

iAutoAlert Notification System



Welcome to iAutoAlert -- where we make the call!

www.iautoalert.com

Your iAutoAlert representative will have provided you with your account information details. This includes a username and password to login to the iAutoAlert System (separate from your iPass username and password). To record a message, you will need your district 5 digit account number and 5 digit passcode as well as your login information.



User ID:
Password:
[Log In](#)
[Forgot my password?](#)

Click here to have a computer generated password emailed to you. Password should be changed on your next login.

Once logged in, iAutoAlert will default to your Home Page:

iAutoAlert | Welcome to iAutoAlert | [Active Account is: Rockville High School](#) | Current Time is: 12/21/2009 11:37:59 | [My Account](#) | [My Profile](#) | [Logout](#)

Home | My Calls

» iAutoAlert Home Page

Recent Activity								
Name	Date	Status	Total Calls	Calls Complete	Answered	Give Up	Human	Machine
No Recent Activity								

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Version: Release 1.0

Active Account is: Rockville High School | Current Time is: 12/21/2009 11:37:59 | [My Account](#) | [My Profile](#) | [Logout](#)

Click on [My Profile](#) to enter your telephone number(s) for iAutoAlert to call you.

Change your password on this screen and enter your reminder question and answer to retrieve a forgotten password

The screenshot shows the 'My Profile' page with the following sections:


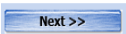
- Page Defaults:** Includes a checked box for 'Use iAutoAlert Default Setup'.
- Change my password and Reminder Question/Answer:** Contains input fields for 'Current Password', 'New Password', 'Confirm Password', 'Reminder Question', and 'Reminder Answer'.
- Phone Numbers:** A table with columns for 'Phone', 'Extension', 'Type', and 'Rank'. It lists three 'Home' phone numbers, each with a 'Rank' of '1' and a checkbox.
- Buttons:** 'Submit' and 'Cancel' buttons are located at the bottom of the form.

Enter your phone numbers, type, and the rank (order) in which you would like to be contacted in the Phone Numbers fields. **NOTE:** Phone numbers must be entered here to appear on the drop down menu for recording a message. Click on **Submit** to record your information.

Recording a Voice Message

There are two options for recording a phone message: Option #1 (easiest) is to have iAutoAlert call you. Option #2 allows you to call iAutoAlert directly.

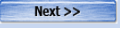
Option #1:

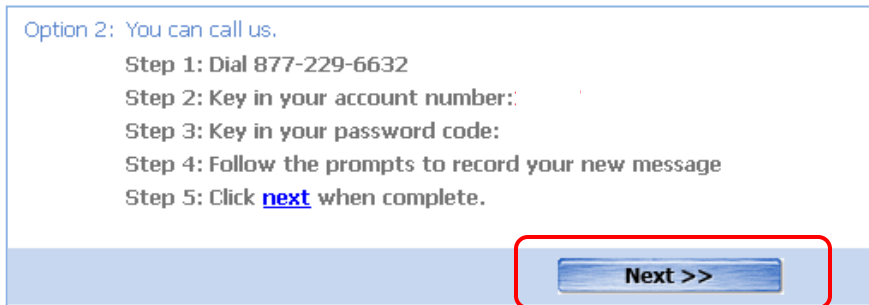
- Step 1: Select the your phone number from the list and click 
- Step 2: After you answer your phone, enter your 5 digit **district password code**.
- Step 3: Follow the prompts to record your message.
- Step 4: Click on  at the bottom of the screen when your message is complete.

The screenshot shows the 'Record a New Voice Message' page with the following details:

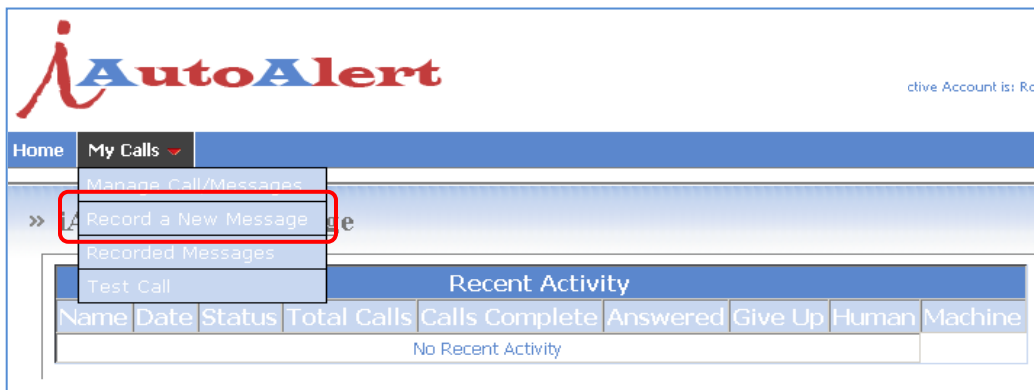
- Section:** 'Record a New Voice Message' with the subtitle 'Attach Yourself to our Phone System to Record a Message'.
- Option 1:** 'We can call you.' is selected.
- Step 1:** A dropdown menu shows '(508) 958-66' selected, with '(508) 958-66' displayed in the adjacent input field. A red box highlights these elements, and a red arrow points to the 'Call Now' button.
- Buttons:** A 'Call Now' button is visible.
- Steps:**
 - Step 2: After you answer your phone enter your password code: **33005**
 - Step 3: Follow the prompts to record your new message
 - Step 4: Click [next](#) when complete.

Option #2:

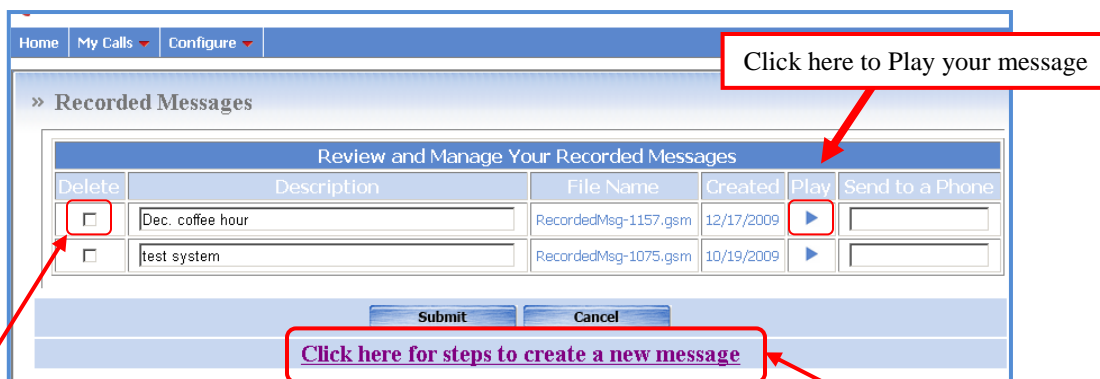
- Step 1: Dial our toll-free number, 877-229-6632
- Step 2: Enter your 5 digit **district account number**.
- Step 3: Enter your 5 digit **district password code number**.
- Step 4: Follow the prompts to record your message.
- Step 5: Click  on the bottom of the screen when the message is complete.



Click on My Calls then Recorded Messages to review your recording.



Play message for review, rename message description, or send to a single phone number. You can delete the recorded message and go to Click Here for Steps to Create a New Message to record a new message. **NOTE:** Enter your phone number and click on submit to have the message delivered to your phone immediately for a test message.

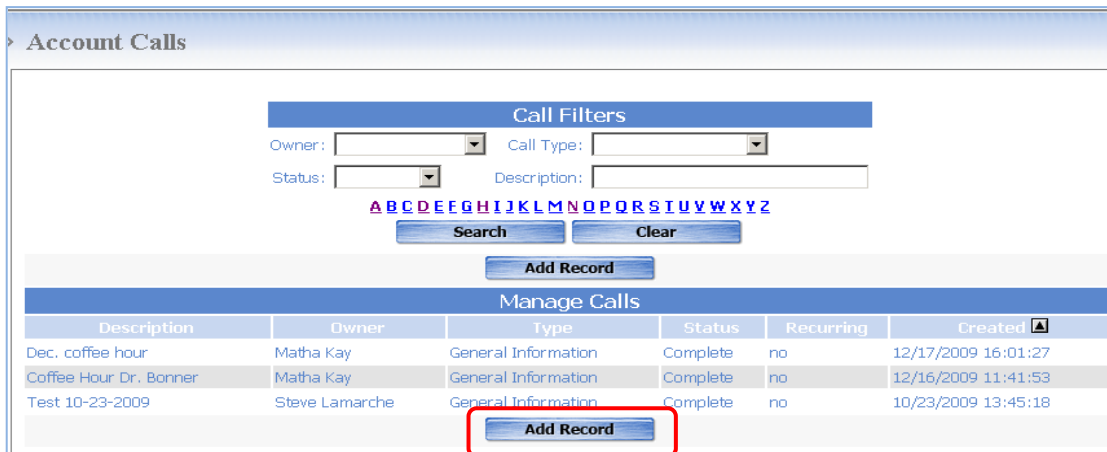


Put a check mark here to delete your message. Click on Submit to delete.

Click here to record a new message.

Sending a Call to a Group

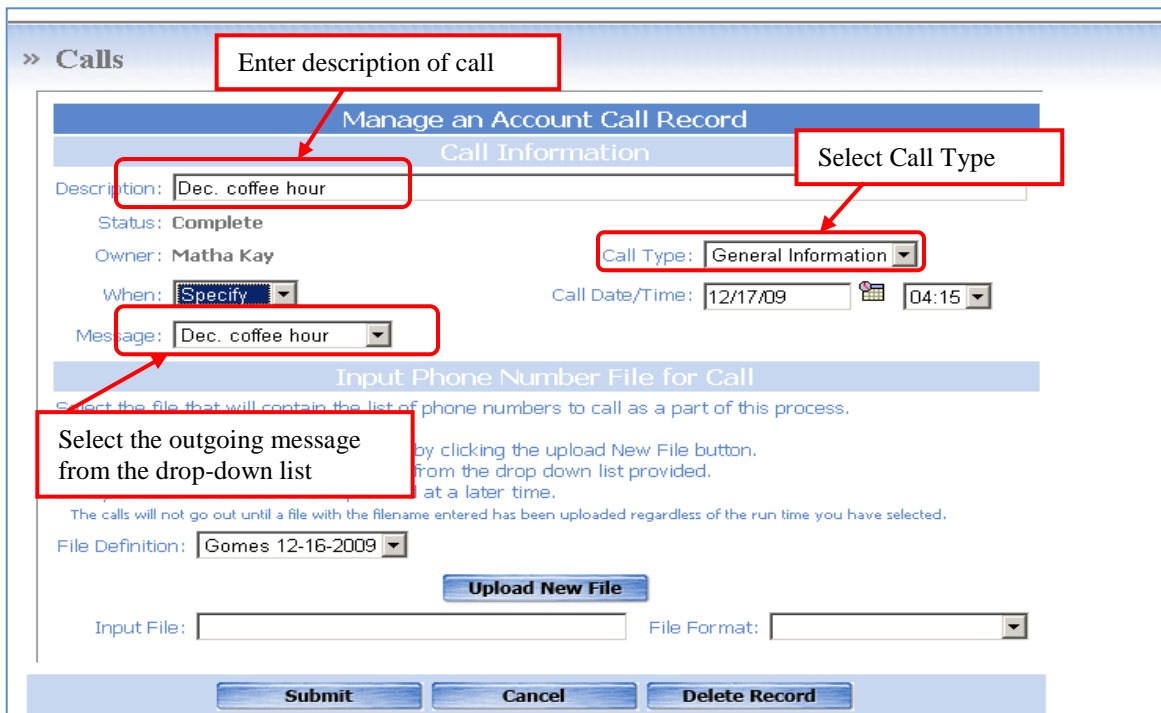
To send a phone call to a group, go to My Calls, Manage Phone Calls to schedule your recorded message to be sent. Click on Add Record.



The screenshot shows the 'Account Calls' interface. At the top, there is a 'Call Filters' section with dropdown menus for 'Owner', 'Call Type', and 'Status', and a text input for 'Description'. Below this is an alphabetical index 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z' and 'Search' and 'Clear' buttons. A blue 'Add Record' button is centered below the filters. Below that is a 'Manage Calls' table with columns: Description, Owner, Type, Status, Recurring, and Created. The table contains three rows of call records. A red box highlights the 'Add Record' button located below the table.

Description	Owner	Type	Status	Recurring	Created
Dec. coffee hour	Matha Kay	General Information	Complete	no	12/17/2009 16:01:27
Coffee Hour Dr. Bonner	Matha Kay	General Information	Complete	no	12/16/2009 11:41:53
Test 10-23-2009	Steve Lamarche	General Information	Complete	no	10/23/2009 13:45:18

On this screen you will give your message a description, determine the call type (General Information, Attendance or Emergency), choose the recorded message and specify when the message will be sent, either at a specific time or NOW.



The screenshot shows the 'Calls' interface for 'Manage an Account Call Record'. The 'Call Information' section includes fields for 'Description' (Dec. coffee hour), 'Status' (Complete), 'Owner' (Matha Kay), 'When' (Specify), 'Call Type' (General Information), 'Call Date/Time' (12/17/09 04:15), and 'Message' (Dec. coffee hour). The 'Input Phone Number File for Call' section includes a 'File Definition' dropdown (Gomes 12-16-2009) and an 'Upload New File' button. Red boxes and arrows highlight the 'Description' field, the 'Call Type' dropdown, the 'Message' dropdown, and the 'File Definition' dropdown. A 'Submit' button is located at the bottom left.

Specify the time the message will be sent in the When drop-down menu. Time can be Now (delivered immediately) or Recurring or choose Specify and select a Call Date/Time. **Important Note: Call delivery time is set in military time!**

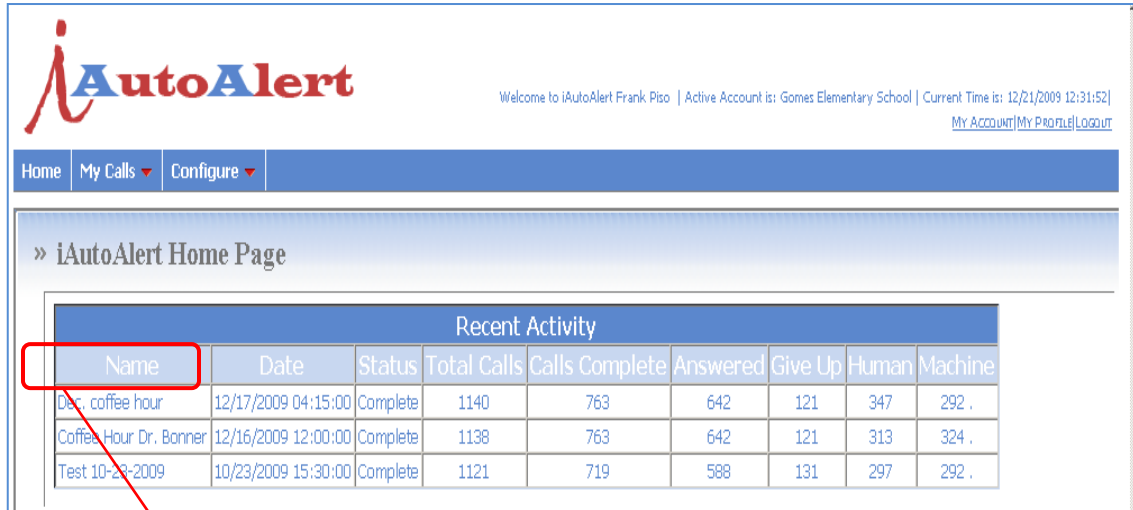
The screenshot shows a web form titled "Manage an Account Call Record" under the "Calls" section. The form is divided into "Call Information" and "Input Phone Number File for Call" sections. In the "Call Information" section, the "When" dropdown is set to "Specify", and the "Call Date/Time" is set to "12/17/09" at "04:15". A red box highlights the "When" dropdown with the text: "Choose NOW, Recurring or Specify. Specify will require a date/time to be set." Another red box highlights the "Call Date/Time" field with the text: "Set the Call Date/Time. Use the interactive calendar to determine the date. **IMPORTANT: Time is set in military time, i.e. 04:15 is actually 4:15AM; 16:15 is 4:15PM.**" The "Input Phone Number File for Call" section includes a "File Definition" dropdown set to "Gomes 12-16-2009", an "Upload New File" button, and an "Input File" field. At the bottom are "Submit", "Cancel", and "Delete Record" buttons.

Next, select the file that contains the list of phone numbers to be called. You can choose previously uploaded files from the drop down list next to File Definition, or you can upload a new file of phone numbers. To upload a file, click on Upload New File. The file format can be .csv or .txt. **Note:** A .txt file must be in a comma separated format. Click on Submit to upload the file. Once the file has been uploaded, the name will appear in the File Definition drop-down menu for selection. Be sure to select the correct file of phone numbers prior clicking on Submit to schedule the call.

The screenshot shows the "Input Phone Number File for Call" section of the form. It includes instructions: "Select the file that will contain the list of phone numbers to call as a part of this process. Options are: 1. Select a previously uploaded file by clicking the upload New File button. 2. Select a file from the drop down list provided. 3. Key in a new filename to be uploaded at a later time." A red box highlights the "File Definition" dropdown with the text: "Select a phone number file from previously uploaded". Another red box highlights the "Upload New File" button with the text: "Click here to upload a new phone number file." The "Input File" field is empty, and the "File Format" dropdown is also empty. At the bottom are "Submit", "Cancel", and "Delete Record" buttons. A red arrow points to the "Submit" button.

Call Results

Once the call has been sent out, you can view the activity of the call on your Home Page. View the calls in real-time as they are going out, including status, total calls, calls completed and the disposition of the call (answered, give up, human, machine).

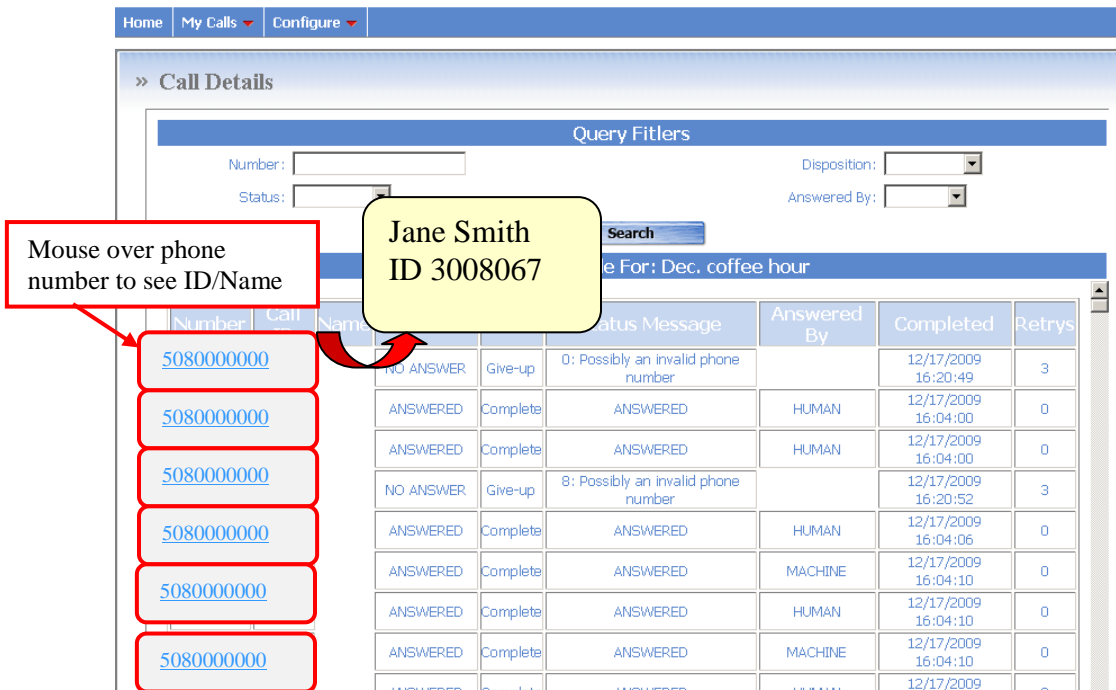


Recent Activity

Name	Date	Status	Total Calls	Calls Complete	Answered	Give Up	Human	Machine
Dec. coffee hour	12/17/2009 04:15:00	Complete	1140	763	642	121	347	292
Coffee Hour Dr. Bonner	12/16/2009 12:00:00	Complete	1138	763	642	121	313	324
Test 10-23-2009	10/23/2009 15:30:00	Complete	1121	719	588	131	297	292

View Specific details of the phone number call file by clicking on the Name on the Recent Activity Screen. This will launch the Call Details screen.

Mouse over the phone number link to see the Name/ID of the person.



Call Details

Query Filters

Number: Disposition:

Status: Answered By:

Search

For: Dec. coffee hour

Number	Call Name	Status	Message	Answered By	Completed	Retrys	
5080000000		NO ANSWER	Give-up	0: Possibly an invalid phone number	12/17/2009 16:20:49	3	
5080000000		ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:00	0
5080000000		ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:00	0
5080000000		NO ANSWER	Give-up	8: Possibly an invalid phone number	12/17/2009 16:20:52	3	
5080000000		ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:06	0
5080000000		ANSWERED	Complete	ANSWERED	MACHINE	12/17/2009 16:04:10	0
5080000000		ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:10	0
5080000000		ANSWERED	Complete	ANSWERED	MACHINE	12/17/2009 16:04:10	0
5080000000		ANSWERED	Complete	ANSWERED	HUMAN	12/17/2009 16:04:10	0

Search for a specific phone number, or sort results by status, disposition or answered by.

The screenshot shows the 'Call Details' page with a search filter section highlighted by a red box. The filter section is titled 'Query Filters' and contains the following fields:

- Number:
- Disposition:
- Status:
- Answered By:

A 'Search' button is located below the filters. Below the filters, the page title is 'Phone Calls Made For: Dec. coffee hour'. Below that is a table with the following columns: Number, Call ID, Name, Disposition, Status, Status Message, Answered By, Completed, and Retrys.

Click on a phone number to view specific Phone Call Details.

The screenshot shows the 'Phone Call Details' modal window. The window title is 'Phone Call Details - Microsoft Internet Explorer'. The modal contains the following information:

- AutoAlert** logo
- Phone Call Detail** header
- Call Completed at: 12/17/2009 16:20:49
- Phone Number: 508000000
- Disposition: NO ANSWER
- Status: Give-up
- Answered By:
- Retries: 3
- Additional Information** header
- Phone Number: 5080000000
- Student ID: 17729
- Student Name: Jane Smith
- Cancel button
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The modal is overlaid on the 'Call Details' page, which shows a table of phone numbers and call IDs. The table has columns: Number, Call ID, Name, Disposition, Status, Status Message, Answered By, Completed, and Retrys. The table contains the following data:

Number	Call ID	Name	Disposition	Status	Status Message	Answered By	Completed	Retrys
	60650							
	60653							
	60673							
	60677							
	60682							
	60685							