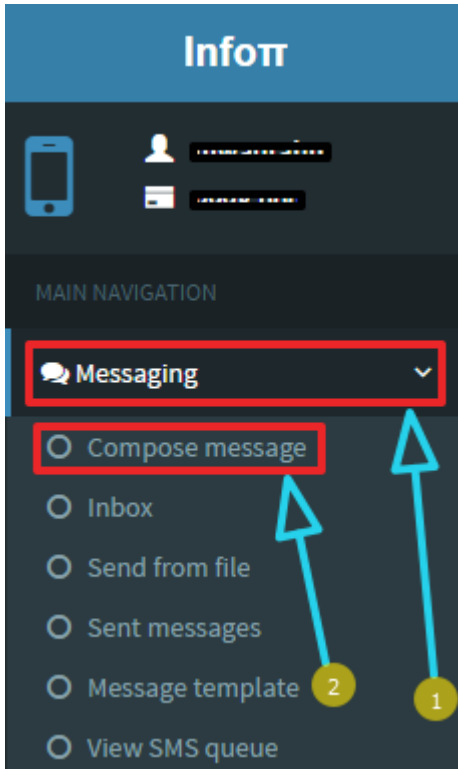


How to compose a message

Login into the platform.

On the main menu, click on `messaging` then `compose message`.



Compose Message

Write the desired message on the `message_text_box`.

Compose message

Send to

Prefix with # for groups and @ for users

Sender ID

Schedule

Format YYYY-MM-DD hh:mm

Message footer

Options
☐ Flash message
☐ Unicode message

Message

10 chars : 1 SMS

Send

Note: The character limit per SMS is 160 characters but a message can be a concatenation of numerous SMSs.

If the message has special characters such as ¶|®|ÄĐ¾, the character limit per SMS is 70 characters. The message is referred to as a [unicode message](#).

Recipients

The recipient can be:

A group - To send the message to the group, type the character # followed by any character in the group name and select the desired group.

Compose message

Send to

#f

#f

Group: Friends (FRD)

Subusers - To send the message to the subusers in your account, type the character @ followed by any character in the username of the subuser then select the desired subuser.



Compose message

Send to

@m

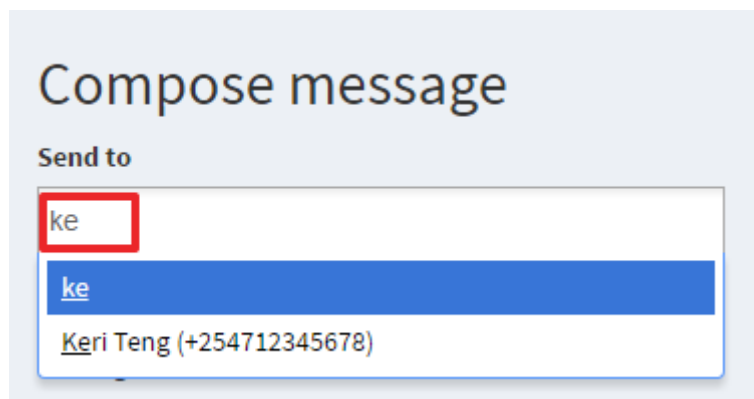
@m

@Samuel Ngoda/Administrator

@Martha Mwaura/Martha Mwaura

@Justo Obwaa/Justo Obwa

A contact in the phonebook - To send the message to a contact in the phonebook, type a few characters of the contact's name then select the desired contact.



Compose message

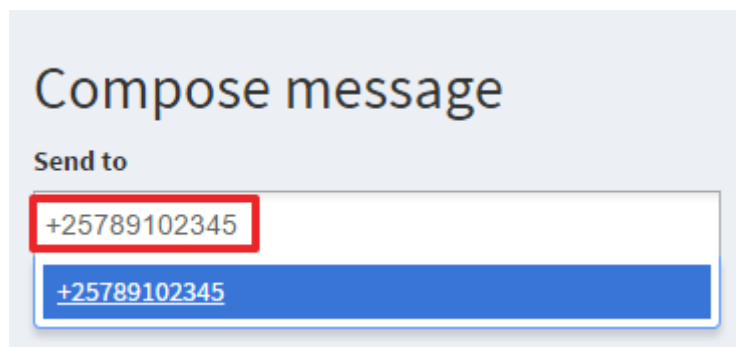
Send to

ke

ke

Keri Teng (+254712345678)

A contact not saved in the phonebook - To send the message to a contact that has not been saved in the phonebook, type the phone number of the desired recipient.



Compose message

Send to

+25789102345

+25789102345

Sender ID

The sender ID is set up by the administrator.

Message Footer

By default, the message footer is the username. However this can be changed to any value or be left blank. The footer is usually appended at the end of the message.

Send

You can **schedule** the message or click the button  **send** to send the message immediately.

Revision #10

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