

USER'S MANUAL

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Quick message

canal


Sender

(* Name or title of the message
(**) If you include a telephone number, do not forget to add the dialling code of the country (34)

Destination:

Sent date: Send now

Message to be sent

0 characters - 1 SMS per recipient - 1 Credits 

Save as a template for future SMS

- **Channel:**
In the drop-down you can select the type of channel to use: WhatsApp, SMS, Email and voice calls.
- **Sender:**
It is who sends the message. We can customize the sender with a title in the message, whether it is a common name, company name, number of contact etc. If the sender is a number of phone, you must include prefix.
(It is important to mention that in some countries of Latin America the customizable sender option is not available for reasons of operator. In this way in the delivered message will be shown a number or predetermined short code by the operators of such country).
Both WhatsApp and Voice calls do not have sender, since this will be assigned by the pre-set system.
- **Destination:**
In this option we have two spaces; on the left select the country of destination in the drop-down tab, and on the right the destination mobile number. In the case of emails, the destination will be the email to send the message.
- **Message to send:**
It is the space where we can write the message. As we are writing we can see below how the system indicates us the number of characters that are including in the text (I remember that a SMS may not include more than 160 characters) and the SMS credit (this last refers to an SMS has different price and therefore value in credit depending on the country. For more information see the tab: recharge balance > rates).
If you wish, you can set the sending to a given date and time.
WhatsApp, voice calls and Email have no character limit.

When you send a message you have two options:

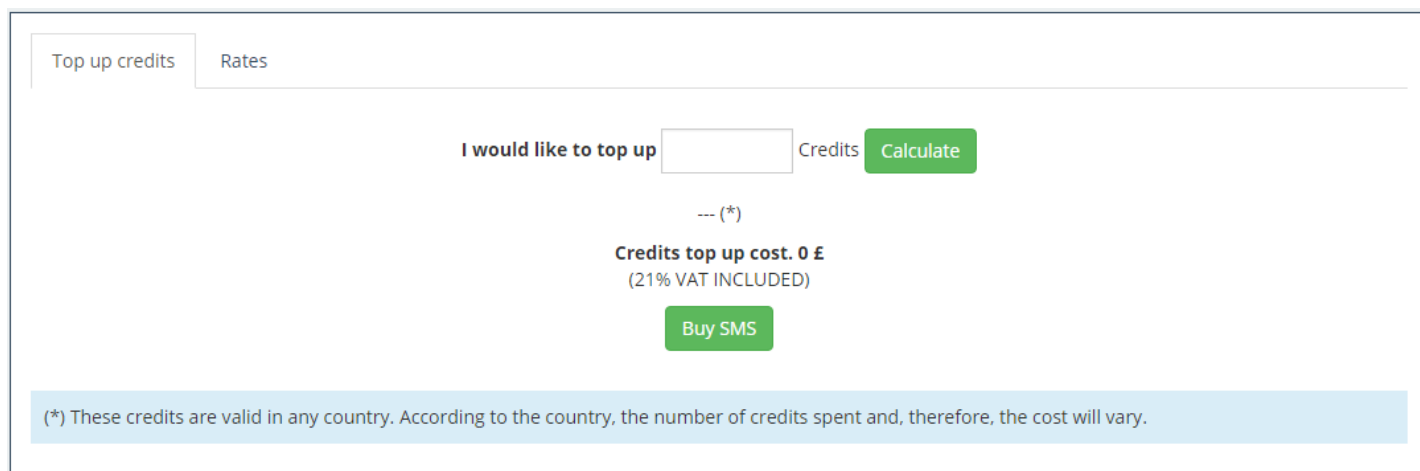
- **Load saved template:**
It is a template that created previously which serves as a model for subsequent messages (see option "Templates"). The same template can be saved for subsequent sending, selecting or by marking the box bottom.
- **Add services:**
In this so "exclusive" choice you can attach or add to the SMS various services that you has created above in the section "Service Cloud", as can be
 - Sending of files and documentation (JPG, PDF, Word, Excel), surveys, URLs, codes promotional, event creation, etc.
- **Send:**
Just press the green button to send your message.

Recharge balance

Once we have agreed to this option, we can see two tabs in the upper central part left: "Buy credits" and "rates".

- **Recharge balance:**
Balance recharge will be uniform for all sending, i.e., you recharge a number of balance that can be used for all channels. You must take into account that balance recharge will be depending on the country where you wish to make sending.
Example:
1000 credits = 1000 SMS to Spain

Cost of recharge: 82.28 €
(21% VAT included)



The screenshot shows a web interface for recharging credits. At the top, there are two tabs: "Top up credits" (selected) and "Rates". Below the tabs, the text reads "I would like to top up" followed by an empty input field, the word "Credits", and a green "Calculate" button. Below this, there is a small note "--- (*)" and the text "Credits top up cost. 0 £ (21% VAT INCLUDED)". At the bottom of the form area is a green "Buy SMS" button. A light blue banner at the bottom of the interface contains the text: "(*) These credits are valid in any country. According to the country, the number of credits spent and, therefore, the cost will vary."

If you have of a **discount code**, can do use it by clicking on this choice and marking said code.


Below have finally the "Buy SMS" button. Once you press this button, our system will provide different forms of payment:


- Recharge by bank transfer / income.


- Recharge by credit card (Rural box).
- Recharge by credit card.
- Recharge by PayPal.

Once the payment has been made, our system will add the credits to your account once the proof of payment has been verified. For this you should **send us the receipt** to our email.

Select the payment method that you would like to use:

 Bank transfer/deposit


 Top up using a credit card

 PayPal

New sending to groups


This option of mass sending we have the availability of sending to mobile groups, email or generate QR codes.

Make a new delivery to mobile phones




[Send](#)

Make a new delivery to emails




[Send](#)

Make a QR code campaign




[Make a campaign](#)

Publish in social networks



[Send](#)

To make publication in blogs



[Send](#)

Let's go numbering this option by steps:

MOBILE

- **Step 1:**
Select recipients. You can load a previously created group of contacts or you can add a list of numbers to which you want to send. It is interesting to mention that in this option you can send SMS to different groups of different countries.

New campaign

Step 1: Select the recipients
Step 2: Write your message
Step 3: Check your message
Step 4: Sending

Type of delivery
Send to a group from my contacts

Recipients
SMS | England
Afilnet (1 Recipients)

Add recipients **Delete Recipients**

Continue to the next step >

- **Step 2:**
Include your message. It's a similar panel to Quick Message with the same options for sending, with the only difference that in this option the message is addressed to more than 1 recipient

✉ New campaign



Recipients

SMS - 🇬🇧 England - 🐾 Afilnet (1 Recipients)

Sender

(*) The sender can be made up of text or numbers

(**) If you include a telephone number, do not forget to add the dialling code of the country (34)

Sent date:

Send now

Message to be sent

0 characters - 1 SMS per recipient - 1 Recipients (0.8 Credits) i

Save as a template for future SMS


- **Step 3:**

Check the message. This is the last step before sending, which helps us to verify that the message is correct and on the contrary you'll be able to modify or correct it: which will be the recipients and the date of creation of the sending, the sender, the message to send, the sending date and credits it will consume.

Finally, we must only must press finish and send.


EMAIL

For submissions to email, the only difference lies in that deliveries are to e-mails instead of to phone numbers. For this, the system allows us to choose a series of email templates for sending.


 **New campaign**

Step 1 Step 2 Step 3 Step 4 Step 5


Select the recipients Select format Write your message Check your message Sending




☰ Template 0



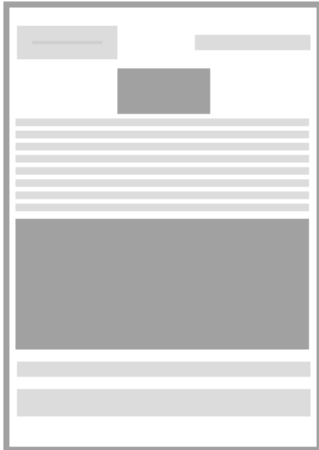
☰ Template 1




☰ Template 2



☰ Template 3



☰ Template 4



☰ Template 5

QR CODES

QR codes service is free and basically consists of a QR file converter. Choose a Headline and insert the files you want to copy to QR code.

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Sent

This option allows us to know the history of sending we have done since we started using the platform. We have the option of search engine by clicking on "**search sending made**".

In this section we can perform the search by number recipients, type of used channel (SMS, Email, WhatsApp, voice), delivery country and sending date.

Q Search for sent SMS ▼

Number of recipients To

Type ▼

Indicate the title or sender of your SMS or delivery

Select country of delivery ▼

Indicate the date range of the deliveries you wish to search for To

Export to ▼

In the general panel we find the history as follows:

- **Type:** Channel that we have chosen
- **Title/message:** Used sender and message that we sent.
- **Status:** We can see in details if our message has been delivered or not.















Delivered: Message has been delivered.



Waiting Report: The message may not have been delivered or the operator does not provide information about reports of delivery.

- **Destination:** Indicates the number or numbers where it has been sent the message.
- **Credits** used for such sending.
- **Date** and time of sending.

	Afilnet Test	 View details	 1 recipients	1.00	 2016-11-08 11:22:40
	Afilnet test	 View details	 1 recipients	1.00	 2016-11-08 11:15:19
	Afilnet test	 View details	 1 recipients	1.00	 2016-11-08 11:14:53

Contacts

When access to contacts us found with three tabs in the top left part of the section:
"My groups", "Create new group" e "Import files".

- **My groups:**
Here will appear the groups that we have created.
- **Create new group:**
In this tab we can create as many groups as we want and in a very simple way. Only with headlining the group and inserting the phone numbers in the list or emails.

My groups Create new group Import files ▾

Type


Name of the group

Country of the contacts

Mobile phones directory

i Indicate one telephone number per line; mobile phone numbers must not contain spaces

25068945464
24165105210



- **Files Import:**

In this tab we have the option to import files or databases to create new groups in CSV, Excel and TXT formats. Depending on the type of format, our system will indicate you some necessary requirements to upload files in the appropriate format.

The screenshot shows a web interface for importing files. At the top, there are tabs: 'My groups', 'Create new group', and 'Import files'. The 'Import files' dropdown menu is open, showing three options: 'Import CSV', 'Import Excel', and 'Import TXT'. Below the menu, there are several form fields: 'Type' (with a dropdown menu), 'Name of the group' (text input), 'Country of the contacts' (dropdown menu showing 'England'), and a 'mobile phone' dropdown menu.

Services Cloud

Thanks to our Cloud Marketing services you can attach the same SMS cloud services (surveys, presentations, files, URLs, events creation, etc).

These services are ready to be viewed from a mobile device screen; therefore, it is possible that, clicking on the previous view option from their computer, the design varies slightly, so to have a more accurate view of how it will look do a test of sending. Please note that the results of surveys and rapid response may not be sent from this preview mode.

When we create the various Cloud Services, the system will go indicating us what requirements we need for every one of them. These requirements are only some indications as, for example, the size of the photos that you want to insert, the steps to create a survey or the validation of a promotional code.

The screenshot displays the 'Services Cloud' interface. At the top, a progress bar shows '72.12 Mb / 102,400.00 Mb (0.07%)'. Below it, a light blue box contains a warning message: 'These services are ready for viewing from a mobile screen therefore possible that when you click on the *preview* option, from your computer, the design varies slightly. To have a more exact idea of the visualization of the service, make a sending test. Keep in mind that the results of the surveys and rapid answers will not be able to be sent from this way of preview.'

Below the warning, there is a 'New:' section with a dropdown menu showing options: Survey, Presentation, File, URL, Fast answer, Promotional Code, Event, and Contract / Payroll. An 'Add' button is next to the dropdown. Below this, a table lists existing services:

	Code	Date	Publish	View / Modify	Delete
	iW3me6	2017-01-10 10:27:21	Public	Modify	Delete
banner baterias 4x269.jpg.jpg	ehoFaj	2017-01-10 10:23:12	Public	Modify	Delete

At the bottom left, there are additional details: '21.42 Kb', 'Preview' (with an eye icon), and 'View statistics' (with a bar chart icon).

Surveys

among the most interesting services we offer are Quality surveys. A Service through which you can meet the perception of your customers about your company, its services, products, etc. Create a survey is to establish a series of questions, as well as their possible responses. When servicing customers, they will answer and their responses will be recorded. Thereby, in specific statistics are displayed, among other things, important data for the estimation of a survey as the percentage of choice of each response.

🗑️ 72.12 Mb / 102,400.00 Mb (0.07%)

Create your survey

Fill in the form below to create your survey. Once the survey has been created and published the may include in its SMS through our system of short URLs. Types of questions:

- Yes / no answers, single choice, there is no need to define the possible answers
- Single selection, also only choice, but we must establish the possible answers in the creation of the survey
- Multiple Selection lets you select more than one answer among those declared at the time of creating the survey
- Development , the customer will Develop the answer , so there is no need to create any answers to choose

Name

Question 1

Wording

Type of question

New question Add a survey

In the form are the following fields:

- **Name:**
Name of the survey, is displayed as the title of the survey to be displayed.
- **Questions:**
We can add questions by clicking on "New question" or delete them using the red blade that is to the right. The first cannot be deleted. The parameter to fill in each one are:
 - **Statement :**
The text that appears as a question.
 - **Type of question :**
Drop-down menu with four options:
 - **YES/NO Response:**
Place a couple of buttons with such responses under the question.
 - **Single and multiple selection:**
If you choose any of these types, we will have to define the possible answers. The difference between the first and the second type is the number of responses that the user may choose to fill out the survey; one or more. As is the case with the questions, we can add or delete responses through "New reply" button or the red blade of the right. Obviously, due to the nature of these types of questions,

the two first answers cannot be deleted.

- **Development:**

- A box of text below it appears for the customer to respond question freely.

- **Add survey :**

- Creates and adds the survey to the list of services.

Surveys in the list of services

When a service is created, it automatically passes to join our list of services. In this list there are a number of options or actions that can be done on the services as modify them, delete them, see your statistics, previewing and, in the case of surveys and some more we will see soon, publish and view them.

There are services that are created as public and can be modified in any time as the presentations. Others, however, have to be published before sending them so the customer can view them, as in the case that precedes us. Once published they cannot change, only display the form of creation with the questions and answers set forth, but without power change them.

Why is this so? Was it a developer's whim? Not really. When a customer fills out a survey his/her answers will be saved. Thus, if a question is, "do you like our services?" and 60% of customers has responded "NO", now you cannot change the question to "do you dislike our services?" to get a positive evaluation of our services. If we permitted this, in this particular example, 60 per cent would be passed from not acceptance to a 60 by cent of acceptance of the services of the enterprise already since the meaning of semantic question has changed, but the responses of customers who have already answered are kept. It should take into account that each customer can answer a survey only once. How do we avoid it? Preventing those polls to be modified once published and not allowing customers to begin to answer them until they are public.

Since we are entering deep on the theme of responses to the survey, it must be said at this point that answered polls control is through IP, i.e., if a client has answered a survey he/she cannot be allowed to answer it again unless he/she changes his/her IP. If it's answered from a wi-fi network which has been used the message that the survey appears to him it has already been answered, it will be because someone who has used that connection has previously responded to it. A possible solution. If the user has interest in answering again it is by changing their IP. How? For example, login off the connection to that network and accessing by the data service to through. In fact, we recommend to answer a survey in this way thus it will use a personal IP only and of your own your device and not the network to which is connected.

Statistics of the surveys

Some services have specific statistics. Let's start with the statistics listing specific attributes. These are the date in which each customer (IP) responded to the survey and the "see answers" link to see the answers that each one responded. For example, the first are the following.

Presentations

One of the first SUMS services developed is the presentations of images. With this service, your company can create a slideshow quick and easily to share with your customers or affiliates, who can display it anywhere from their mobile.

72.12 Mb / 102,400.00 Mb (0.07%)

Make your presentation

To create your presentation, refill the following form with a maximum of 15 images or slides in format JPG and with the same dimensions. Note that if these occupy more of 100Kb or they have a few major dimensions to 800px of high place, they will readjust being able to lose quality. If you wish, you can add a button to the last slide to call to a telephone or to accede to an URL. Once created the presentation you can include it in your SMS by means of our system of short URLs.

Name

Slide 1 Ningún ...ionado

Slide 2 Ningún ...ionado

Add a button to the last slide

As you can see in the image, the user interface will be to create a new presentation. To do it simply fill in the fields, which we will detail next:

- **Name:**
The presentation name, it will not appear on the display of the service, but it will help you identify it on your list of services. Later we will explain how to interpret the information that appears in this list, but the first thing is to create something.
- **Slide 1, slide 2:**
Select the images corresponding to the first two slides. All used images must have the same height and width dimensions. If they don't have the same dimensions, we usually recommend using MS PowerPoint or presentation edition program, copy the images in each slide, expand them or get them for that is fit its size and keep the presentation as "File sharing JPEG (*.jpg) format". In this way the slides are saved as independent full-size format images. jpg. It's also important to indicate that processing of the images will be transforming them to format .jpg and if they measure more than 800px high or weigh over 100 Kb they will readjust for meet to those dimensions and size limits and can lose some of quality.
- **New slide:**
Button for adding new slides. These can be deleted by making click in the red blade that appears to the right. the first two cannot be deleted because the minimum number of slides is 2. The max is 15.
- **Add button in the last slide:**
If you check this box a comfortable button will be shown at the end of the presentation in middle of the last slide, to perform any of the following functions by clicking on it:

- **Access:**
It will indicate a link in the field "Link" that will appear when you choose this option. This will allow to your customers go to the web page that shows when you click on the button.
- **Call:**
It will indicate a number in the "Phone" field that appears when you choose this option. In this way, to the the button customer you will be given the option of calling the number indicated.
- **Email:**
It will indicate an email in the field "Email", as well as optionally a subject in the "Subject" field that appears when you choose this option. This last option will open the post on your mobile manager's clients to send a mail to the address indicated with the established topic where you write something in such field.
- **Add presentation:**
Finally, when you have set up all the details of the presentation, you will use this button to create and add the presentation to the list of services.

Statistics of the presentations

In the top part of the statistics page, just under of the service ID, there will be, at least, two links, "List" and "Stats Visu", which show statistical information on all services. On some services such as presentations, there is a third link with this service-specific information, in this case "Stats Clic".

- **Listing:**
Shows the IP that have viewed the service as well as the dates of first and last visit of each of them and the number of times displayed or impressions. Some columns in this table are type-specific of service in question; we will call them "specific attributes of the list of statistics". In the presentations, these attributes or columns make reference to the dates on which a customer (IP) made click for the first and last time on the button end where you have it and it has been struck by this client, as well as the number of times clicked.
- **Stats Visu:**
On the one hand, shows the users that have viewed this service per hour since it began to be displayed, not the displays but the users. i.e. in this chart if a customer has displayed three times this service it will count as one because what we want represent is how many of them have accessed at least once to the service. As you can see in the image below, this service has been visualized by two customers in the first hour from its creation, although according to the image, one of them the will displayed twice. On the other hand, we have the frequency with which the service is accessed from different web pages or from an application ("Direct access ") as SMS mobile reader, email managers, etc. When you click on the portion of each page or direct access, it will display a message with the number of times accessed from each.
- **Stats Clic:**
Shows the number of users that have pressed the button end by time in case of that the presentation have button and some customer has made click on it. It's taken as reference data of the date and time of the first click. Again, to the as that in the statistics of display, represents the number of users that have made click (more of a time by each IP is will have as a), not the number of clicks. So , although according to the listing of statistics East button has been struck 3 times in total, in the chart next only appear two customers.

Files

The third implement and present service is the files or documents service. This service allows you to attach a document or picture to the SMS which the customer will be able to download from his/her mobile device. Also they will be able to view them on the same device if they have the corresponding application for the format in question. For example, you cannot view a spreadsheet-formatted .xls if it does not have the appropriate program to open it.

Add documents or images

So far, the accepted formats for this type of service are editable documents in text (.txt, .doc and .docx), spreadsheets (.xls and .xlsx), documents (.pdf) and images (.jpg, .png, and .gif). As you can see in the image, the form for adding a new document is pretty simple. Only just with writing a name and loading a file no larger than 5 megabytes. If the field name is left blank, the name of the file will be taken. This service is directly created as public and can be modified wherever you want, even if you have already begun to send to customers, as opposed to the polls as we saw above.

Documents in the list of services

The only peculiarity that can present a file in the list of services is at the time of displaying the service using the "Preview" option. When clicking here, if the file is not ready to be viewed from the browser, as can be determined (.doc or .docx) text files or spreadsheets (.xls or .xlsx), this will be downloaded to your computer.

Documents or files do not have any specific statistical information to this type of service. i.e., by accessing the statistics of the service will appear the aspects common to all services: the list of clients' IPs (without specific attributes) and display/visualization statistics. For a more detailed explanation of these, see "SUMS" User's manual. Presentations, list of services and statistics", section "statistics".

URL

Just copy and paste the URL in the URL field and it's that easy. Be sure to include the Protocol, meaning the "http://", otherwise it will not function properly. This service is created as public and they do not have any specific statistical information.

Promotional Code

In East manual will to explain how create and see codes promotional. A type of service that can be very useful for send to their customers, directly to your devices mobile, offers and promotions of your business, important work in the loyalty of customers.

Create codes promotional

In the form there are the following fields:

- **Name:**
Code name will not be displayed in the service, but will serve to identify it in the list of services.
- **Prefix:**
Optional field to add a call prefix to the codes.
- **Background Image:**
So that the code appears on a background image if so you desire. If not, it will appear on a white background. Please note that, if it occupies more than 100Kb or have greater than 300px high dimensions, system will reset it and it may lose quality.
- **Code type :** The code can be fixed or random.

- **Random Code:**
The codes that are sent to the customers are generated randomly from a series of characters (field "Characters") which by default will be all characters numerical and alphabetical in lowercase and capital, and a number ("number of characters") which indicates the length of the code, without having the prefix.
- **Code fixed :**
The possible codes are set in an area of text by checking this option. You must enter a code for line.
- **Expiration Date:**
Optional field used to indicate the served codes' validity period.
- **Validation by code:**
This is a choice important to highlight. If this option is not checked, the codes already sent whether they be of fixed or random type, can repeat between various customers. For example, imagine that it is a fixed code as in the previous picture. There are three codes (code 1, code 2 and code 3), but service is sent to 20 customers, obviously there will be some to get the first, others will get the second and last block which will get the third, by simple randomness. Well, if this option is checked, the first three customers who opened the service on their mobile phones will receive a different code, while to others a finished code message will appear.

This example can be a little counterproductive as it does not optimize the service for the use that is given. However, pay attention to the following example. We want to reward 100 customers of our company and create a coupon code service with code validation and 100 possible codes, one per award. All the customer will receive a code other and univocal. In such way, two customers will not have to share a same award because they got the same code.

As it is obvious, according to the purpose of the service, you will have to study the characteristics that you must have in each case. If the type code is random, and this option is checked, will be exhausted all possibilities for combinatory, i.e. if the characters are AB and the number is character is 2, served codes will be AA, AB, BA and BB. Then no more will be served.

It is important to say, that, if the "Validation code" option is checked, when a code is used, we can go to the statistics menu, specifically served codes listing by IP and check this code as used.

- **Location of the code in the image:**
We have 9 possible positions to place the code in the background image or in the white background if there is no image: top left, top in the center, up to the right, to the left at half height, in the center, to the right, down to the left, down in the center and bottom right. To choose any of them you just have to click on one of the arrows in the drawing or on the circle of the center.
- **Add code promotional:**
Button to create and add the coupon code to the list of services.

This service is not created as public since as explained in previous manuals if some features are changed once it starts being send, the idiosyncrasies of the same may damage. Therefore, it must be published from the services list before sending it to customers. Although you can always have some notion of how it will look on the devices using the preview link.

Promotional codes Statistics

To this point we already know quite well the data that we can consult in the statistics menu of each service. But as we know, there is certain specific information depending on the type of service in question. In this case, in the fifth column of the table we can see the codes assigned by IP. Remember that the majority of our services identify users by IP, by both, ideally, clients to use their data network for viewing thus avoiding problems of overlap between them if they are used on a public network. Finally, if it was marked in its origin the "Validation code" option, it will be shown, as mentioned above, a column to check the codes that we want as used. In this way, the message "Code used" will be shown to the customer if they try to use it once again.

For a quicker search of the code to dial, we have added a search code engine in case the service has this feature.

Events

One of our latest services, but no less interesting, is the service events. Through which its customers can confirm, via his cellphone, attendance at an event. It is quite practical to have an estimated idea of the response of these to some event that organize your company and also for them as an of the features that make to East service so interesting is that employ the API of Google Maps for tell them how to reach the destination from the location that is are.

In the form are the following fields:

- **Name**: name of the event, it will appear as the title of this in its display.
- **Description**: We can add a description of the event to explain what is about.
- **Image**: You can also add a descriptive picture of the event, which will appear below the heading. Please note that, if it is more than 100Kb or has a larger size than 800px high, the system will reset it and it can lose quality. You always have the preview option on the services list to see how it would be.
- **Address**: It is highly recommended to establish an address so that customers can easily find the site thanks to the API of Google Maps. When you write it and take the pointer of the field, the map below will change showing the indicated address.
- **Date / Time**: If the event lasts all day or does not have a set time, you can skip the hour/time field.
- **Add event**: Event, to create and add the event to the list of services.

This service is not created as public. Therefore, it needs to be posted from the list of services before sending it to customers. Once is public it cannot be changed.

Statistics in the events

Now we will explain what the specific statistics of the events are. We Begin, as usual, by the main listing. In this table, some event fields are appreciated. These are the following:

- "Final confirmation" with the last response that the client has given about their participation in the event. Possible values are attending, not attending, maybe attending.
- Dates of first and last confirmation of attendance to the event.
- " Confirmed Times ", the number of times that the customer has confirmed the event.
- Users who have confirmed this event by hour, different users (IPs) who have confirmed the event ever by hours, from the first confirmation.
- Frequency of each option, percentage of acceptance that the event has taken among customers. If you

click on any sector of graph a message with the number of occurrences of the corresponding option.

Contract / payroll

The last service we have launched so far is that of contracts and payroll, on contracts service. Named so, because its main use, although it can also be used for other purposes. It is basically a PDF document which shows by pictures, one each page, on the user's mobile (compatible with Windows Phone, iPhone and Android, browser Google Chrome). the interest thing of this service is the possibility that gives the user of signing giving his/her conformity to the exposed in them, whether it is by a general confirmation or shaping its rubric in different signatures established along of the document.

Special features of the contract service

In other services, identification of users takes place through their IP. Beforehand, this may seem problematic if two users access to a same service from the same IP. This never has never been a problem of data protection of the information of said services not is confidential, is more promotional than other types.

But it may cause, in certain situations, conflict in the use of a service. Although nothing difficult to solve from the user.

If a user by example, wants reply a survey that already has been answered with the IP of the cafeteria where he/she is, just disable wi-fi on your mobile device and activate your own data plan network. None of our services has an abusive use of internet resources, therefore, we believe that this form of identification is not a problem really important.

However, in the case in which we are, the information that is transmitted can be personal and confidential, therefore, it does not matter that another user is connected to the same wi-fi network can see the payroll or contract that is being send first. Because of this, we have chosen to change the system of ID for this service. Now the user must log by a field call sign and a password prior log to the display of the document. Fields configured in the creation of services.

It is important to review this before starting since concepts from to this manual will appear.

Add your contract or payroll

Add a document pdf and mark, if you wishes, the following options:

- Direct visualization, if you mark this option the document only will be visualize in order that the user can see it, but without any option of signature. It is, simply, a previous sight of the same one. Keep in mind that if this option is marked, the following options will not have validity
- It contains signature fields, to add the signatures on the document in the next step
- General diffusion, the same document will be sent to different users. If this option is selected, you need to configure the field which will identify them. In both cases , whether specific or general difussion, the user must specify a password to access the document
- Unique password, if this option is chosen the password to be used by the user/s will be established here. Otherwise, clients can set and use the password they want to access the document. You must remember the password because once encrypted and entered into the system may not be recovered. It may only be modified or deleted (before posting service)

Document processing can take up to several minutes if it has many pages. Please be patient. The display of this service is compatible with Windows Phone mobile devices, iPhone and Android (Google Chrome nav.)

Name

Archivo Ningún ...ionado

Direct visualization of the document

It contains signature field

General diffusion

Unique password

In the form are the following fields:

- **Name:**
It will not on the display of it, but it will in the login for access it and in the list of services.
- **Select file:** PDF document to present.
- **Direct visualization of the document:**
Service will only consist of the display of the document without any signature option. If this option is checked, the following will lack validity.
- **Containing signature fields:**
If we want to submit the document with signatures along the it so that the user can sign them with his/her finger before giving their final confirmation, we have to check this option. In this case the button "Add document" will change its value by "locating fields signatures" and will lead us to a final step before creating the service where we will set the size and position of each of the signatures. We will explain it later.

On the other hand, if it is not checked, the service will be created directly and in its visualization signatures will not appear. In both cases, there will always be a button in the upper left corner of the screen with a pen drawing, to definitively confirm the service.

- **General Broadcasting:**
Depending on the type of document at hand and its contents, this will be sent to a single user or several at a time.

For example, a payroll is a document only, valid for a single user. However, a contract in which are accepted

the conditions of use of a service, will be sent to many users different. So, choosing this option means setting a field call sign that serves for distinguishing the users to whom to send the service. If you are only sending to one, the ideal is to leave this option unchecked.

When clicking on it, there appears a new field on the form for choose said call sign field. It can be the ID, name and surnames, email, phone number or other, in which case you will have to write what.

- **Only Password:**

In both cases, whether is general or specific broadcasting, whether there is a field call sign or not, the users will have to set a password to access the document. This password can be chosen by themselves or previously established by the administrator upon creating the service. In this case, you must check this option, specify what will be the password and remember it to hand it later to the users. Once entered into the system, this will be encrypted and not able to get it, it can only be modified or eliminated. Whether modifying the service before publishing it or modifying it, once is public and has been seen by any user, from the statistics menu, as we will see later.

- **Add document:**

To create and add the contract to the list of services. Take into account that the PDF pictures transformation process can take a time. From about few seconds if it has two or three pages up various minutes if it is very extensive.

- **Locate signature fields:**

To specify the size and position of the signatures, if applicable.

This service does not create as public. Therefore, it shall be posted from the list of services before sending it to customers. Once public, it cannot be changed.

Normally we do not explain the service modification because the fields that appear in the modification interface are practically the same as in the creation of the service. However, this service has a little oddity. When you modify a service contract, the document in question is not replaceable. It doesn't make much sense to a document with established signatures to change its content while maintaining the same signatures. In addition, it's understood that, in order to change the document, it changes the service completely. Therefore, if you need another document, create a new service. Otherwise, you can change other options, signatures, confirmation and display, dissemination and options field.

Locate Signature fields

If you have elected the option "contains signature fields", the creations of the contract us take to a new user interface where to place signatures indicating the size and position of each of them in the document.

This new interface contains the following sections:

- **Choose a page:**

Drop-down to choose a page where to put signatures.

- **Canvas:**

Under the previous drop-down menu, there is a space where the destination page is displayed. A canvas over which to work with that page. This can be moved upwards, down, left or right, to focus on the part of it that we want by clicking on it and dragging it with the mouse. Also you can increase and reduce the zoom buttons with more and less that appear in the upper corner left.

- **New signature:**

Button which when used provides us a signature in way of rectangle over the previous canvas. Until this is not fixed in concrete somewhere in the page either, it is cancelled, not is you can click on it again to place a new signature.

- **Fix signature:**
Button to place a signature once elected its size and position on the page. When you click on it, the signature that was active will disappear and in its place it will display a drawing in representation of it, of equal size and position. As you can be seen, a number appears in the middle of it, within a grey circle. This represents its order. For example, if it's the second signature that was set on the page, it appears with the number two on it.
- **Delete signature:**
Along with the drop-down menu that appears on your left, this button allows us to eliminate an already fixed signature. The corresponding drawing will be removed from the page and the subsequently established signatures order will be reduced by one. Before deleting any signature, a confirmation message will appear to not remove it directly, as if it had been a error.
- **Delete signature page 1:**
To remove all signatures in the page in which we find ourselves, in the case of the image, the page 1.
- **Delete all the signatures:**
To delete all secured signatures of the document.
- **Add document:**
Finally, once everything is to our liking, add the service with your signatures to the list of services.

Statistics on contracts / payroll

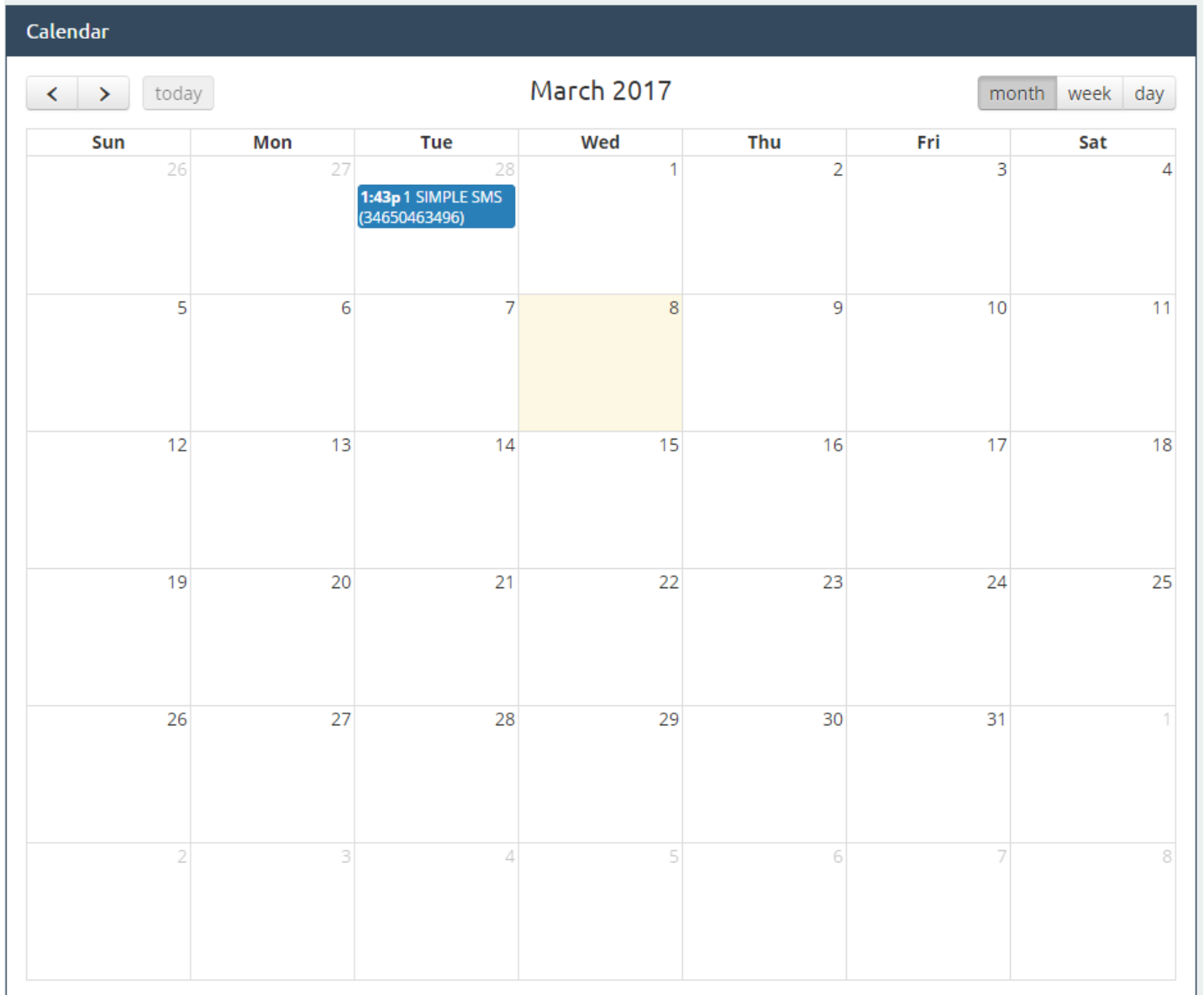
If it is a contract of direct visualization, its stats will not have any peculiarity regarding other services. In change, if it is not, we will have a series of differences that will explain now. We will start by the table in which appears the principle.

- **DNI** of users, or a field call sign should be a general broadcast.
- **Change password:** Small form, one per row, to change the password of the desired user, in case of that East is has logged in a time and not the remember. The ID of the user for the change its password, as well as the responsibility of changing it on the Service Manager. In the case that the service contains a unique and identical key for all users, there will only be a form of changing the password and it will be on top of the table. Again depends on of the Administrator the decision to change it or not. According to the given circumstances this can be a solution if you have forgotten the password (remember that this cannot be retrieved because it is encrypted) or a detriment if some users use it already and do not notify the change.
- **Signed:**
Yes or no function if the user has confirmed the document or has only taken you a look.
- **Date of signature.**
- **Signatures:**
Links for viewing the signed document or download it in PDF.

The "Stats document" link, third link from the top in the table, will show the graph with the number of times the document has been signed by different users every hour from the first ~~signature~~ signature.

Calendar

In the calendar we have to our availability the record of messages sent by day together with type of send SMS and used sender.



Templates

In the option templates, we can create various types of SMS templates to use them as default messages to send to our contacts, as well as to stock all models of templates that we start creating.

To create a template is very simple just with press in the button create template, write a sender and a text in corresponding to the SMS text box.

New template

Type	Landline / Mobile phone
Sender	<input type="text"/>
SMS	<input type="text"/>

[* Add template](#)

Billing

At this tab we have access to the bills. It's interesting to highlight that these can be downloaded in PDF whenever we want.

Options

In options we find three tabs: "**my data**", "**my warnings**" and "**Connections**".

- **My data:**
On this tab we have all of our data registration, email and password, as well as the option to modify them provided that the want it.

My details | My channels | Notifications | Log in to account / API

Personal information

Name	Test
Country	Spain
City	<input type="text"/>
Landline number	<input type="text"/>
Profile	Company
Company	<input type="text"/>
Company UTR	<input type="text"/>
Town	<input type="text"/>
Postal code	<input type="text"/>
Address	<input type="text"/>

- **My notices:**

On this tab we can check various interesting issues of our platform. We can check notices of the SMS sent by day, to report us when there is a certain number of credits that we can edit or to notify us via email.

- **Connections:**

This option allows us to create more accounts assigned to same email address.