

# Inbox (All Tab)- 3rd Batch

Welcome, Admin ▾

 Dashboard

 Messages ▾

  
Contacts

  
Keywords

  
Notifications

  
Reports

  
Email

  
Pollster

  
Scheduler

  
Settings


  
Others

 Departments ▾

 Compose

 Inbox

 Sent

 Outbox

## INBOX

 Search Inbox

All Unread

<input type="checkbox"/>	Sender	Message	Date/Time
<input type="checkbox"/>	Juan Cruz	Magandang araw! Kamusta po...	December 31, 2024
<input type="checkbox"/>	Eduardo Santos	Salamat po sa inyong pag-una...	November 15, 2024
<input type="checkbox"/>	Jose Reyes	Hey! Got any plans for tonight?	October 5, 2024
<input type="checkbox"/>	Manuel Garcia	Just saw your message. Wha...	August 22, 2024
<input type="checkbox"/>	Ricardo Fernandez	Meeting at 10. Don't be late!	July 7, 2024
<input type="checkbox"/>	Maria Dela Cruz	Received the report. Looks go...	May 18, 2024

Show 1 to 10 of 240

10 ▾

  1 2 3 4 5  

Archive

 Delete

# Inbox (Unread)- 3rd Batch

Welcome, Admin ▾

 Dashboard

 Messages ▾



Contacts



Keywords



Notifications



Reports



Email



Pollster



Scheduler



Settings



Others



Departments ▾



Compose



Inbox



Sent



Outbox

## INBOX

 Search Inbox

All Unread

<input type="checkbox"/>	Sender	Message	Date/Time
<input type="checkbox"/>	Juan Cruz	Magandang araw! Kamusta po...	December 31, 2024
<input type="checkbox"/>	Eduardo Santos	Salamat po sa inyong pag-una...	November 15, 2024
<input type="checkbox"/>	Manuel Garcia	Just saw your message. Wha...	August 22, 2024

Show 1 to 10 of 240

10 ▾

Frame 93

  1 2 3 4 5  

Archive



Delete

# Inbox (Open Message)- 3rd Batch

 Messages ▾



Contacts



Keywords



Notifications



Reports



Email



Pollster



Scheduler



Settings



Others



Departments ▾



Compose



Inbox



Sent



Outbox

## INBOX

Export File

Ana Santos (+63 999 444 8888)

 Search Conversation



We'll cover project updates, upcoming deadlines,  
and brainstorming ideas for the new campaign.  
Hope to see you all there!

Cheers,  
Ana

Via SMS

1:41 AM



This is noted, Miss Ana!

1:42 AM

[Use Template](#)



Enter your message



No files attached.

# Compose Message- 3rd Batch

ZERIXTEXT

 Messages ▾

 Contacts

 Keywords

 Notifications

 Reports

 Email

 Pollster

 Scheduler

 Settings

 Others


Welcome, Admin ▾


 Dashboard


Templates


Archive

▾

 Compose

 Inbox

 Sent

 Outbox

## COMPOSE

Use Template


To


Groups

Contacts


Subject/Title

Message\*

 Attach Files

 Voice-to-Text

☒ Schedule Sending

 01/15/2024

8

:


00

am ▾

Send ▾

No files attached.

This will just appear if the “schedule sending” is checked.

 01/15/2024

8

:

00

am ▾


Messages

Archive

 Compose

 **Inbox**

 Sent

 Outbox

## Contacts



### Keywords



## Notifications



## Reports



Email



Pollster



## Scheduler



## Settings



Others

Add Recipient

### Recipients

<input type="checkbox"/>	Name	Contact Number
<input type="checkbox"/>	Ethan Patel	+63 917 123 4567
<input type="checkbox"/>	Liam Garcia	+63 920 987 6543
<input type="checkbox"/>	Sophia Kim	+63 926 555 1234
<input type="checkbox"/>	Ava Lopez	+63 933 888 7777
<input type="checkbox"/>	Noah Wang	+63 999 444 8888

0 Selected

Cancel

Save

[Use Template](#)

## Groups

 **Contacts**☐ SMS (GSM)☐ Messaging☐ Email

☐ Schedule Sending

Send ^

No files attached.

# Add Recipient (Groups)- 3rd Batch

Messages

Templates  
Archive

Compose

Inbox

Sent

Outbox

Contacts

Keywords

Notifications

Reports

Email

Pollster

Scheduler

Settings

Others

Add Recipient

X

Recipients



<input type="checkbox"/>	Group Name	Members
<input type="checkbox"/>	Marketing	Gabriel, Roger, +10
<input type="checkbox"/>	IT	Gabriel, Roger, +10
<input type="checkbox"/>	HR	Gabriel, Roger, +10
<input type="checkbox"/>	Admin	Gabriel, Roger, +10
<input type="checkbox"/>	Client A	Gabriel, Roger, +10

0 Selected

Cancel

Save

Use Template

Groups

Contacts

- ☐ SMS (GSM)
- ☐ Messaging
- ☐ Email

Schedule Sending

Send

No files attached.

# Sent- 4th Batch

 Messages ▼

-  Contacts
-  Keywords
-  Notifications
-  Reports
-  Email
-  Pollster
-  Scheduler
-  Settings
-  Others

 Departments ▼

 Compose

 Inbox

 Sent

 Outbox

## SENT

 Search Sent

<input type="checkbox"/>	Sender	Message	Date/Time
<input type="checkbox"/>	Juan Cruz	Magandang araw! Kamusta po...	December 31, 2024
<input type="checkbox"/>	Eduardo Santos	Salamat po sa inyong pag-una...	November 15, 2024
<input type="checkbox"/>	Jose Reyes	Hey! Got any plans for tonight?	October 5, 2024
<input type="checkbox"/>	Manuel Garcia	Just saw your message. Wha...	August 22, 2024
<input type="checkbox"/>	Ricardo Fernandez	Meeting at 10. Don't be late!	July 7, 2024
<input type="checkbox"/>	Maria Dela Cruz	Received the report. Looks go...	May 18, 2024

Show 1 to 10 of 240

10 ▼

  1 2 3 4 5  

Frame 93

Archive

 Delete

# Outbox- 4th Batch

Messages

- Contacts
- Keywords
- Notifications
- Reports
- Email
- Pollster
- Scheduler
- Settings
- Others

Departments

- Compose
- Inbox
- Sent
- Outbox

## OUTBOX

Search Outbox

	Sender	Message	Resend	Date/Time
<input type="checkbox"/>	Juan Cruz	Lorem ipsum dolor sit amet, conse...	Resend	December 31, 2024
<input type="checkbox"/>	Eduardo Santos	Lorem ipsum dolor sit amet, conse...	Resend	November 15, 2024
<input type="checkbox"/>	Jose Reyes	Lorem ipsum dolor sit amet, conse...	Resend	October 5, 2024
<input type="checkbox"/>	Manuel Garcia	Lorem ipsum dolor sit amet, conse...	Resend	August 22, 2024
<input type="checkbox"/>	Ricardo Fernandez	Lorem ipsum dolor sit amet, conse...	Resend	July 7, 2024
<input type="checkbox"/>	Maria Dela Cruz	Lorem ipsum dolor sit amet, conse...	Resend	May 18, 2024

Show 1 to 10 of 240

10

12345

Archive

Delete



# Templates- 4th Batch

Template ▼

  
Contacts

  
Keywords

  
Notifications

  
Reports

  
Email

  
Pollster

  
Scheduler


  
Settings

  
Others

TEMPLATES

Choose Department ▼

+ Add Template

 Search Templates

<input type="checkbox"/>	Title	Message	Created by	Date
<input type="checkbox"/>	Lorem ipsum	Lorem ipsum dolor sit amet	Jackson Thompson	Apr 15, 2024
<input type="checkbox"/>	Lorem ipsum	Lorem ipsum dolor sit amet	Emma Davis	Jun 3, 2024
<input type="checkbox"/>	Lorem ipsum	Lorem ipsum dolor sit amet	Alexander Wilson	Aug 20, 2024
<input type="checkbox"/>	Lorem ipsum	Lorem ipsum dolor sit amet	Charlotte Brown	Oct 9, 2024
<input type="checkbox"/>	Lorem ipsum	Lorem ipsum dolor sit amet	Benjamin Clark	Nov 28, 2024
<input type="checkbox"/>	Lorem ipsum	Lorem ipsum dolor sit amet	Amelia Rodriguez	Dec 31, 2024
<input type="checkbox"/>	Lorem ipsum	Lorem ipsum dolor sit amet	Henry Taylor	Feb 29, 2024

Show 1 to 10 of 240

10 ▼

  1 2 3 4 5  

 Delete

# Add Template- 4th Batch

Template

Contacts

Keywords

Notifications

Reports

Email

Pollster

Scheduler

Settings

Others

## Add Template

Title

Enter Message

Back

Save

Variable	Description
Title 1	Description 1
Title 2	Description 2
Title 3	Description 3
Title 4	Description 4
Title 5	Description 5
Title 6	Description 6
Title 7	Description 7
Title 8	Description 8

# Archive- 5th Batch

 Archive

 Contacts

 Keywords

 Notifications

 Reports

 Email

 Pollster

 Scheduler

 Settings

 Others

## ARCHIVE

### Automatic Archive

Select Frequency

Save Changes

From

Select Date

To

Select Date

Export Archive