i-Page Web Client

Manual

WiPath Communications Ltd

Contents at a Glance

Contents

Requirements

Browser Type

The i-Page Web pages can be displayed in a browser that supports HTML 4.0 specifications.
i-Page Web has been successfully tested in the following browsers:

Tested Browsers

Internet Explorer	Microsoft Corporation
MS Edge	Microsoft Corporation
Firefox	Mozilla Foundation
Chrome	Google Inc.
Opera	Opera Software ASA
Safari	Apple Inc.

Browser Setup

Because i-Page Web pages heavily depend on JavaScript, you must set your browser to support JavaScript (usually default on most browsers).

Internet Explorer	Tools | Internet Options | Security Select "Custom Level" button Scroll down to "Active scripting" Select "Enabled"

MS Edge

All current versions have enabled JavaScript by default. On the "Home" and "Starter" versions of Windows 10 it is not even possible to disable it.
On other versions of Windows 10, you can enable it (if disabled) from the Windows Group Policy Editor, rather than in the browser settings.

1. Launch the Edit Group Policy program.
2. Expand the User Configuration folder.
3. Expand the Administrative Templates folder.
4. Expand the Windows Components folder.
5. Expand the Microsoft Edge folder.
6. Double-click Allows you to run scripts, like JavaScript.
7. Choose Enabled, and click OK to confirm.

Firefox

Previous Versions:
Tools | Options | Content
Check "Enable JavaScript" check box

All current versions have enabled JavaScript by default. They even hide that setting, making it harder to disable it.
If, by any chance, JavaScript is disabled, you can enable it in the following way:

1. In the address bar, type "***`about:config`***" (with no quotes), and press Enter.
2. Click "I'll be careful, I promise"
3. In the search bar, search for "***`javascript.enabled`***" (with no quotes).
4. Right click the result named "***`javascript.enabled`***" and click "Toggle". JavaScript is now enabled.

Chrome

Customize and control Google Chrome | Settings
Scroll down to "Show advanced settings"
In the "Privacy" section, select the "Content settings..." button
Select "JavaScript"
Turn on "Allowed (recommended)" control.

Opera

Tools | Quick preferences
Check "Enable JavaScript" menu item

Safari

Edit | Preferences | Security
Check "Enable JavaScript" check box

Introduction

The i-Page Web Client is a browser type of a client that can connect to any type of the i-Page Server from any computer that can access the Internet.

The machine on which the server is running, must have a web server installed with the special module that handle all the i-Page System functionality.

The i-Page system can run on the Apache 2.2 web server and on the MS Internet Information Server (IIS).

To access the server, the client must complete the login procedure. If the authentication is successful the server sends to the browser all application and account settings and all the message objects (contacts, contact groups, folders, message templates, schedules) that are associated with that account.

i-Page Web Client allows the user to:

- ☐ Create, edit and delete their own contacts, contact groups, folders, message templates and schedules
- ☐ Create a message
- ☐ Change the message settings
- ☐ Send the message to the different carriers
- ☐ See the message send result
- ☐ See and print different reports on sent messages
- ☐ Delete their own archived messages
- ☐ Set the main page display

Each account holder can create their own list of contacts and message templates. They can also create their own contact groups and folders to allow them to send a single message to multiple contacts in one hit. The group can consist of contacts of different types connected to different carriers. The folder can contain groups and contacts.

i-Page has also the ability to schedule messages and create reports on sent messages. Each account can create their own list of schedules and report templates.

The system administrator can create contacts, contact groups, folders, message templates, schedules and reports that are visible to all accounts. The users can use those objects in the same way as their own, but they cannot edit or delete them.

The user can set whether to receive a send message result immediately on the "Send Message" page. There may be delays in sending messages from the "i-Page Server" and web client will make several attempts to confirm transmission of a message back to the user in real time.

For the more detailed report on sent message results, the user can use the "Sent Messages" page. This page allows the user to see different set of messages, based on different query options.

Communications Protocols

The following communications interface protocols are supported by i-Page

TAP (PET)	Analogue modem dial-up protocol
TAP Direct	Serial direct connection protocol
SNPP	Simple network paging protocol
SMTP	Email protocol
GSM SMS	Serial direct cellular device interface protocol
MSG	IP interface protocol

Other message transfer protocols may be available on request.

i-Page Server also allows the user to send a message directly through the serial port, simple TCP/IP socket or the file system.

Menus

The menu is displayed on every page and it is used to navigate through the site.

There are two different menus:

- Main menu – displayed on the main page.
- Page menu – displayed on all other pages.

Main Menu

The "Main Menu" appears only on the "Home" page (send message page).

It has two menu items that does not appear on other pages' menus:

- Messages
- Account

Messages Menu

The "Messages" menu option is visible only on the "Home" page.

It is used to perform all operation related to sending messages and verifying message sent results.

Menu Option	Action
Send Message	Sends the message
Clear Message	Clears the message text

Menu Option	Action
Clear Contacts	Clears selected contacts
Clear All	Clears both the message text and all selected contacts
Sent Messages	Opens the "Sent Messages" page

Account Menu

The "Account" menu option is visible only on the "Home" page.

The user who is logged on, can use it to:

- Change her/his password
- Change her/his data

Page Menu

It has two menu items that does not appear on the main menu:

- Home
- Sent Messages

Home Menu

Switches to the "Home" page.

Sent Messages Menu

Switches to the "Sent Messages" page.

Common Menus

Contacts Menu

The "Contacts" menu item appears on all the pages. It is used to navigate to the pages where different message objects are defined:

1. Contacts
2. Groups
3. Folders
4. Templates
5. Schedules

Titles for the "Contacts", "Groups", "Templates", "Folders" and "Schedules" options may differ from what is described here as they can be set by the system administrator on the main server.

***Note**: The system administrator can chose to use different terms that are more appropriate to their users' situation*

Example

"Officer" instead of "Contact"
"Crew" instead of "Group"
"Area" instead of "Folder"

Settings Menu

Switches to the "Settings" page where the user can set different message options and system display options.

Help Menu

Opens i-Page Help System. The system is web based and context-sensitive.

The help page will open as a separate window/tab (depends on the browser settings).

Log Out Menu

Logs the current user out of the system.

Switches to the “Log In” page.

Start Web Client

Start your browser

For information on browser types that are supported by i-Page Web and how to set them up see Requirements.

Navigate to the i-Page Web address

Apache 2.2

Enter "***http://<server_name>/ipw***" into the browser address bar

Press "**Enter**"

Example:

"***http://myserver.com/ipw***" - for server name "***myserver***".

"***http://localhost/ipw***" - for local computer.

Internet Information Server (IIS)

Enter "***http://<server_name>/ipw/ipweb.dll***" into the browser address bar

Press "**Enter**"

Example:

"***http://myserver.com/ipw/ipweb.dll***" - for server name "***myserver***".

"***http://localhost/ipw/ipweb.dll***" - for local computer

Log In

To enter the i-Page Web site, the users must log in using their user name and password.

Login Error

If the authentication was not successful a login error will be displayed at the top of the login dialog.

The above error means that the user does not have an account registered on the server or she/he is using a wrong password.

The account that the user is using can be deactivated by the system administrator for different reasons.

In that case, the user should contact the i-Page System administrator.

There are no limit on the number of login trials.

Default Passwords

When the administrator runs the system for the first time, she/he can use default authentication details.

Default login for the administrator

User Name	***admin***
Password	***admin***

The administrator password should be changed after the first login.

Default login for users

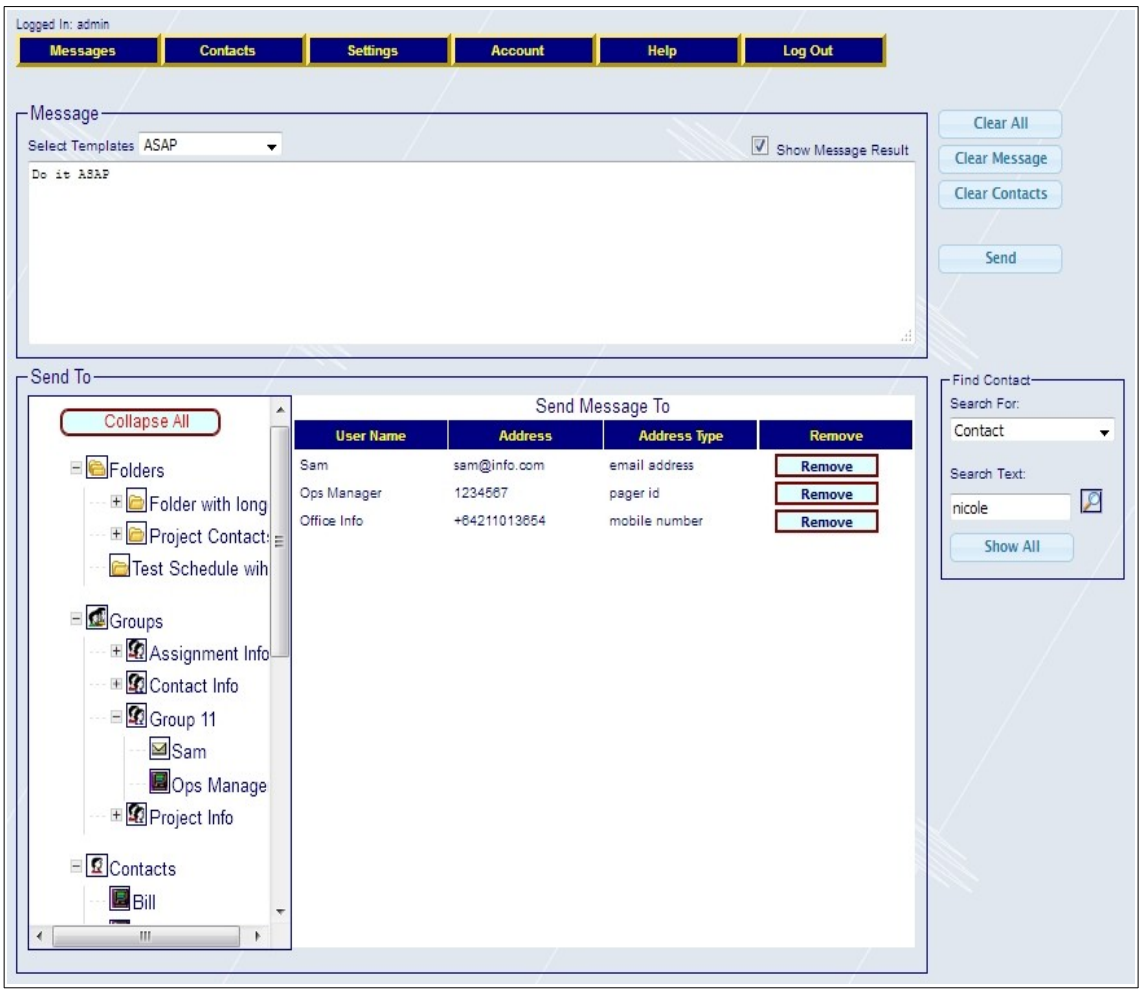
For all other users, their user names and temporary passwords are assigned to them by the system or by the system administrator after their accounts are created. The temporary password created automatically by the system is the same as the account name. The system administrator can change this and assign temporary passwords to every account. In that case the account owners should be advised about their temporary passwords by the administrator.

The user password should be changed after the first login.

Home Page

This is the "Home" page for the "i-Page Web" site. It is presented to the users as soon as they have successfully logged on. The page hosts the **send message** functionality for the i-Page Web client.

To move here from other pages, select the "Home" option on the page menu.

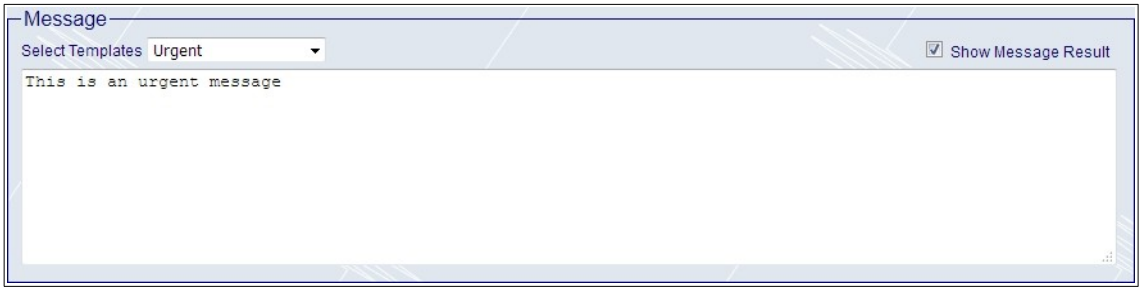


The send message functionality is organised in five distinctive panels:

- ☐ Message
- ☐ Send To
- ☐ Send Message To
- ☐ Send Message Controls
- ☐ Search Controls

Message

The "Message" panel contains controls for composing a message and setting the message result option.



Composing Message

To compose the message:

- Type the message text into the "Message" window.
- Place the cursor into the "Message" window and select a predefined template text from the "Select Template" combo box. The selected template text will appear in the cursor position.
- Combine both of above methods.

Different template options can be created and edited on the "Templates" page.

To clear the message automatically after you send it or to allow the user to send an empty message, see Settings – Message Settings

Message Result Option

If you want i-Page Server to immediately return the send result for every message that you send, check the "Show Message Result" check box.

Whenever the client receives the send message result, it will pop up a dialog with following format:

```
Message no <message_number> from "<account_id>" to <contact_name>
           <address_type> "<address>"
Send Result: <send_result_description>
Message: <message_text>
```

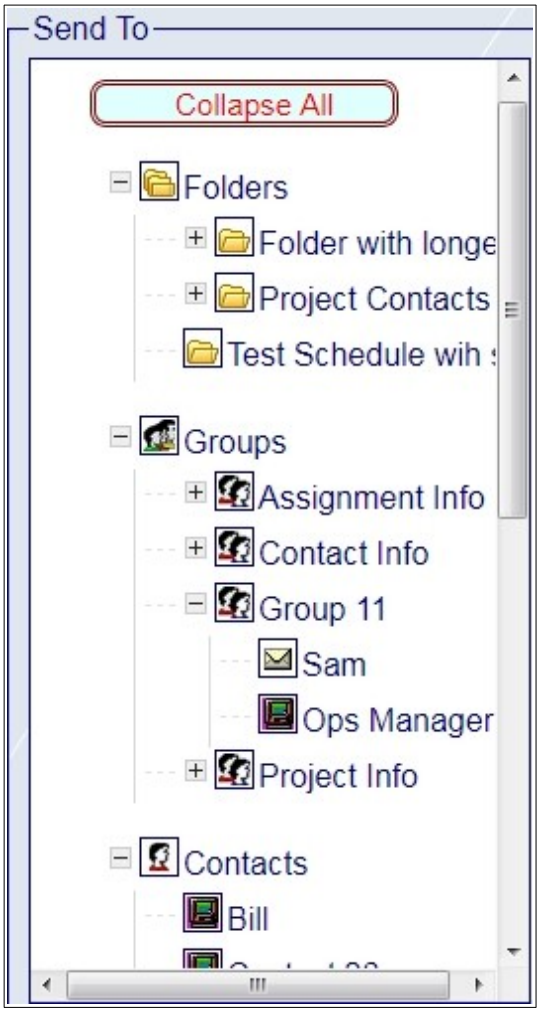
Example

Message no 391 from "nicole" to "Nicole Pager" pager id "264309"
Send Result: Message sent OK.
Message: Important! Meeting today at 2:15 p.m. in my office.

Note: If you do not check this option, you can still see a very detailed report on sent messages on the "Sent Messages" page.

Send To

The "Send To" panel displays **contacts**, **groups** and **folders** available to the user.



The user can set which message objects will be displayed in the "Send To" window and in which order on the "Settings – Tree View Display" page.

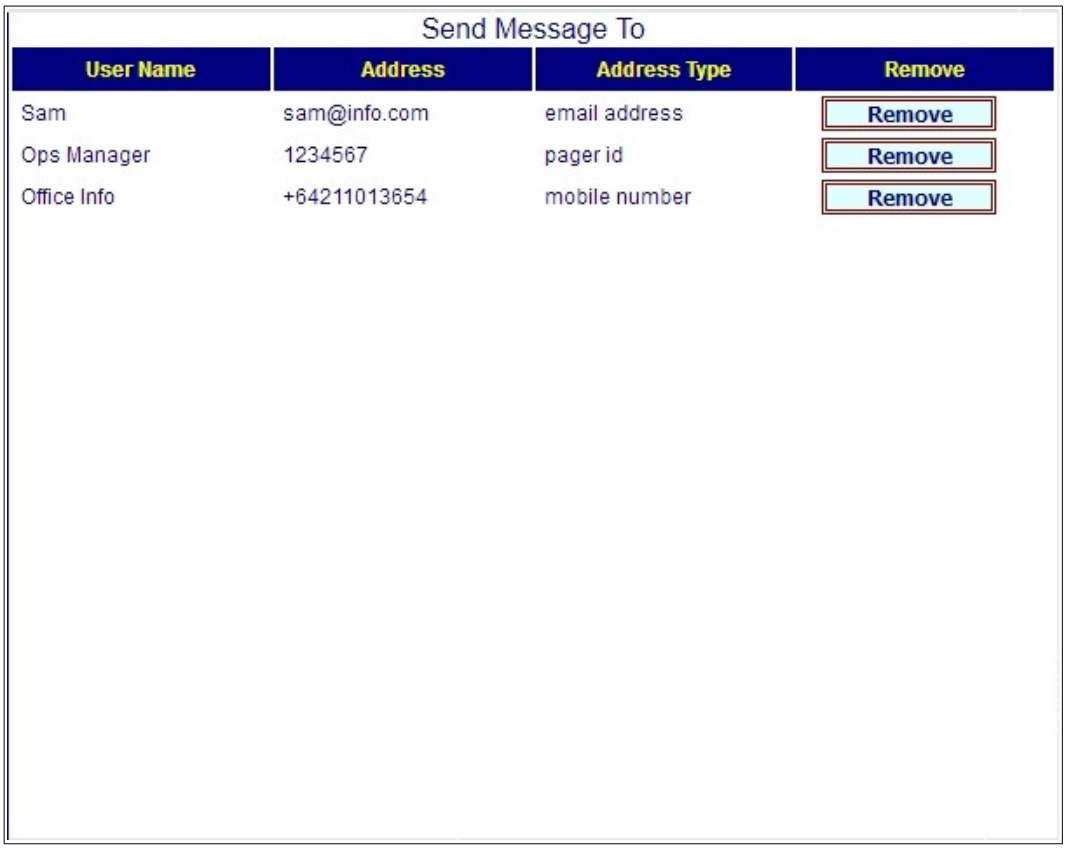
To expand/collapse any item, click on the +/- icon in front its name.

To expand/collapse all items, click on the "Expand All" or "Collapse All" buttons respectively.

***Note**: All objects are displayed alphabetically inside their respective category.*

Send Message To

The "Send Message To" panel displays all selected contacts, that the message will be sent to.



Add Contact

To select a contact/group/folder into the "Send Message To" window, use one of two options:

- ☐ **Double-click** on the contact/group/folder in the "Send To" panel.
- ☐ **Select** the contact/group/folder in the "Send To" panel and **drag** it to the "Send Message To" window.

If you use any of the above methods on a group or folder, all the contacts from the group/folder will be added to the "Send Message To" window. The client will take care not to duplicate any of the contacts.

Remove Contact

To remove a contact from the list, click on the "**Remove**" button in the contact's row.

To remove all contacts from the "Send Message To" list, each time a message is sent, see "Settings – Message Settings" page.

Send Message Controls

The "Send Message Controls" panel contains buttons for sending the message to the selected contacts and clearing the "Message" and/or "Send Message To" panels.

To clear both the message text and all selected contacts, select the "**Clear All**" button.

To clear the message text, select the "**Clear Message**" button.

To clear all contact from the "Send Message To" list, select the "**Clear Contacts**" button.

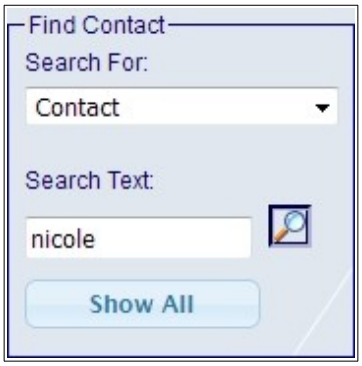
All the buttons above have their matching menu items on the "Messages" menu.

You can also set the client to automatically clear the message text and/or all selected contacts

on the "Settings – Message Settings" page.

Search Controls

The "Search Controls" panel helps the user to find a message object in the "Send To" window.



To find the object:

1 Select its type (contact, group or folder) in the "Search For" control.
2 Enter its name or a part of the name in the "Search Text" control.
3 Click on the "**Search**" icon next to the "Search Text" control or press the "**Enter**" key.

If the object that contains the search text in its name is found, it is moved to the top of the "Send To" window.

If no object is found, the client will display an error message:

To display all objects in their original order, select the "**Show All**" button.

Home Page Menu

The menu on this page differs form menus on all other pages. It has two menu items specific to the page:

- ***Messages***
- ***Account***

Messages Menu

The "Messages" menu option is visible only on the "Home" page.

It is used to perform all operation related to sending messages and verifying message send results.

Menu Option	Action	Related Button
Send Message	sends the message	Send
Clear Message	clears the message text	Clear Message
Clear Contacts	clears selected contacts	Clear Contacts
Clear All	clears both the message text and all selected contacts	Clear All
Sent Messages	opens the "Sent Messages" page	None

Account Menu

The "Account" menu option is visible only on the "Home" page.

The user who is logged on, can use it to:

- ☐ Change her/his password
- ☐ Change her/his data

Send Message

To send the message:

1. Compose the message
2. Select one or more contacts into the "Send Message To" window.
3. Click on the "**Send**" button.

If the message was sent successfully and you have selected the "Show Message Result" option, the client will display the message send result.

If you did not select any contact into the "Send Message To" window, the client will display the following error:

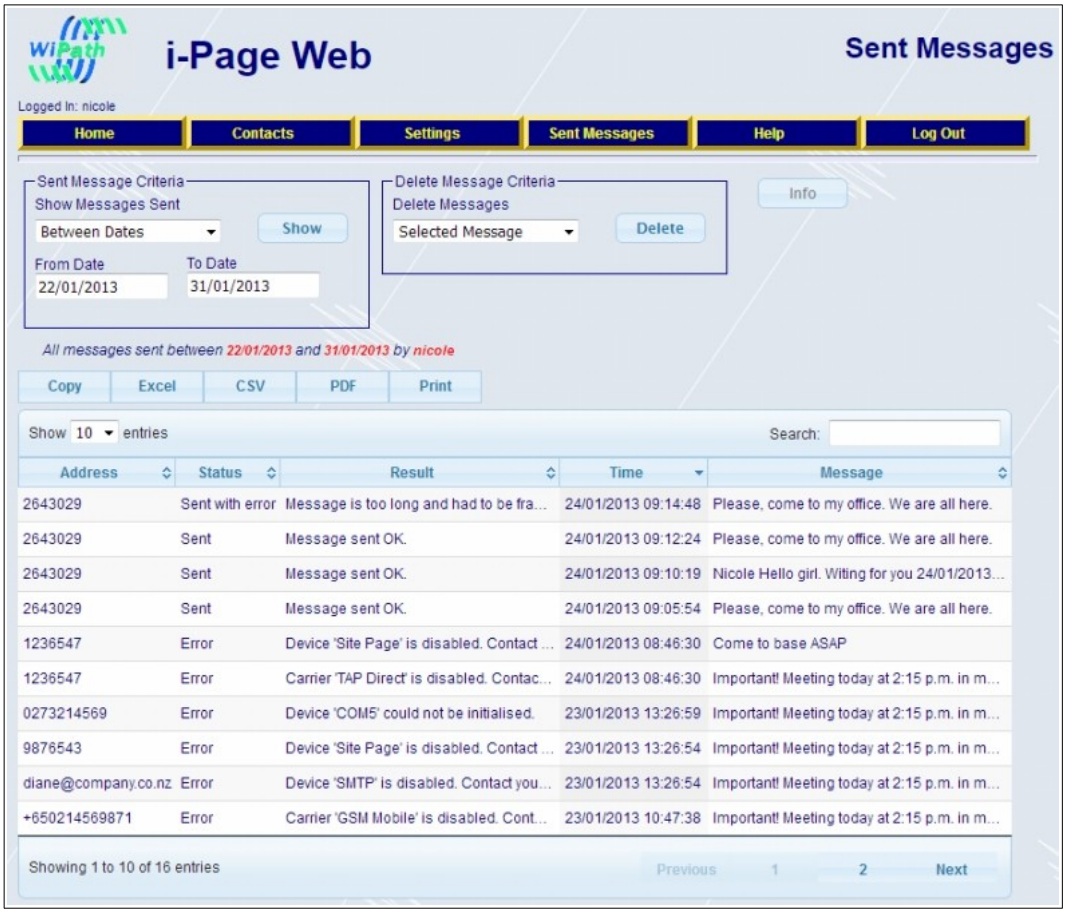
If you did not enter any text into the "Message" window or set the "Allow Empty Message" settings, the client will display the following error:

Sent Messages

This page is the i-Page Web reporting tool where the user can see previously sent messages.

The user can navigate to the page by selecting "**Sent Messages**" on the page menu or by selecting the "**Messages | Sent Messages**" menu option on the main menu.

All the messages are displayed in the grid according to the criteria selected by the user.



Display Criteria

The user can see previously sent messages, by selecting between different display criteria in the "Send Message Criteria" group of controls.

1 To set the criteria, select one of the options from the "Show Messages Sent" combo box.

Message Display Options

All	All sent messages
Last	Last number of messages sent
Today	All messages sent today
On Date	All messages sent on selected date
Before Date	All messages sent before selected date
After Date	All messages sent after selected date
Between Dates	All message sent between selected dates

2 Depending on the selected option, enter query data if required (like: number of messages or dates).

3 Select the "**Show**" button and the system will build the table with all the messages that match your criteria.

Selected criteria will be displayed below the "Send Message Criteria" group of controls, in the following format:

All messages sent ***<user_criteria>*** *by* ***<user_id>***

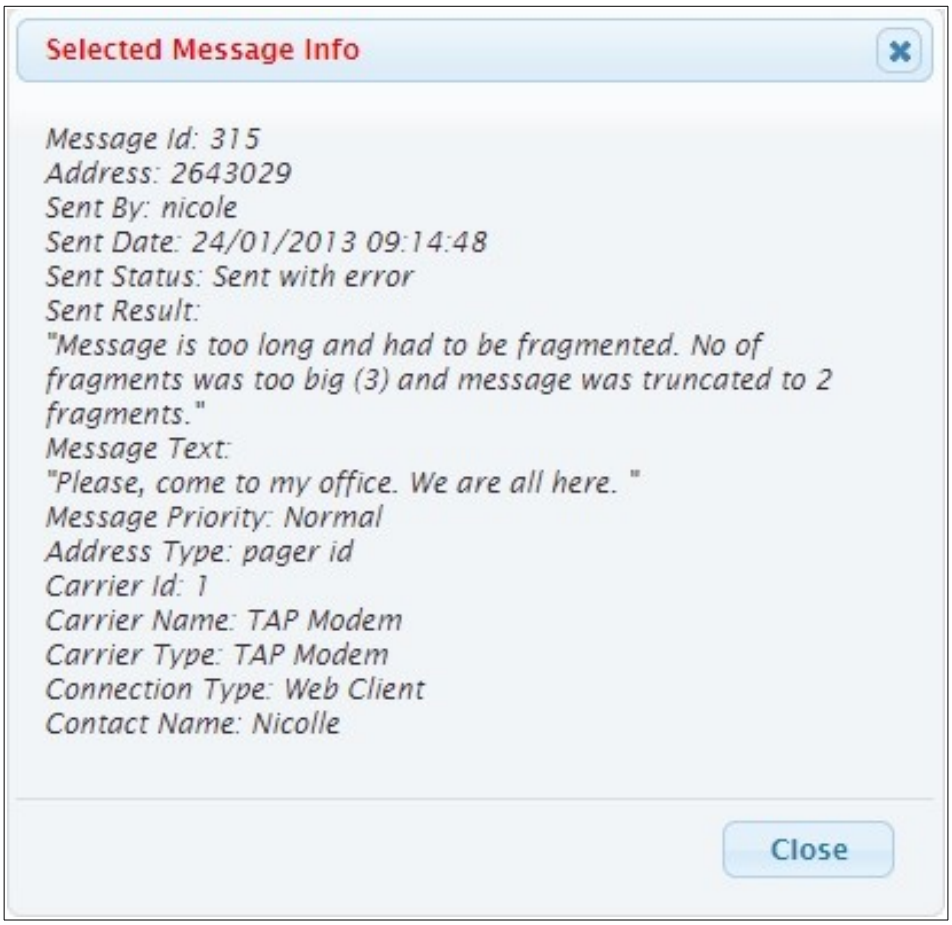
Example:

All messages sent ***today*** *by* ***nicole***
Last 12 messages sent by ***nicole***
All messages sent on ***22/01/2018*** *by* ***nicole***
All messages sent between ***22/01/2018*** *and* ***31/01/2018*** *by* ***nicole***

Note: i-Page System will remember the user's selection of the criteria and all data entered.

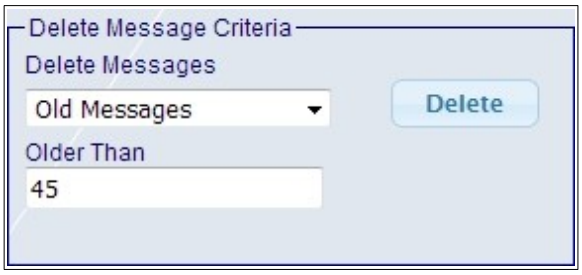
Message Info

All the messages that match user's criteria are displayed in the grid. If you want to see detailed information about a message, select the message in the grid and click on the "**Info**" button or just **double-click** on the message row.



Delete Messages

All sent messages are stored on i-Page Server. The account logged in through i-Page Web can only delete her own messages, by using the "Delete Message Criteria" group of controls.



1 To delete messages, select one the delete options from the "Delete Messages" combo box.

Message Delete Options

All Messages	Deletes all account's messages
Old Messages	Deletes account's messages older than user defined number of days
Selected Message	Deletes the message selected in the message grid

2 If required, enter expected parameters or check selection

2.1 If the "Old Messages" option is selected, enter the number of days into the "Older Than" control.

2.2 If the "Selected Message" option is selected, be sure that the correct message is selected in the "Messages" grid.

3 Select the "**Delete**" button.

4 You will get an appropriate warning with the option to cancel the delete operation.

5 Select the "**Yes**" button on the warning dialog.

Export Messages

The user can export messages displayed in the grid in several different ways by using the set of the buttons above the grid.

Copy Messages

1. To copy all the messages from the grid, select the "**Copy**" button.
2. All messages, including grid column titles, are copied to the clipboard. Grid columns are delimited by the "TAB" (***$09***) character and rows by the new line characters (***$0D0A***)
3. Paste copied messages into any word-processing program.

Excel File

1. To export all the messages from the grid to an Excel (***.XSLX)*** file, select the "**Excel**" button.
2. Select whether you want to open the file or save it permanently to the disc.
3. If you just want to open the messages in the file, select the program to open it with.
4. If you want to save the messages to the file, follow the usual save procedure.

CSV File

1. To export all the messages from the grid to a CSV (***.CSV***) file, select the "**CSV**" button.
2. Select whether you want to open the file or save it permanently to the disc.
3. If you just want to open the messages in the file, select the program to open it with.
4. If you want to save the messages to the file, follow the usual save procedure.

PDF File

1. To export all the messages from the grid to a PDF (***.PDF***) file, select the "**PDF**" button.
2. Follow the usual save procedure.

Print

1. To print all the messages from the grid, select the "**Print**" button.
2. i-Page Web Client displays the print preview page. Check data displayed on the page.
3. i-Page Web Client automatically displays the printer settings dialog. Change the printer settings, if you need to.
4. Follow the usual print procedure.

Contacts

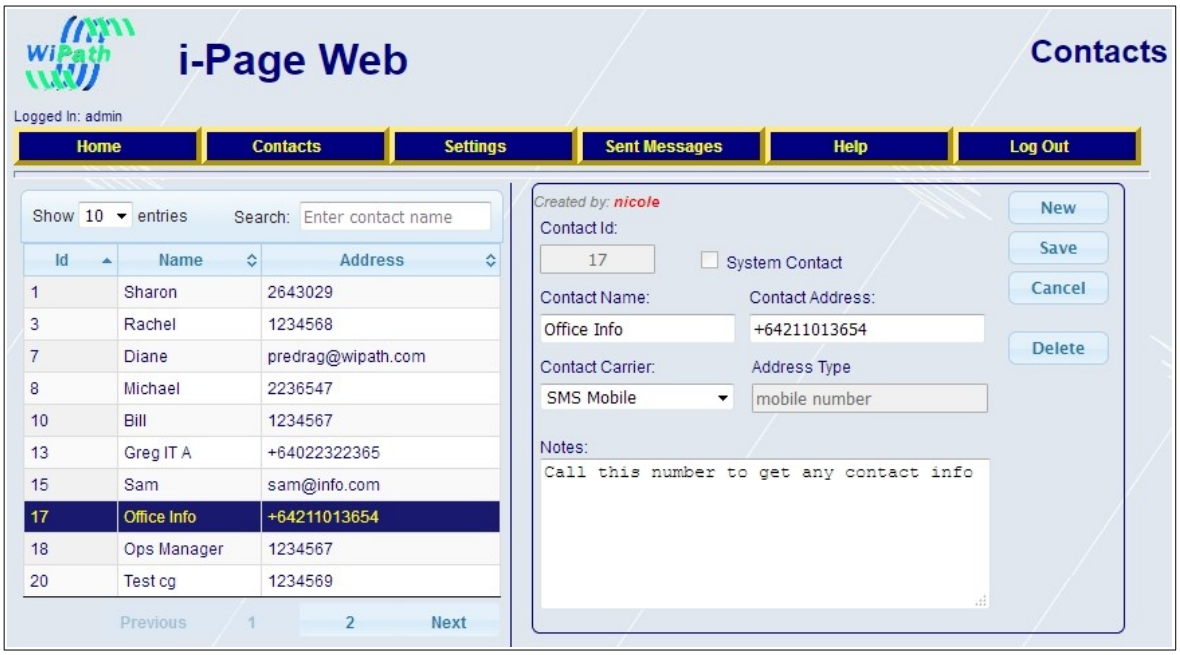
This page is used for creating, editing and deleting contacts. The user can navigate to the page by selecting the "**Contacts | Contacts**" menu option.

***Note**: The title of this menu option and the page may differ.*

Every user can create their own contacts and cannot see or access contacts created by another user.

The system administrator may also create system contacts accessible to all users. System contacts may be used like any other contact, but cannot be edited or deleted.

To see the system contacts, check the "Settings – Show System Contacts" control.



New Contact

To create a new contact, select the "**New**" button.

The new contact will be created automatically and added to the grid on the left hand side.

It will be selected in the grid and the contact controls on the right-hand side will be filled with contact default properties.

Edit Contact

To select a contact for editing, click on the contact row in the grid.

Contact data will appear in the group of controls on the right hand side and the contact row in the grid will become selected.

The user can only change:

- Contact name
- Contact address
- Contact carrier
- Notes

The **address type** is set automatically according to the carrier type.

Contact id is assigned by the system and cannot be changed.

The "System Contact" control is checked only if the contact is a system-wide object. You cannot change the value of that control.

Save Contact

To save your changes, select the "**Save**" button.

The pop up dialog will advise you about the result of the save operation.

Warning: If you select another contact or move to another page without saving your changes, they will be lost.

To cancel your changes and revert to the previous settings for the selected contact, click on the "**Cancel**" button.

Delete Contact

To delete a contact, select the "**Delete**" button.

You will get a warning message and the opportunity to cancel your action

Groups

This page is used for creating, editing and deleting groups. The user can navigate to the page by selecting the "**Contacts | Groups**" menu option.

***Note**: The title of this menu option and the page may differ.*

Every user can create their own groups and cannot see or access groups created by another user.

The system administrator may also create system groups accessible to all users. System groups may be used like any other group, but cannot be edited or deleted.

To see the system groups, check the "Settings – Show System Groups" control.

New Group

To create a new group, select the "**New**" button.

The new group will be created automatically and added to the grid on the left hand side.

It will be selected in the grid and the group controls on the right-hand side will be filled with group default properties.

Edit Group

To select a group for editing, click on the group row in the grid.

Group data will appear in the group of controls on the right hand side and the group row in the grid will become selected.

The user can only change:

- Group name
- Add or remove contacts from the group
- Notes

Group id is assigned by the system and cannot be changed.

The "System Group" control is checked only if the group is a system-wide object. You cannot change the value of that control.

Adding/Removing Contacts

There are two lists with contact names displayed:

Available Contacts	Shows all the account's contacts, that have not yet been assigned to the selected group.
Group Contacts	Shows all the contacts already assigned to the selected group.

To add a new contact to the group, move it from the **Available Contacts** to the **Group Contacts** list.

To remove the contact from the group, move it from the **Group Contacts** to the **Available Contacts** list.

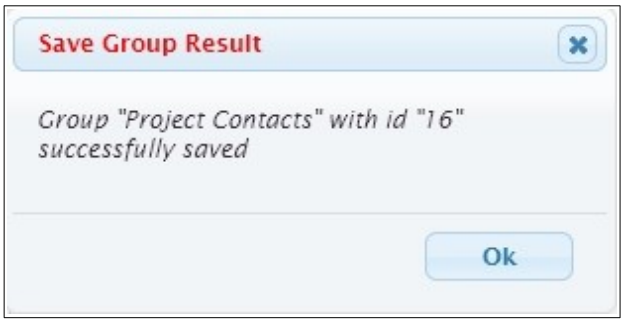
To move contacts from list to list, use one of the following methods:

1 Select the contact in the source list and use the "**Left/Right**" arrows to move it to the target list.
2 Select the contact in the source list and **drag** it to the target list.

Save Group

To save your changes, select the "**Save**" button.

The pop up dialog will advise you about the result of the save operation.



Warning: If you select another group or move to another page without saving your changes, they will be lost.

To cancel your changes and revert to the previous settings for the selected group, click on the "**Cancel**" button.

Delete Group

To delete a group, select the "**Delete**" button.

You will get a warning message and the opportunity to cancel your action

Folders

This page is used for creating, editing and deleting folders. The folder is just another way to group contacts, either by their functionality or area. Every folder can contain both, contacts and contact groups.

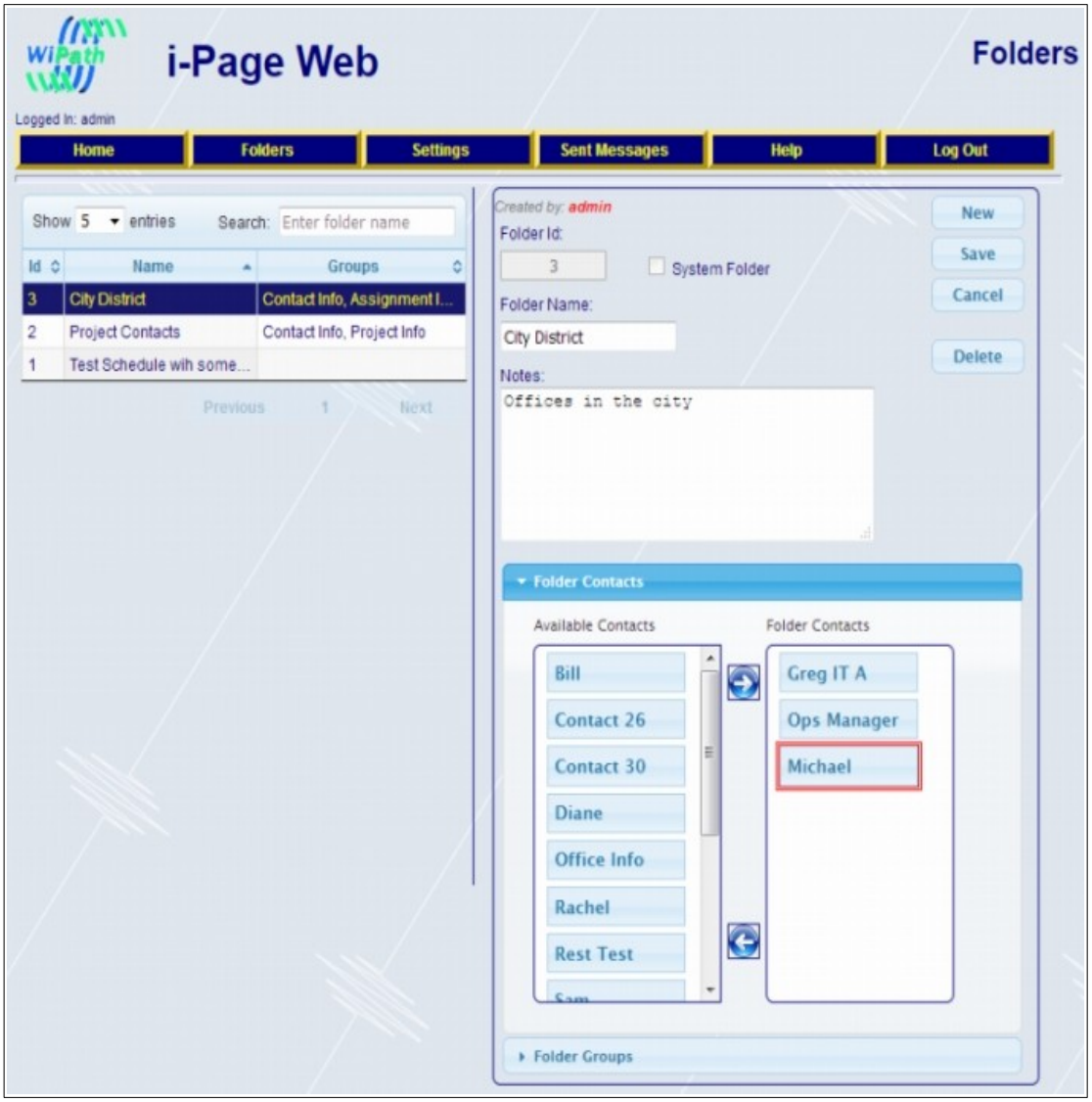
The user can navigate to the page by selecting the "**Contacts | Folders**" menu option.

***Note**: The title of this menu option and the page may differ.*

Every user can create their own folders and cannot see or access folders created by another user.

The system administrator may also create system folders accessible to all users. System folders may be used like any other folders, but cannot be edited or deleted.

To see the system folders, check the "Settings – Show System Folders" control.



New Folder

To create a new folder, select the "**New**" button.

The new folder will be created automatically and added to the grid on the left hand side.

It will be selected in the grid and the folder controls on the right-hand side will be filled with folder default properties.

Edit Folder

To select a folder for editing, click on the folder row in the grid.

Folder data will appear in the folder of controls on the right hand side and the folder row in the grid will become selected.

The user can only change:

- Folder name
- Add or remove contacts from the folder
- Add or remove groups from the folder
- Notes

Folder id is assigned by the system and cannot be changed.

The "System Folder" control is checked only if the folder is a system-wide object. You cannot change the value of that control.

Adding/Removing Contacts and Groups

There are two tabs in the folder properties group of control, used for adding/removing contacts/groups to/from the selected folder:

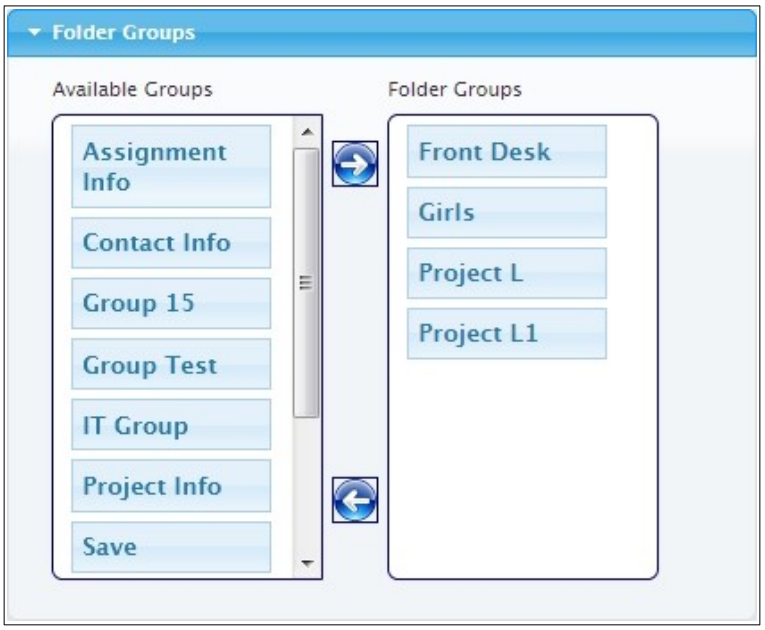
- ☐ Folder Contacts
- ☐ Folder Groups

Each of the tabs contains two lists with contact/group names displayed:

Available Contacts/Groups	Shows all the account's contacts/groups, that have not yet been assigned to the selected group.
Folder Contacts/Groups	Shows all the contacts/groups already assigned to the selected group.

To add a new contact/group to the folder, move it from the **Available Contacts/Groups** to the **Folder Contacts/Groups** list.

To remove the contact/group from the folder, move it from the **Folder Contacts/Groups** to the **Available Contacts/Groups** list.



To move the contact/group from list to list, use one of the following methods:

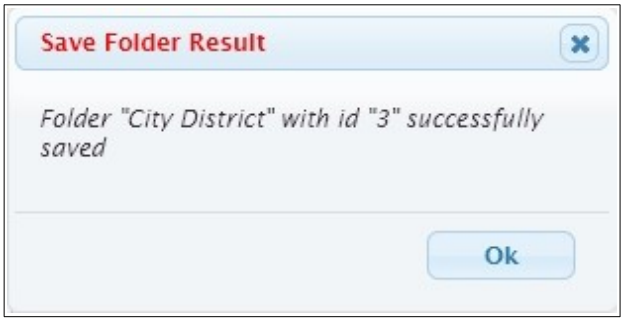
1 Select the contact/group in the source list and use the "**Left/Right**" arrows to move it to the target list.

2 Select the contact/group in the source list and **drag** it to the target list.

Save Folder

To save your changes, select the "**Save**" button.

The pop up dialog will advise you about the result of the save operation.



Warning: If you select another folder or move to another page without saving your changes, they will be lost.

To cancel your changes and revert to the previous settings for the selected folder, click on the "**Cancel**" button.

Delete Folder

To delete a folder, select the "**Delete**" button.

You will get a warning message and the opportunity to cancel your action.

Templates

This page is used for creating, editing and deleting templates. The user can navigate to the page by selecting the "**Contacts | Templates**" menu option.

***Note**: The title of this menu option and the page may differ.*

Every user can create their own templates and cannot see or access templates created by another user.

The system administrator may also create system templates accessible to all users. System templates may be used like any other templates, but cannot be edited or deleted.

To see the system templates, check the "Settings – Show System Templates" control.

New Templates

To create a new templates, select the "**New**" button.

The new template will be created automatically and added to the grid on the left hand side.

It will be selected in the grid and the template controls on the right-hand side will be filled with template default properties.

Edit Template

To select a template for editing, click on the template row in the grid.

Template data will appear in the group of controls on the right hand side and the template row in the grid will become selected.

The user can only change:

- Template name
- Template text
- Notes

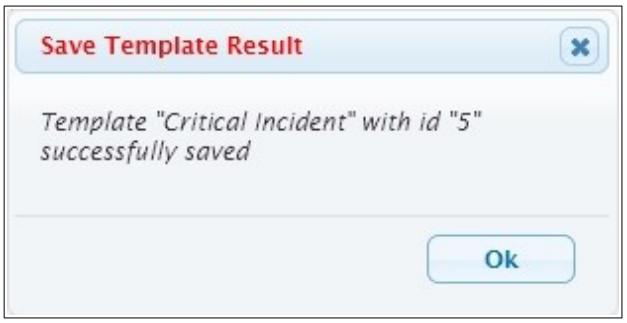
Template id is assigned by the system and cannot be changed.

The "System Template" control is checked only if the template is a system-wide object. You cannot change the value of that control.

Save Template

To save your changes, select the "**Save**" button.

The pop up dialog will advise you about the result of the save operation.



Warning: If you select another template or move to another page without saving your changes, they will be lost.

To cancel your changes and revert to the previous settings for the selected template, click on the "**Cancel**" button.

Delete Template

To delete a template, select the "**Delete**" button.

You will get a warning message and the opportunity to cancel your action

Schedules

This page is used for creating, editing and deleting schedules.

he user can schedule any message to be send (one or more times) in the future. The message can be send only once or in hourly, daily, weekly or monthly intervals.

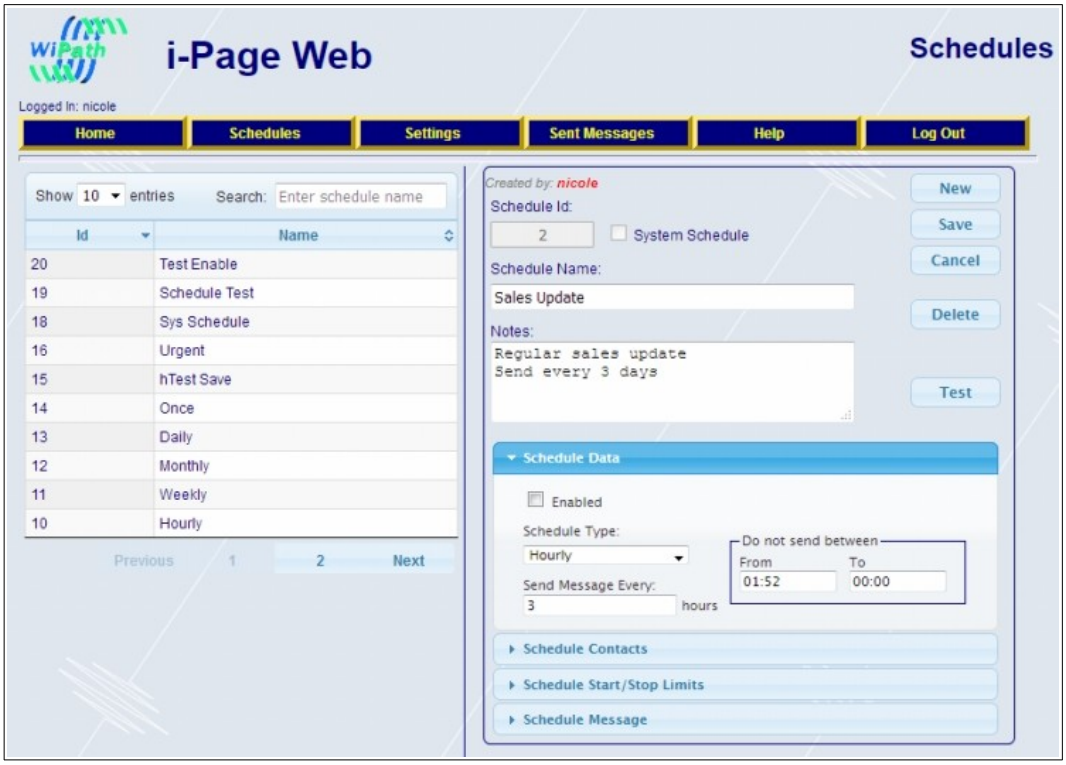
The user can navigate to the page by selecting the "**Contacts | Schedules**" menu option.

***Note**: The title of this menu option and the page may differ.*

Every user can create their own schedules and cannot see or access schedules created by another user.

The system administrator may also create system schedules accessible to all users. System schedules may be used like any other schedules, but cannot be edited or deleted.

To see the system schedules, check the "Settings – Show System Schedules" control.



New Schedule

To create a new schedule, select the "**New**" button.

The new schedule will be created automatically and added to the grid on the left hand side.

It will be selected in the grid and the schedule controls on the right-hand side will be filled with schedule default properties.

Edit Schedule

To select a schedule for editing, click on the schedule row in the grid.

Schedule data will appear in the group of controls on the right hand side and the schedule row in the grid will become selected.

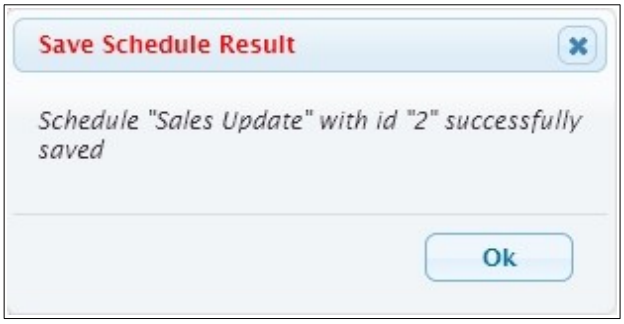
The schedule controls panel contains four tabs with controls for entering schedule properties:

- ☐ Schedule Data
- ☐ Schedule Contacts
- ☐ Schedule Start/Stop Limits
- ☐ Schedule Message

Save Schedule

To save your changes, select the "**Save**" button.

The pop up dialog will advise you about the result of the save operation.



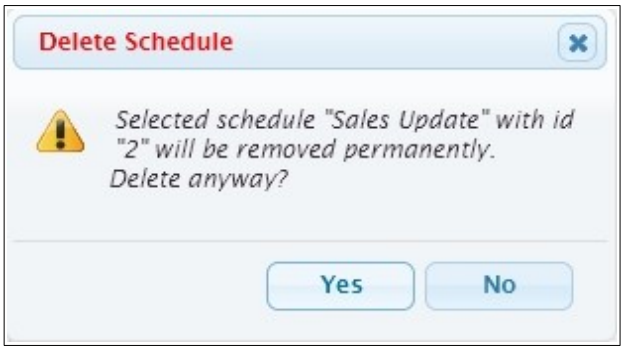
Warning: If you select another schedule or move to another page without saving your changes, they will be lost.

To cancel your changes and revert to the previous settings for the selected schedule, click on the "**Cancel**" button.

Delete Schedule

To delete a schedule, select the "**Delete**" button.

You will get a warning message and the opportunity to cancel your action.



Schedule Properties

Schedule id

It is assigned by the system and cannot be changed

System Schedule

The "System Schedule" control is checked only if the schedule is a system-wide object.
The value cannot be changed

Schedule Name

To change the schedule name, enter a new name into the “Schedule Name” control.

Required: The schedule name is the required property.

Enabled

To enable the schedule, check the "**Enabled**" check box on the "**Schedule Data**" tab.
When you try to save the enabled schedule, the scheduling engine will check the schedule settings for errors.
If there are errors, the engine will disable the schedule and report all the errors.

Schedule Type

Select a schedule type from the "**Schedule Type**" combo box on the "**Schedule Data**" tab.
When the type is changed, the form will display different set of controls to enable the user to enter data that are required for that type of schedule.
To learn more about schedule types, see "Schedule Types".

Schedule Interval

To set scheduling interval, enter a number of hours/days/weeks/months into the "Send message every" control on the "**Schedule Data**" tab.
Every type of the schedule (except "Send Once") requires an interval. The interval is a period of time in which the message will be repeatedly scheduled.
Wording of the control display ("hours", "days", "weeks", "months") depends on the type of the schedule.

Required: The schedule interval must have a value bigger than '0'.

Schedule Limits

Schedule limits can be set on the "**Schedule Data**" tab.
Every schedule (except "Send Once") can skip sending messages during certain hours or on some days. This settings depend on the type of schedule. To learn more about schedule limits, see "Schedule Limits".

Schedule Contacts

Schedule contacts can be set on the "**Schedule Contacts**" tab. For more info on setting schedule contacts, see Schedule Contacts.

Required: You must select at least one contact for the schedule.

Start/Stop Conditions

You can set when the message scheduling will start and end on the "**Schedule Start/Stop Limits**" tab.
Every schedule (except "Send Once") must have its start and end conditions defined.
For more info on setting schedule start and end conditions, see Schedule Start/Stop Conditions.

Required:

1. The start date must be defined.
2. If the end of the scheduling is defined as a date, it must be latter than the schedule start date and the current date and time
3. If the end of the scheduling is defined by a number of sent messages, that number must be bigger than "0".

Schedule Message

Schedule message can be set on the "**Schedule Message**" tab. For more info on setting scheduled message, see Schedule Message.

Required: The message text for the schedule must be defined, except in a case when the system settings allow sending of the empty message.

Schedule Types

There are 5 types of schedules:

1 Send Once
2 Hourly
3 Daily
4 Weekly
5 Monthly

You can select them from the "**Schedule Type**" combo box on the "**Schedule Data**" tab.

When the type is changed, the page displays different set of controls to enable the user to enter data that are required for that type of the schedule.

For example, different schedule types use different "Schedule Limits" controls on the "Schedule Data" tab.

Send Once Type

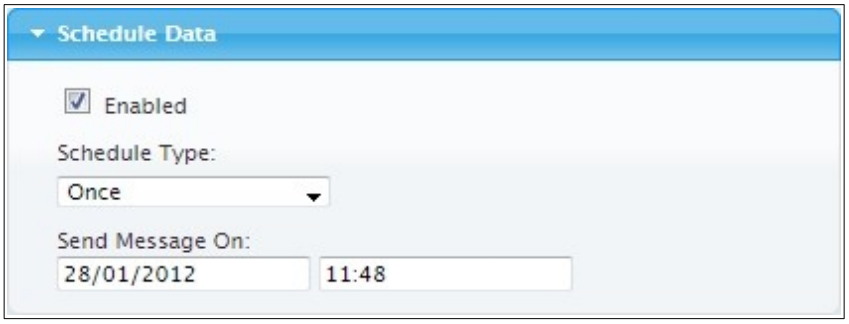
If the "Send Once" type is selected, many controls that are used for other types properties are omitted.

"**Schedule Start/Stop Limits**" tab is not displayed, because there is no need to set the start and stop conditions for the message that is send once.

"**Schedule Limits**" controls on the "Schedule Data" tab are not displayed, because there is no need to set the period of time in which the sending of a message is paused, if the message is sent only once.

"**Schedule Interval**" control on the "Schedule Data" tab is missing, because the message is sent only once.

Instead of the interval, the page will display the "Send message on" control.



To set the "Send Once" type of a schedule, from the "Send message on" group of controls select the date and time at which the message will be sent.

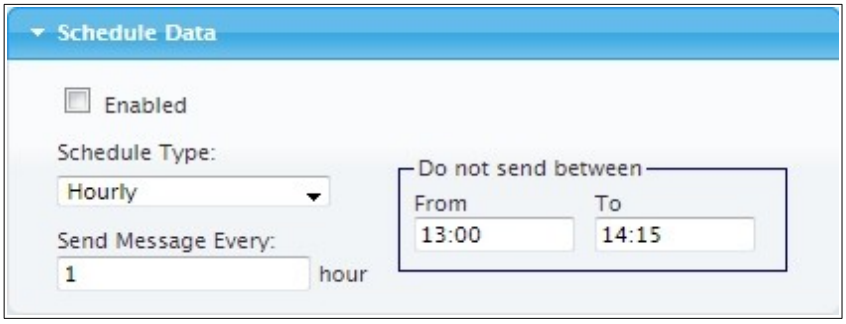
Required: The date/time must be latter than the current date/time.

Schedule Limits

Every schedule (except "Send Once") runs for some time period, defined by its Start/Stop Conditions. The user can set the schedule to omit sending of the messages on certain days or to pause it between certain hour intervals. Those settings depend on the schedule type.

Hourly

The user can prevent sending of the messages between certain hours of the day.



Use the "Do not send between" group of controls to set the period of the day when message will be paused.

Enter the start of the period into the "From" control and the end of the period into the "To" control.

- If the first value is smaller, the interval falls within the same day.
- If the first value is bigger, the interval spans two days.

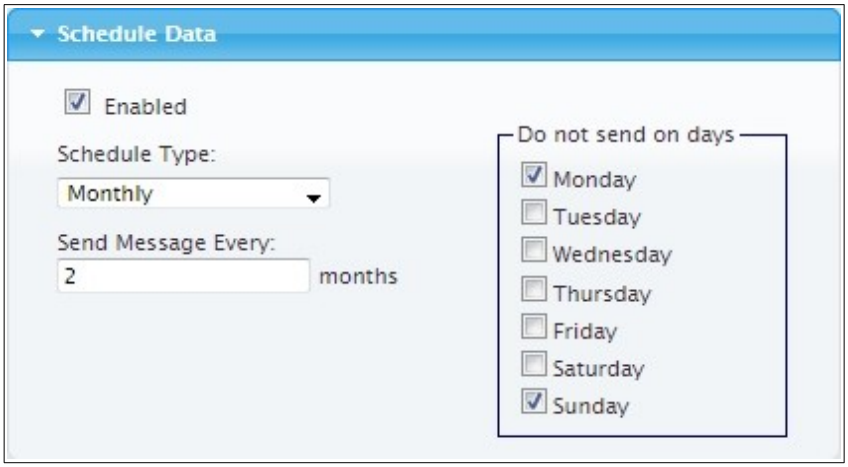
Example:

22:00 to 07:00 – the messages will pause from 10 p.m. of the one day to 7 a.m. the next day

***Note**: All times are expressed in the 24 hour values.*

Daily and Monthly

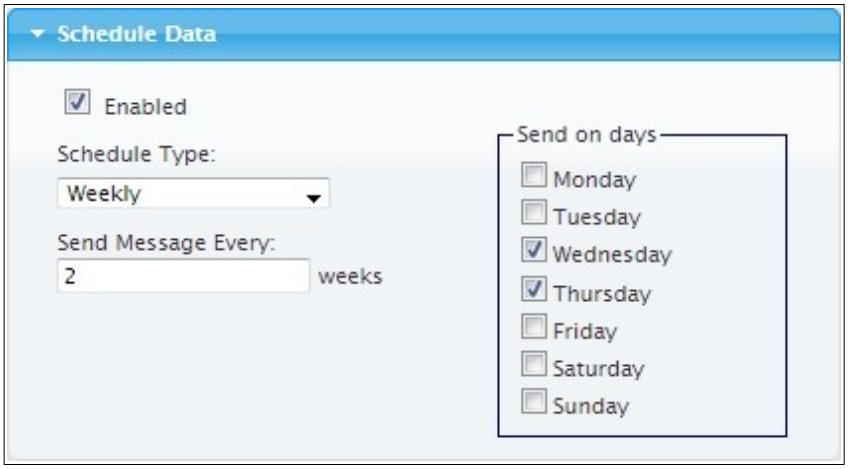
The user can exclude certain days from sending of the messages. If the daily/monthly interval falls on the excluded day, the scheduling engine will move it to the next allowed (not selected) day.



Required: You cannot select all the days of the week.

Weekly

In a weekly scheduling, the user can select the day(s) of the week on which the message will be scheduled.

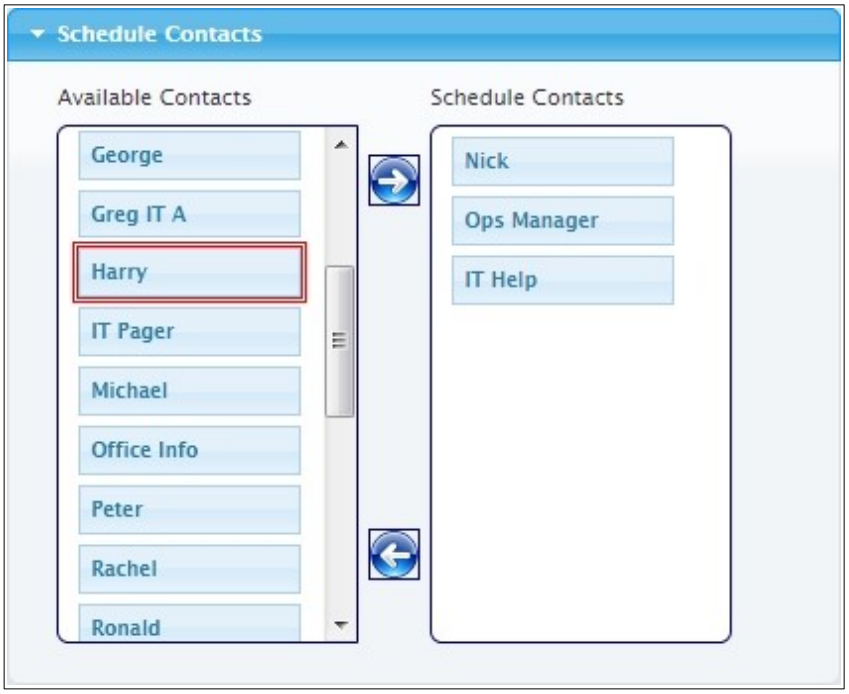


The engine will increase the next scheduling date for the number of weeks defined in the "Schedule Interval" and start sending messages on every selected day in that week.

***Note**: If you do not select any day of the week, the engine will select the day of the week when the start of the scheduling falls.*

Schedule Contacts

Schedule contacts are the contacts that the scheduled message will be sent to. To assign one or more contacts to the selected schedule, use the controls on the "**Schedule Contacts**" tab.



There are two lists with contact names displayed:

Available Contacts	Shows all the account's contacts, that have not yet been assigned to the selected schedule.
Schedule Contacts	Shows all the contacts already assigned to the selected schedule.

To **add** a new contact to the schedule, move it **from** the **Available Contacts to** the **Schedule Contacts** list.

To **remove** the contact from the schedule, move it **from** the **Schedule Contacts to** the **Available Contacts** list.

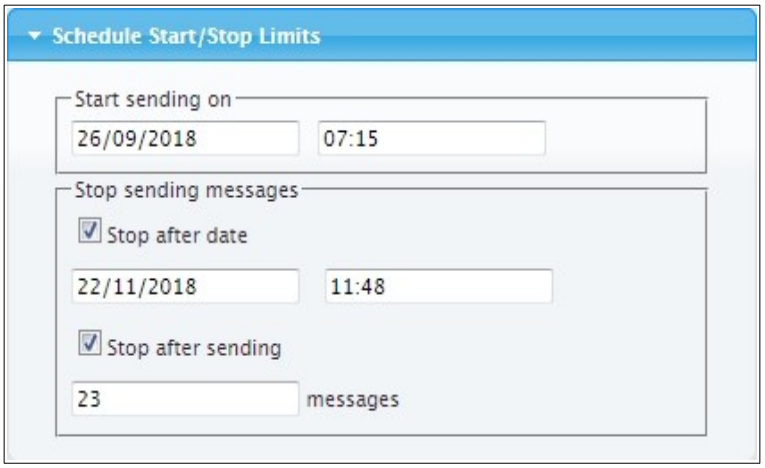
To move contacts from list to list, use one of the following methods:

1. Select the contact in the source list and use the "**Left/Right**" arrows to move it to the target list.
2. Select the contact in the source list and **drag** it to the target list.

Required: At least one contact must be assigned to the schedule.

Schedule Start/Stop Conditions

Every schedule (except "Send Once") must have its start and end conditions defined.



Start Schedule

To set the schedule start date, enter a date into the "Start sending on" date/time controls.

***Note**: The start date can be any date. If the value is earlier than the current date, the engine will keep calculating intervals until it reaches the current date. First message that will be scheduled is the message with the date latter or equal to the current date.*

Stop Schedule

To stop scheduling the message, the user can define:

- ☐ The date and time of the last message
- ☐ The number of messages that must be sent

Required: At least one of the options above must be set.

To **stop** the scheduling of the message after certain **date and time**:

1. Check the "Stop after date" check box.
2. Select the end date and time in the controls below.

Required: The schedule end date must be latter than the schedule start date and the current date and time.

To **stop** scheduling messages after certain **number of messages** has been sent:

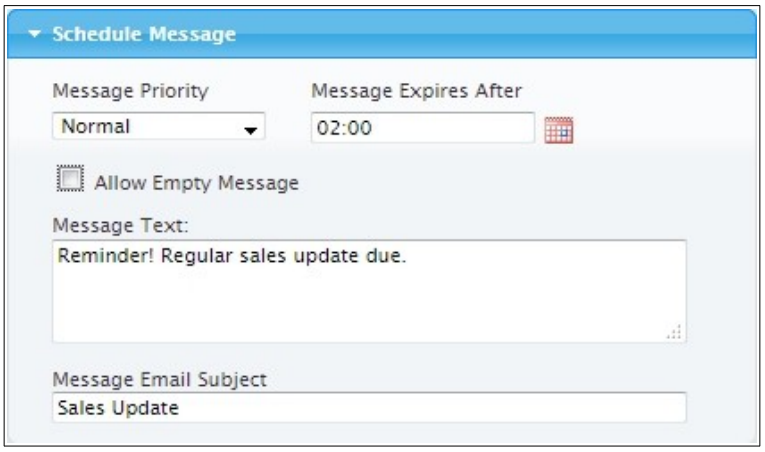
1. Check the "Stop after sending" check box.
2. Enter the number of messages into the text box below.

Required: The number of messages must be bigger than '0'.

***Note**: You can set both options at the same time. In that case the scheduling will stop when the first of them is met.*

Schedule Message

The schedule message is the actual message that will be scheduled and sent to the designated contacts. The message can be set on the "**Schedule Message**" tab.



Message Priority

Select a message priority from the "Message Priority" control.
For more explanations on the message priority settings, see "Settings – Message Settings"

Message Age

To set the message age, click in the "Message Expires After" control or on the calendar image next to it.
From the pop up control, select the message age in hours and/or minutes.
After that period of time, if the message is not sent for whatever reason, the server will destroy the message.

Allow Empty Message

If checked, this option allows the schedule to send a message without any text.

***Note**: This option is mainly used to send the message to tone-only pagers.*

Message Text

Enter the actual text of the message into the "Message Text" window.

Required: If the "Allow Empty Message" option is not selected, the message text must be entered

Email Subject

Enter an email subject into the "Message Email Subject" control.

***Note**: This setting will be used only by email messages.*

Schedule Errors

Scheduling errors are reported by the scheduling engine when the user tries to save the enabled schedule.

The engine reports two types of errors:

- ☐ Settings errors
- ☐ Runtime errors

Warning: In the case of any of the error, the engine will disable the schedule.

Settings Errors

Settings errors are reported by the scheduling engine when the user does not follow all the schedule requirements, stated in this document.

Error	Description	Schedule Types
Schedule Name	Schedule name cannot be an empty string	All
Message	Schedule message cannot be an empty string unless the "Allow Empty Message" is selected	All
Contacts	At least one contact must be assigned to the schedule	All
Send Date	Send date and time must be latter than the current date and time	Send Once
Interval	Scheduling interval must be greater than 0	All – except Send Once
End Conditions	At least one of the end conditions must be set	All – except Send Once
End Conditions – End Date	If the "Stop after date" is selected, than the end date must be latter that the start and current date	All – except Send Once

Error	Description	Schedule Types
End Conditions – Number Of Messages	If the "Stop after sending" is selected, than the number of messages sent must be bigger than 0	All – except Send Once
Do Not Send On Days	All days cannot be selected (excluded from sending)	Daily, Monthly

Runtime Errors

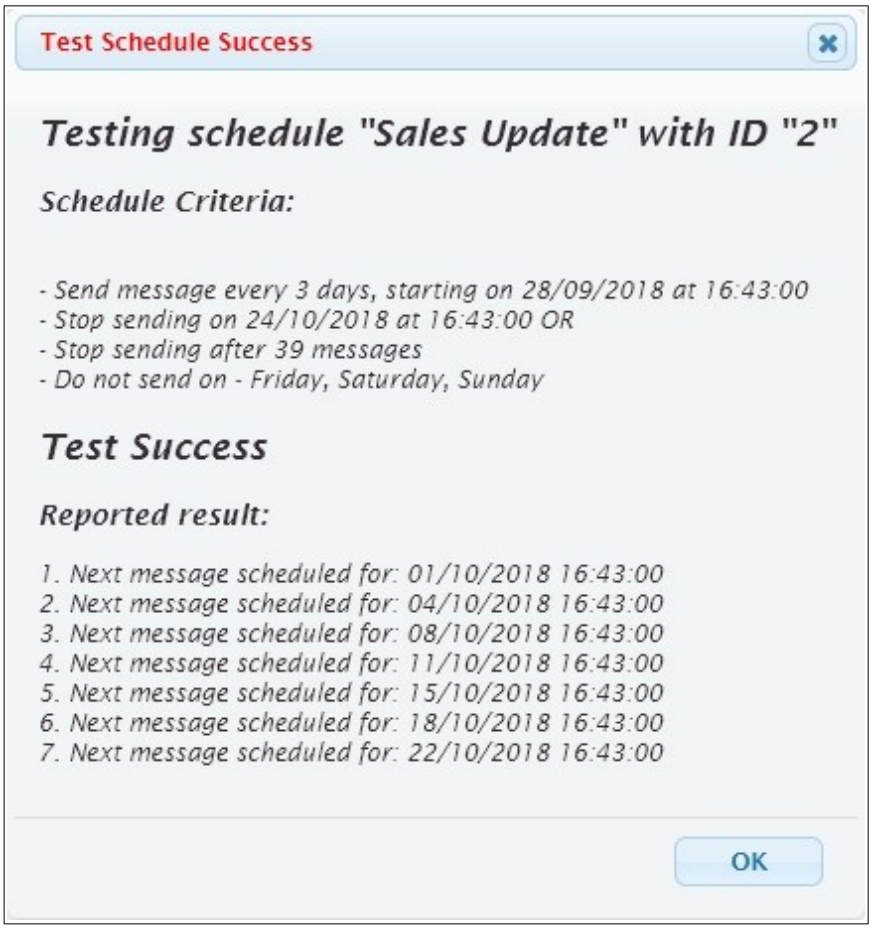
If all the settings are correct, the scheduling engine checks if it is possible to schedule at least one message from the schedule settings in the given time interval. If it is not, the engine reports run-time error.

Testing Schedule

To test the schedule, select the "**Test**" button.

The engine will test the schedule and try to calculate all the messages that can be scheduled from the user's settings.

If the test is successful, it will display the test success dialog with the test results.



If no message can be scheduled, the engine will display the test error dialog with all reported errors.

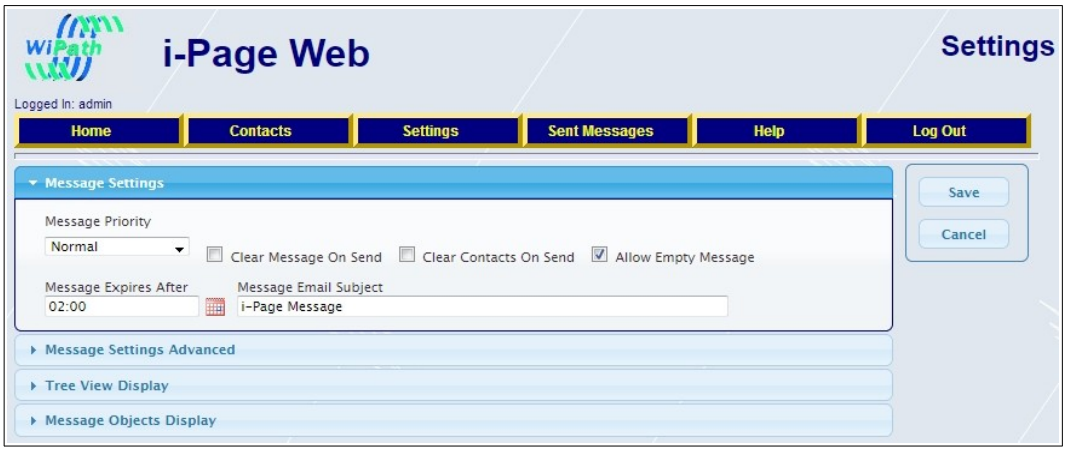

Test Schedule Failure
Testing schedule "Sales Update" with ID "2"
Schedule Criteria:
- Send message every 3 days, starting on 28/09/2018 at 16:43:00
- Stop sending on 20/09/2018 at 16:43:00 OR
- Stop sending after 0 messages
- Do not send on - Friday, Saturday, Sunday
Test Failed
Reported Error:
The schedule contains settings errors:
- The schedule end date (20/09/2018 16:43:00) is earlier than the current date (02/10/2018 10:37:48)
- The schedule end date (20/09/2018 16:43:00) is earlier than the start date (28/09/2018 16:43:00)
- The number of sent messages that will end the schedule must be greater that '0'
OK

Settings

On this page you can set different message and display options.

Message options set here will be used for all messages sent to i-Page Server.

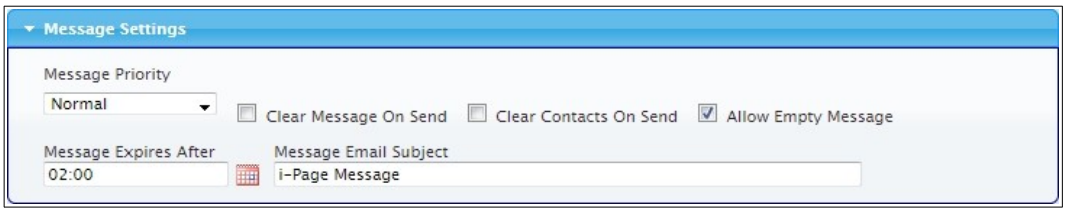
Display settings affect all pages of the "i-Page Web" site.



Message Options

Message Settings

On the "**Message Settings**" tab the user can change message settings required by i-Page Server or used by the "i-Page Web" site.



Priority

Select a message priority from the "Message Priority" control.

This option is used by i-Page Server to order clients' messages in its priority message queue. All messages with higher priority will be dispatched first.

***Note**: Messages with a lower number have a higher priority.*

Default: `Normal`

On Send Actions

To clear the message text in the "Message" window after the message is sent, check the "Clear Message" box.

Default: ***true***

To clear all contacts from the "Send Message To" list after the message is sent, check the "Clear Contacts On Send" box.

Default: ***false***

Allow Empty Message

If checked, this option allows the operator to send a message without any text.

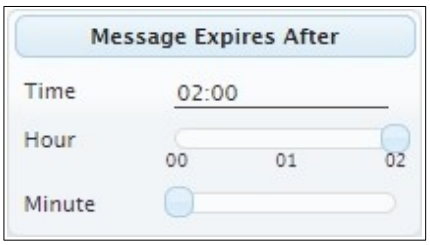
Default: ***false***

***Note**: This option is mainly used to send the message to tone-only pagers.*

Message Age

If, for some reasons, the server does not manage to deliver the message to a carrier and there is no error reported, the server will keep the message for a while for later retrials.

To set the message age, click in the "Message Expires After" control or on the calendar image next to it.
From the pop up control, select the message age in hours and/or minutes.



Default: ***2 hours***

Email Subject

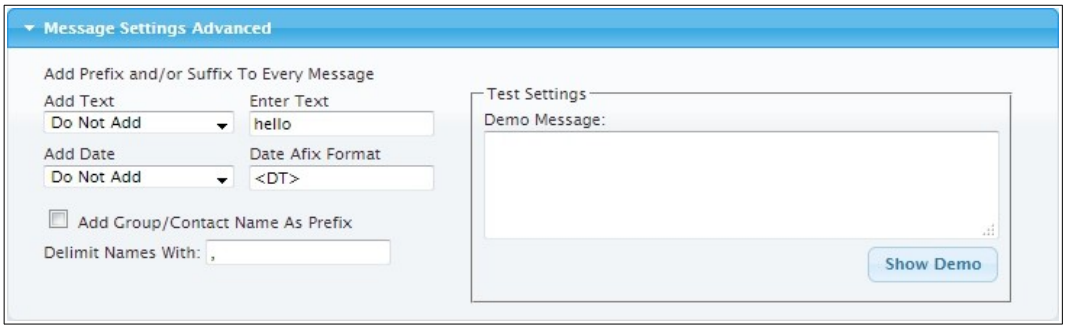
Enter an email subject into the "Email Subject" control.

Default: ***i-Page Message***

***Note**: This setting will be used only by email messages.*

Message Settings Advanced

On the "**Message Settings Advanced**" tab the user can set some predefined content that will be added to every message.



Add Affix

The "Add Prefix and/or Suffix To Every Message" group of controls allow the operator to set some text and a date stamp as a constant prefix and/or suffix to every message.

To add some text to the message and/or to add current date to the message, select an option from the "Add Text" or "Add Date" controls respectively.

Default: *`Do Not Add`*

All spaces that are inserted into above edit boxes will be honoured. If you want to use a new line, type *`'\n'`* character in the place when you want the line break to be inserted.

In the "Date Affix Format" edit box, the program is using '*`<DT>`*' as a date/time placeholder to help you with formatting. You can insert spaces and/or new line symbols before and/or after the placeholder.

Test Settings

You can test your affix settings by pressing the "Show Demo" button.

A demo message '*`Test message`*' will be shown in "Demo Message" window with your prefix and/or suffix inserted, so you can adjust spaces and/or new lines.

Add Contacts

To prefix the message automatically with every group/contact name selected into the "Send Message To" list, check the "Add Group/Contact Name as Prefix" check box.

Default: *`false`*

To separate those names in the message, enter a delimiter string into the "Delimit Names With" control.

Default: *`","`*

Display Settings

Tree View Display

The "**Tree View Display**" tab is used to set message objects that appear in the "Send To" control on the main page as well as order of their appearance.

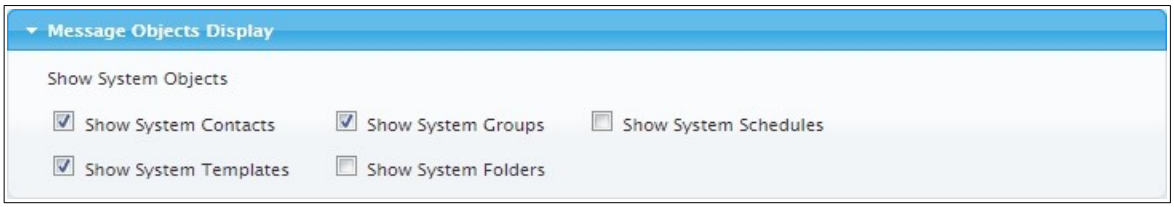
To set which objects are displayed, use the group of control on the left hand side. To display the object, check its respective "**Display**" check box.

To set the order in which the object is displayed, select its label and use **up** and **down** arrows to **move** it into the desired position.

You can also **drag** the label into its intended position.

Message Objects Display

The "**Message Objects Display**" tab is used to set whether the system-wide message objects will be visible to the account logged in the "i-Page Web" system.



To display all system-wide objects that are assigned to the logged on account, select its respective check box in the "Show System Objects" group of control.

If the "Show System Type" check box is not checked, only the objects of that type that are created by the account will be shown.

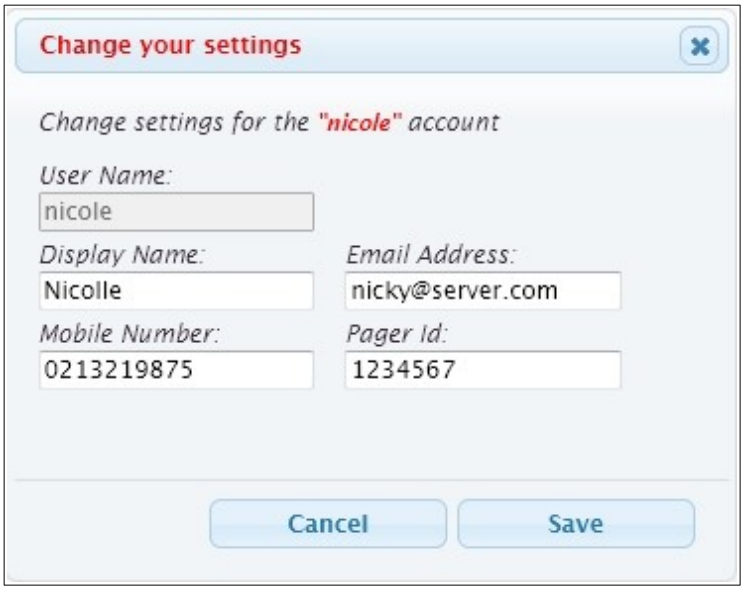
Account Details

To enter the i-Page Web site the user must have an account created by the system administrator on the main server.

The user can change some of their account information. It can be done only on the "Home" page.

To change your account details, on the main menu select the "**Account | Change Your Password**" option.

The "Change Your Settings" dialog pops up.



User Name	Unique identifier for the account, set by the system administrator and cannot be changed. The user uses it as her/his "User Name" during the login procedure.	***Required***

Display Name	Name that the system displays on web pages and dialogs referring to the account. It does not need to be unique and the user can chose any name she/he prefers. If the user does not enter anything, the system will default to the account name.	***NOT Required***
Email Address	Account's email address	***NOT Required***
Mobile Number	Account's mobile number	***NOT Required***
Pager Id	Account's pager number	***NOT Required***

Password

Default Passwords

To enter the i-Page Web site, every user must pass the authentication process.

When the administrator runs the system for the first time, she/he can use default authentication details.

Default login for the administrator

User Name ***admin***

Password ***admin***

The administrator password should be changed after the first login.

Default login for users

For all other users, their user names and temporary passwords are assigned to them by the system or by the system administrator after their accounts are created. The temporary password created automatically by the system is the same as the account name. The system administrator can change this and assign temporary passwords to every account. In that case the account owners should be advised about their temporary passwords by the administrator.

The user password should be changed after the first login.

Change Password

You can change your password only on the "Home" page.

To change your password, on the main menu select the "**Account | Change Your Password**" option.

The "Change Password" dialog pops up.

Enter your old password into the "Old Password" box.

Enter a new password into the "New Password" box.

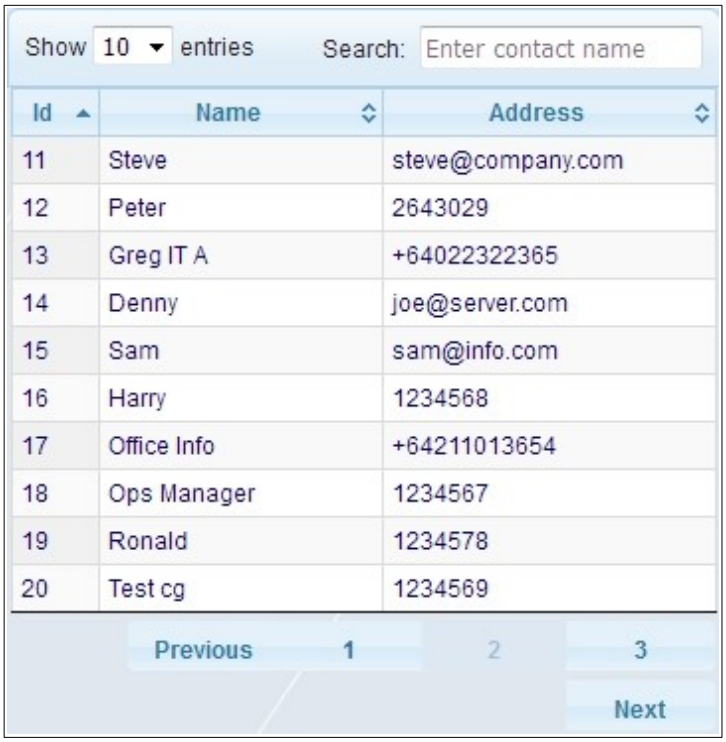
Enter the new password again into the "Confirm Password" box.

Click the "**Save**" button or press the "**Enter**" key.

If the change to the password was successful, you will get a message from the system. Otherwise, you will get an error message that explains in detail what went wrong.

Grids

The grid control is used on the "i-Page Web" pages to display a collection of objects.



The grid displays the properties of the object as grid fields. Each field has a title that is understandable to the operator.

The whole grid is sorted on one of the fields. The start up sorting order cannot be set by the user.

Setting Number of Entries

The user can set number of rows that the grid displays.

The number of rows you want to be displayed in the grid, can be selected from the control on the top of the grid (on the left-hand side)

***Note**: The selected option will be remembered for the next time you access the same page.*

Paging

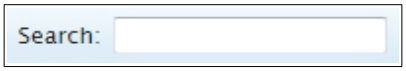
If there are more objects than number of grid entries allowed, the grid will be paged.

The group of buttons will be created below the grid with the separate button for every page, accompanied with the "Previous" and "Next" buttons.

To select a page, press the **page button** or use the "**Previous**" and/or the"**Next**" button.

Searching

The user can search the grid on any displayed field.



To search the grid, start typing characters into the control on the top of the grid (on the right-hand side).

The search engine will search through all the field entries in the grid until it finds the match to the entered characters. Only the row(s) that has field(s) that match the search will be displayed.

***Note**: If you want to see all the entries in the grid again, delete all characters from the "Search" control.*

Sorting

Every grid is initially sorted on the field that uniquely identify the object.

The user can sort the grid on any displayed field that is marked with the sortable image in its title.

Clicking on the field grid title will sort the field in the ascending order and the sortable image will change to the "ascending" image.

Clicking on the field grid title again will sort the field in the descending order and the sortable image in the field title will change to the "descending" image.

Selecting Objects

The user can select any object in the grid by clicking on the object row.

The row will change its colour into the "selected" row colour and all properties of the selected object will be displayed in the respective page controls.

Warning:

Searching, sorting and changing the grid page will deselect the selected object row and all data for the object on all tabs will be re-set to default.