# **User Guide**

## **Dash Board**

This tab allows you to view on screen:

- Conference
- IVR calls
- SMS submitted



## **Conferences:**



Click on "Conference View more"

	M Re : PPT - rajashekar.bh	nuti 🗙 🚺 UserGuide_IVR	IS_Gov (1).p × 🗅 Confere	ence Counts 🛛 🗙 🔪			Siva Swarup 📃 🗖 📑
-	← → C 🗋 ivrs.36	50invite.com/conferer	ncecounts.aspx				Q th
		Public Broad	lcast & Feedbac	ck Telephony	System		D techsu
		Conferences	s Count				
*	Home     Dashboard     Conferences	Select a date range:	Get				
	Conferences List	Department Name	Total Conferences	Total Members	Members Joined	Handraise	Allowed to Speak
	Reports	Tech Support	38	215	99	16	10
⊠	⊠SMS <						
						Activato	Mindows
			Designed & Developed by We	ebCountry Internet Services Pvt. Lt	d.	Go to Syster activate Wir	n in Control Panel to
H		0 8	😂 🥥 🖪	I 🛛 🖉			▲ 😼 🔁 🕩 1:18 PM 9/15/20

Here we can see Total conferences count report

1. **Select Date Range:** When you click on Select Date Range, you can see all the listed conferences count as per date

1	M Hafeez Shaik says	×	Gov (1).p 🗙 🗋 Con	ference Counts	× 🗖			siva Swarup 📃 🗖 📄
~	← → C 🗋 ivrs.360	)invite.com/conferen	cecounts.aspx					Q CZ
		Public Broad	cast & Feedb	ack Tele	ephony Syste	em		📄 techsu
		Conferences	Count					
*	Home     Dashboard     Conferences     <	Select a date range:	Get					
	Conferences List	Apply 09/11/2015	< Sep 2015	> Ca Cu M	Sep 2015 >	pers Joined	Handraise	Allowed to Speak
	Reports	TO Cancel	30 31 1 2 3 4	5 30 3	1 1 2 3 4 5		16	10
52	More ∕	09/15/2015	6 7 8 9 10 1	1 12 6 7	7 8 9 10 11 12			
-		1	13 14 15 16 17 18	<b>3 19</b> 13 1	4 15 16 17 18 19			
-	My Account <		20 21 22 23 24 25	5 26 20 2	1 22 23 24 25 26			
			27 28 29 30 1 2	3 27 2	8 29 30 1 2 3			
			Designed & Developed b	y WebCountry Interr	net Services Pvt. Ltd.		Activate V Go to System activate Wind	Vindows in Control Panel to lows.
		0 8	🕘 🥥 🛛	r W	<i>(1)</i>			▲ 😼 🔁 🕩 1:43 PM

2. **Total Conferences:** When you click on Total Conferences number, it will show the Total conferences list.

1	M Re : PPT - rajashekar.b	ohut × 🔨 🗋 UserGuide_IVR	tS_Gov (1).p ×	nce Counts ×	<u></u>		Siva Swarup 🗕 🗊
4	← → C 🗋 ivrs.3	60invite.com/conferer	ncecounts.aspx				Q Cz
		Public Broad	lcast & Feedbac	k Telephony	System		D techsu
		Conferences	s Count				
*	🖶 Home						
	Dashboard	Select a date range:	Get				
*	😁 Conferences 🛛 <						
	Conferences List	Department Name	Total Conferences	Total Members	Members Joined	Handraise	Allowed to Speak
	Reports	Tech Support	38	215	99	16	10
•	My Account K					Activato	Mindows
			Designed & Developed by Wel	pCountry Internet Services Pvt. Lt	d	Go to Syster activate Wir	m in Control Panel to
H			🕘 🥥 🔼	W 🧭			▲ 😼 😳 🕩 1:49 PM

### **3. Download to Excel:** We can download Total conferences list.

M Hafeez Shaik says	× UserGuide_	IVRS_Gov (1).p ×	Conference	e Reports 🛛 🗙			Siva Swa	up <u>– 0 X</u>
← → C 🗋 ivrs.36	0invite.com/confe	rencesummary.a	spx?fdate=	&tdate=unde	fined&did=54			ର 🔂 🔳
$\bigcirc$	Public Broa	adcast & Fe	edback	Telephon	y System			💽 techsu 🗸
	Conference	e Summary	Report	S				
Home     Dashboard     Conferences     <	Select a date range:	Get		Download to Excel	) .	Downt : 38		
Conferences List	Department Name	Conference Name	Done Date	Total Members	Total Calls Tried	Total Calls Answered	Handraise	Allowed to Speak
Reports	Tech Support	CMConf	9/ <mark>14/201</mark> 5	2	4	4	0	0
⊠SMS <	Tech Support	CMCOn2	9/14/2015	4	1	0	0	0
Account <	Tech Support	CMCOn2	9/ <mark>1</mark> 4/2015	4	7	1	0	0
	Tech Support	Sai	9/11/2015	2	1	1	0	0
	Tech Support	Sai	9/11/2015	2	2	2	0	0
	Tech Support	Sai	9/ <mark>1</mark> 1/20 <mark>1</mark> 5	2	1	0	0	0
	Tech Support	Sai	9/ <mark>1</mark> 1/20 <mark>1</mark> 5	2	1	0	0	0
	Tech Support	Sai	9/11/2015	2	1	1	0	0
	Tech Support	Sai	9/11/2015	2	1	1	0	0
	Tech Support	Sai	9/11/2015	2	2	1	0	0
	Showing 1 to 10 of 38	entries Designed & De	veloped by WebCo	untry Internet Services Pv	t. Ltd.	Previou Activa Go to S	s 1 2 ate Windo ystem in Co	3 4 Next
	0 8	1	~	<b>W</b> 6	8		• 🔞	空()) 2:00 PM 9/15/2015

4. **Conference report:** To view the any conference report in the list, click on "Conference Name"

Conference Re	ports ×							- @ ×
← ⇒ C 🗋	ivrs.360invite.com/Co	onferenceSummary.as	spx					Q 🖧 🗄
Related Search by High Stalls	Public B	roadcast & Fee	edback Tele	phony S	System		I	💽 techsu
Related Searches								
		Conference	e Summary	Report	ts			
	Home	Select a date range:						
	Dashboard Conferences	<	Get	Download	i to Excel	Count : 40		
VoIP Phones	Conferences List	Department Name	Conference Name	Done Date	Total Members	Total Calls Tried	Total Calls Answered	Handraise
VoIP Service	Reports	Tech Support	test kalyan	9/10/2015	1	2	2	0
Providers	SMS	Contemport Contempo	Support Team	9/3/2015	5	1	1	0
Virtual PBX	My Account	< Tech Support	test sep2	9/2/2015	1	2	2	0
Answering Service	-	Tech Support	test sep2	9/2/2015	1	1	0	0
N/P Sustana	-	Tech Support	TEST15	9/2/2015	3	5	2	1
TVIA Systems	-	Tech Support	Smsc Conference	9/2/2015	86	113	29	8
Call Center	-	Tech Support	test 12dig	9/2/2015	2	3	2	0
VoIP Services		Tech Support	Sai	9/2/2015	2	2	2	0
VolP Solutions	-	Tech Support	qww	9/1/2015	2	2	1	0
Call Center Software	-	Tech Support	test	8/29/2015	1	3	3	0
	_	Showing 21 to 30 of 4	0 entries			Previo	us 1 2 3	4 Next
			Designed & De	veloped by WebCo	untry Internet Services Pv	t. Ltd.		
4								
🔗 🌔	> 0 0 6						- 👍 🛱 😼	3:24 PM

### **5.** Conference report: We can view the total report of the conference.

F	M Hafeez Shaik says	×	S_Gov (1).p ×	Confe	erence Detailed Rep	< × 📃	Siva Swarup	- 0
~	← → C 🗋 ivrs.360	)invite.com/conferen	cereports.	aspx?callu	id=8CDBABCC	D70A4C02BC1C6F8195AE057	8&date=9/2/2015	Q
		Public Broad	cast &	Feedba	ick Teleph	ony System	•	techsu
*		Smsc Confe	rence F	Reports	0			
	Home	Start Time :	Sep 2	2015 4:44PM		Maximum Attendance : 21		
	Conferences Conferences	Total Allowed to speak :	4	2013 4.335101		Total Participants : 86		
2	⊠ SMS < ≜ My Account <				Search :			
		Name	To number	Handraise	Allowed to speak?	End reason	Call timings	Duration
		Bhagya Lakshmi Gandu	8106429633	NO	NO	CALL ENDED	4:50PM - 4:55PM	00
		Chandra Sekhar Paupuleti	7207760759	NO	NO	CALL ENDED,CALL ENDED	4:52PM - 4:55PM,4:46PM - 4:50PM	00
		Durga Sumanohar Gandham	8019827104	NO	NO	SUBSCRIBER ABSENT,SUBSCRIBER ABSENT,SUBSC RIBER ABSENT,SUBSCRIBER ABSENT,SUBSCRIBER ABSENT,USER BUSY,CALL ENDED,CALL ENDED	4:47PM - 4:47PM,4:46PM - 4:46PM	00
		Hafeez Shaik	7207608926	NO	NO	NORMAL CLEARING NOT ANSWERED, NOT ANSWER ED, NOT ANSWERED, NOT ANSWERED, NOT ANSWER ED	4:52PM - 4:54PM	2
		Harshitha Basani	7396983560	NO	NO	CALL ENDED	4:46PM - 4:55PM	10
		Indira Priyanka Padidadakala	7207529688	NO	NO	NORMAL CLEARING, NOT ANSWERED, NOT ANSWER ED	4:48PM - 4:55PM	0
		Joshna Deshabhaktini	8099718451	NO	NO	CALL ENDED	Activate Windows	10
		Jyothi Narra	7680842345	NO	NO	CALL ENDED,CALL ENDED	SESTEM STATEMANS MARTIN	P B Oo
		Prasanna Jonnakuti	7386525763	NO	NO	CALL ENDED	addenates shindows.	9
		Pujitha Tirupathi	7382604879	NO	NO	CALL ENDED	4:46PM - 4:55PM	9
		08	1	7 1		<i>š</i>	• <b>1</b> 8 12 1	(b) 1:34 Pl 9/15/20

## **IVR calls:**



Click on "IVR Calls View more"



Here we can see Total IVR Call report count

1. **Select Date Range:** When you click on Select Date Range, you can see all the listed IVRS as per date

M Inbox (62) - rajash∈ × M Inb	oox (38) - prasad 🗙 🎦 IVRS (	Counts	:	×	ີ Use	erGuide	IVRS_G	×	🗋 ht	tps://	ivrs.a	p.go	ki 🗙 🔽	Siva S	Swarup	- 0	x
← → C 🗋 ivrs.360invite	e.com/ivrscounts.aspx															Q 🖒	Ξ
Put	olic Broadcast & F	eedb	ack	: Tel	epl	hony	v Sys	ten	า							itandc 👻	
	IVR Reports Su	Imm	nary	/													
者 Home																	
Dashboard	Select a date range:																
🚰 Conferences 🛛 🖌																	
A IVRS	FROM TO	<	S	ep 20	15	>			Se	ep 20	15		>				
	09/15/2015	Su M	o Tu	We	Th	Fr S	a Su	I Mo	Tu	We	Th	Fr	Sa		Feedback		
IVRS List	Apply Cancel	30 3	11 8	2	3 10	4 :	2 6	31	1	2	3 10	4	5		2898090		
Reports		13 1	4 15	16	17	18 1	) 13	14	15	16	17	18	19				
🖾 SMS 🛛 🗸		20 2	1 22	23	24	25 2	5 20	21	22	23	24	25	26				
🐣 My Account 🛛 🖌		27 2	8 29	30	1	2 3	27	28	29	30	1	2	3				
		4 5	6	7	8	9 1	) 4	5	6	7	8	9	10				
													Activ	ato Win	dows		
													Go to S	System in	Control I	anel to	_
🛓 20150915165527704.amr 🍸													activat	e Window \$	/S. ihow all do	wnloads	×
	) 🕄 🕘 /		۶		W		Ý		3					*	Ra 12 (	<ul> <li>5:13 P</li> <li>9/15/20</li> </ul>	M 015

2. **Total IVR Count:** When you click on Total IVRS count number, it will show the Total IVRS list.



**3. IVR Summary report:** We can view the total IVRS report as per the range of departments

1	M Inbox (62) - rajashekar.bh 🗙	G Gmail	× 🗅 Confe	rence Reports	×			Siva Swarup	_ 0
4	← ⇒ C 🗋 ivrs.360invi	te.com/lvrsRe	portsSummary.aspx?fd	ate=&tdate=u	ndefined&	did=36			Q th
	Pu	Iblic Broad	dcast & Feedbacl	k Telephon	y Syster	n			itandc 🔹
*	🖷 Home	IVR SI	ummary Repo	orts					
		Department	Name: Select	a date range:					
	Uashboard	ItandC	•			Count : 9	1434		
	Conferences <		Get						
8	IVRS <	Dept Name	lvr Name	Date	Total Calls	Not Processed	Answered	Not Answered	Feed Back
	Reports	ItandC	Record_ivr_15-09- 2015_12:6:35	2015- 09-15	1	0	1	0	1
	My Account <	ItandC	IVR Survey_15-09- 2015_12:42:50	2015- 09-15	1	0	1	0	0
		ItandC	IVR Survey_15-09- 2015_12:44:44	2015- 09-15	1	0	1	0	0
		ItandC	IVR Survey_15-09- 2015_12:44:44	2015- 09-15	1	0	1	0	0
		ItandC	IVR Survey_15-09- 2015_12:45:41	2015- 09-15	1	0	1	0	0
		ltandC	GetRecordClip_15-09- 2015_12:48:37	2015- 09-15	1	0	1 Activate	o Windows	0
		ItandC	GetRecordClip_15-09-	2015-	1	0	Go to Sys	tem in Contro Vindows	Panel to 0
	🛓 20150915165527704.amr	*					and the f	Show all o	downloads
H		98	🕘 🥥 🗾		I .			• 😼 🔁	(b) 5:17 Pl 9/15/20

## 4. IVR Feedback Report: We can view total summary feedback of IVR Call

Ivr FeedBacks	×			a _ @ ×
← → C 🗋 ivrs	s.360invite.com/IvrFeedbacks.as	px?calluid=d5c3d496-c743-468d-a84f-2136616efcd5	5&dte=2015-09-19	Q 🔂 🔳
	Public Broadcast	& Feedback Telephony System		📄 itandc
	Sep18 CMSpeech	n KRISH Ivr Feed Backs		
🖷 Home				
Dashboard	Dount : 50000			
Tonferences	< Mobile Number	End Reason	Feedback key	
A IVRS	7207055504	NORMAL_UNSPECIFIED		
IVRS List	7207055584	NORMAL_UNSPECIFIED		
Reports	7207055742	NORMAL_UNSPECIFIED		
MS SMS	< 7207085350	SUBSCRIBER_ABSENT		
Account	< 7207097904	NO_ANSWER		
	7207118865	NORMAL_UNSPECIFIED		
	7207130013	SUBSCRIBER_ABSENT		
	7207133080	SUBSCRIBER_ABSENT		
	7207169367	SUBSCRIBER_ABSENT		
	7207248876	UNALLOCATED_NUMBER		
	Showing 1 to 10 of 50,000 entries	Previous	1 2 3 4	5 5000 Next
	De	signed & Developed by WebCountry Internet Services Pvt. Ltd.		
😚 🏉 🥽	S ( S ( S ( S ( S ( S ( S ( S ( S ( S (		- ( <b>t</b>	📔 🔂 12:35 PM

## **SMS Submitted:**



Click on "SMS Submitted View more"



Here we can see total "SMS sent count" report

1. **Select Date Range:** When you click on Select Date Range, you can see all the listed SMS Count as per date

1	M	Re : PPT - raja	shekar.bhuti 🗙	🕒 UserGuide	IVRS_Gov (1).p	×)[	Co	onfere	ence C	ount	s	×		<u> </u>						9	iiva Swarup	- 0
~	4	⇒ C 🗋	ivrs.360invit	e.com/smsco	ounts.aspx																	۹ŵ
		$\bigcirc$	Pu	blic Broa	dcast & F	eec	lba	ick	Te	lep	ho	ny S	Syst	em	۱							techsu 👻
*	#	Home		SMS (	Count																	
*	•	Dashboard Conferences	ć																			
	57	0140		FROM	то	<		Se	ep 20	15		>			Se	ep 20	15		>			
8		51015	. <	09/15/2015	09/15/2015	Su	Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	ibers		
-		Send SMS		Apply	Cancel	30	31	1	2	3	4	5	30	31	1	2	3	4	12			
		Reports				13	14	15	16	17	18	19	13	14	15	16	17	18	19			
	-	My Account	<			20	21	22	23	24	25	26	20	21	22	23	24	25	26			
						27	28	29	30	1	2	3	27	28	29	30	1	2	3			
						4	5	6	7	8	9	10	4	5	6	7	8	9	10			
																			Ac Go	ctivate V to System	/indow:	s I Panel to
E	E			98	(2)	7		لم		W		6	1						act	tivate Winc	lows:	(b) 3:20 PM 9/15/20

2. **SMS sent count:** When you click on SMS sent count number, it will shows the Total conferences list.



### **3. SMS report:** We can view the total SMS report.

	Public Broadcast 8	& Feedback Telephony S	ystem	📓 te
	SMS Repor	rts		
🖶 Home				
Dashboard	Select a date range:	Pount	17	
🚰 Conferences	<	Get		
🖾 SMS	< Dept Name	Date	Summary	Total Sent
Send SMS	Tech Support	9/15/2015 2:41:21 PM	OTP	1
Reports	Tech Support	9/14/2015 4:12:34 PM	OTP	1
Account	< Tech Support	9/11/2015 5:13:10 PM	Conference SMS	1
	Tech Support	9/11/2015 5:12:22 PM	OTP	1
	Tech Support	9/11/2015 4:29:30 PM	OTP	1
	Tech Support	9/11/2015 4:19:39 PM	OTP	1
	Tech Support	9/9/2015 3:02:55 PM	lfkdjg;dfg	2
	Tech Support	9/9/2015 3:02:18 PM	OTP	1
	Tech Support	9/9/2015 2:58:31 PM	OTP	1
	Tech Support	9/9/2015 2:55:43 PM	0TP A ct	ivato Mindows
	Showing 1 to 10 of 17	entries	Go p	Revisitem in Control Par

**4. Mobile Numbers:** We can see total sent mobile numbers by clicking on "Total Sent Number". Eg:2

	Public Broadcast 8	& Feedback Telephony S	ystem	📄 tech
I	SMS Repor	rts		
📅 Home				
Dashboard	Select a date range:	Count :	17	
Conferences	<	Get		
🖾 SMS	< Dept Name	Date	Summary	Total Sent
Send SMS	Tech Support	9/15/2015 2:41:21 PM	OTP	1
Reports	Tech Support	9/14/2015 4:12:34 PM	OTP	1
Account	<	9/11/2015 5:13:10 PM	Conference SMS	1
	Tech Support	9/11/2015 5:12:22 PM	OTP	1
	Tech Support	9/11/2015 4:29:30 PM	OTP	1
	Tech Support	9/11/2015 4:19:39 PM	OTP	1
	Tech Support	9/9/2015 3:02:55 PM	lfkdjg;dfg	2
	Tech Support	9/9/2015 3:02:18 PM	OTP	
	Tech Support	9/9/2015 2:58:31 PM	OTP	1
	Tech Support	9/9/2015 2:55:43 PM	OTP Act	ivate Windows
	Showing 1 to 10 of 17	entries	Go p	revictism in Contral Park

## **Chart Context Menu:**



Click on "Chart Context Menu"



Here, we can see 'Download' different type of formats to print the chart, Select any one.

Eg: Click on "Download JPEG Image"



After downloading the file View/Print

## **Conferences**

This tab allows you to view:

- Conferences List
- Reports

## **Conferences List:**

✓ Re : TDP Login Details - ← → C  ivrs.360	× M M All	abakshu says × [] n/conference_studio.a:	) All issues Spx	× C 🗅 SMSCountry-Reports 🔹 >	admin.smscountry.com/ ×	My Conferences × Ravitop Kumore 0	× 3 =
		Public Broa	idcast & Fe	edback Telepł	nony System	📄 techsu	~
		My Confere	ences (5)				
✤ Home ▲ Dashboard		techsu	upport, Welco	me to your confer	ence account!	Create Conference ⊝	
😁 Conferences	<	Conference Name	Created By	Created Date	Last Conference Date	Description	
Conferences List		CMCOn2	Suresh	2015/09/14	2015/09/14	CMCon2	
Reports	<	Conference Name	Created By	Created Date	Last Conference Date	Description x	
🐣 My Account	<	Conference Name Sai	Created By SURESH	Created Date 2015/09/02	Last Conference Date 2015/09/11	Description X TEST	
		Conference Name Smsc Conference	<b>Created By</b> rajsekhar	Created Date 2015/09/02	Last Conference Date 2015/09/02	Description x a conference for testing purpose	
		Conference Name Support Team	Created By Prasad	Created Date 2015/08/28	Last Conference Date 2015/09/03	Description x srinivas sir told to connect to support	
🕘 E 🚞		0 0	L 🖉 🖉			- ⊕ 陀 😭 7:14 1 9/14/2	РМ 2015

In Conferences list, we can view previous conferences list and we can create new conference.

### **Create New Conference:**

### Click on "Create Conference"

1	M Re : PPT - rajashekar.bhuti 🗙	UserGuide_IVRS_Go	v (1).p × 🗅 M	y Conferences	×	Siva Swarup 🗕 🗖	7
4	← → C 🗋 ivrs.360invit	e.com/conference_	studio.aspx			Q	5
	Pu	blic Broadcas	t & Feedba	ack Telephony	System	📄 tech	su 👻
*		My Confe	rences (	(5)			
	A Home	techsuppor	t Welcom	e to vour conf	erence accountl	Create Conference (	9
*	Dashboard	recriscippor	t, welcom				
	Conferences (	Conference Name	Created By	Created Date	Last Conference Date	Description	x
8	Reports	Conference Name	Created By	Created Date	Last Conference Date	Description	×
in the second	🖾 SMS 🛛 🗸	CMConf	Suresh	2015/09/14	2015/09/14	CMConf	
	Arr Account <	Conference Name	Created By	Created Date	Last Conference Date	Description	x
		Conference Name	Created By	Created Date	Last Conference Date	Description	x
		Smsc Conference	rajsekhar	2015/09/02	2015/09/02	a conference for testing purpose	
		Conference Name	Created By	Created Date	Last Conference Date	Description	x
		Support Team	Prasad	2015/08/28	2015/09/03	srinivas sir told to connect to support	
						Activate Windows Go to System in Control Panel activate Windows.	to
F		) 🕄 👹		M 🛛 .	I I I I I I I I I I I I I I I I I I I	- <b>R</b> 🔁 🕩 🟅	2:19 PM

### **Procedure for Creating a Conference:**

📕 Re : PPT - rajashekar.bhu	rti 🗙 🕐 UserGuide_IVRS_Gov (1).p 🗙 🕐 New Co	nference × Siva S	iwarup 🗕 🗇 🗙
← → C 🗋 ivrs.360	Dinvite.com/CreateConference.aspx		दि र ≡
	Public Broadcast & Feedbac	k Telephony System	💽 techsu \vee
	Create Conference		
🖶 Home	Conference name:	Welcome Olin:	
Dashboard		Choose File No file chosen	
😁 Conferences 🛛 <	Moderator:	Summary Of Conference:	
Conferences List	Choose Moderator 👻		
Reports	Creator Name:		
⊠sms <	Choose Creator 👻	Category Name:	
Average Averag	Category:		
	Members: Excel Upload Select from contacts Select al Choose File No file chosen Submit	l contacts	
	Designed & Developed by We	bCountry Internet Services Pvt. Ltd.	^
			11:54 AM

- 1. Enter Conference Name. Enter the Name for the conference
- 2. **Upload a Welcome Clip.** (MP3 format only) Participants will listen to clip once they join the conference call
- 3. Select Moderator. Choose a moderator for the conference from existing contact
- 4. **Creator Name:** Enter the Name of the Main person going to speak in the conference who is already in the contacts.

- 5. Summary of conference: Enter the summary of the conference
- 6. Category: Choose the category from the list
- 7. Category Name: Enter the name belongs to the Category
- 8. Add Contact(s). Choose from existing contacts or upload multiple new contacts using an Excel sheet or Select from contacts or Select all contacts
- 9. Submit: Click on Submit after finish all fields.

#### **Access Live Conference Panel:**

View all past conferences in detail

M Inbox (116) - suresh.ithit × ► ← → C □ ivrs.360invite.	Inbox (2) - campaign@s × ([ com/conference_studio.a	) All issues	× 🕒 SMSCountry-Admin:Upc	× C admin.smscountry.com/ ×	My Conferences × Reviteja Kumarı	<b>□</b> ×
	Public Broa	adcast & Fe	edback Telep	hony System		techsu 🔻
	My Conference	ences (5)				
<ul><li>✤ Home</li><li>IDashboard</li></ul>	techs	upport, Welco	me to your confe	rence account!	Create Conf	erence ⊖
Conferences <	Conference Name CMCOn2	Created By Suresh	Created Date 2015/09/14	Last Conference Date 2015/09/14	Description CMCon2	×
Reports	Conference Name CMConf	Created By Suresh	Created Date 2015/09/14	Last Conference Date 2015/09/14	Description CMConf	x
📤 My Account 🛛 🔾	<b>Conference Name</b> Sai	Created By SURESH	Created Date 2015/09/02	Last Conference Date 2015/09/11	Description TEST	x
	Conference Name Smsc Conference	Created By rajsekhar	Created Date 2015/09/02	Last Conference Date 2015/09/02	Description a conference for testing purpose	x
	Conference Name Support Team	Created By Prasad	Created Date 2015/08/28	Last Conference Date 2015/09/03	Description srinivas sir told to connect to suppo	vrt
						7-18 DM
🌝 🥲 📑 🕻					- () R	9/14/2015

1. **Conference Name:** When you click on the conference name you can see all the details pertaining to that conference

My Conferences	×				8_	0 X
← → X 🗋 ivrs.3	60invite.com/confe	ence_studio.asp	X			द ☆ 🗉
	Public Broa	idcast & Fe	edback Telep	hony System		techsu
	My Conference	ences (6)				
🖶 Home	14 A.					_
Dashboard	techs	upport, Welco	me to your confe	rence account!	Create Confe	erence 🕞
😁 Conferences 🔹 🔇	Conference Name	Created By	Created Date	Last Conference Date	Description	×
Conferences List	support team conf	kalyan	2015/09/18	2015/09/18	support team conference	
Reports	Conference Name	Created By	Created Date	Last Conference Date	Description	(8)
⊠SMS <	CMCOn2	Suresh	2015/09/14	2015/09/14	CMCon2	
Account <	Conference Name	Created By	Created Date	Last Conference Date	Description	X
	CMConf	Suresh	2015/09/14	2015/09/14	CMConf	
	Conference Name	Created By	Created Date	Last Conference Date	Description	×
	Sai	SURESH	2015/09/02	2015/09/11	TEST	
	Conference Name	Created By	Created Date	Last Conference Date	Description	x
	Smsc Conference	rajsekhar	2015/09/02	2015/09/02	a conference for testing purpose	
	Conference Name	Created By	Created Date	Last Conference Date	Description	(x)
	Support Team	Prasad	2015/08/28	2015/09/03	srinivas sir told to connect to support	

2. **Total Members:** Displays all the participants (including the moderator/operator) in the conference



Conference Room	×						8 - 0 ×	
← → C 🗋 ivrs.360	vinvite.com/conference_room.aspx	?id=2646					Q 🕁 :	Ξ
	Public Broadcast & Fee	edback T	elephony	y System			📄 techsu	
	Smsc Conference	Mu	ite Dial all Mu	te all Hangup a	II Play sto	p SendSMS	Join Member	
# Home								
Dashboard	Total members Total inprogress	Total mute	Total unmute	Total hand rise	Private Room	Moderator	Total Issues	
😁 Conferences 🛛 🔇	86 0	0	0	0	0	rajsekhar	0	
Conferences List								
Reports					County		Peak Attendance : 21	
⊠sms <					Count : 8	0 Search		
My Account <	Name	Designation	Departmen	t District	Mandal	Action		
	Indira Priyanka Padidadakala					C 2 × C	Call Ended	
	Hafeez Shaik					6	Call Ended	
	Chandra Sekhar Paupuleti					( 2 × 0	Call Ended	
	Vasudev Jagarlamudi					C Z X	NO ANSWER	
	Pujitha Tirupathi					C 2 × C	Call Ended	
	Prasanna Jonnakuti					C 2 × C	Call Ended	
	Harshitha Basani					C 2 × C	Call Ended	
	Jyothi Narra					C # x a	Call Ended	
	siva swaroop					C 2 × C	Call Ended	
	Durga Sumanohar Gandham					C & x I	Not Answered	
	Swamy Madimetla					C 2 × U	Jser Busy	
	Joshna Deshabhaktini					€ # × 0	Call Ended	
	Bhagya Lakshmi Gandu	11				C 2 × C	Call Ended	*
	2 0 0 0 0					3	🔺 🍓 🕎 🍢 4:23 PM	

a) We can make a call by clicking on "call" symbol for who want to connect again in the conference.

Conference Room	×							8	- @ X
← → C 🗋 ivrs.360	Dinvite.com/confe	rence_room.asp>	?id=2694						ର 🕸 🔳
	Public Bro	adcast & Fe	edback <sup>-</sup>	Telephon	y System			L	techsu 🗠
	smsc tes <mark>t</mark>		Mute	Dial all Mute al	Hangup all	Play stop	SendSMS		Join Member
Conferences <	Total memb	ers Total inprogress	Total mute	Total unmute	Total hand rise	Private Room	Moderator Sheakr		
Conferences List Reports							÷	Peak	Attendance : 0
⊠SMS <						Count	t:1 Search		
Average My Account K K K K K K K K K K K K K K K K K K K	Name	Designation	Depa	rtment	District	Man	dal	Action	
	kalyan							<b>∮</b> (U)	)
			α	1 >>					
		Designed & De	veloped by WebCoun	try Internet Services Pv	rt. Ltd.				
	0	a 💿 🗈					4	- 👍 🔁 😼	4:47 PM

b) We can disconnect the call by clicking on "Shut down" symbol from the conference.

## 3. Total In-Progress: All active (on call) participants are displayed here

🗋 Conference Room	×						8.	. @ X
← → C 🗋 ivrs.360	0invite.com/conference_room	.aspx?id=2694						ର 🕸 🔳
	Public Broadcast &	Feedback	Telephon	y System				techsu 🗠
E Home	smsc tes <mark>t</mark>	Mute	Dial all Mute all	Hangup all	Play stop	SendSMS		oin Member
Dashboard	Total members Total inprog	gress Total mute	Total unmute	Total hand rise	Private Room	Moderator	Total Issues	
Conferences List	1 1		1	0	0	ڻ ن	0	
Reports							Peak	Attendance : 0
⊠SMS <					Count	t:0 Search		
	Design	ed & Developed by WebCoun	stry Internet Services Pv	t. Ltd.				
	o 😺 🕢 🧕					4	🔞 🔁 😼	4:46 PM

Conference Room	×						8	. @ X
← → C 🗋 ivrs.360	oinvite.com/co	nference_room.aspx?	id=2694					ର 🕸 🔳
	Public Br	oadcast & Fee	dback Telepho	ny System	ו			techsu 💌
Home Dashboard Conferences Conferences List Reports	smsc test <sup>Total m</sup> 1	embers / Total inprogress	Mute Dial all Mut Total mute Total unmu 0 1	e all Hangup all te Total hand rise O	Piay stop Private Room O	SendSMS Moderator Sheakr O	Total Issues O Peak	oin Member Attendance : 0
					Couri	Z Search		
	Name	Designation	Department	District	Mandal	Action		
	kalyan	null	null	null	null	🔮 ┥ Private	ወ	
	Sheakr					🖉 ┥ Private	С С	
			<b>≪ 1 ≫</b>					
		Designed & Deve	loped by WebCountry Internet Service	es Pvt. Ltd.				
javascript;							4 T 💌	4:47 PM

a) When click on "Total inprogress", it shows the list of the persons who are in conference.

#### 4. Peak-Attendance: Displays maximum participation



### 5. Total Mute: Displays all the participants on mute (cannot talk, only listen)



#### 6. Total Un-Mute: Displays all the participants who can talk


Conference Room	×							<u>A</u>	- 6 x
← → C 🗋 ivrs.360	0 <mark>invite.com</mark> /co	nference_room.asp>	?id=2694						ର 🕸 🔳
	Public B	roadcast & Fe	edback <sup>-</sup>	Telephor	iy System			L	techsu 🗠
	smsc test		Mute	Dial all Mute a	all Hangup all	Play stop	SendSMS		loin Member
Home									
Dashboard	Total m	nembers Total inprogress	Total mute	Total unmute	Total hand rise	Private Room	Moderator	Total Issues	
Conferences <	1	1 1	0	1	0	0	Sheakr	0	
Conferences List									
Reports								Peak	Attendance : 0
⊠SMS <						Coun	t:2 Search		
Account <									
	Name	Designation	Department	8	District	Mandal	Action		
	kalyan	null	null		null	null		ن	
	Sheakr						🖉 🖣 Private	е ()	
			<<	1 >>					
		100 LOD							
		Designed & De	veloped by WebCoun	try Internet Services F	Pvt. Ltd.				
javascript*									
Javascripc;									

a) This person cannot able to speak on phone because person is in Mute, to make "Unmute" means giving the permission to speak click on the "Mute" symbol shown figure.

Conference Room	×						8	- D X
← → C 🗋 ivrs.360	Dinvite.com/con	ference_room.asp>	?id=2694					ର 🏠 🔳
	Public Bro	oadcast & Fe	edback Telep	hony System				techsu 🗠
# Home	smsc test		Mute Dial all	Mute all Hangup all	Play stop	SendSMS		loin Member
Dashboard     Conferences	Total mer 1	mbers Total inprogress	Total mute Total o	nmute Total hand rise	Private Room	Moderator Sheakr	Total Issues	
Conferences List Reports						U	Peak	Attendance : 0
⊠SMS <					Coun	t:2 Search		
My Account <	Name	Designation	Department	District	Mandai	Action		
	kalyan	null	null	null	null	2 Piva	te 😃	
	Sheakr					🖉 Priva	ite 😃	
			« 1 »					
		Designed & De	veloped by WebCountry Internet	Services Pvt. Ltd.				
		i 🗐 💽 🖹				4	· 🕼 🔁 😼	4:50 PM

b) This person can able to speak on phone because person is in Unmute, to make "Mute" means disconnecting the permission to speak click on the "Unmute" symbol shown in figure.

7. **Total Hand Raise:** Displays all the participants on mute who want to talk during the conference. Participants can raise their hand by **Pressing 0** 



8. **Total Issues:** Displays all the participants who experience call quality issues. They can inform the moderator/operator by **Pressing \*1** 



# 9. Moderator: Displays the Moderator of the conference call

M Re : PPT - rajashekar.bhu	ti × C UserGuide_IVRS	6_Gov (1).p ×	Conference F	loom ×				Siva Swarup	- 0 ×
← → C 🗋 ivrs.360	)invite.com/conferen	ce_room.aspx	?id=2646						ର 🏠 🔳
	Public Broad	cast & Fe	edback ٦	Felephony	y System				🛃 techsu
# Home	Smsc Conference	ce		Mute Dial all M	fute all Hangup	ali Play sto	op SendSMS	1	Join Member
Dashboard	Total members	Total inprogress	Total mute	Total unmute	Total hand rise	Private Room	Moderator rajsekhar	Total Issues	Peak Attendance : 21
Conferences List Reports					Соц	int:0 Search	Ú		
My Account <									
		Designed & Dev	eloped by WebCount	ry Internet Services Pv	t. Ltd.		Activate V Go to System	Vindows 1 in Control P	anel to
	0 8	و ا	2	<b>W</b>				• 18 19 ()	) 2:03 PM 9/15/2015

# **Live Conference Panel**

Access to features that allow you to manage the conference smoothly

1. **Join Member:** The Moderator/Operator can add new participants to the conference at anytime



## 2. Mute Dial All: Dials Participants (on mute) from the bridge number



3. **Mute All:** Mute participants on the conference (muted participant's voice cannot be heard by other conference members)

M Re : PPT - rajashekar.bhu	uti 🗙 💙 🗋 UserGuide_IVR	S_Gov (1).p ×	Conference R	oom ×			S	va Swarup	. 0 ×
← → C 🗋 ivrs.360	0invite.com/conferer	ice_room.aspx?	'id=2646						ବ 🏠 🔳
$\bigcirc$	Public Broad	cast & Fee	edback T	elephony	System			C	techsu
	Smsc Conferenc	ce		Mute Dial a M	ute all Hangup	ali Play sto	p SendSMS		Join Member
Home     Dashboard	Total members	Total inprogress	Total mute	Total unmute	Total hand rise	Private Room	Moderator	Total Issues	Peak Attendance
😤 Conferences 🤇 🤇	86	0	0	0	0	0	rajsekhar	0	:21
Conferences List Reports					Cou	unt:0 Search			
Mas Kalanda Ka									
My Account <							A oti usto 14	lindows	
-		Designed & Deve	loped by WebCountr	y Internet Services Pvt.	Ltd.		ACTIVATE W Go to System activate Wind	indows in Control Pa ows.	
	0 8	۵ 🥥	2	<b>W</b> 🧳				• 😼 🔁 🔿	2:03 PM 9/15/2015

## 4. Hang Up All: End the Conference in one click



5. Play: Play Welcome/Wait clip for participants at time of joining or waiting on call



# 6. Stop: Stop playing Welcome/Wait clip

M Re : PPT - rajashekar.bhu	ti 🗙 💙 🗋 UserGuide_IVRS	i_Gov (1).p ×	Conference P	Room ×			Si	iva Swarup	- 0 ×
← → C 🗋 ivrs.360	invite.com/conferen	ce_room.aspx	?id=2646						ବ ଝି ≣
	Public Broad	cast & Fee	edback 7	Felephony	y System			C	s techsu
<b>a</b> 11-12	Smsc Conferenc	e		Mute Dial all M	fute all Hangup	all Pli / sto	op endSMS		Join Member
Dashboard	Total members	Total inprogress	Total mute	Total unmute	Total hand rise	Private Room	Moderator	Total Issues	Peak Attendance
Conferences List	86	0	0	0	0	0	L	0	
Keports					Соц	INT:0 Search			
My Account <							A stillate M	lindoue	
		Designed & Dev	reloped by WebCount	try Internet Services Pv	t. Ltd.		Go to System activate Wind	in Control Pa ows.	
		و چ						• 18 12 ()	2:03 PM 9/15/2015

7. **Send SMS:** Send SMS to participants with conference details like: Name, Moderator, Time of call, and Conference Agenda etc.



# **Reports:**



Here we can see Total conferences count report list

1. **Select Date Range:** When you click on Select Date Range, you can see all the listed conferences count as per date

	M Hafe	ez Shaik sa	ys	×	lserGuide_IVF	۲S_Go۱	<b>(1)</b> .p	×	C C	onfe	renc	e Co	unts	1	×	1	. \				Siva Swarup	- 0
+	• <del>+</del> >	CD	vrs.360i	invite.cor	n/confere	ncec	ount	s.asp	Х													Q
				Publi	c Broad	lca	st 8	& Fe	eed	ba	ck	τe	ele	ph	ion	y S	Sys	ste	m			📄 techsu
				Confe	erences	s Co	our	nt														
•	Home 🕂 Home 🖬 Home	oard rences	<	Select a dat	e range:		G	iet														
	Confer	ences List		09/11/2015	Apply	<		Sep 2	015	-	>			S	Sep 20	15	-	>	pers Joined	Handraise	Allowed to Sp	eak
	Report	s		TO	Cancel	30	M0	1 2	e in 3	4	5a	2	U MO	1	2 vve	3	4	5a		16	10	
	<b>1 57</b> or 10		8	09/15/20	15	6	7	8 9	10	11	12	6	7	8	9	10	11	12				
	n Kenismis		<u>*</u>	-		13	14	15 16	17	18	19	1	3 14	15	16	17	18	19				
-	My Acc	xount	<			20	21	22 23	24	25	26	2	0 21	22	23	24	25	26				
						27	28	29 30	1	2	3	2	7 28	29	30	1	2	3				
						4	5	6 /	8	9	10		6	6	ľ	8	9	10				
							Desig	gned & D	evelope	ed by V	VebCa	ountry	Interne	t Ser	vices P	vt. Ltr	1			Activate Go to Syster activate Wir	Windows m in Control F ndows.	anel to
		$\mathbf{\Sigma}$	1	0	8	0	)	5		X		ſ	W		ß	õ	1	2			- 😼 🖭 🔇	) 1:43 PN 9/15/20

2. **Total Conferences:** When you click on Total Conferences number, it willshow the Total conferences list.

1	M Re : PPT - rajasheka	ir.bhuti × 🔨 🕒 UserGuide_IVRS	_Gov (1).p ×	nce Counts ×			Siva Swarup 📃 🗖 🗾
4	← → C 🗋 ivrs	.360invite.com/conferen	cecounts.aspx				Q 🔂
		Public Broad	cast & Feedbac	k Telephony S	System		📄 techsı
		Conferences	Count				
*	🕈 Home	Select a date range:					
	Dashboard	Select a date range.	Get				
*	Conferences	<	Tatal Canforman	Total Mamhara	Members lained	Handraise	Allowed to Speak
	Conferences List	Tech Support	38	215	99	16	Allowed to Speak
57							
•	My Account	<				Activate	Africal acus
			Designed & Developed by We	bCountry Internet Services Pvt. Ltr	1	Activate Go to Syster activate Wir	Windows n in Control Panel to dows.
			🕑 🥥 🕨	<b>W</b> 🧭			▲ 🎼 🔁 🕩 1:49 PM

# **3. Download to Excel:** We can download Total conferences list.

M Hafeez Shaik says	× UserGuide_	IVRS_Gov (1).p ×	Conference	e Reports ×			Siva Swa	up <u>– 0 X</u>
← → C 🗋 ivrs.360	Dinvite.com/confe	rencesummary.a	spx?fdate=	&tdate=unde	fined&did=54			द ☆ 🔳
$\bigcirc$	Public Broa	adcast & Fe	edback	Telephon	y System			💽 techsu
	Conference	e Summary	Report	S				
<ul> <li>♣ Home</li> <li>Dashboard</li> <li>▲ Conferences</li> </ul>	Select a date range:	Get		Download to Excel	) .	Count : 38		
Conferences List	Department Name	Conference Name	Done Date	Total Members	Total Calls Tried	Total Calls Answered	Handraise	Allowed to Speak
Reports	Tech Support	CMConf	9/14/2015	2	4	4	0	0
⊠ISMS <	Tech Support	CMCOn2	9/14/2015	4	1	0	0	0
Account <	Tech Support	CMCOn2	9/ <mark>1</mark> 4/2015	4	7	1	0	0
	Tech Support	Sai	9/11/2015	2	1	1	0	0
	Tech Support	Sai	9/11/2015	2	2	2	0	0
	Tech Support	Sai	9/11/20 <mark>1</mark> 5	2	1	0	0	0
	Tech Support	Sai	9/11/2015	2	1	0	0	0
	Tech Support	Sai	9/11/2015	2	1	1	0	0
	Tech Support	Sai	9/11/2015	2	1	1	0	0
	Tech Support	Sai	9/11/2015	2	2	1	0	0
	Showing 1 to 10 of 38	entries Designed & De	veloped by WebCo	untry Internet Services Pv	t. Ltd.	Previou Activa Go to S	s 1 2 ate Windo ystem in Co	3 4 Next DWS ntrol Panel to
	08	1	2	<b>W</b> 🥱	8		• 🔞	2:00 PM 9/15/2015

# 4. Conference report: We can view the total report for the conference.

1	M Hafeez Shaik says	× UserGuide_IVR	S_Gov (1).p ×	Confe	erence Detailed Rep	c × 📃	Siva Swarup	- 0
-	← → C 🗋 ivrs.360	)invite.com/conferen	cereports.	aspx?callu	id=8CDBABCC	D70A4C02BC1C6F8195AE057	8&date=9/2/2015	Q
		Public Broad	cast & I	Feedba	ick Teleph	ony System		techsu
*		Smsc Confe	rence F	Reports	1			
•	Home     Dashboard	Start Time :	Sep 2	2015 4:44PM 2015 4:55PM		Maximum Attendance : 21		
	Conferences List Reports	Total Allowed to speak :	4			Total Participants : 86		
2	⊠ SMS < ▲ My Account <				Search :			
		Name	To number	Handraise	Allowed to speak?	End reason	Call timings	Duration
		Bhagya Lakshmi Gandu	8106429633	NO	NO	CALL ENDED	4:50PM - 4:55PM	00
		Chandra Sekhar Paupuleti	7207760759	NO	NO	CALL ENDED,CALL ENDED	4:52PM - 4:55PM,4:46PM - 4:50PM	00
		Durga Sumanohar Gandham	8019827104	NO	NO	SUBSCRIBER ABSENT,SUBSCRIBER ABSENT,SUBSC RIBER ABSENT,SUBSCRIBER ABSENT,SUBSCRIBER ABSENT,USER BUSY,CALL ENDED,CALL ENDED	4:47PM - 4:47PM,4:46PM - 4:46PM	00
		Hafeez Shaik	7207608926	NO	NO	NORMAL CLEARING NOT ANSWERED, NOT ANSWER ED, NOT ANSWERED, NOT ANSWERED, NOT ANSWER ED	4:52PM - 4:54PM	0
		Harshitha Basani	7396983560	NO	NO	CALL ENDED	4:46PM - 4:55PM	10
		Indira Priyanka Padidadakala	7207529688	NO	NO	NORMAL CLEARING,NOT ANSWERED,NOT ANSWER	4:48PM - 4:55PM	0
	ĺ	Joshna Deshabhaktini	8099718451	NO	NO	CALL ENDED	Activate Windows	10
		Jyothi Narra	7680842345	NO	NO	CALL ENDED,CALL ENDED (	SETEM STATEMANT COPPLICATION	P GOO
		Prasanna Jonnakuti	7386525763	NO	NO	CALL ENDED	a a language shows a show the shows a state of the	0
		Pujitha Tirupathi	7382604879	NO	NO	CALL ENDED	4:46PM - 4:55PM	0
H		08	8	7 1		<i>š</i>	- 🍡 🔁	(b) 1:34 PM 9/15/20

# <u>IVRS</u>

This tab allows you to:

- IVRS list
- Reports

# **IVRS** list

1	Re: Re : TDP Login Details	×D	IVR Studio	×	JserGuide_IVRS_Gov (1).p ×			Siva Swarup	đ
4	← → C 🗋 ivrs.360	invite.co	m/ivr_studio.as	рх					ର୍ 🏠
		Public	: Broadcast	: & Feedb	ack Telephony S	System			tande 👻
*		Ν	/ly IVRs					-	
	🖶 Home		itand	c, Welcor	me to your IVR A	ccount!		Create New I	VR⊙
	Jashboard		Use the quick links t	below to create r	new ivr system or change ivr	number for existing iv	rs.		/
	Conferences	< 1	Name	Created By	Created Date	Last Done Date	Upload Contacts	Ivr Clip	x
8	IVRS List	<	SEP10 SET1 GRA MA COM	Swaroop	2015/09/10	2015/09/10	•		
	Reports	1	Name	Created By	Created Date	Last Done Date	Upload Contacts	Ivr Clip	x
	SMS	< s	SEP10 GRAMA CO MMITTE	Swaroop	2015/09/10	2015/09/10	•		
		1	Name	Created By	Created Date	Last Done Date	Upload Contacts	Ivr Clip	x
		S	Sep08 Set4 Aviniti	Swaroop	2015/09/08	2015/09/09	•		
		,	Name	Created By	Created Date	Last Done Date	Upload Contacts	Ivr Clip	x
		5	Sep08 Set4 Dwakr a	Swaroop	2015/09/08	2015/09/08	•		
		1	Name Sep08 Set4 Ntrvai	Created By Swaroop	Created Date 2015/09/08	Last Done Date 2015/09/08	Activate Upload Contacts <sub>ys</sub>	e Windows ter <b>lvri¢lip</b> ontrol Pa Vindows.	nel to
E			s S 🥹					• • 18 12 ()	4:03 PN 9/15/20

Here we can view IVR Campaign Name, Type (Outbound/Inbound), IVR Play Clip and To Create New IVR

# Create New IVR (using IVR Studio)

## Click on "Create new IVR" to create a new IVR

C IVR Studio	×	t3fzz.super-promo.	cyme,it ×				8	- @ ×
$\leftrightarrow \Rightarrow \mathbf{X}$ 🗋 ivrs.	360invite.	com/ivr_studio.as	spx					QC
	Pub	lic Broadcas	t & Feedba	ck Telephony	System			itandc 👻
		My IVRs					-	
🕂 Home		itano	dc, Welcom	e to your IVR	Account!		Create New	IVR Θ
Dashboard		Use the quick links	below to create ne	w ivr system or change	vr number for existing iv	/rs.		
Conferences	<							1
	<	Name	Created By	Created Date	Last Done Date	Upload Contacts	Ivr Clip	
IVRS List		Sep19 Cmspeech Srika	Swaroop	2015/09/19	2015/09/19	•		
Reports		Name	Created By	Created Date	Last Done Date	Upload Contacts	lvr Clip	x
	<	Sep19 Cmspeech Guntu	Swaroop	2015/09/19	2015/09/19	•	*	
I My Account	<	Name	Created By	Created Date	Last Done Date	Upload Contacts	lvr Clip	×
		Sep18 CMSpeech KRISH	Swaroop	2015/09/18	2015/09/19	Θ		
		Name	Created By	Created Date	Last Done Date	Upload Contacts	lvr Clip	(x)
		Sep18 Cmspeech WestG	Swaroop	2015/09/18	2015/09/18	•		
		Name	Created By	Created Date	Last Done Date	Upload Contacts	Ivr Clip	×
		Sep18 Cmspeech Visha	Swaroop	2015/09/18	2015/09/18	•		
iting for th blueresult.com	m						- 🔩 📜 📘	3:46 PM

## Select from Outbound IVR or Inbound IVR

× t3fzz.super-promo.cyme.ir ×	
360invite.com/ivr_new.aspx	೦ ಭ ≡
	itando -
Controls	
Home Select IVR Type	Save 🛞
Dashboard     Onferences     Inbound     Outbound	
њ IVRS OK	Incoming Call
⊠ sms ≺	
My Account <	1 Drop A Control
	•
	🔺 🍓 🛱 🔯 3:42 PM

#### Outbound



### Controls

1. Play Message

Play a welcome message to Caller/Receiver

1	M Re: Re : TDP Login Details ×	NEW IVR × C UserGuide_IVRS_Gov (1).p ×	Siva Swarup 💻 🗊
4	$\leftrightarrow$ $\Rightarrow$ C 🗋 ivrs.360invite.c	om/ivr_new.aspx	<u>☆</u>
		Play the following menu option	≚ System 📄 itando
*		Greeting Message  Upload clip Text message  Choose Files No file chosen  key options  Key Key Value + Add new  Hey Comparison  Key Comparison	Save 🔿
		Invalid key Play 'invalid key' message Upload clip Text message Choose Files No file chosen Goto : 1	Control Activate Windows Go to System in Control Panel to activate Windows.
Ħ			▲ 🕞 😳 🕠 4:16 Pi

## a. Upload Clip

Upload an MP3 Audio Clip

#### b. Text Message or Text-to-Speech (TTS)

Convert Text into Audio format using the TTS Engine. It currently supports **English**, **Telugu and Hindi languages** 

## 2. Menu



#### a. Greeting Message

Upload a clip or use the Text Message (TTS) option that mentions what keys to press and what action will follow on pressing a particular key

#### **b.** Key Options

Key – Assign a number. Example: 2 & 7

Key Value – Assign an action for that particular Key. Example: 2 is Accept & 7 is Reject

Add New: Add a new Key and Key Value. Example: 4 is Transfer/Forward Call

### c. Invalid Key

On pressing an invalid key (those numbers that are not assigned) a voice clip is played to the caller asking him to press the correct key. Upload a clip or use the Text Message (TTS) option.

#### d. Go to

On pressing an Invalid Key direct the caller to the required menu

## 3. Hang Up



#### a. Send SMS to Caller

Send SMS to Caller on ending the call

## **b.** Send SMS to User

Send SMS to Client or authorized person on ending the call

#### c. Send Email to

Send Email to multiple parties on ending the call

## d. Simply Hang up

'Clicking on Save' without selecting any of the above options, simply ends the cal

## Inbound

1	M Re: Re : TDP Login Details ×	NEW IVR × C UserGuide_IVRS_Gov (1),p ×	Siva Swarup 💻 🖬 📑
4	← → C 🗋 ivrs.360invite.c	om/ivr_new.aspx	☆
		Play the following menu option	X System 📄 itando
*	<ul> <li>Home</li> <li>Dashboard</li> <li>Conferences</li> <li>NRS</li> <li>NRS List Reports</li> </ul>	Greeting Message Upload clip Text message Choose Files No file chosen key options Key Key Value + Add new	Save Θ
		Invalid key Play 'invalid key' message Upload clip Text message Choose Files No file chosen Goto : 1 •	
		Save Ca	Activate Windows Go to System in Control Panel to activate Windows.
H		🛛 🕙 🔍 🔼 🖭 🧭 🔛	▲ 😼 🔁 🕩 9/15/20

#### Controls

#### 1. Play Message

Play a welcome message to Caller/Receiver



a. Upload Clip

Upload an MP3 Audio Clip

b. Text Message or Text-to-Speech (TTS)

Convert Text into Audio format using the TTS Engine. It currently supports **English,Telugu and Hindi languages** 

#### 2. Menu



#### a. Greeting Message

Upload a clip or use the Text Message (TTS) option that mentions what keys to press and what action will follow on pressing a particular key

#### **b.** Key Options

Key – Assign a number. Example: 2 & 7

Key Value – Assign an action for that particular Key. Example: 2 is Accept & 7 is Reject

Add New: Add a new Key and Key Value. Example: 4 is Transfer/Forward Call

## c. Invalid Key

On pressing an invalid key (those numbers that are not assigned) a voice clip is played to the caller asking him to press the correct key. Upload a clip or use the Text Message (TTS) option.

## d. Go to

On pressing an Invalid Key direct the caller to the required menu

## 3. Time of the Day

Forward/Transfer calls based on time of the day. Create more complicated work flows based on day of the week.

## 4. Ring User(s)

## a. Add New

Add Agent Contact information (name, number and email)

## **b.** Ring Strategy

Ring all Agents at once or one at a time (round-robin strategy)

## c. Login Authentication

Option to add additional login security layer for agent

## d. Wait Clip

Upload an MP3 clip

## e. User Busy

If agent is busy option to send an SMS to caller and/or forward to Voice Mail. Recorded voice mail clip can also be emailed to concerned person(s).

### 5. Voice Mail

### a. Greeting Message

Upload MP3 or use TTS

#### b. Thank You Message

Upload MP3 or use TTS

#### c. Select User

Select which agent's voice mail the clip should be forwarded to

#### **d.** Notify User SMS and/or Email concerned agent about receiving a voice mail

#### 6. Go To

Direct Callers to required IVR menu as per their key press

### 7. Email

Trigger Emails (Subject & Body can be edited) to concerned person(s)

#### 8. SMS

Trigger SMS to concerned person(s)

### 9. Hang Up



#### a. Send SMS to Caller

Send SMS to Caller on ending the call

#### **b.** Send SMS to User

Send SMS to Client or authorized person on ending the call

#### c. Send Email to

Send Email to multiple parties on ending the call

#### d. Simply Hang up

'Clicking on Save' without selecting any of the above options, simply ends the call

## **Upload Contacts**

• Broadcast an old IVR campaign to new contacts. Add single or multiple contacts at a time by using the Upload Contacts option.



# **Reports:**



Here we can see Total IVR Call report count

1. **Select Date Range:** When you click on Select Date Range, you can see all the listed IVRS as per date

M Inbox (62) - rajashe 🗙	M Inb	ox (38) - prasad	× 🗅 IVRS	Count	s	×	: ([	ີ Us	erGui	ide_IV	RS_G	×	🗋 ht	tps://	ivrs.a	p.go\	ai 🗙 🔽	Siva Swa	arup	- 0	x
← → C 🗋 ivrs.360invite.com/ivrscounts.aspx															Q 🖒	Ξ					
Public Broadcast & Feedback Telephony System																					
	IVR Reports Summary																				
🕆 Home																					
Dashboard		Select a date	range:	1																	
🚰 Conferences	<	<u> </u>																			
	Ł	FROM	FROM TO			Se	ep 2015			>			Se	ep 20	15		>				
		09/15/2015	08/15/2015	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Fee	edback		
IVRS List		Apply	Cancel	30	31 7	1	2	3 10	4	5 12	30	31 7	1	2	3 10	4	5	28	98090		
керопз				13	14	15	16	17	18	19	13	14	15	16	17	18	19				
🖾 SMS	<			20	21	22	23	24	25	26	20	21	22	23	24	25	26				
🐣 My Account	<			27	28	29	30	1	2	3	27	28	29	30	1	2	3				
				4	5	6	7	8	9	10	4	5	6	7	8	9	10				
																					ļ
00150015165507704																	Activa Go to Sy activate	te Wind stem in Co Windows.	OWS	anel to	•
20150915105527704.a	amr			International In		_		(				_						★ Sho	w all dov	s.12.D	^
						L		W		e	1		1					- R	120	) 5:13 P 9/15/20	M 015

2. **Total IVR Count:** When you click on Total IVRS count number, it will show the Total IVRS list.


**3. IVR summary report:** We can view the total IVRS report as per the range of departments

1	M Inbox (62) - rajashekar.bh 🗙	G Gmail	× 🗅 Confer	rence Reports	×			Siva Swarup	_ 0
4	← → C 🗋 ivrs.360invit	te.com/lvrsRe	portsSummary.aspx?fda	ate=&tdate=ur	ndefined&	did=36			ର୍ 🏠
	Pu	blic Broad	dcast & Feedback	< Telephony	y Syster	n			itandc 👻
*	Home	IVR SI	ummary Repo	orts					
		Department I	Name: Select a	a date range:					
-	Jashboard	ItandC	•			Count : 9	01434		
	Conferences <		Get						
Ø	LIVRS <	Dept Name	lvr Name	Date	Total Calls	Not Processed	Answered	Not Answered	Feed Back
	Reports	ItandC	Record_ivr_15-09- 2015_12:6:35	2015- 09-15	1	0	1	0	1
	SMS <	ItandC	IVR Survey_15-09- 2015_12:42:50	2015- 09-15	1	0	1	0	0
		ItandC	IVR Survey_15-09- 2015_12:44:44	2015- 09-15	1	0	1	0	0
		ItandC	IVR Survey_15-09- 2015_12:44:44	2015- 09-15	1	0	1	0	0
		ItandC	IVR Survey_15-09- 2015_12:45:41	2015- 09-15	1	0	1	0	0
		ItandC	GetRecordClip_15-09- 2015_12:48:37	2015- 09-15	1	0	1 Activate	o Windows	0
	🛓 20150915165527704.amr	ItandC	GetRecordClip_15-09-	2015-	1	0	activate V	tem in Contro 0 Vindows.	lownloads
H		2	۷ 🧳 🕑		I .			• 😼 🔁	()) 5:17 PM 9/15/20

# 4. IVR Feedback Report: We can view total summary feedback of IVR Call

🗋 Ivr FeedBacks	×		a – a ×
← → C 🗋 ivrs.360	Dinvite.com/IvrFeedbacks.aspx?callui	d=d5c3d496-c743-468d-a84f-2136616efcd5&dte	=2015-09-19 Q 🟠 🔳
	Public Broadcast & Fee	dback Telephony System	P itandc
<ul> <li>Home</li> <li>Dashboard</li> </ul>	Sep18 CMSpeech KRIS	H Ivr Feed Backs	
Conferences <	Mobile Number	End Reason	Feedback key
📥 IVRS 🔍 <	7207055504	NORMAL_UNSPECIFIED	
IVRS List	7207055584	NORMAL_UNSPECIFIED	
Reports	7207055742	NORMAL_UNSPECIFIED	
⊠SMS <	7207085350	SUBSCRIBER_ABSENT	
📥 My Account 🛛 🔍 🤇	7207097904	NO_ANSWER	
	7207118865	NORMAL_UNSPECIFIED	
	7207130013	SUBSCRIBER_ABSENT	
	7207133080	SUBSCRIBER_ABSENT	
	7207169367	SUBSCRIBER_ABSENT	
	7207248876	UNALLOCATED_NUMBER	
	Showing 1 to 10 of 50,000 entries	Previous 1	2 3 4 5 5000 Next
	Designed & Develo	ped by WebCountry Internet Services Pvt. Ltd.	
6 🔁	2 🕹 📋 💿 🗔 🖭		🔺 🔩 🏪 🌄 12:35 PM

# <u>SMS</u>:

This tab allows you to view

- Send SMS
- Reports

### Send SMS:

1	M Re : PPT - rajashekar.bhut 🗙	🕒 UserGuide_IVRS_Gov (1).p 🗙 🗅 Send Bulk Messages 🛛 🗙	Siva Swarup 🗕 🗇
4	← → C 🗋 ivrs.360invite	e.com/SendBulkSMS.aspx	Q 🕁
	Pul	blic Broadcast & Feedback Telephony S	System 🔀 techsu
*	Home	Send Bulk SMS Enter Your Message:	Summary of the message:
8	Conferences Confe	Enter your mobile number to get OTP(security purpose) : Enter Mobile number Get OTP	Enter your OTP : Enter OTP Submit OTP
	Account <	Select  Select  Members:  Excel Upload  Select from contacts  S Choose File No file chosen  Send	elect all contacts
			Activate Windows Go to System in Control Panel to activate Windows.
H		) 😒 🥑 🔍 🗖 🖳 🧌	▶ 🔛 🔪 🖓 🖓 9/15/20

Under Send SMS, we can View

### **Procedure:**

1. Enter Message: Enter the text in the box which you want to send

- 2. Summary of the message: Enter the summary of the message in that box
- 3. Get OTP: Enter the mobile number and click on Get OTP
- **4. Submit OTP:** Enter the OTP number what you received in your mobile and click on Submit OTP

Note: OTP stands for One Time Password and it contains 6 digit numeric codes. OTP will send to your mobile for the purpose of acknowledgement from your end.

- 5. Category: Choose the category from the list
- 6. Category name: Enter the Name belongs to the category

🗋 Send Bulk Messages	×		
← → C 🗋 ivrs.36	0invite.com/SendBulkSMS.aspx		९ ☆ 🔳
	Public Broadcast & Feedback Telepho	ny System	techsu 👘
# Home	Send Bulk SMS		
Dashboard	file uploaded successfully, please send sms.		
😁 Conferences 🛛 <	Enter Your Message:	Summary of the message:	
🖾 SMS 🛛 🗸			
Send SMS			
Reports	Enter your mobile number to get OTP(security purpose) :	Enter your OTP :	
📥 My Account 🛛 <	Enter Mobile number Get OTP	Enter OTP Submit OTP	
	Select Category	Category Name	
	Member • Excel Upload Select from contacts Select all contacts Choose File Nonie chosen		
	Designed & Developed by WebCountry Internet Service	s Pvt. Ltd.	
			1 M 10 10 10 10 10 10 10 10 10 10 10 10 10

**7. Excel Upload:** Click on "Excel Upload" and click on "Choose File" for uploading multiple new contacts using an Excel sheet then acknowledgement shows 'Uploaded successfully'

🗋 Send Bulk Messages	× 🔳	8 <u>- 0 x</u>
← → C 🗋 ivrs.360	Dinvite.com/SendBulkSMS.aspx	ବ ଚ୍ଚ ≡
	Public Broadcast & Feedback Telephony System	techsu 🗸
<ul> <li>Horne</li> <li>Dashboard</li> <li>Conferences</li> <li>SMS</li> <li>SMS</li> <li>Send SMS</li> <li>Reports</li> <li>My Account</li> <li></li> </ul>	Send Bulk SMS  Enter Your Message:  Enter your mobile number to get 0TP(security purpose); Enter Mobile number Get OTP Select Category Select Members: Excel Upload Select from contacts Select all contacts Select Select Select Select from contacts Select all contacts Select S	
	Designed & Developed by WebCountry Internet Services Pvt. Ltd.	
		🔁 😽 3:50 PM

**8.** Select from contacts: Click on "Select from contacts" for sending SMS from the contacts already saved.

← → C D ivrs.360invite.com/SendBulkSMS.aspx									
	Public Broa	adcast & Fee	dback Tel	ephony Syst	em		📄 techsu		
Reports	Select Category Select Members: O Excel U Who all shall be there kalyan X Prasad X T	Pload Select from con Type	ntacts 🚫 Select a	Category	y Name		*		
	Search by:					ar 15 ar	*		
	Other Search :	Grou All	ps: Contacts(10) 🔻	Departm Add all people To Con	nference	Designation :			
	Other Search :	Grou All Designation	ps: Contacts(10) V Department	Add all people To Con	iference Mobile Number	Designation :	Constituency		
	Categoly select Other Search : Name	Grou All Designation	ps: Contacts(10) V Department	Departm Add all people To Con Reporting Officer	Iference Mobile Number 9177952295	Designation :	Constituency		
	Categoly select Other Search : Name & kalyan	Grou All Designation	ps: Contacts(10) V Department	Add all people To Con	Inference           Mobile Number           9177952295           9552656546	Designation : District Vijayawada	Constituency		
	Categoly select Other Search : Name & kalyan & Kalyan & Prasad	Grou     All     Designation     Tech Engineer	ps: Contacts(10) V Department	Add all people To Con	Mobile Number           9177952295           9552656546           8686183018	Designation : District Vijayawada	Constituency		
	Categoly select Other Search : Name & kalyan & kalyan & Kalyan & Prasad	Grou     All     All     Designation     Tech Engineer     Support Engineer	ps: Contacts(10) V Department	Add all people To Con	Mobile Number           9177952295           9552655646           8686183018           9856331326	Designation : District District Vijayawada Visakhapatnam	Constituency		

- We can add contacts by typing the names which already saved
- We can add the contacts by selecting on Check box
- We can add all contacts by single click "Add all people To conference"
- We can add contacts as per Category/Groups/Department/Designation/Other Search. Eg: Filter the contacts like category then click on "Add all people to conference"

🖹 Send Bulk Messages	×	8 <u>-</u> 0 X
← → C 🗋 ivrs.360	Dinvite.com/SendBulkSMS.aspx	९ ☆ 🔳
	Public Broadcast & Feedback Telephony System	📄 techsu 💌
<ul> <li>Home</li> <li>Dashboard</li> <li>Conferences</li> <li>Sond SMS</li> <li>Send SMS</li> <li>Reports</li> <li>My Account</li> <li></li> </ul>	Send Bulk SMS	
	Designed & Developed by WebCountry Internet Services Pvt. Ltd.	

- **9.** Select all contacts: Click on "Select all contacts" to select all contacts which already saved.
- 10.Send: Click on "Send" to send SMS

### **Reports:**



Here we can see total "SMS sent count" report

1. **Select Date Range:** When you click on Select Date Range, you can see all the listed SMS Count as per date

1	1	M Re : 1	PPT - rajas	shekar.bhu	ti x	B Us	serGuide	_IVRS_Gov (1).p	×	Co	onfere	ence C	ount	s	×		<u>.</u>							Siva Sw	arup	- 0
4	+	• >	CD	ivrs.360	)invite	e.com	/smsc	ounts.aspx																		Q 🖒
				}	Put	olic	Broa	dcast & F	eed	dba	ick	Tel	lep	ho	ny S	Syst	err	ı								techsu 👻
*						SI	MS	Count																		
	1	Hom	ie iboard			Sele	ect a dat	e range:		1																
	1	🛉 Conf	erences		<	FRO	DM	то	<		S	en 20	15		>			Se	n 20	15		>				
চৰ	Þ	SMS	ł		<	01	9/15/2018	09/15/2015	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	bers			
		Senc	SMS				Apply	Cancel	30	31	1	2	3	4	5	30	31	1	2	3	4	5				
		Repo	orts						6	7	8	9	10	11	12	6	7	8	9	10	11	12				
	2	My A	ccount		<				20	21	22	23	24	25	26	20	21	22	23	24	25	26				
									27	28	29	30	1	2	3	27	28	29	30	1	2	3				
									4	5	6	7	8	9	10	4	5	6	7	8	9	10				
																						Ac Go act	tivate to Syst	e Wind em in Co lindows.	OWS	Panel to
H	E	F	Σ		C		8	(2)	7		L		W		6	8								• 🕞	; 2	()) 3:20 PM 9/15/20

2. **SMS sent count:** When you click on SMS sent count number, it will shows the Total conferences list.



### **3. SMS report:** We can view the total SMS report.

	Public Broadcast &	& Feedback Telephony S	ystem	🗾 tec
1	SMS Repor	rts		
🖶 Home				
Dashboard	Select a date range:	Cot Count:	17	
🚰 Conferences	<	Ger		
🖾 SMS	< Dept Name	Date	Summary	Total Sent
Send SMS	Tech Support	9/15/2015 2:41:21 PM	OTP	1
Reports	Tech Support	9/14/2015 4:12:34 PM	OTP	1
Account	< Tech Support	9/11/2015 5:13:10 PM	Conference SMS	1
	Tech Support	9/11/2015 5:12:22 PM	OTP	1
	Tech Support	9/11/2015 4:29:30 PM	OTP	1
	Tech Support	9/11/2015 4:19:39 PM	OTP	1
	Tech Support	9/9/2015 3:02:55 PM	lfkdjg;dfg	2
	Tech Support	9/9/2015 3:02:18 PM	OTP	1
	Tech Support	9/9/2015 2:58:31 PM	OTP	1
	Tech Support	9/9/2015 2:55:43 PM	OTP	ivata Windows
	Showing 1 to 10 of 17	entries	GO P	Reviousm in Control Part

**4. Mobile Numbers:** We can see total sent mobile numbers by clicking on "Total Sent Number". Eg:2

	Public Broadcast 8	& Feedback Telephony S	ystem	📄 tecl
I	SMS Repor	rts		
希 Home				
Dashboard	Select a date range:	Count :	17	
😁 Conferences	<			
🖾 SMS	< Dept Name	Date	Summary	Total Sent
Send SMS	Tech Support	9/15/2015 2:41:21 PM	OTP	1
Reports	Tech Support	9/14/2015 4:12:34 PM	OTP	1
Account	Tech Support	9/11/2015 5:13:10 PM	Conference SMS	1
	Tech Support	9/11/2015 5:12:22 PM	OTP	1
	Tech Support	9/11/2015 4:29:30 PM	OTP	1
	Tech Support	9/11/2015 4:19:39 PM	OTP	1
	Tech Support	9/9/2015 3:02:55 PM	lfkdjg;dfg	2
	Tech Support	9/9/2015 3:02:18 PM	OTP	
	Tech Support	9/9/2015 2:58:31 PM	OTP	1
	Tech Support	9/9/2015 2:55:43 PM	OTP Act	Nindows
	Showing 1 to 10 of 17	entries	Go p	revictism in Control Park

### **My Account:**

This tab allows you to view

- Profile
- Contacts

## **Profile:**

M Inbox (116) - suresh.ithir 🗙 M2	Inbox (2) - campaign@s 🗙	C All issues × SMSCountry-Reports × C admin.smscountry.com/ ×	× Ravíteja Kumar – 🗊 📈						
$\leftarrow \rightarrow \mathbb{C}$ [b] ivrs.360invite.com/user_profile.aspx									
	Public Bro	oadcast & Feedback Telephony System	📄 techsu 🔹						
	Profile								
🖶 Home									
📶 Dashboard	<b>∦</b> Home > Profile								
曫 Conferences 🛛 <	Profile Info A	Account Change Password Login Activities							
SMS <									
🐣 My Account 🛛 <	Add picture	First Name : smscountry							
Profile		Last Name : TechSupport							
Contacts		Email :							
		Company :							
		Mobile Number :							
		Work Number :							
		Website :							
📀 🤶 🚞 🖸			△ (1) 🕞 🎦 7:04 PM 9/14/2015						

When you click on Profile tab, we can View Profile info, Account, Change Password and Login Activities

On Profile info, we can view Profile Picture, First Name, Last Name, Email, Company, Mobile Number, Work Number and Website.

#### Account:

This tab allows you to view

- Personal Info
- Change Avatar

#### **Personal Info**

M Re : PPT - rajashekar.bhuti × 🕒 UserGuide_IVRS_Gov (1).p × 🖻 My Profile × Stva Swarup 🗕 🗗 🗙											
← → C 🗋 ivrs.360invite.co	$ \leftarrow \rightarrow \mathbb{C}  \text{ivrs.360invite.com/user_profile.aspx} \qquad \qquad \textcircled{2} \equiv $										
Public Broadcast & Feedback Telephony System 🖻 techsu 🗸											
	Profile										
🖀 Home											
📶 Dashboard	∉Home > Profile										
😁 Conferences 🛛 🗸											
🖾 sms 🛛 🗸	Profile Info Account Change Password										
🐣 My Account 🛛 🖌	Login Activities										
Profile	Personal info     First Name										
Contacts	Smscountry										
	Last Name										
	TechSupport										
	Mobile Number										
	999999999										
	Email										
	smith@gmail.com										
	Company										
	company										
🗧 🛛 🚞 🧕	😒 🐸 🧠 🗷	▲ 🍡 🔁 🕩 🕺 11:11 AM 9/15/2015									

On Personal information and we can modify information like First Name, Last Name, Email, Company, Mobile Number, Work Number and Website.

### **Change Avatar**

My Profile ×	8	- 0	x
← → C  ivrs.360invite.com/user_profile.aspx		53	] =
Public Broadcast & Feedback Telephony System		techsu	
Profile			
A Home			
■ Dashboard			
😁 Conferences 🗸			
Profile Info Account Change Password			
Login Activities			
A My Account <			
Profile Personal info Smiley face			
Contacts Change Avatar			
Choose File No file chosen			12000
Save			
		12:1 <u>9 P</u>	M

On Change Avatar, we can upload "Avatar" from your computer by click on "Choose file" for uploading Avatar then click on "Save"

### **Change Password:**

M Re : PPT - rajashekar.bhuti 🗙 🌔	UserGuide_IVRS_Gov (1).p × My Profile × Siva Sv	warup	- 0	x
← → C 🗋 ivrs.360invite.co	pm/user_profile.aspx		\$	≡
Put	olic Broadcast & Feedback Telephony System		techsu 🔌	Î
	Profile			
👚 Home				
🔟 Dashboard	脅Home > Profile			
🚰 Conferences 🛛 🗸	Profile Info Account Change Password			
🖾 SMS 🛛 🗸	Login Activities			
🐣 My Account 🛛 🔾				
Profile	Current Password			
Contacts	New Password			
	Re-Enter Password			
	Submit			
	۰ 🔂 🍯 🦉 🛃 د	<b>8</b> 12	()) 11:14 9/15/2	AM 015

On Change Password, we can assign "New Password" by entering text on boxes Current Password, New Password and Re-Enter Password

### Login Activities:

M Re : PPT - rajashekar.bhuti × 🕒 UserGuide_IVRS_Gov (1).p × Y 🗅 My Profile ×											
$\leftarrow \rightarrow \mathbf{C}$ ivrs.360invite.	com/user_profile.aspx				\$2 <b>≡</b>						
Pi	Public Broadcast & Feedback Telephony System 🖻 techsu										
	Profile										
Norme											
Dashboard	☐ Dashboard										
<ul> <li>Conferences</li> <li>SMS</li> <li>My Account</li> <li></li> </ul>	Conferences        SMS        Login Activities										
Profile	Username	Browser Name	IP address	Login Status	Time Stamp						
Contacts	techsupport	Chrome	183.82.2.22	Login Successful	9/15/2015 9:39:47 A						
	techsupport	Firefox	183.82.2.22	Log Out	9/14/2015 12:00:00						
	techsupport	Firefox	183.82.2.22	Login Successful	9/14/2015 8:19:47 P						
	techsupport	Chrome	183.82.2.22	Login Successful	9/14/2015 6:29:14 P						
	techsupport	Chrome	183.82.2.22	Login Successful	9/14/2015 4:42:34 P						
	techsupport	Chrome	183.82.2.22	Login Failed	9/14/2015 4:42:16 P						
	techsupport	Chrome	183.82.2.22	Login Successful	9/14/2015 3:45:04 P						
	techsupport	Chrome	183.82.2.22	Log Out	9/14/2015 12:00:00						
🗧 🛛 🚞 🧕	) 😫 🕘 .	🦏 🔼 🔣			▲ 🎼 🕀 🕩 11:12 AM 9/15/2015						

On Login information, we can view like Username, Browser Name, IP Address, Login Status and Time Stamp

### **Contacts:**

#### Contacts

Displays all the contacts with the rows of Name, Designation, Department, Mobile Number, District and etc.

#### **Create New Group:**

	Pu	blic B	roadca	st & Fe	edbad	ck Telep	hony	System	n					De te	echsu
	Co	ontac	nte			44). 	1997								
Home		mad	510												
Dashboard	Co	Contacts Add New Excel Upload													
Conferences <														New G	TOULD
SMS <	Select	t Group			S	elect Category								New G	Toup
My Account 🗸	All C	Contacts(7)		۲		All			•						
Profile Contacts	Search by Department : Designation : Other Search :														
		Name	Designation	Department	Reporting Officer	Mobile Number	District	constituency	Mandal	Village	Land Number	Tab Number	Email	Which Ministry?	Â
	•	kalyan				9177952295									
	۵	Prasad				8686183018									
	0	Prasad Support				9951704052									
	8	sad				9978457898									
		Sheakr				9440783533									
	8	siva swaroop				7702289983									
	•	Suresh				9951051820									
														•	-
	1000.00														

Step 1: To create a new group clicks on 'New Group' and give the Group Name.

Mycontacts	×														
← → C 🗋 ivrs.360i	nvite	e.com/m	ycontacts.	aspx#										e	२ ☆ Ξ
	Pu	ıblic B	roadca	st & Fe	edbac	k Telep	hony	Systen	n						techsu
	Contacts														
# Home															
Dashboard	Contacts Add New Excel Upload														
😁 Conferences 🛛 <	onferences <												oup		
⊠SMS <	Select Group Select Category														
🚔 My Account 🛛 🔍 🖌	All Contacts(7)														
Profile	Jean	icit by				Delete	Add to an raja	other group	)						
Contacts	COU	nt 2			Reporting	Mobile					Land	Tab		Which	
		Name	Designation	Department	Officer	Number	District	constituency	Mandal	Village	Number	Number	Email	Ministry?	
		kalyan				9177952295									
		Prasad				8686183018									
	0	Prasad Support				9951704052									
		sad				9978457898									
		онсакг				9440783533									
	•	siva swaroop				7702289983									
		Suresh				9951051820									-
	41														-
	1														
	_			Decision of # De	welen ed builde	hCountry Internet C	n inc D.A	and of							
				Designed & De	veloped by we	boodinity internet 5	ennces PVL								
🚷 🤌 🛜 🖸		0		0								۵	<b>(1</b> 8 ft	] 😼 1	.:47 PM

Step 2: Select the contacts for add to Group.

Step 3: Click on "Add to another group" and select the group to the contacts.

Step 4: Click 'Ok' on acknowledgement dialogue box.

Mycontacts	🗋 Mycontacts × 🛄									o x				
← → C 🗋 ivrs.360	invite.co	m/myconta	ts.aspx#											ବ 🏠 🔳
Public Broadcast & Feedback Telephony System										techsu 💌				
<ul> <li>♣ Home</li> <li>Dashboard</li> <li>♦ Conferences</li> <li>≤ SMS</li> </ul>	Contac Contac	tacts Add New	Excel Uplo	ad	Select Category		_			Ne	w Group	Edit Gro	up   Delete	Group
🚔 My Account 🛛 <	raja(2)			·(	All			•	)			_	and the second second	
Profile	S. TELLDY	-		1	Employee Beneficiary Scheme									
Contacts	🔲 Nar	ne Designation	Department	Reporting Officer	Number	District	constituency	Mandal	Village	Land Number	Tab Number	Email	Which Ministry?	Cont Type
	🔲 kal	/an			9177952295									
	🔲 sad				9978457898									
	K													۶.
	5		Designed 8	Developed by	WebCountry Intern	et Services P	vt. Ltd.							
	2											- 🕼	12 🗞	2:11 PM

Step 5: Select the group then selected contacts will display under the group

Step 6: We can filter the contacts by "Select Category" like Employee / Beneficiary / Scheme

Mycontacts	×											8		al X
← → C □ ivrs.3	60invite	.com/myd	ontacts.as	рх									Q	52
	Pu	blic Bro	badcas	t & Fee	dback	Teleph	ony Syste	em					tec	hsu
	Сс	ontact	ts											
# Home Dashboard	Co	Contacts Add New Excel Upload												
중 Conferences < 점 SMS <	Select Group     Select Category													
A My Account <	Sear	ch by		¥				•						
Profile Contacts	Depar	tment			Desi	gnation :			Other Sea	arch :				
		Name	Designation	Department	Reporting Officer	Mobile Number	District	constituency	Mandal	Village	Land Number	Tab Number	Email	
	•	kalyan				9177952295								
		Kalyan	Tech Engineer			9552656546	Vijayawada							
		Prasad				868618301 <mark>8</mark>								
	۲	Prasad	Support Engineer			9856531326	Visakhapatnam							
	٥	Prasad Support				9951704052								
		Rajashekar	Support Engineer			9440783000	Hyderabad							
	₹∎					****							•	•
				Designed & Devel	oped by WebC	ountry Internet Serv	ices Pvt. Ltd.							
🔧 🏉 🛜		۲	<b>S</b>	0							4	🔞 🛍	3:	16 PM

Step 7: When you click on "Search by", we can filter the contacts as per Department,

Designation and other Search

- Step 8: We can edit the group by clicking on "Edit Group"
- Step 9: We can delete the group by clicking on "Delete Group"

#### Add New

M Re : PPT - rajashekar.bhuti × C UserGuide_IVRS_Gov (1).p × C Mycontacts × Siva Swarup - 0 ×									
← → C □ ivrs.360invite.co	om/mycontacts.aspx			☆ <b>=</b>					
Pu	blic Broadcast & F	eedback Telephony System	📄 te	chsu 👻					
	Contacts								
👚 Home									
🔝 Dashboard	Contacts Add New	Excel Upload							
😁 Conferences 🛛 🗸									
⊠ sms <	Contact Category *	select •							
🐣 My Account 💦 🖌	Contact Type *	select							
Profile	Full Name*	Full Name							
Contacts									
	Mobile Number*	Mobile number							
	Email	Email address							
	Land Line Number	Land Line Number							
	Tab Number	Tab Number							
	Village	Village							
			<ul> <li>Image: Image: Ima</li></ul>	11:23 AM					

Add single contact by submitting details in columns: Contact category, Contact type, Name, Mobile number, Email and etc. (in that order)

#### **Excel Upload**

Create New ]	Excel Group:	
🕅 Re : PPT - rajashekar.bhuti 🗙 🕻	) UserGuide_IVRS_Gov (1).p × 🗅 Mycontacts	Siva Swarup 💻 🖬 🗙
← → C □ ivrs.360invite.c	om/mycontacts.aspx	ත් <b>ස</b>
Pu	blic Broadcast & Feedback Telephony System	📄 techsu 🗸
	Contacts	
🕆 Home		
🔟 Dashboard	Contacts Add New Excel Upload	
😁 Conferences 🛛 🗸	select contacts category	
🖾 SMS 🛛 🗸	select	
🐣 My Account 💦 <	Upload Contacts From Excel File	
Profile	Excel Upload: Choose File No file chosen	
Contacts		
	Save	
		-
	S 😂 🧳 🖊 🖳	▲ R P () 11:26 AM 9/15/2015

Add single or multiple contacts using the excel upload option. Submit an excel sheet with the columns: Name, Designation, Department, Mobile Number, District and etc. (in that order) without any headers

Paste *	на	ome Insert	Page Lavout		EmployeeFormatFields (1) - Microsoft Excel - 🔿 🗙										
Paste *	×		ruge cajour	Formula	as Data	Revie	w	View Kutools		Enterprise				0 -	<b>a</b> X
Clipboar	Ga 3	Calibri BIJ	• 11 • A		= <mark>=</mark> %		₽ [ ] - [	General \$ - % •	.00 €.€	Conditional Format	at Cell	G*■ Insert ▼ S** Delete ▼ Tormat *	Σ · A V Z Sort & Z · Filter ·	Find &	
6	d 🗟	Fo	ont	rs.	Alignme	nt	G.	Number	6	Styles		Cells	Editin		
	K13 • ( <i>f</i> *														
-	4	В	C	C	C	)		E		F		G	Н	L	-
_	1	Mobile Number	Designation	n	Reportin	g Officer	Emai	I Address(option	nal)	Department Name	Under w	hich Ministry	? District	Mandal	Villa
- 2	2 8	8877xxxxxx	software de	eveloper	Sam		john	@example.com		Technical	xxxxxx		Guntur	xxxx	XXX:
5	3 9	9440783000	Support Eng	gineer									Hyderabad		
4	4 9	9552656546	Tech-Engine	eer									Vijayawada		
6 5	5 9	9856531326	Support Eng	gineer									Visakhapat	nam	
6	6														
	7														
AM 8	8														
9	9				-										
1	0														
1	1														
1	2														
	3				1										
1	4														
1	5														
1	7														
1	8														
1	9														
2	20														
2	21														
2	22														
2	23														
2	24														
2	25														
0 2	6	h hl Employee	Contrate	Chaota //	hasto /8	1				N.A.			-		
Select de	estin	nation and press EN	TER or choose	Paste	oneeus 📈 🕻	+//				1.4			100% (-)	U	(+
					1	G	0							<b>a</b> 2,42	PM

Step 1: Create Excel file with required fields like shown above



Step 2: Choose from "Select Contacts Category" like Employee / Beneficiary / Scheme

- Step 3: Click "Download" for sample excel file (Optional)
- Step 4: Click on "Choose File" for uploading excel file then click on "Save"

Mycontacts	×			٤	- 0 ×
← → C 🗋 ivrs.360	0invite.com/mycontacts.as	рх			Q 🖧 🗄
	Public Broadcast	& Feedback Tele	phony System	R	techsu 🔗
Home Dashboard Conferences SMS NY Account Profile Contacts	Contacts Contacts Add New Exc select contacts category Employee Upload Contacts From Excel File Excel Upload: Choose File No file Sheece sheet flas + columns Name 	e chosen Mobile -	Email -	sample employee excel file Download LandLine number     LandLine number	
	0 0 0	esioned & Developed by WebCountry Interne	t Services Put Itd	- 🌾 🛄 隆	3:03 PM

Step 4: Select the Column as per given fields in excel sheet and choose the same option as per your requirement. Eg: Column: Name and Select: Name

Mycontacts	×		2 – 0 ×
← → C 🗋 ivrs.360	Dinvite.com/mycontacts.aspx		ସ 🔂 🔳
	Public Broadcast & Feedback Tele	ephony System	📄 techsu 🖉
# Home	Contacts		
Dashboard	Contacts Add New Excel Upload		
Conferences <	select contacts category		
E SMS (	Employee		
Profile Contacts	Excel Upload: Choose File No file chosen Sheet1 sheet has 4 columns		sample employee excel file Download
	Name Mobile Name Mobile No	Email	LandLine number
	Tob Number Department	Designation	Reporting officer
	Which ministry District	Mandal	constituency
	- • District •	- *	- •
	Village Age of contact	Employee type	External type
	- T	-	
	Save		
	Designed & Developed by WebCountry Inter	net Services Put 1 trl	
	2 📵 🚾 🦪 💿		🔺 嶋 🔁 🍡 3:10 PM

Step 5: Choose the options as per shown above and click on "Save"