

ASK-Fast Excel app message styles

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Broadcast your message:

Use the ASK-Fast excel app to initiate an outbound broadcast scenario. Below is a message to remind all your teammates for a football match.

Send:

The screenshot shows a Microsoft Excel spreadsheet with a list of players and a sidebar titled "Communicator" with the ASK-Fast logo. The spreadsheet has columns for First Name, Last Name, Email, and Phone. The sidebar contains instructions for using the ASK-Fast app to broadcast a message.

	A	B	C	D
1	First Name	Last Name	Email	Phone
2	Player	1	player1@myteam.com	0654321012
3	Player	2	player2@myteam.com	0654321013
4	Player	3	player3@myteam.com	0654321014
5	Player	4	player4@myteam.com	0654321015
6	Player	5	player5@myteam.com	0654321016
7	Player	6	player6@myteam.com	0654321017
8	Player	7	player7@myteam.com	0654321018
9	Player	8	player8@myteam.com	0654321019
10	Player	9	player9@myteam.com	0654321020

Communicator

ASKFast

Home Reports

Step 1: Select an excel range containing valid e-mail addresses.

Step 2: Choose your message type:
Broadcast

Broadcast: One-way outbound communication.
Open Question: Two-way communication to accept open feedback/response.
Yes/No Question: Two-way communication to accept either a Yes or a No as feedback/response.

Step 3: Enter a message to be sent.
Your message..

Step 4: Attach your name to your message.
Sender: Add your name..
Name: Add a subject to your email..
Subject: Add a subject to your email..

Step 5: Send your message.
Send!

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Welcome to Communicator app

Generate reports:

You can also generate reports for all the messages and phone calls initiated by this app. Following is an example of the reminder sent for the football match:

Book1.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

Timestamp	Message Type	Question	Responder	Medium	Responder Name	Status	Response
Mon Mar 17 2014 13:58:14	Open	When are you practising football next in Coolhaven, Rotterdam?	player1@myteam.com	EMAIL	Player 1	Responded	Today
Mon Mar 17 2014 13:58:36	Open	When are you practising football next in Coolhaven, Rotterdam?	player2@myteam.com	EMAIL	Player 2	Not Responded	N/A
Mon Mar 17 2014 13:59:26	Open	When are you practising football next in Coolhaven, Rotterdam?	player3@myteam.com	EMAIL	Player 3	Responded	Tomorrow
Mon Mar 17 2014 13:58:58	Open	When are you practising football next in Coolhaven, Rotterdam?	player4@myteam.com	EMAIL	Player 4	Responded	Tomorrow
Mon Mar 17 2014 13:58:80	Open	When are you practising football next in Coolhaven, Rotterdam?	player5@myteam.com	EMAIL	Player 5	Responded	Tomorrow
Mon Mar 17 2014 13:59:27	Open	When are you practising football next in Coolhaven, Rotterdam?	player6@myteam.com	EMAIL	Player 6	Not Responded	N/A
Mon Mar 17 2014 13:58:10	Open	When are you practising football next in Coolhaven, Rotterdam?	player7@myteam.com	EMAIL	Player 7	Responded	On Tuesday
Mon Mar 17 2014 13:58:12	Open	When are you practising football next in Coolhaven, Rotterdam?	player8@myteam.com	EMAIL	Player 8	Responded	I will let you know.
Mon Mar 17 2014 13:59:28	Open	When are you practising football next in Coolhaven, Rotterdam?	player9@myteam.com	EMAIL	Player 9	Responded	On Tuesday
Mon Mar 17 2014 13:58:14	Open	When are you practising football next in Coolhaven, Rotterdam?	player1@myteam.com	SMS	Player 1	Not Responded	N/A
Mon Mar 17 2014 13:58:16	Open	When are you practising football next in Coolhaven, Rotterdam?	player2@myteam.com	SMS	Player 2	Responded	I do not know.
Mon Mar 17 2014 13:59:29	Open	When are you practising football next in Coolhaven, Rotterdam?	player3@myteam.com	SMS	Player 3	Not Responded	N/A
Mon Mar 17 2014 13:58:19	Open	When are you practising football next in Coolhaven, Rotterdam?	player4@myteam.com	SMS	Player 4	Not Responded	N/A

Communicator

ASKFast

Home Reports

Step 1: Select a cell where the report has to start.

Step 2: Report Details:

☒ Fetches reports for current message.

Step 3: Generate report.

Generate!

Sheet1 Report

READY SCROLL LOCK

100 %

Yes/No Message type:

A survey can be conducted easily using the ASK-Fast excel app to initiate an outbound Yes/No message type. Below is a message to confirm if your teammates are attending a football match.

The screenshot shows a Microsoft Excel spreadsheet with a table of player data. The table has four columns: First Name, Last Name, Email, and Phone. The data is as follows:

First Name	Last Name	Email	Phone
Player	1	player1@myteam.com	0654321012
Player	2	player2@myteam.com	0654321013
Player	3	player3@myteam.com	0654321014
Player	4	player4@myteam.com	0654321015
Player	5	player5@myteam.com	0654321016
Player	6	player6@myteam.com	0654321017
Player	7	player7@myteam.com	0654321018
Player	8	player8@myteam.com	0654321019
Player	9	player9@myteam.com	0654321020

On the right side, the ASKFast Communicator sidebar is open. It shows the 'Reports' tab selected. The steps for creating a message are:

- Step 1:** Select an excel range containing valid e-mail addresses.
- Step 2:** Choose your message type:
 - ☒ Yes/No Question

Broadcast: One-way outbound communication.
Open Question: Two-way communication to accept open feedback/response.
Yes/No Question: Two-way communication to accept either a Yes or a No as feedback/response.
- Step 3:** Enter a message to be sent.

Are you coming for the football match at 17:30h in Coolhaven, Rotterdam?
- Step 4:** Attach your name to your message.

Sender: Football-Coach
 Name:
 Subject: Coming for practice today?
- Step 5:** Send your message.

Send!

At the bottom, it says: Check out our developer friendly APIs and other products at: www.ask-fast.com

This is useful to collect feedback from a large audience set. These can be collected from the *Reports* tab like in the previous case itself.

Open Message type:

Instead of a Yes/No question, you can also create open questions and collect miscellaneous feedback from your audience. Open questions are those which answers do not fall into a subset of restricted answers.

E.g. What is your date of birth?

Book1.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

First Name

1	A	B	C	D
	First Name	Last Name	Email	Phone
2	Player	1	player1@myteam.com	0654321012
3	Player	2	player2@myteam.com	0654321013
4	Player	3	player3@myteam.com	0654321014
5	Player	4	player4@myteam.com	0654321015
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Communicator

ASKFast

Home Reports

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Step 2: Choose your message type:
Open Question ☒

Broadcast: One-way outbound communication.
Open Question: Two-way communication to accept open feedback/response.
Yes/No Question: Two-way communication to accept either a Yes or a No as feedback/response.

Step 3: Enter a message to be sent.
When are you practising next in Coolhaven, Rotterdam?

Step 4: Attach your name to your message.
Sender: Football-Coach
Name:
Subject: Practise practise!

Step 5: Send your message.

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Sheet1 Report

READY SCROLL LOCK AVERAGE: 5 COUNT: 40 SUM: 45 100 %

Generate report:

For a message type to which a response is expected from a user (E.g, Yes/No and Open message type), the report comes in handy to analyse the feedback from the audience. This can be very useful to create charts and data grids. Following is an example for the open message type:

Book1.xlsx [Read-Only] - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles Cells Editing

J5

	A	B	C	D	E	F	G	H
1	Timestamp	Message Type	Question	Responder	Medium	Responder Name	Status	Response
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Communicator

ASKFast

Home Reports

Step 1: Select a cell where the report has to start.

Step 2: Report Details:

☒ Fetches reports for current message.

Step 3: Generate report.

Generate!

Sheet1 Report

READY SCROLL LOCK

100 %