Sending SMS and/or Email Communications from CQCommand
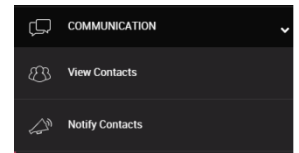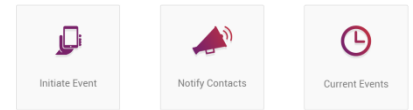
1   To access the communications module

(a)   Click on the Notify Contacts button from the home page;

(b)   OR whilst in an event, click on the Notify Contacts menu option from the workflow.

2   Create your SMS and/or Email message

(a)   Create a Heading for your message;

(b)   You can select a predefined template for your message. If you want to create your own message, do not select a template;

(c)   Attach a file, if required.

3   Select your audience

(a)   Choose your Broadcast Type (Email and/or SMS);

(b)   Choose your Contact Group;

(c)   Choose your Contacts (all contacts in a selected group will automatically be selected. You can deselect any contacts you do not wish to send your communications out to).

4   Click Notify to send your SMS and/or Email.

5   To access the Message Log to review what messages have been sent

(a)   Click on the Message Log button in the top right hand menu;

(b)   OR whilst in an event, select Message Log from the workflow.