You're just minutes away from sending your first message.

If you're a new user it's very important to set up a few basic account settings before sending notifications. Performing the simple one-time setup below will make learning the system and sending notifications quick and easy. Just follow the step-by-step instructions below to configure your account preferences, create a test list and send your first call.

Bookmark your login page

Before continuing be sure to bookmark the login page on any computer that you intend to use to send notifications (your work and home computer). You should also write down the address and carry it with you in your wallet or purse. Every customer's login page is unique, so you should not expect that you will remember your specific login URL in the event that you are away from your personal computer and need to access the system.

Set your account preferences

1. After logging in, click the *Account* link in the top right corner of the page.

2. Insure that all of the information in the *Account Information* section is completed.

   [Note: For additional information about each field, hover your mouse pointer over the field name.]

3. In the *Phone* field enter the phone number you're most likely to be located at when recording a message. The system can automatically call the number to allow you to quickly record a message – this can be your cell phone, office line or home phone (10-digit direct-dial numbers only).

4. Click the *Done* button at the bottom of the page to save your changes.
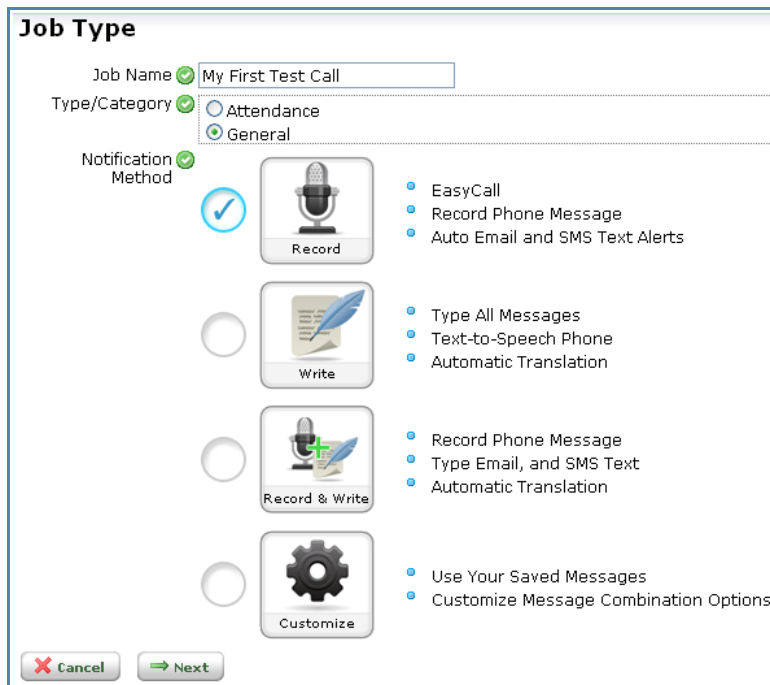
Create a test list

A test list of your cell phone or home phone is an important tool that you can re-use to send test calls, emails and SMS Text messages while learning the system.

1. Click the *Notifications* tab.

2. Click the *Create New List* button.

3. For the *List Name* use something like "My Cell Phone" or "My Home Phone".

4. Click the *Enter Contacts* button in the *Additional List Tools* section.

5. Enter your name, phone number, email address and SMS Text number (if that option is available).

6. Be sure to select all the job type options for each number and email address.

7. Click the *Done* button to add yourself to this list.

8. Click the *Done* button again to save your list.

Send yourself a call!

It's a good practice to always start by writing down the message you plan to record and send.

1. Click the *Start* tab.

2. Click *EasyStart*.

3. Enter a *Job Name* (e.g. My First Test Call).

4. Select a *Job Type* (usually "General")
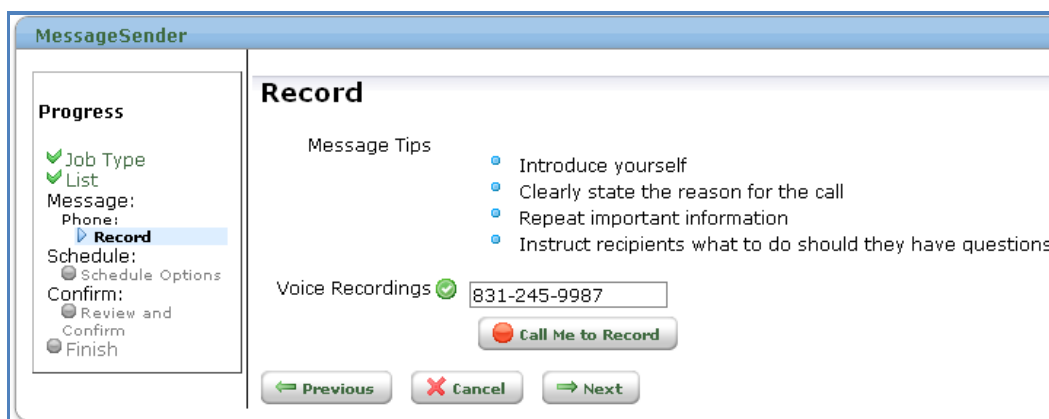
5. Select the *Record* option. Then click *Next*.

6. Click *Choose an Existing List* to select the test list you created. Then click *Next*.

7. In the *Phone Number* field, enter the direct access phone number (10-digits) where you are currently located.

[Note: The system cannot dial extensions]
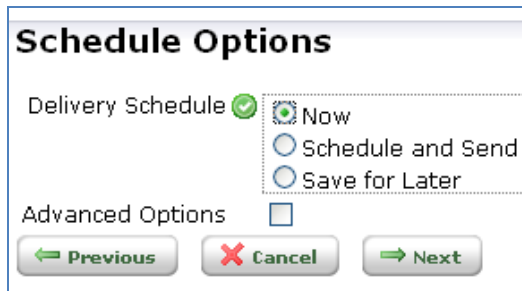
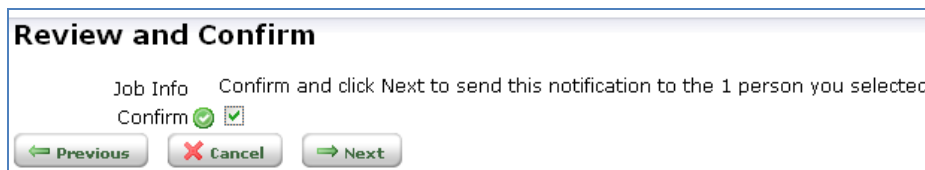8. When you have your message prepared and ready to record, click the *Call Me to Record* button.

9. When the system calls you, follow the prompts to record and save your message.

[Important: As soon as you are done speaking, press any key to stop the recording. The message will automatically replay. You must press 1 to save your message. Hanging up the phone prior to pressing 1 will not save your message and will require you to re-record it.]

10. When your message is saved you can play it in your browser for review. Then click *Next*.

11. Select *Now* to send this job immediately. Then click *Next*.

12. On the *Review and Confirm* page review the job information. Then click the *Confirm* box.

13. Click *Next* to submit your job for processing.

14. When your phone rings simply answer it, and listen to the prompts to hear your message.

Congratulations! You just sent your first notification.

Check your email

Now check your email, you should have also received an email with a link to the audio file you recorded. Email links are automatically created and are a great way to insure that your message gets to your intended recipient even if someone else (like a student) happens to answer the call.

Review your job report

Finally, you should have also received an end-of-job email report. At the completion of each job an email is sent with a report displaying the results of your job.

More info

For more detailed feature information see the training guide *"Getting Started with v7.5"* in *Help* located in the top right corner of the page.