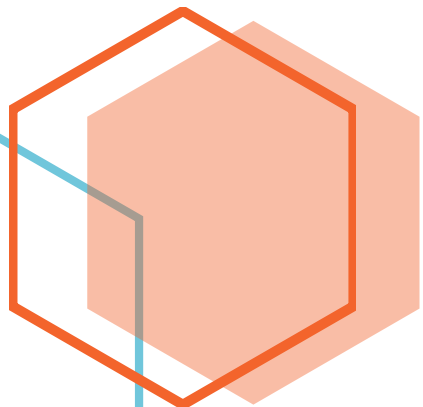




Managing Communications – Users Guide

iOS AEGEA Mobile Application

This Users Guide will take you through the steps to add, edit, delete and view activities for a communication in the iOS AEGEA mobile application.





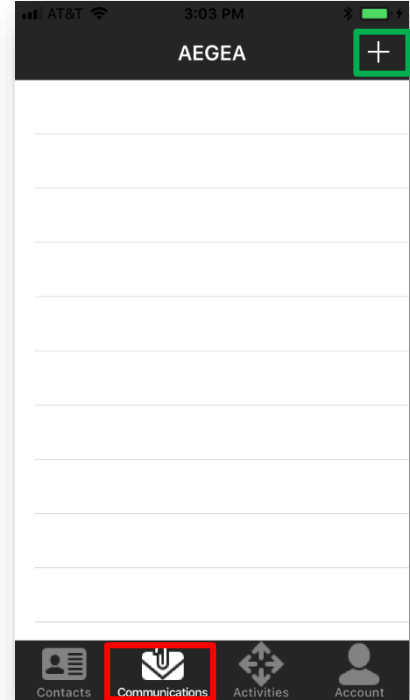
Adding Communications



Adding Communications – Communications Screen

To add a communication, you will first need to be on the Communication Screen, highlighted by the red box in the image.

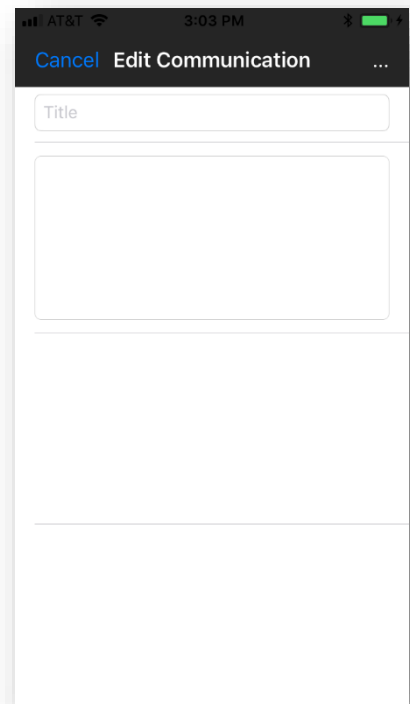
Next, you will need to select the “+” (plus sign), in the upper right corner of the application, highlighted by the green box in the image.



Adding Communications – Populating Information

To populate your communication's information on the Edit Communications Screen, you add information manually by typing into each field.

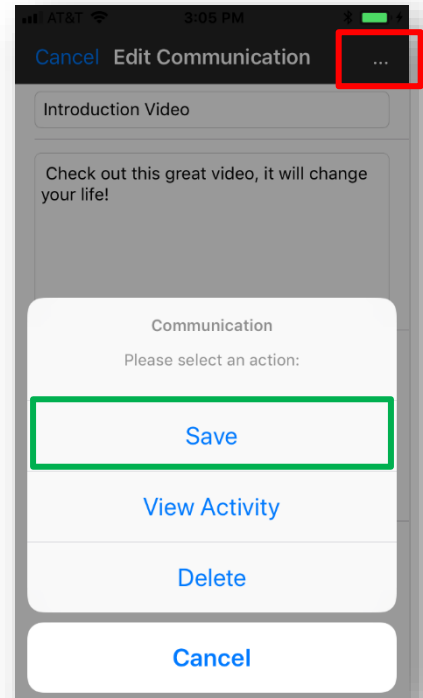
Please note that to Save a Communication, you must have a Title and a Message.





Adding Communications – Saving the Communication

When you are done adding your communication, select the ellipses in the upper right corner, highlighted by the red box in the image, then select the Save menu option from the action, highlighted by the green box in the image.



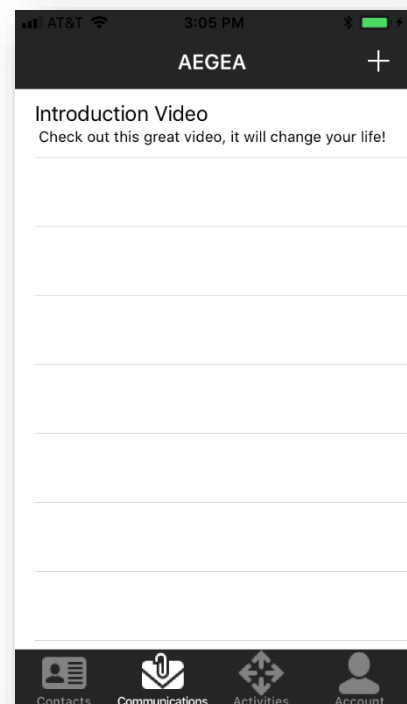
Adding Communications – Communications List

Once the added communication has been saved, you will be brought back to the Communications list.

If your added communication does not appear immediately, pull down on the list and the application will retrieve your list from the cloud.

Please note that all your data is backed up to the cloud, thus you need to have an internet connection, cellular data or Wi-Fi will work. Refreshing your data is dependent on how fast your internet connection is performing. Slower internet connections will take longer to refresh and show your Communications list.

Selecting the plus sign again, will allow you to continue to add as many communications as you would like.





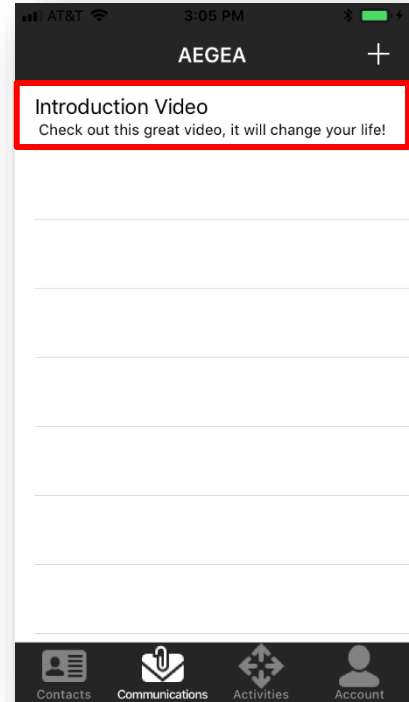
Editing Communications



Editing Communications – Communication List

To edit an existing Communication, select the row with the Communications information, highlighted by the red box in the image.

Selecting the row of information indicator will open the edit communication screen.

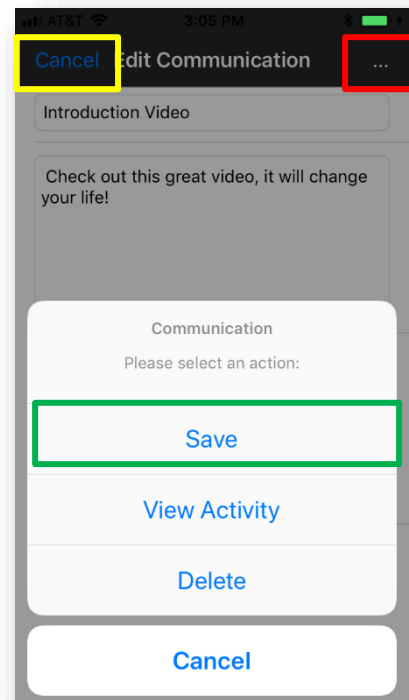


Editing Communications – Edit Communication Screen

To edit a communication, you can change the value of any field manually.

Please note that you will not be able to save an edited communication without a Title and Message.

When you are done editing the communication, you can select the ellipses in the upper right corner, highlighted by the red box in the image, to show the action menu where you can select the Save menu option to keep your changes, highlighted by the green box in the image, or select the Cancel button to discard your changes, highlighted by the yellow box in the image.





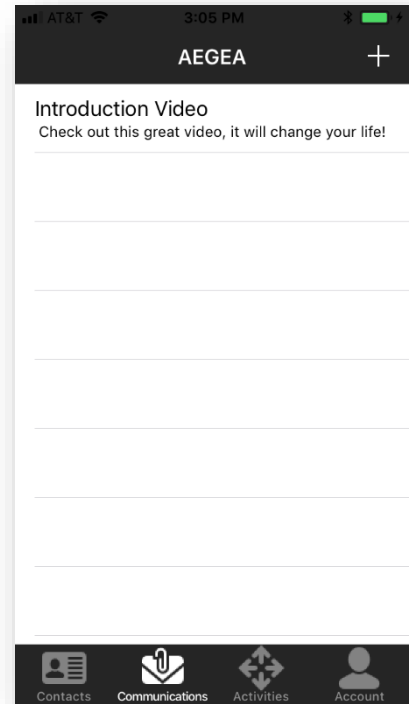
Editing Communications – Communication List

Once the edited communication has been saved, you will be brought back to the Communications list.

If your edited communication does not change immediately, pull down on the list and the application will retrieve your list from the cloud.

Please note that all your data is backed up to the cloud, thus you need to have an internet connection, cellular data or Wi-Fi will work. Refreshing your data is dependent on how fast your internet connection is performing. Slower internet connections will take longer to refresh and show your Communications list.

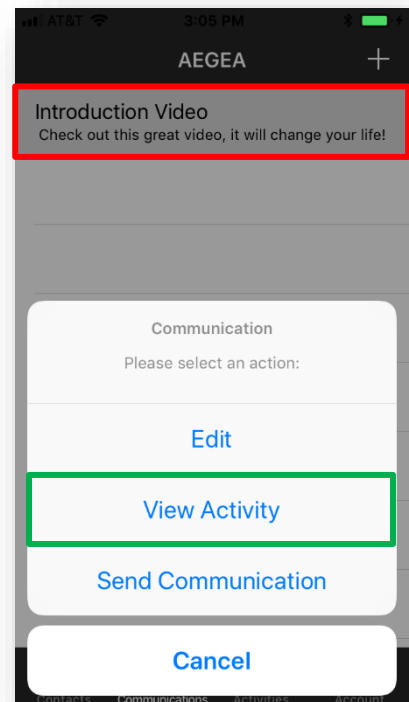
Selecting another information indicator, will allow you to continue to edit as many communications as you would like.



Editing Communications – View Activity

There are two ways to view any activity that has previously occurred for a communication.

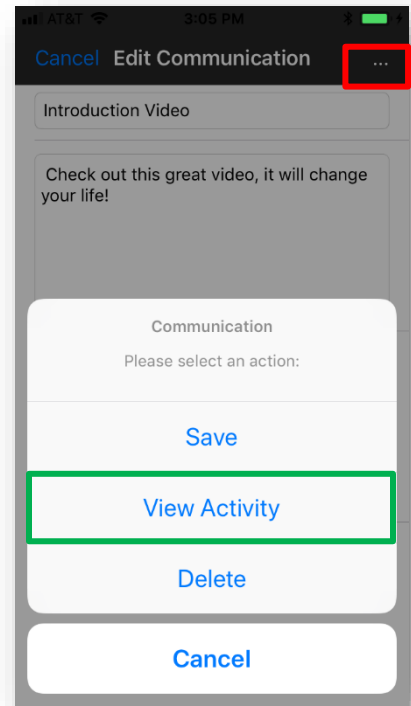
One, from the communication list, by selecting the communication's information, highlighted by the red box in the image, then an action menu will appear with the View Activity menu option, highlighted by the green box in the image.





To see a communication's activity, select the information indicator on the View Activity row on the far-right side of the row, highlighted by the red box in the image.

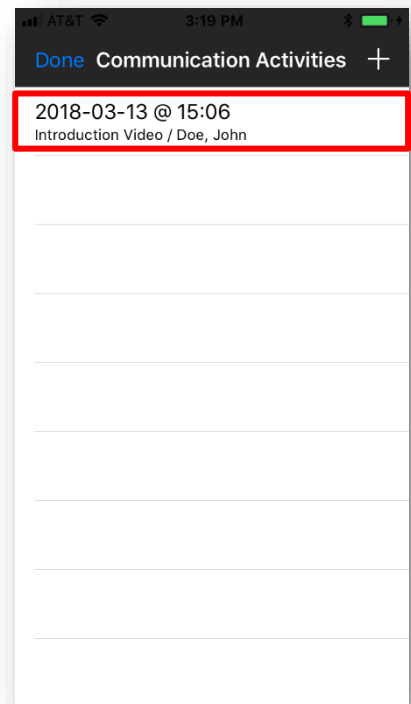
Two, from the Edit Communication screen, to see a communication's activity, select the ellipses in the upper right corner, highlighted by the red box in the image and then select View Activity, highlighted by the green box in the image, from the action menu that appears.



Editing Communications – Communication Activity List

Once the communications activities list is viewed, you can view the details of any one activity or you can add a new activity.

To view an activity's details, select row of information, highlighted by the red box in the image.





Editing Communications – Viewing Activities

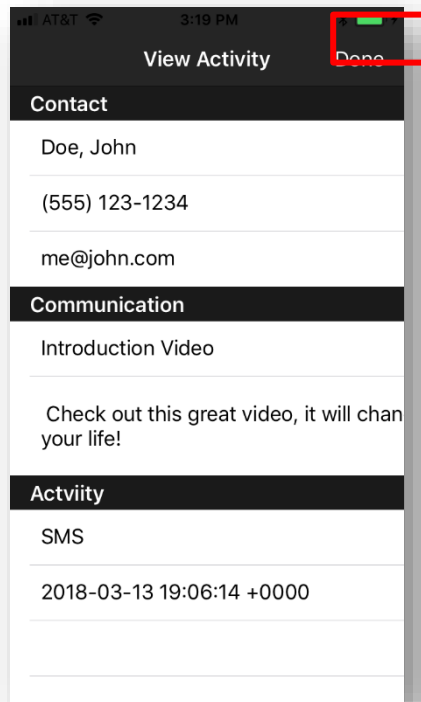
The View Activity screen shows you the details about each activity.

You will see the contact, exactly as it was sent in the activity. Even if you modified the contact after the activity was sent, the original information about the contact is preserved in the activity details.

You will see the communication, exactly as it was sent in the activity. Even if you modified the communication after the activity was sent, the original information about the communication is preserved in the activity details.

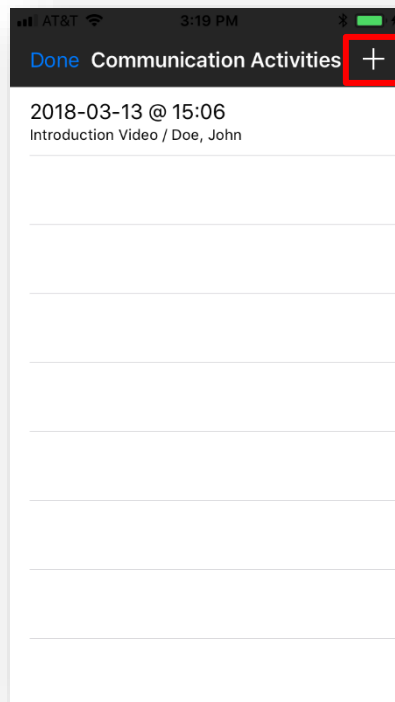
You will see details about the activity like how it was sent (SMS) and the date and time it was sent.

When you are done viewing the activity's details, selecting the Done button, highlighted by the red box in the image, will close the View Activity screen.



Editing Communications – Adding Activity

To add a new activity, select the "+", plus sign, in the upper right corner of the application, highlighted by the red box in the image.





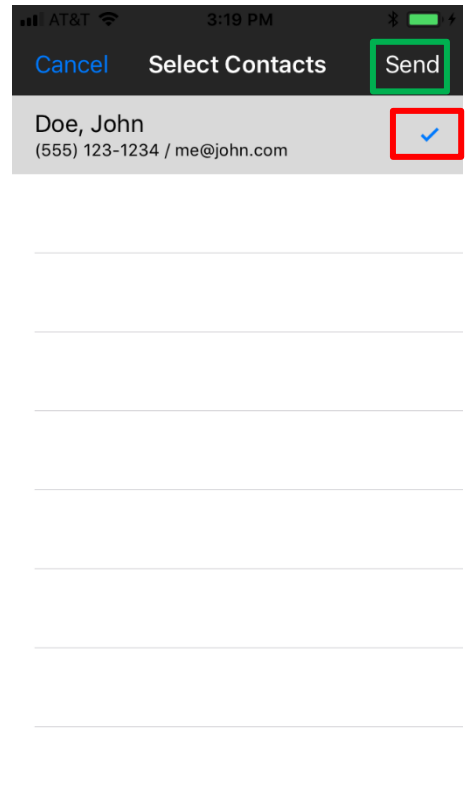
Editing Communication – Adding Activity – Selecting Contacts

The first, and only step in adding activities to a communication is to select the contacts you want to send.

Any contacts previously added to the application will be listed and you will be able to select as many contacts as you would like.

The selected contact will be indicated by the checkmark on the far-right of the selected row, highlighted by the red box in the image.

Once your contact is selected, selecting the Send button, highlighted by the green box in the image, will take you to the sending activities process.



Editing Communications – Adding Activity – Sending Activities

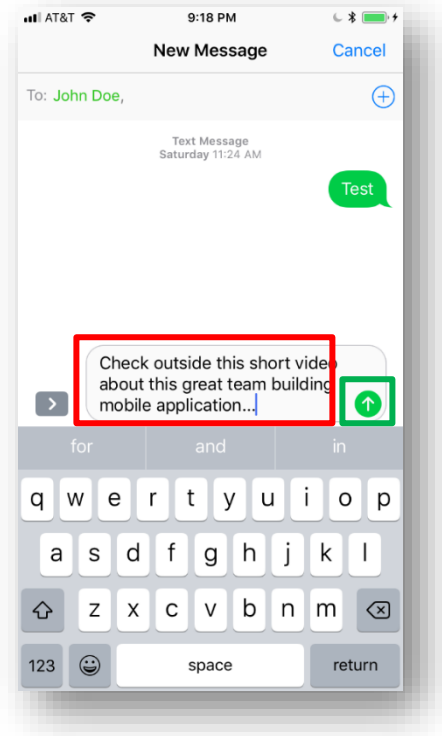
Now that your communication and contacts have been selected, the application is ready to start sending your communication to each of your selected contacts.

The communication's message will be pre-loaded into the message area, highlighted by a red box in the image.

Selecting the sending button, indicated by the green circle with an arrow pointing up, highlighted by the green box in the image.

Once sent, the application will return to the Communications View Activity list.

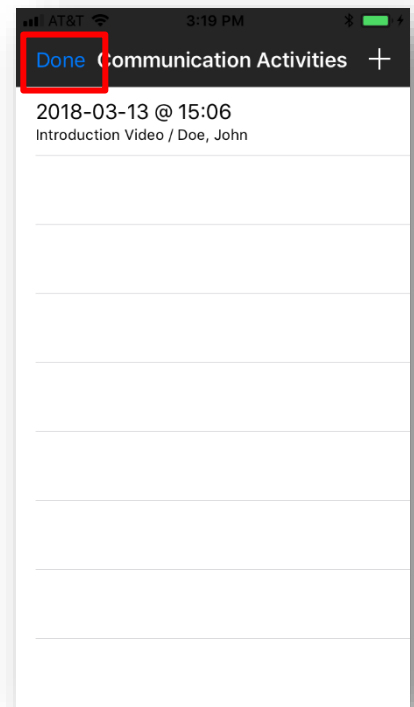
Please note you will see one activity listed for each contact that the communication was sent to. Meaning if you selected five (5) contacts, you will see five (5) new activities listed in the Communications Activities list.





Editing Communications – Viewing Activities

When you are done with the Communications Activities, select the Done button, highlighted by the red box in the image, in the upper left corner to return to the Communication List.





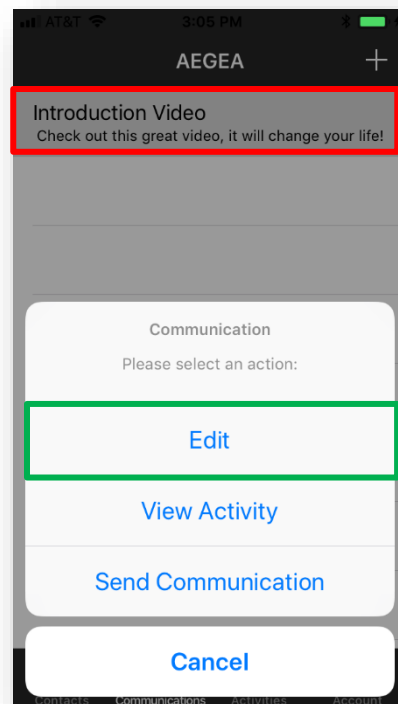
Deleting Communications



Deleting Communications – Communications List

To delete a communication, you will first need to view its details.

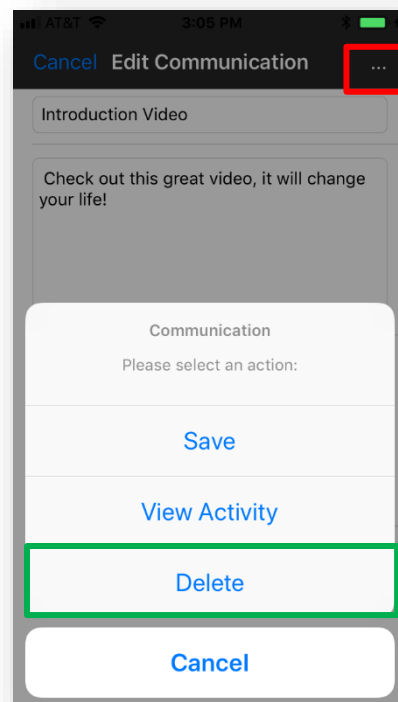
To view a communications details, select the row of information, highlighted with a red box in the image, then the action menu will appear where you can select the Edit menu option, highlighted by the green box in the image.



Deleting Communications – Selecting Delete

In the upper right corner are ellipses, highlighted by the red box in the image, that allow you to access the action menu where you will find the Delete menu option, highlighted by the green box in the image.

Selecting the Delete menu option, will begin the deleting process.





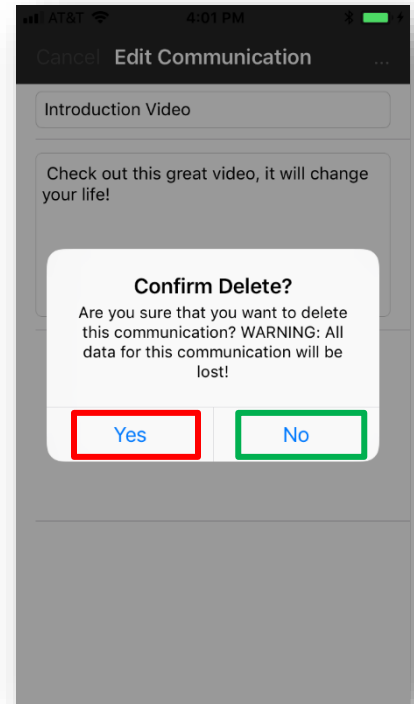
Deleting Communications – Confirming Delete

Once the Delete button is selected, you will be prompted to confirm your delete request.

To continue with the deleting process, select the Yes button, highlighted by the red box in the image.

To cancel the deleting process, select the No button, highlighted by the green box in the image.

Please note, that deleting a communication, will not delete any activities for this communication. You will always be able to see all activity, even if the communication has been deleted.



Deleting Communications – Communications List

If your deleted communication does not disappear immediately, pull down on the list and the application will retrieve your list from the cloud.

Please note that all your data is backed up to the cloud, thus you need to have an internet connection, cellular data or Wi-Fi will work. Refreshing your data is dependent on how fast your internet connection is performing. Slower internet connections will take longer to refresh and show your Communications list.

