

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>

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

Not secure | mails.ibotoempire.com/login

hois Lookup, Do... TrainElectronics.co... Server: 127.0.0.1 Cyber Security MO... SD Card Showing... The Holy Spirit Live... National Open Univ...

IbotoMailer

Sign in

Email Address

Password

☐ Remember Me

Login

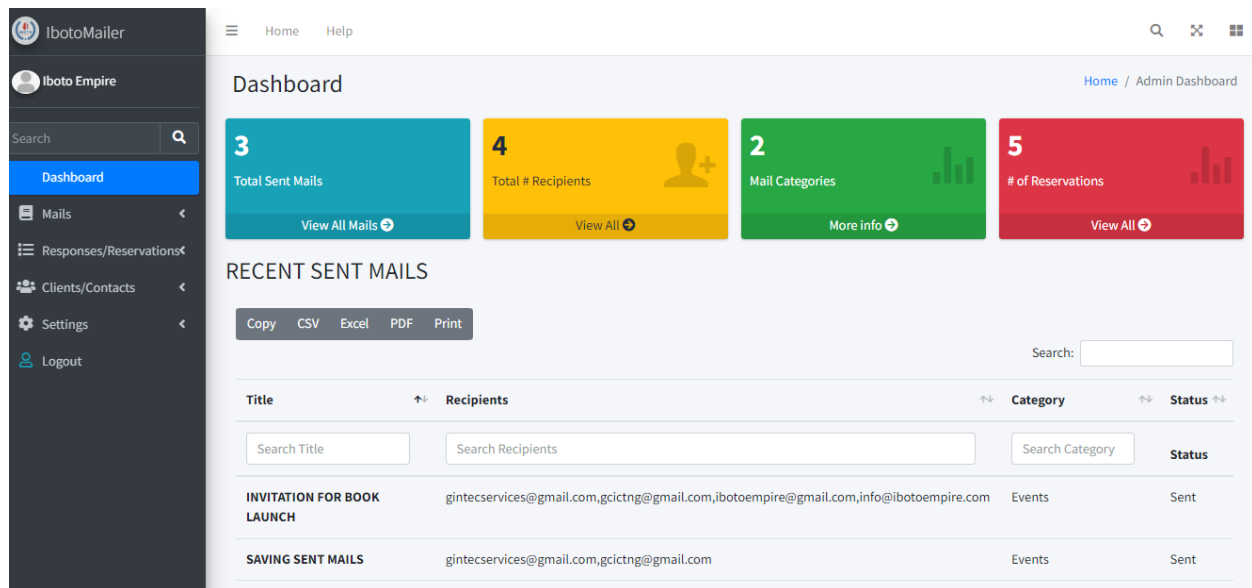
[Forgot Your Password?](#)

[I don't have an account](#)

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.

The form includes fields for Recipients (comma-separated), Title, Top Image, Mail Category, Email Content (with a rich text editor), URL, Link Text, and Bottom Image. A 'Send Email' button is at the bottom.

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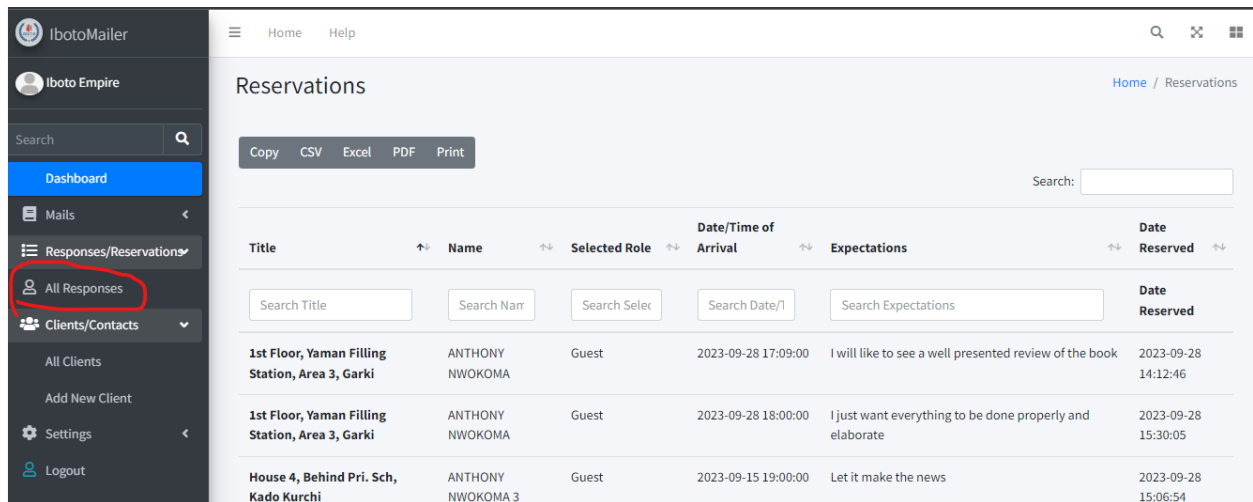
Enter the recipient(s) emails separated by comma, the message group, title (subject) of the mail, upload the top and bottom images (flyers, banners, etc).

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.



The screenshot shows the Ibotomailer interface. The left sidebar contains a menu with 'All Responses' highlighted. The main area is titled 'Reservations' and includes a search bar and a table of reservation data.

Title	Name	Selected Role	Date/Time of Arrival	Expectations	Date Reserved
1st Floor, Yaman Filling Station, Area 3, Garki	ANTHONY NWOKOMA	Guest	2023-09-28 17:09:00	I will like to see a well presented review of the book	2023-09-28 14:12:46
1st Floor, Yaman Filling Station, Area 3, Garki	ANTHONY NWOKOMA	Guest	2023-09-28 18:00:00	I just want everything to be done properly and elaborate	2023-09-28 15:30:05
House 4, Behind Pri. Sch, Kado Kurchi	ANTHONY NWOKOMA 3	Guest	2023-09-15 19:00:00	Let it make the news	2023-09-28 15:06:54

ADDING CONTACTS

Use the highlighted menu item to gain access contacts form.



The screenshot shows the Ibotomailer interface. The left sidebar contains a menu with 'Add New Client' highlighted. The main area is titled 'Contacts' and displays a form for adding a new contact.

Name

Email(s) Separate multiple emails with comma

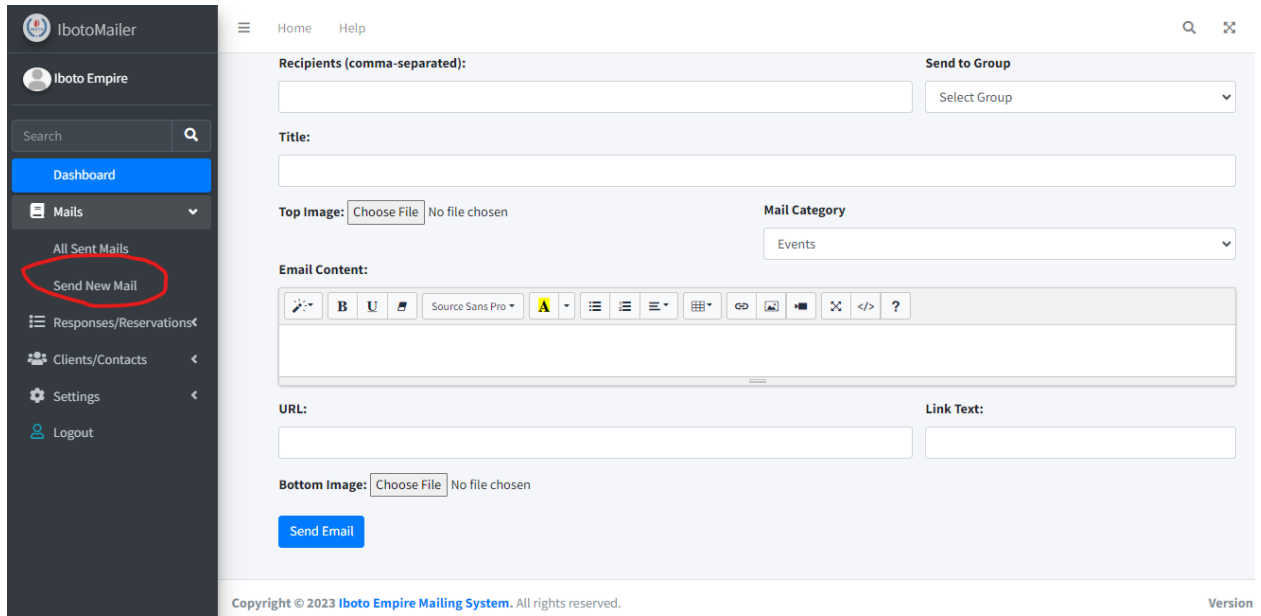
Phone Number **Group**

Additional Info (Optional)

Save Contact

VIEWING ALL SENT MAILS

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



The screenshot displays the IbotoMailer web application interface. On the left is a dark sidebar with the following menu items: IbotoMailer (logo), Iboto Empire (profile icon), a search bar, Dashboard (highlighted in blue), Mails (dropdown menu), All Sent Mails, Send New Mail (circled in red), Responses/Reservations, Clients/Contacts, Settings, and Logout. The main content area has a top navigation bar with Home and Help links, and search and settings icons. The email composition form includes the following fields and controls:

- Recipients (comma-separated):** A text input field.
- Send to Group:** A dropdown menu currently showing "Select Group".
- Title:** A text input field.
- Top Image:** A "Choose File" button and the text "No file chosen".
- Mail Category:** A dropdown menu currently showing "Events".
- Email Content:** A rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, link, unlink, list, and table, along with a font color selector and a "Source Sans Pro" font dropdown.
- URL:** A text input field.
- Link Text:** A text input field.
- Bottom Image:** A "Choose File" button and the text "No file chosen".
- Send Email:** A blue button at the bottom of the form.

At the bottom of the page, there is a footer with the text: "Copyright © 2023 Iboto Empire Mailing System. All rights reserved." and a "Version" label on the right.