IBOTO EMPIRE MAILING SYSTEM

The Iboto Empire Mailing application is a tool or enterprise platform that enables the sending of customized and corporate themed emails in bulk.

The application sends customized emails, which has a banner image at the top, Iboto empire color themed background, dynamic message body, a link connecting the user back to a particular form such as reservation, and an banner footer.

This guide will help you to operate / operationalize the Iboto Empire Mailing System.

Login: To access the Mailing System

Visit: http://mails.ibotoempire.com

Your will be prompted to provide username and password as shown below

Enter your registered username and password to login to the dashboard.

Dashboard:

Once the authorized user is logged in, the system will display a summary of mail sending statistics, and reservation. Find below the dashboard screenshot.
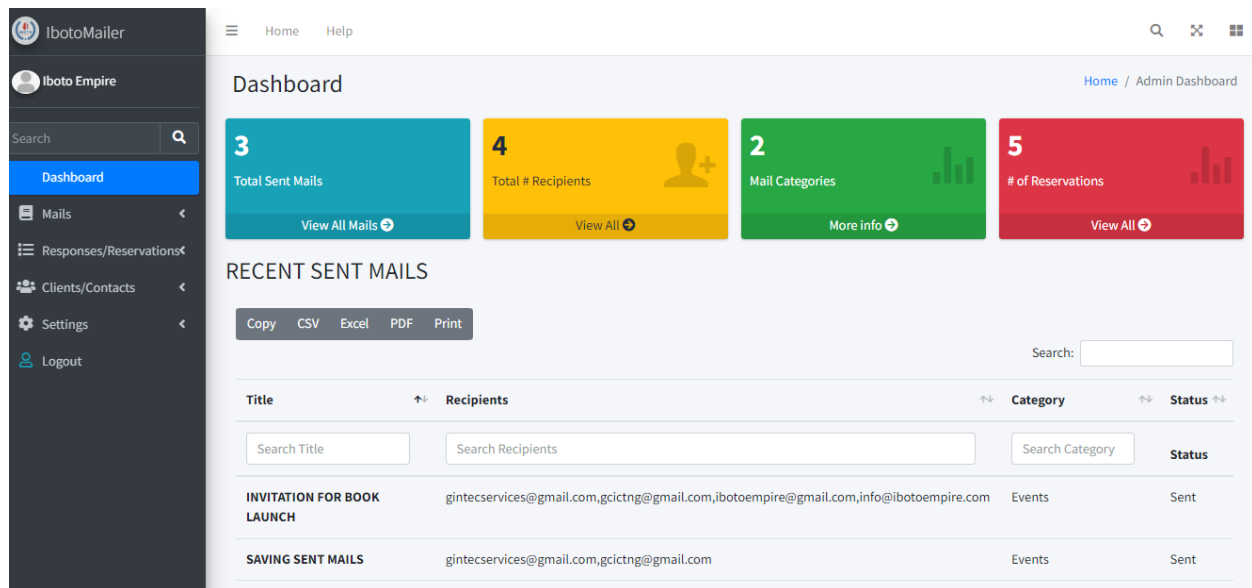
Some of the information on the dashboard includes; total number of sent emails, send email recipients, categories and responses, recent sent emails and menus.

SENDING EMAILS:

This is the major task in this platform. The user simply clicks on the 'Send New Menu' sub item under mails to open the form below.
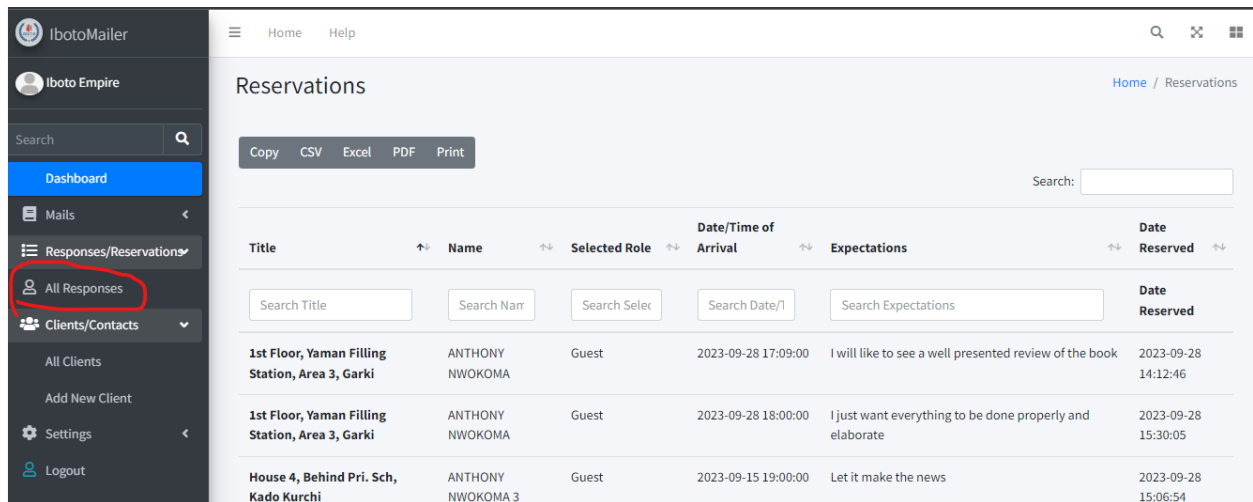

Enter the recipient(s) emails separated by comma, the message group, title (subject) of the mail, upload the top and bottom images (flyers, banners, etc).

Then enter the web url of the link-back page which could be a link to a form or other resources online.

Note: uploading images is not compulsory

CHECKING RESPONSES

Click on the menu 'All Reposes' to track responses from people who visited the link you provided.

ADDING CONTACTS

Use the highlighted menu item to gain access contacts form.
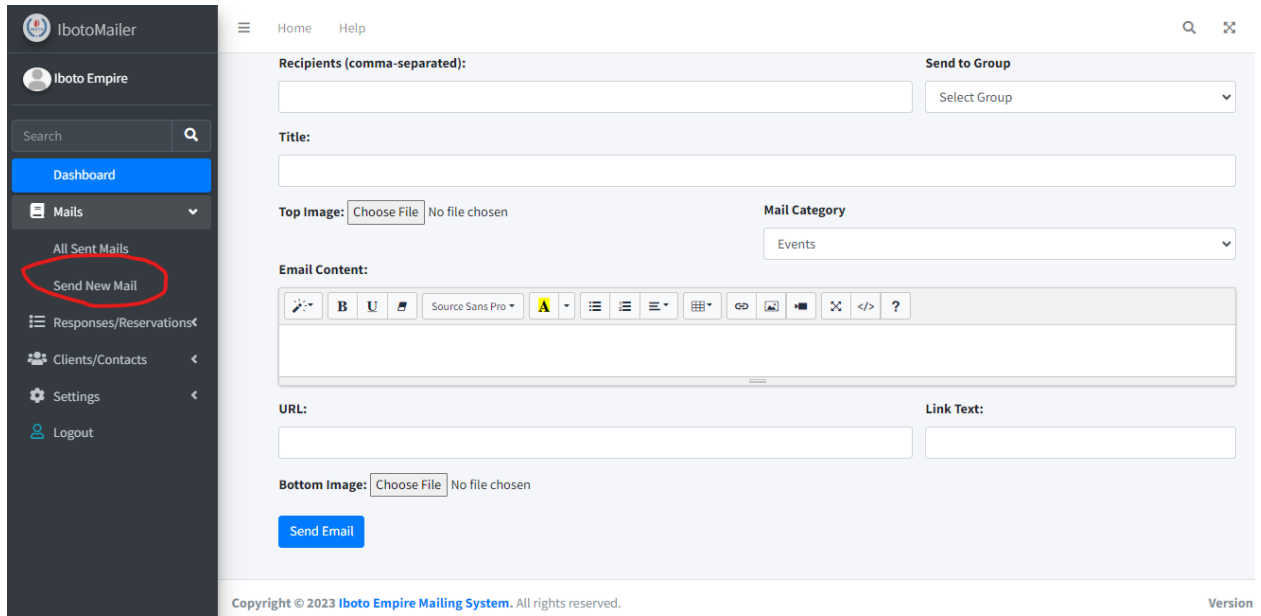
VIEWING ALL SENT MAILS

You can track and monitor all sent mails and it is very easy work when there is no t