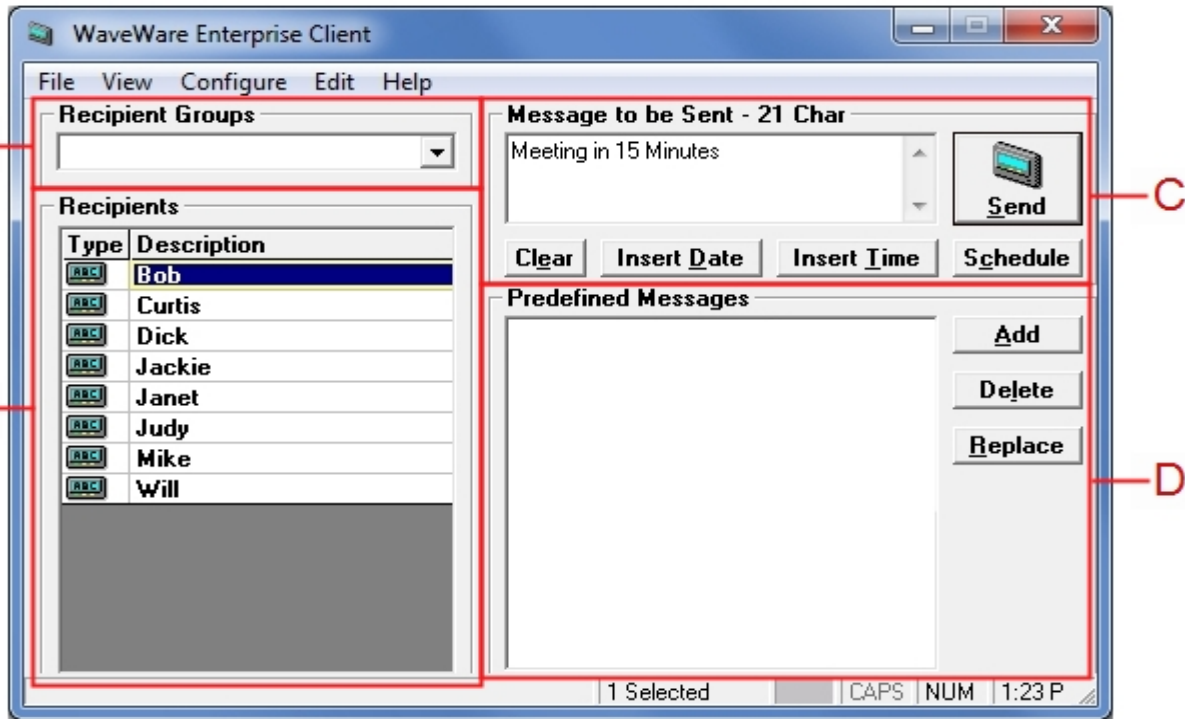## Sending Messages with Enterprise Messaging Client Software

In the Client Window you can:

- **Choose the "Recipient(s)" you want to Send a Message to.**
- **Choose a "Group" of Recipients to use as a Recipient List.**
- **"Create" Message(s) to be Sent and Decide whether you want to Store them for Future use.**
- **The Messages can be Stored in the "Pre-Defined Messages" Window when you Click "Add".**
- **After Storing Messages you can then "Edit" the Message and choose to "Replace" the old Message.**
- **You can also "Delete" any Highlighted Message.**
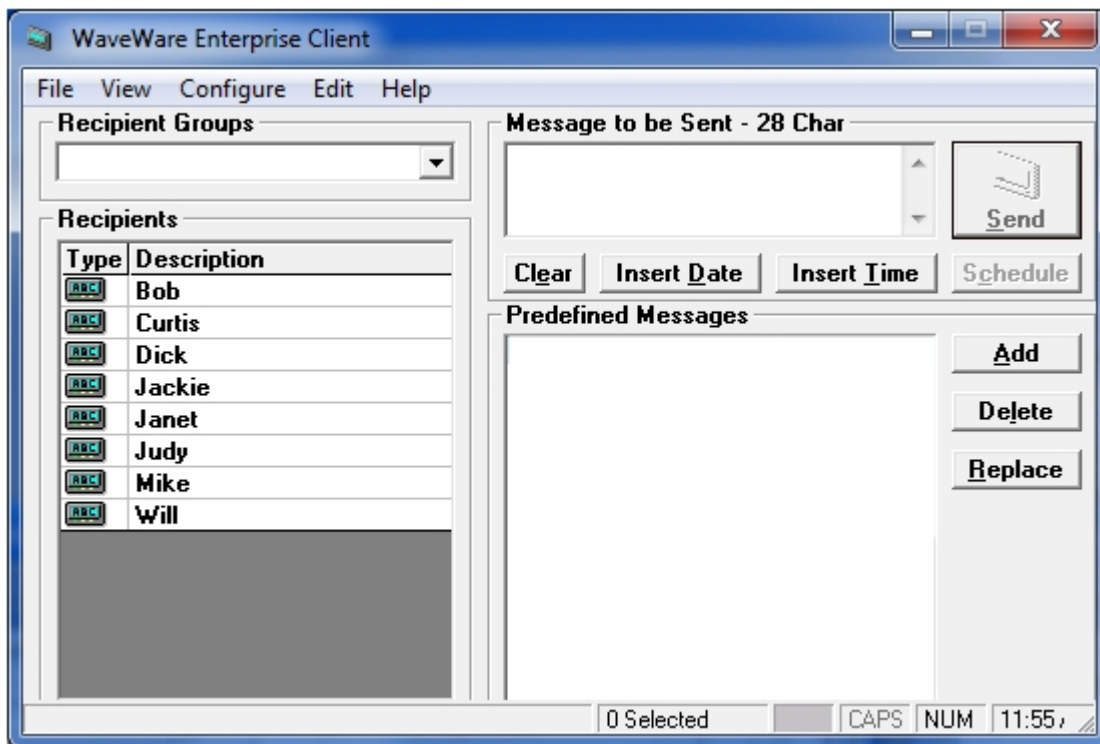
Create Messages – Choose Recipients or Groups – Send Message

For a more "Detailed Explanation", please Proceed to the Next Page…

Choose Recipient from either (A) or (B) and then Type Message (C), then Click the "Send" Button.

A	**For Choosing Predefined Group Lists.** **Choose from the "Drop Down Menu" the Recipient Group you wish to Send a Message to.** **See Figures 101 and 101A on Page (37).**
B	**For Choosing Predefined Recipient(s).** **Click on the Recipient(s) you wish to Send a Message to.** **Hold Down the "Control Key" while Clicking on each Recipient in List, if more than one.** **See Fig. 102 on Page (38).**
C	**For Creating and Sending a Message.** **Click the "Date/Time" Buttons to Insert Date and/or Time within the Body of the Message to be Sent.** **Click on the "Clear" Button to Erase the Existing Message in the Message Window.** **Click the "Schedule" Button to Setup Messages to be Sent at Preset Time/Date.** **Click the "Send" Button to Send a Message.** **See Figures 103 on Page (38) and 103A / 103B on Page (39).**
D	**For Adding (Saving), Editing and Choosing Predefined Messages.** **Create and Add (Save) Messages to be used again at a Later Time.** **You may Delete any Predefined Highlighted Message.** **To Replace a Message: Highlight a Predefined Message, Type a New Message and Then Click "Replace".** **See Figures 104 and 104A on Page (40).**

Next: Choosing Recipient Groups

Recipient Groups

For when using Pre-Defined or Client Created "Recipient Group" Lists.
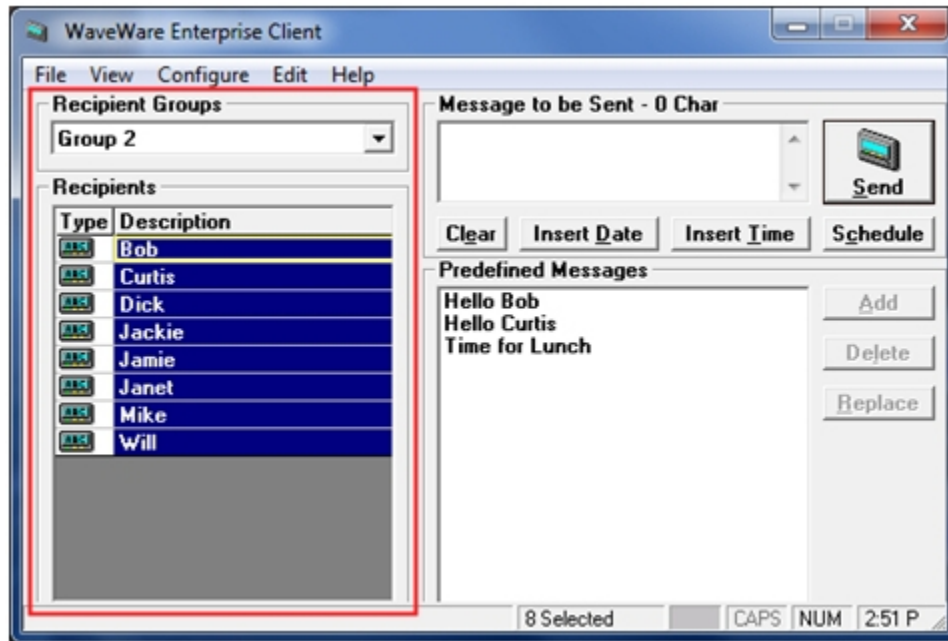

Fig. 101 - Send a Message to All Recipients within the Group

When the Group First Populates the List of Recipients, All Recipients that are Assigned to that group should be Highlighted. See Fig. 101

To send to the Entire Group, Create a Message and then Click "Send"

To send to only a few Recipients within the Group, Edit the List by Clicking on the Recipients you do not want to send a message to in order to "Deselect" that Recipient(s). See Fig. 101A
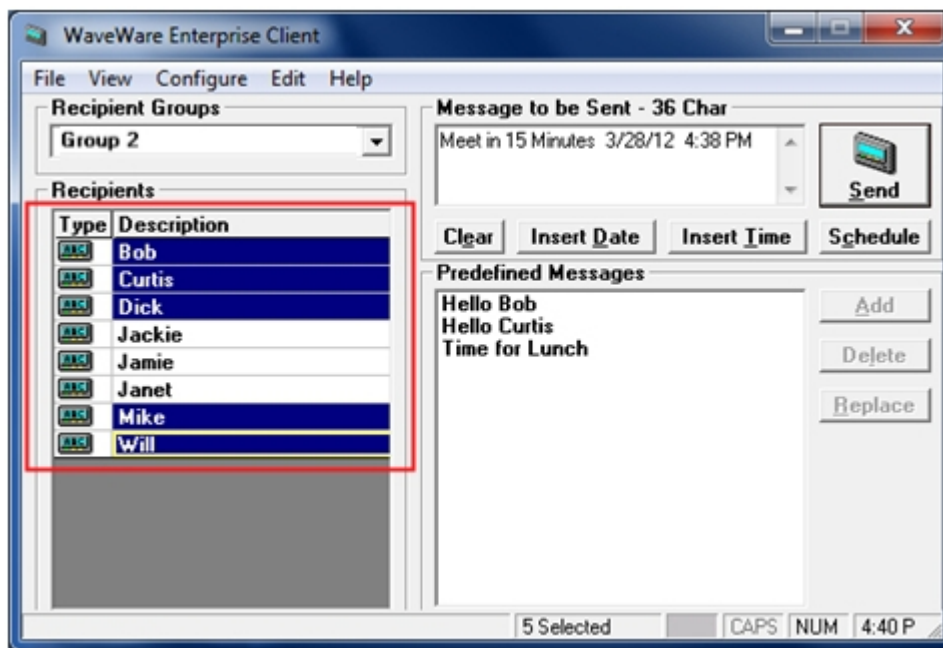

Fig. 101A - Deselect the Recipients you "Do Not" want to Send a Message

Next: Choosing Recipients and Enter Date and Time

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Choose Recipient(s)

**For when using Pre-Defined or Client Created "Recipients" Lists.
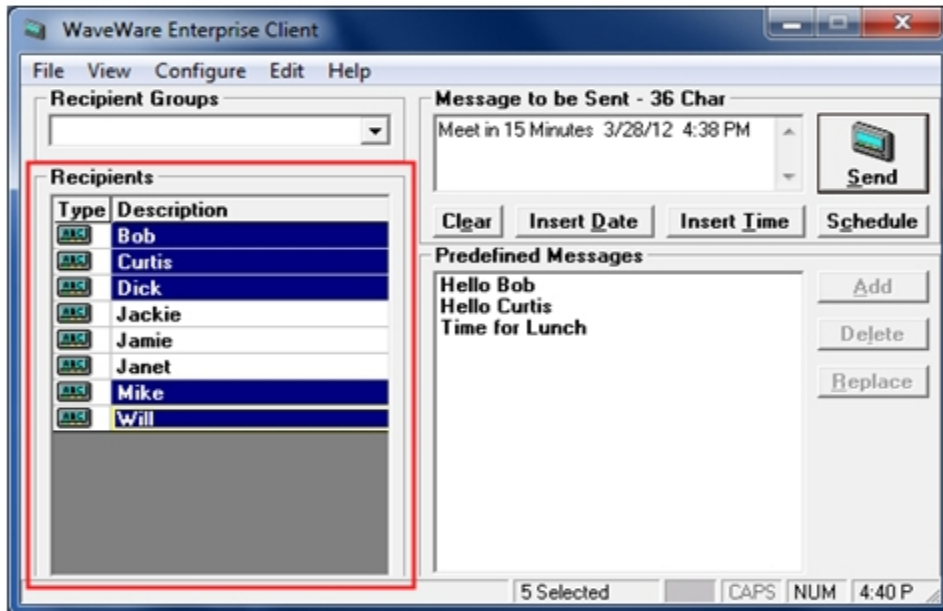Choose one or more Recipients from the Recipients List. See Fig. 102**

Fig. 102 Choose one or more Recipients from the List

To Choose more than one Recipient, Hold Down the "Control Key" while Clicking on Each Recipient.

Insert the Date / Time into a Message

In the "Message to be Sent" Box, Type the Message you want to Send and Click the "Send" Button.

When you Create a Message, you may also Click the Insert Date and /or Insert Time Buttons to add this Information to your Message. See Fig. 103

**This may be done either Before or After the Message you Create.
Then Click the Send Button to send the Message to the Highlighted Recipients. See Fig. 103**
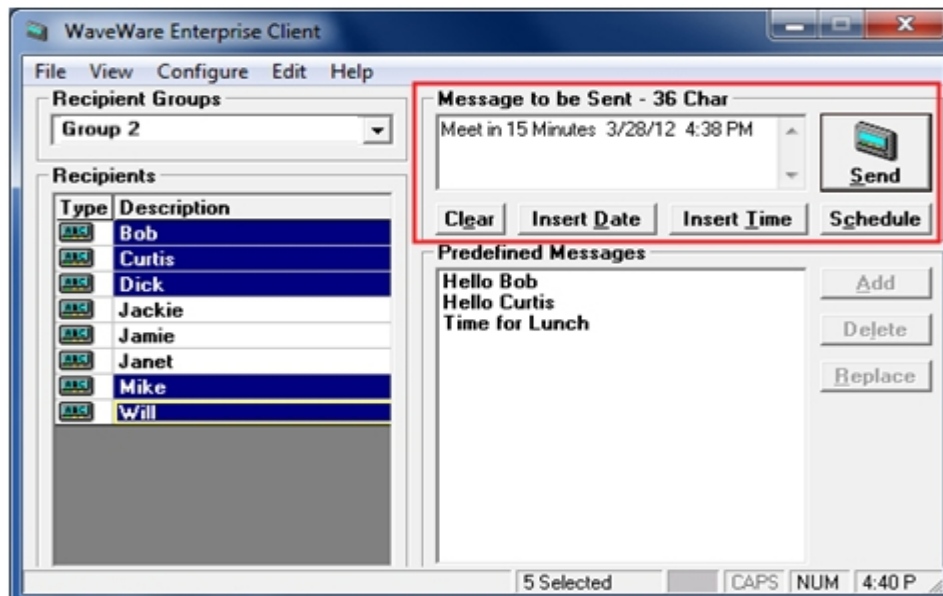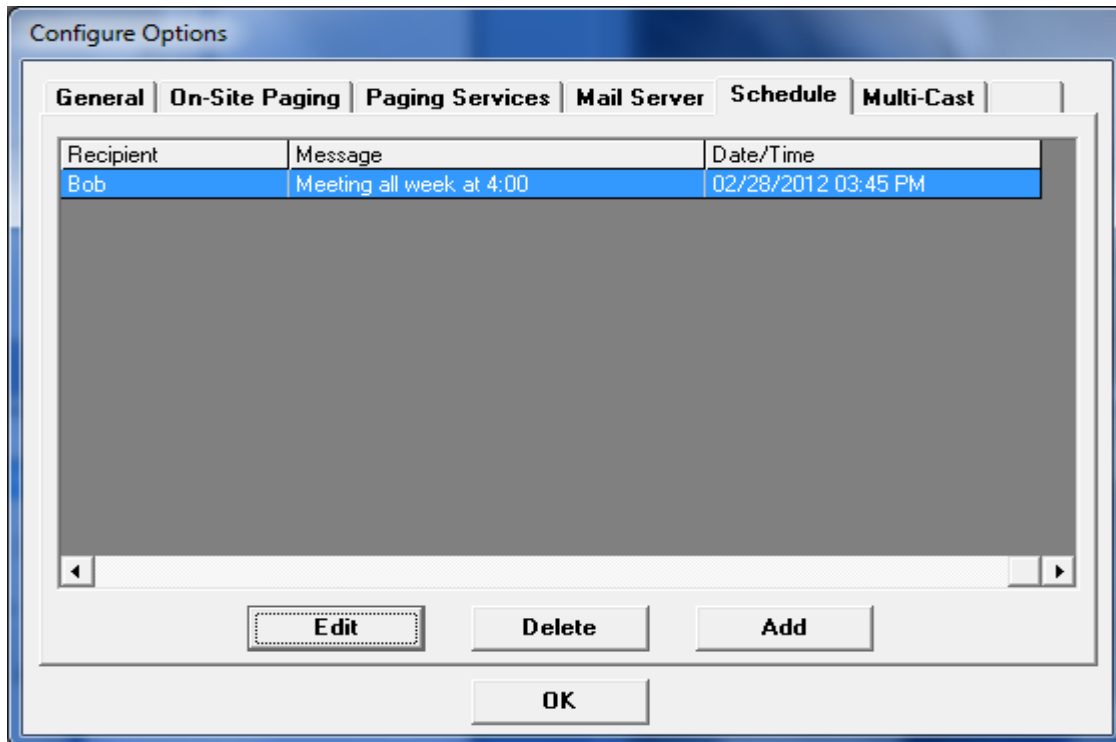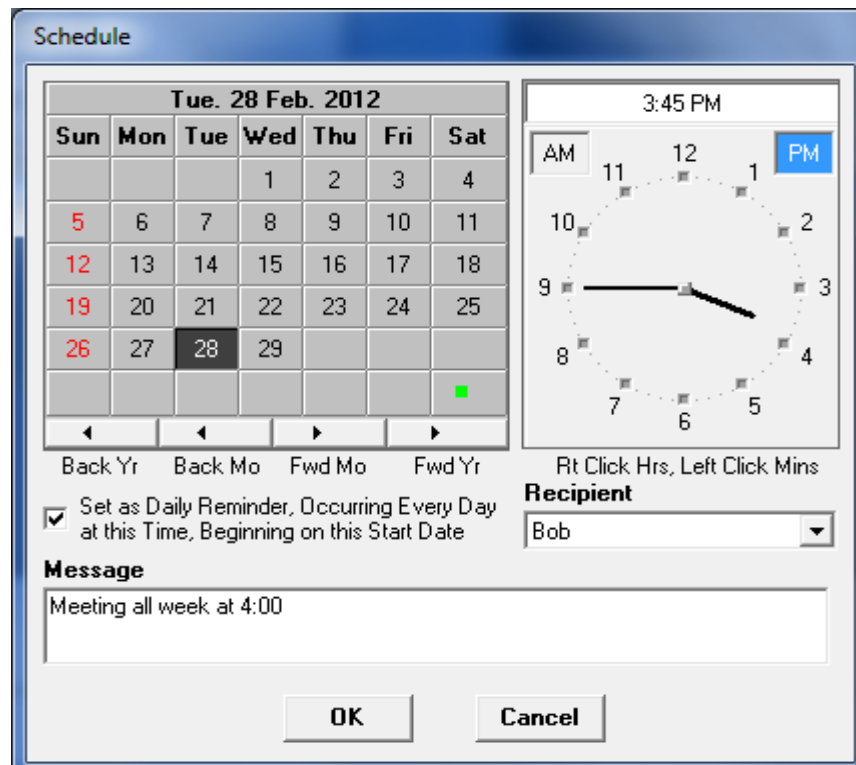

Fig. 103 Add the Date / Time to your Message and Click the Send Button

Next: Setup Scheduling of Messages

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Setup Scheduling of Messages

You can set Scheduling of Messages to be sent at a Certain Time and Month / Day. Create the Message to be Sent and to which Recipient to send the Message.

Choose the Time, Day, Month and whether to set as a Daily Reminder.

Next: Using Pre-Defined Messages

Pre-Defined Messages

Working with "Pre-Defined Messages" within the Client.

If you would like to Save/Store a Message for using again some other time.
After Creating the Message, Click the "Add" Button and it will appear in the Pre-Defined Messages area.

When you want to use it again, pick the Recipients, then Click on the Message you want to Send from the List of Pre-Defined Messages you have previously Saves / Stored.

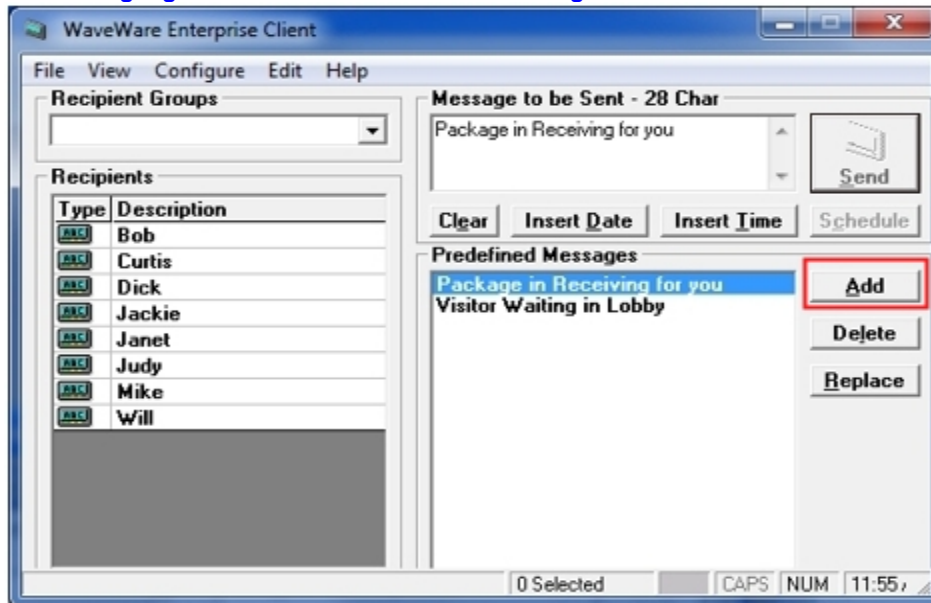**It will Highlight and then add itself to the Message to be Sent area. Click Send.**

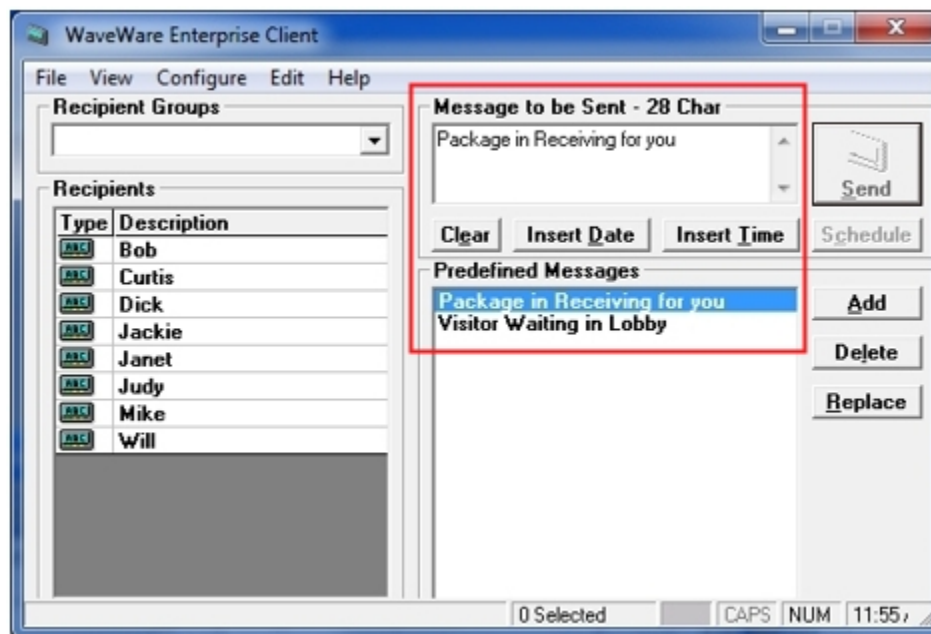**Fig. 104 Create a Message and Click Add to Store Message to reuse Later**

Fig. 104A Click on the Message to be reused and Sent or to Edit or Delete it.

After Highlighting a Saved / Stored Message, you may Edit the Message within the Message to Send Area and then Click the "Replace" Button to replace the old message with the New Edited Message or Click the "Delete" Button to Remove it from the Pre-Defined Messages List.

Next: Sending Messages with Enterprise Messaging Client Software

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WaveWare Technologies, Inc.
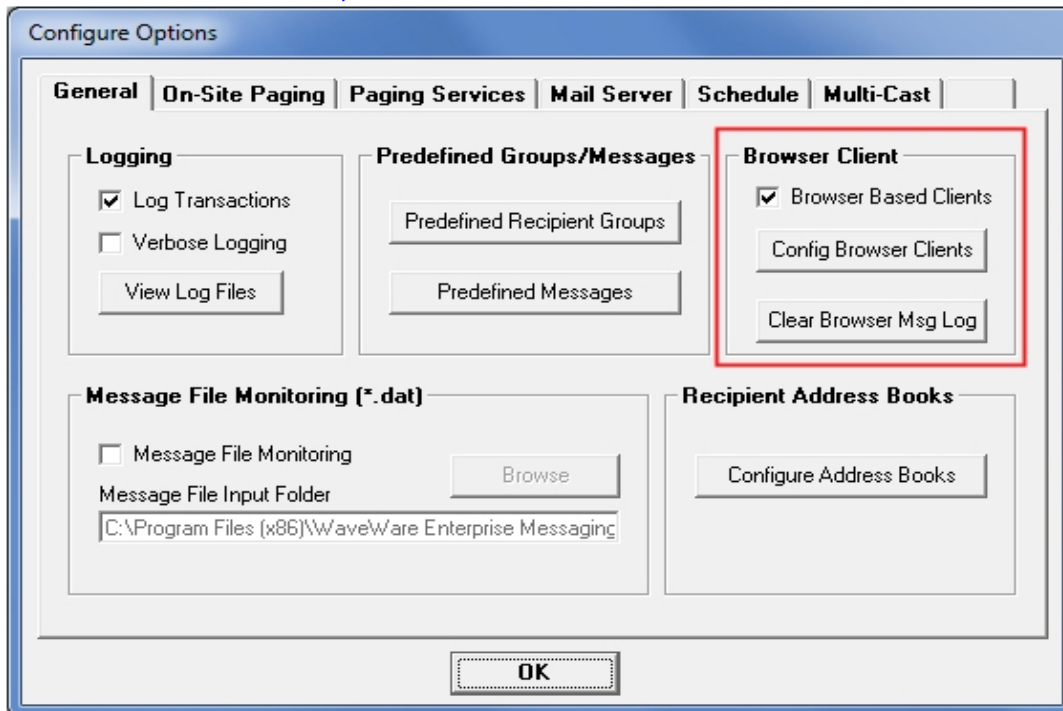### *"We Deliver Information at the Speed of Light"*
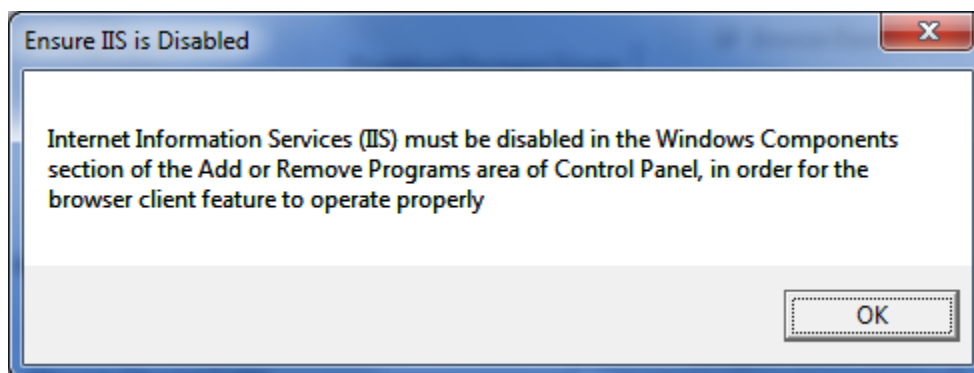
Enterprise Messaging Software

Sending Messages with Enterprise Messaging Client Browser

To use the Client Browser, be sure that you have this Option Enabled.

As Shown below, the "Browser Based Clients" Must be Checked.
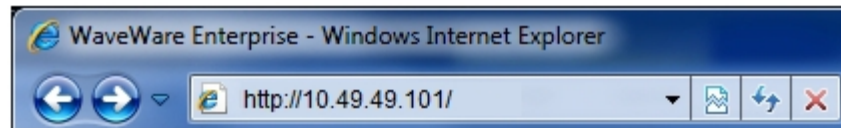

You will see the Window below, Click "OK" when Ready.

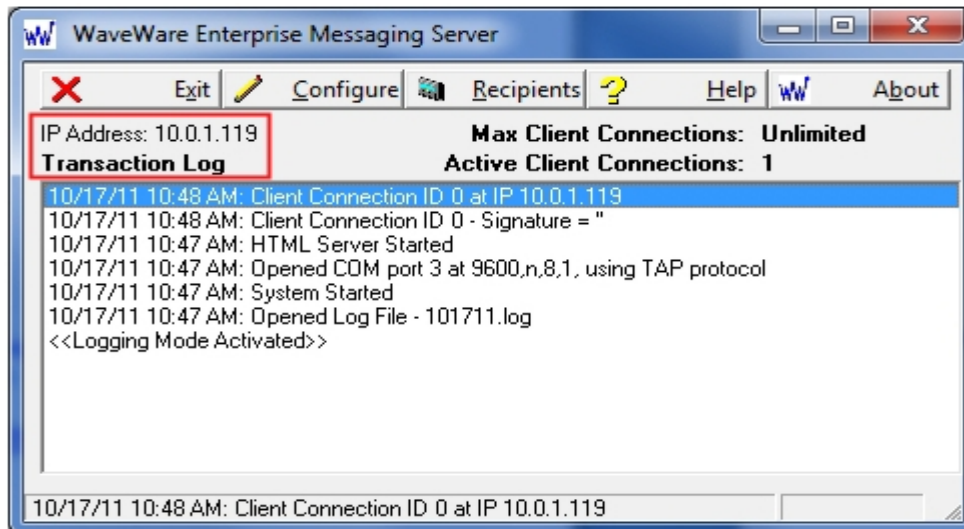**Internet Information Services Must be "Disabled" in order for the Browser Client to work.**

Next: Enter the IP Address
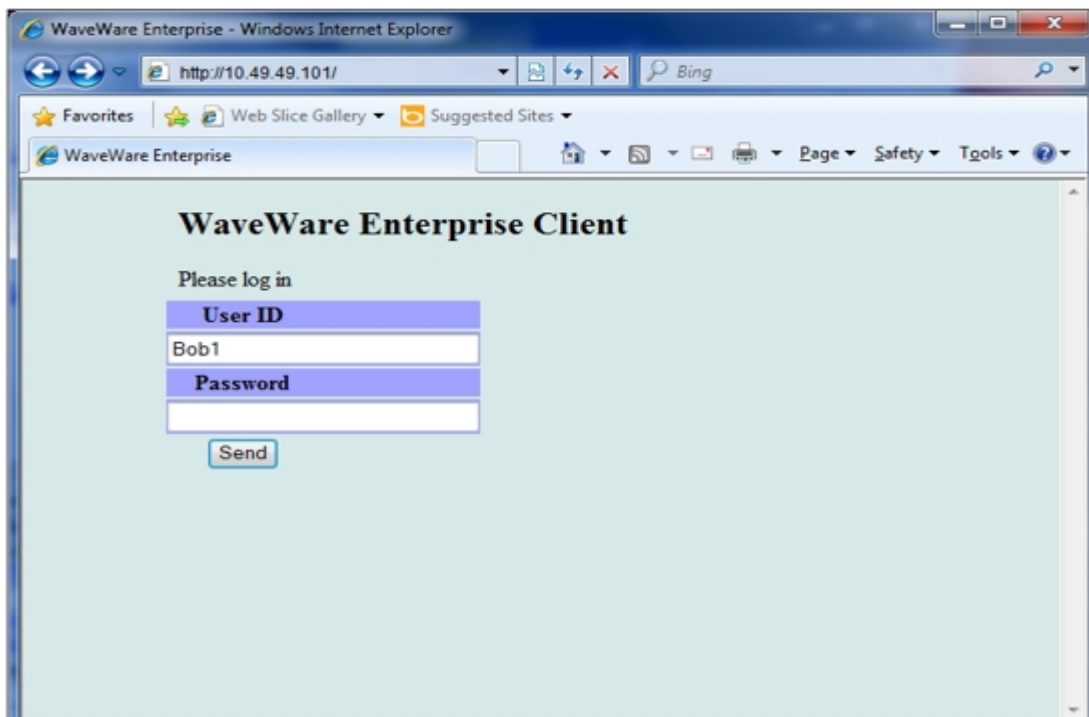
Enter the IP Address

**Start your Internet Browser (Internet Explorer, Firefox, etc.) and
Then Enter the IP Address of the Enterprise Server.**

You can Locate the "IP Address" of the Server in the area Indicated in the "Red" Box, as Shown below.

When Successful, you may then see the Log-in Screen as Shown below asking for your "User ID and Password".
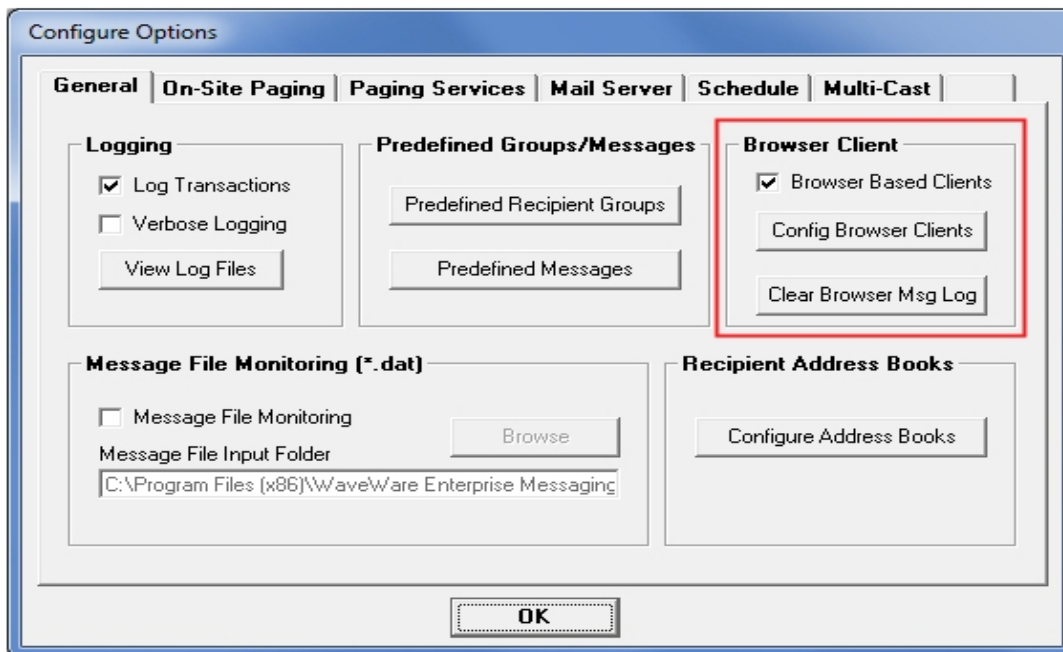

**Note: If you configured No Browser Clients, the log in prompt will Not be displayed.**

Next: How to Configure Browser Clients

Configure Browser Clients

The User ID and Password was Created in the Server Configure Options Window – General Tab.

Under the "General" Tab, Under the "Browser Client", Click on the "Config Browser Clients" Button.

In this Window you will set the "User ID and Enter Password".
You are Not Required to use a Password, so you can Leave that Field Blank if you wish.
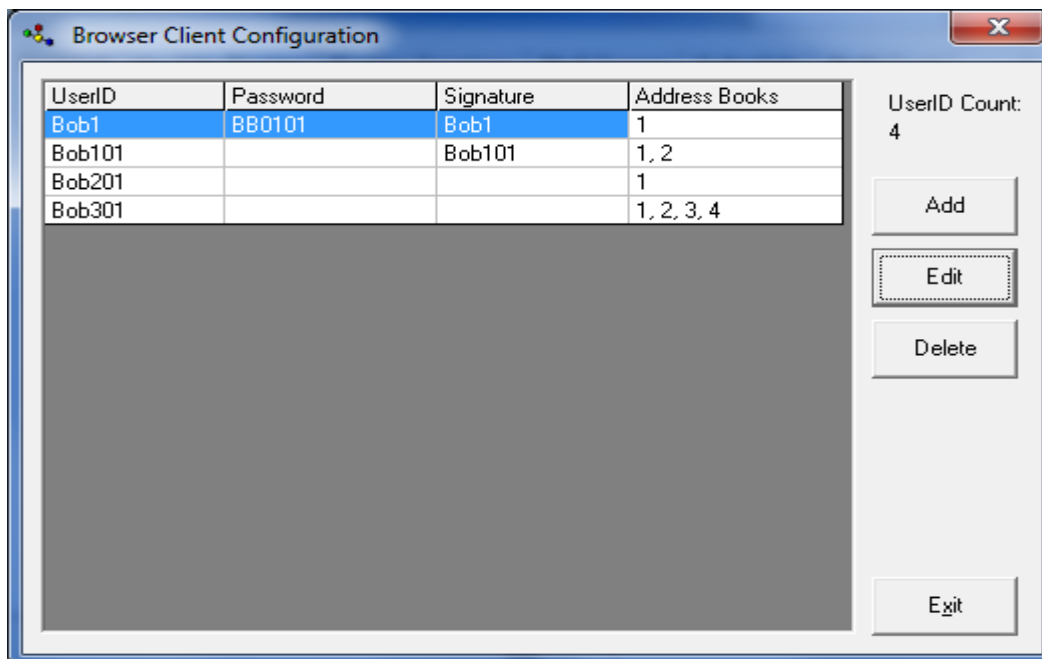
You may also Enter a "Signature" that will be sent with each Message to show the Sender.
Here you will also "Assign" the "Books" that will Associated with that User ID. If you do not need security or do not need to filter the Recipient List, you do not need to create any Browser Client user records.

Next: Using Pre-Defined Recipients or Groups

Pre-Defined Recipients or Groups

In this Screen, you are able to "Choose the Recipient(s)" from the Pre-Defined "Recipients List" that you wish to Send a Message to.

If you wish to Send a Message to "More than One Recipient", you would then "Hold Down" the "Control Key" on the PC Keyboard and "Click each Recipient" in the List to Highlight each you want to Send a Message to.

If you have "Groups" Pre-Defined, then you may wish to Choose a Group and then Click the "Load Group" Button in order to show the List of Recipients within that Group.
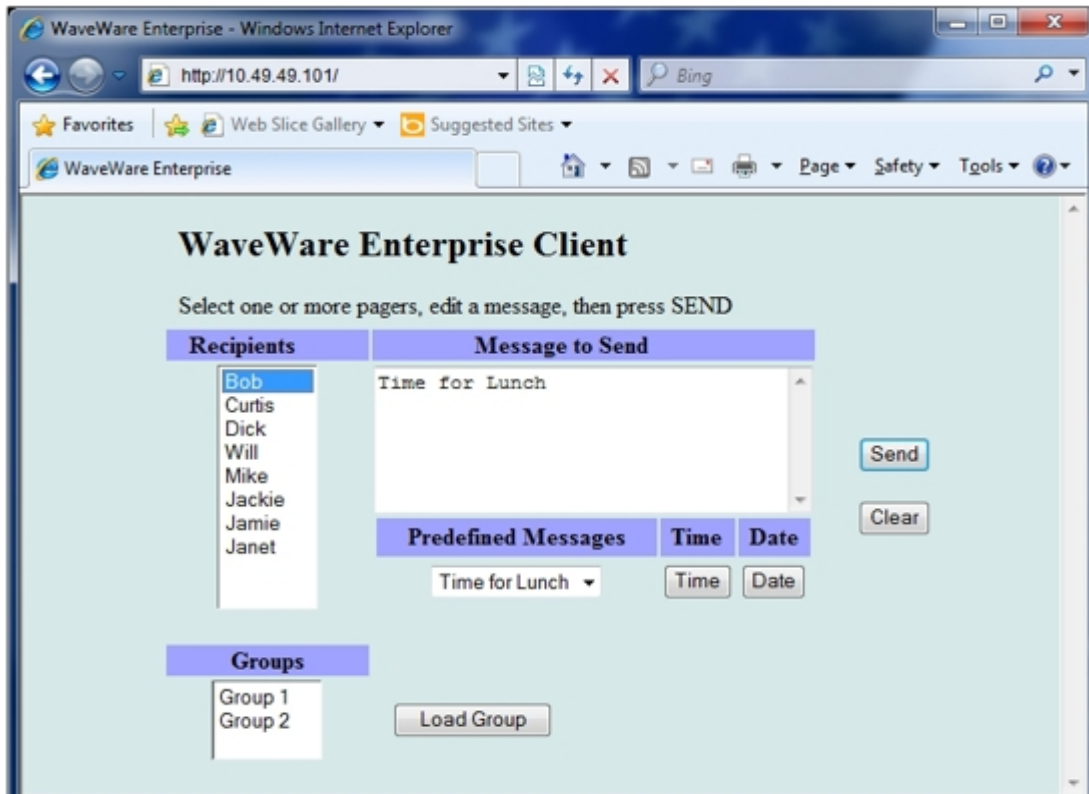
You would then "Create a Message" to be Sent to the Recipients you have Chosen.

If you have "Configured" Pre-Defined Messages they will Show in the "Drop Down Box" when you Click the Down Arrow, to the right of the Box. Click on the Message you wish to Send and it will be Shown in the "Message to Send" Window.

You may also Enter the "Date and Time", by Clicking on the Appropriate Button.

Click the "Send" Button to send the Message to the Recipient(s).
Click the "Clear" Button to Remove the Message from the "Message to Send" Window.

This Ends the Enterprise Messaging Manual.

Please Contact your Software Dealer for Support

WaveWare Technical Support: Support@WirelessMessaging.com or 1.800.373.1466 x216

Software Developed by WaveWare Technologies, Inc.

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