

# 13

## eBdesk SMS

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### **Requirements:**

Internet Explorer Version 4.0 or higher

### **Introduction**

The Short Message Service (SMS) has over the past three years become a greater success with rapid growth in traffic levels. eBdesk Corporate Portal Software is completed with SMS application. You can use it to send message and create reminder to your mobile phone or your friends and view the statistic of messages sent.

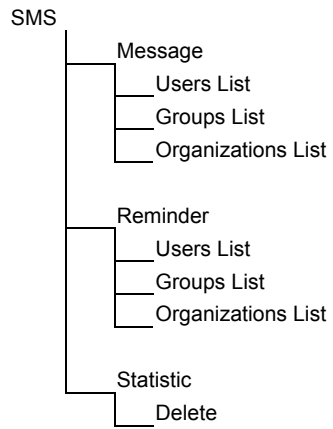
In order to make it easy, let's assume that your company name is **Smith & Smiths Inc.** and your company site is [www.corp.com](http://www.corp.com).

After opening and login to your company site, you can directly open eBdesk SMS by clicking **SMS** menu (if SMS application is not available in your page, please see **Chapter 2 – Personalization** to add).

This chapter explains how to operate the main functions of eBdesk SMS:

1. Sending message to mobile phone
2. Creating Reminder
3. Statistic of messages sent

# eBdesk SMS Structure Menu



## Quick Guideline

Enter Mobile  
Phone Number

Welcome | Marry | Front Page | Profile | Group | Organization | Page | Color | Sign Out  
 S2 Smith & Smith's Inc. New York  
 Front Page | Mail | Calendar | News | Forum | Chat | Public Folder | Address Book | Search | Poll | SMS  
 Message | Reminder | Statistic | ? Help | X Delete | Add Page

To: +62818716628 Number of Destination is 20

Message: Hello.. Please call me ..

Available characters: 128

Available Quota=1

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Type in Message

Click Finish to Send Message to Friend

List of Users

Click to clear the contents

Picture 13 - 1: Example Send Message

Welcome, Marry | Front Page | Profile | Group | Organization | Page | Color | Sign Out  
 S2 Smith & Smith's Inc. New York  
 Front Page | Mail | Calendar | News | Forum | Chat | Public Folder | Address Book | Search | Poll | SMS  
 Message | Reminder | Statistic | ? Help | X Delete | Add Page

Reminder List

20-Jun-2002 13:00

20-Jun-2002 15:10

Create

To:  my mobile phone [818712682]

And: +62818712682 Number of Destination is 20

Message: Medical check up at 17.00 PM

Available Characters: 125

When: Date: 20 Month: 6 Year: 2002

Hour: 15 Minute: 0

Available Quota=0

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Delete Message Sent

Click to create reminder

Date Setting

Click Finish to create Reminder

Type in message

Picture 13 - 2: Reminder

Welcome, Marry | [Front Page](#) | [Profile](#) | [Group](#) | [Organization](#) | [Page](#) | [Color](#) | [Sign Out](#)

**S2** Smith & Smith's Inc.  
New York

[Front Page](#) | [Mail](#) | [Calendar](#) | [News](#) | [Forum](#) | [Chat](#) | [Public Folder](#) | [Address Book](#) | [Search](#) | [Poll](#) | [SMS](#)

| [Message](#) | [Reminder](#) | **Statistic** | [Help](#) | [Delete](#) | [Add Page](#)

Sent Message(s)

	Date	Destination Number	Message
<input type="checkbox"/>	19-Jun-2002 12:54	+62818218893	hello my friend
<input type="checkbox"/>	19-Jun-2002 12:54	+62818423942	how bad she is ...
<input checked="" type="checkbox"/>	19-Jun-2002 12:55	+62818423942	how bad is she ...
<input checked="" type="checkbox"/>	20-Jun-2002 15:00	62818712682	Hallo How are you
<input checked="" type="checkbox"/>	20-Jun-2002 15:07	+62818716628	Helo.. Please call me ..

Check all  None

Delete Sent message(s) Available Quota=0 Used Quota=5

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Check All →

Click to Delete Message →

Picture 13 - 3: Statistic






Picture 13 - 4: Example of sent message

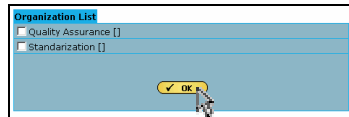
## 1. Sending Message

After opening eBdesk SMS, you can start sending message to your friends' mobile phone, creating reminder to your mobile phone or your friend mobile phone, and viewing the statistic of messages sent by you.

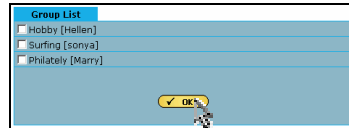
You can send message as long as your SMS quota is still available. Your SMS and Reminder quota are defined by administrator.

To send message to your friends mobile phone:

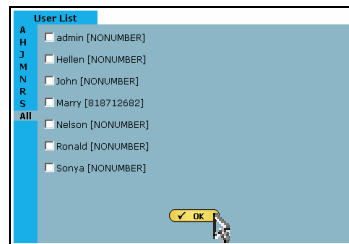
1. Click **SMS** button to open SMS page.
2. Click **Message** button to send message
3. Enter mobile phone number at **To** field. To enter mobile phone number, you can select it from List of Users by clicking  icon.
4. The User List window pop up will be displayed.
5. Select users you want to send message to by clicking checkbox on the left side of user name, then click **OK**.
6. You can also send message to your groups or organizations mobile phone by clicking  and  icon.
7. Enter message you want to send.
8. Click **Finish** button to send your message.
9. To clear the content, click **Cancel** button



Picture 13 - 5: Organization List



Picture 13 - 6: Groups List



Picture 13 - 7: Users List

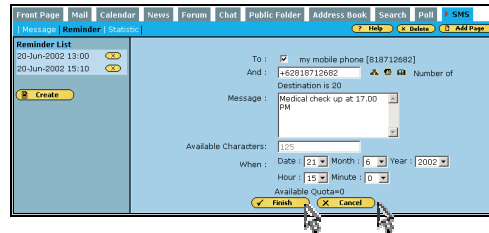
You can view messages sent at the statistic page.

## 2. Creating Reminder

You can create reminder to your own mobile phone or your friends mobile phone using eBdesk SMS application. This application reminds you about something you must do to avoid from being forgotten.

To create Reminder:

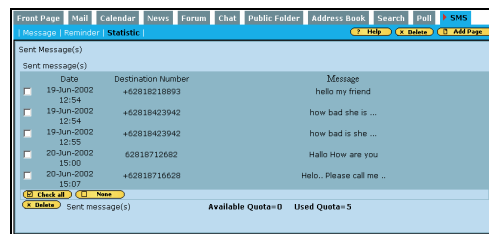
1. Click **Reminder** button. Reminder page will be displayed (Picture 13 – 8).
2. Click  check box to create reminder at your mobile phone.
3. Enter mobile phone number. You can select it from organization list, group list or users list.
4. Select the date of when you want to apply your reminder.
5. Click **Finish** button to finish it.
6. If you want to create another reminder, click **Cancel** button to clear the content of the text box.



Picture 13 - 8: Example of Reminder

## 3. Statistic

This page displays the statistic of messages sent by you. You will know amount of messages sent, the destination number and the content of message. If your message statistic is over, you can delete it by clicking **Delete** button.



Picture 13 - 9 : Example of Statistic