# CONTACT TRAINING

# infoodle
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*SENDING TEXTS,*
*LETTERS & LABELS*
## STUDENT HANDBOOK

# 3
# LEVEL

**STORE**  **MANAGE**  **CONNECT**  **TRACK**

# INFOODLE CONTACT TRAINING

**3**

Prerequisites: infoodle contact training level 1 & 2, Sending an email

## Sending Texts

All texts sent through infoodle will cost .15 cents per text. Before you can send any texts you need to be allocated a budget. If you do not have one please go to your supervisor or your infoodle administrator.
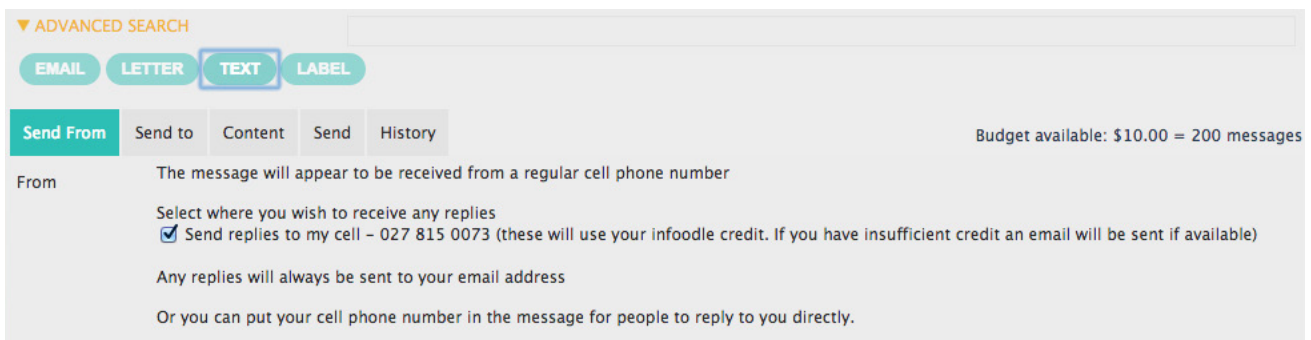
### Contact

| Me | Contact | Events | Reports | Finance | My Rosters |
|---|---|---|---|---|---|
| Search | People | Groups | Events | Assets | Library |

Click on **text.**

▼ ADVANCED SEARCH

EMAIL    LETTER    **TEXT**    LABEL

### Send from

Check your budget. $10.00 will give you 200 texts.

▼ ADVANCED SEARCH

EMAIL    LETTER    TEXT    LABEL

| Send From | Send to | Content | Send | History | Budget available: $10.00 = 200 messages |

From

The message will appear to be received from a regular cell phone number

Select where you wish to receive any replies
☑ Send replies to my cell – 027 815 0073 (these will use your infoodle credit. If you have insufficient credit an email will be sent if available)

Any replies will always be sent to your email address

Or you can put your cell phone number in the message for people to reply to you directly.

## Receiving replies

All replies will be received as a normal email. (outlook or google etc) It will not cost you to receive replies as emails.

If you wish to receive replies to your cell phone tick the little box.
Replies will be charged to your account and taken from your budget.

Alternatively you can add your cell phone number to the text message and ask replies to be sent to that number. Then no charges will be incurred.
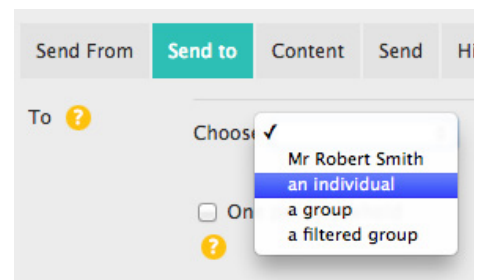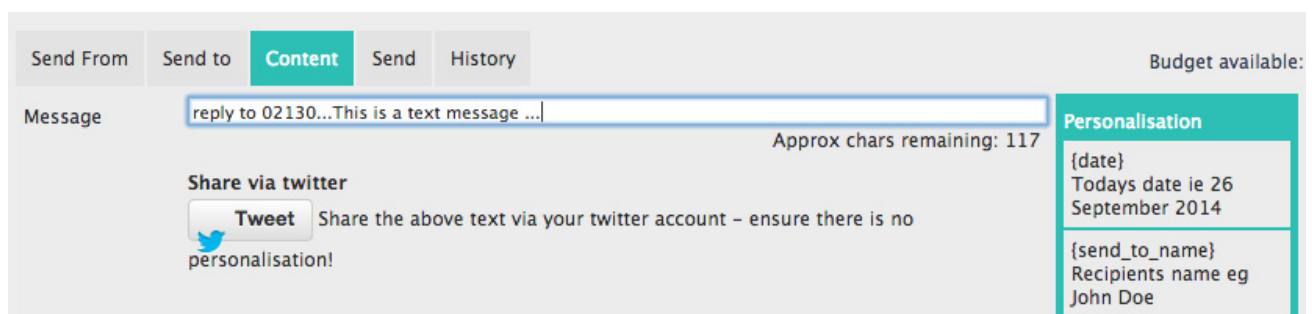
## Send to

Similarly to sending an email, move across the navigation bar to **send to**.

**Choose** who you want to send a text to.

Select individuals and/or groups or filtered groups.

The name at the top of the list is the last person you looked at on their profile page.

## Content

You can only send a message with total 160 characters. The count down will show you how many remaining you have.

As in emails you are able to select some personalisations. This means when sending to a group everyone will be personalised to the individual receiving the text.
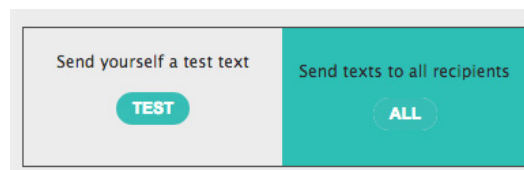
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## Send

Click send, review your list and edit if necessary.

The system will not send any text to cell phones that have not had the cell tick box selected in their profile.

It also takes out any double ups, sending only 1 message to that number.

As with emails you can send yourself a test text. If you are happy to send it now click on send all.

## History

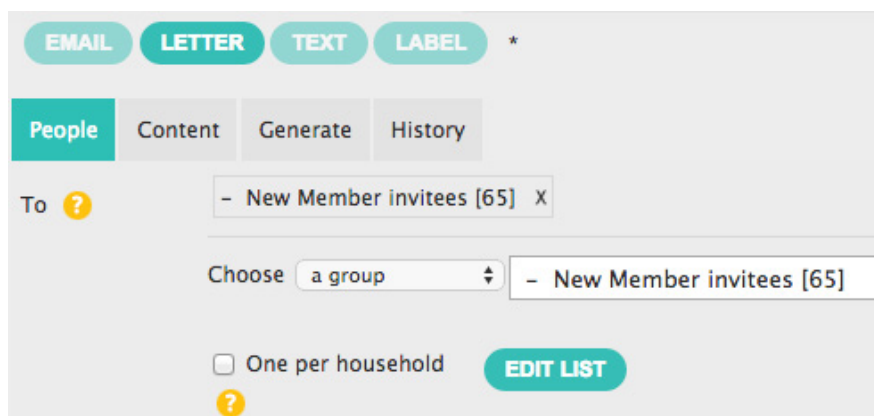As with emails this text will now appear in the contact history tab and in the individuals profile history.

# Produce letters

From the navigation bar select **letter.**

## People

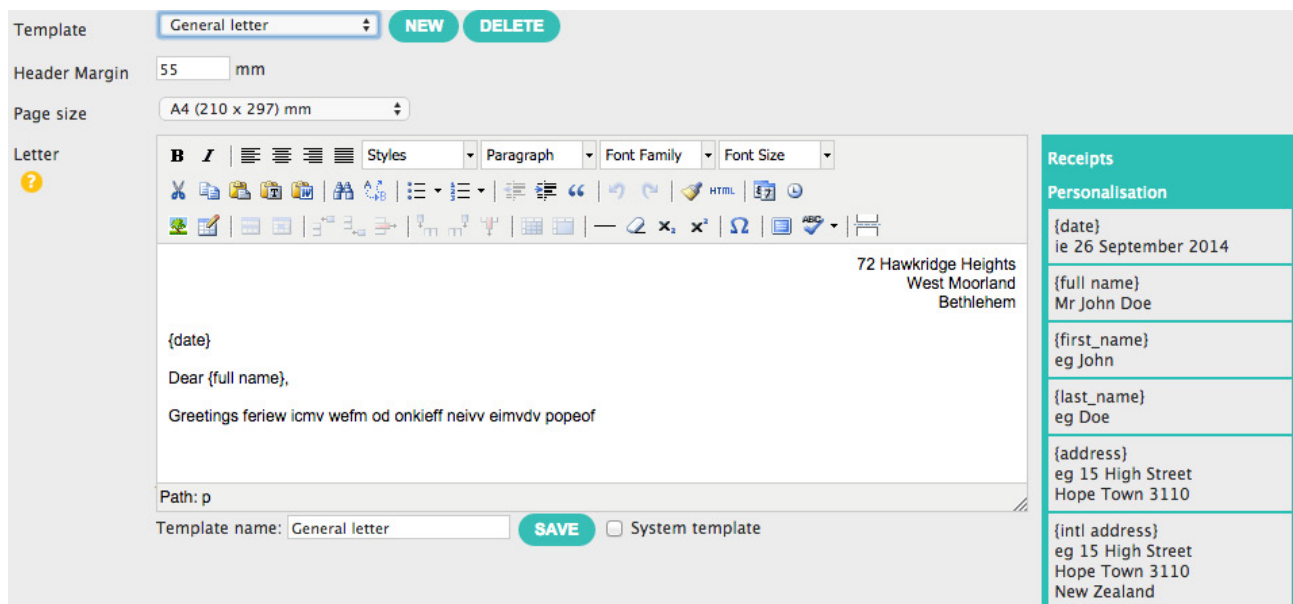Select individuals and /or groups you wish to send this letter to.

**One per household** so only one letter will be generated. If not, everyone on the list will get the letter.

## Content

Type in the content.  Use the pesonalisations and the editing tools.

Do you want to save this as a **template?**  Type in the template name and save.



## Generate

A list will appear with the names of all the people selected. If you selected one per household it will combine the names in the list. But will appear in each individuals personal profile history.

Select who has visibility of this letter in the history tabs.

## Print

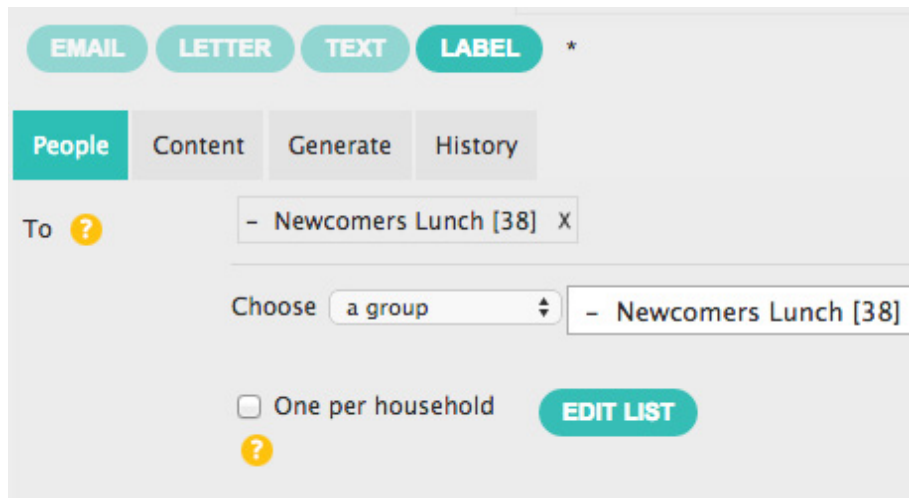Click on **show generated document.** The letter will then open (you may need to open Word or Pages etc.)

If you are happy you can go back to the infoodle page and send this to your printer in the normal way.
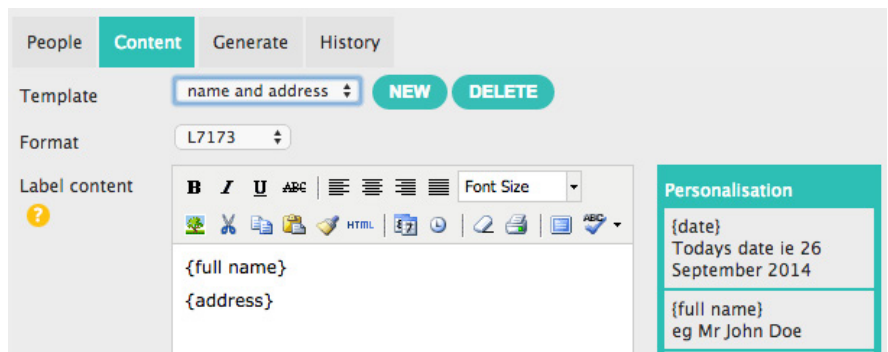
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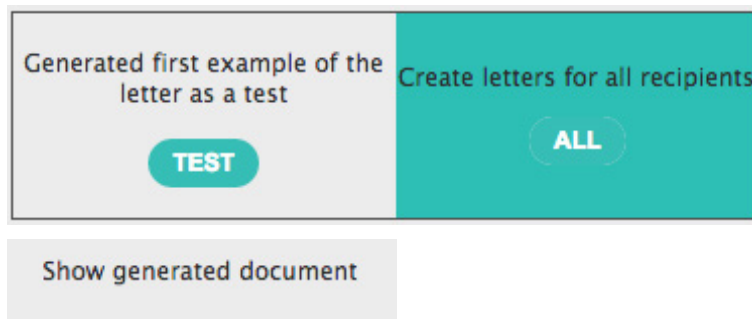
# Produce Labels

Select **label.**

Then select the people you
want to print a label for.

## Content

Select the **format** you require.
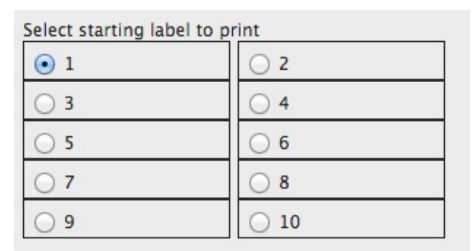You may need to do a test
first to get the right format.

Next start entering the contend of the label.

Use the pesonalisations on the right to help you.

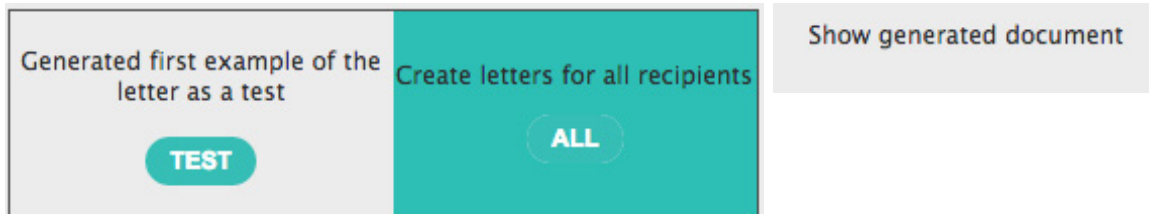Select where on the label page you want to start printing
the labels.

Do you need to keep this as a template? Name and save.

## Generate

Edit list.  Now you can send yourself a test.

Click on **test**.  Then click on **show generated document.**

| Generated first example of the letter as a test | Create letters for all recipients | Show generated document |
|---|---|---|
| TEST | ALL | |

Example.

Mrs Janet AAA
7 Greays Road
Manurewa
Auckland 2105

Mr John AAA
7 Greays Road
Manurewa
Auckland 2105

Mr Kent Albert
11 Mayfair Sr
Bayfair
Mt Maunganui 3001

David Archer
10 Allen St
Morrinsville 3300

If you are happy with this go back to the infoodle page and click on **create labels for all recipients** then on show generated documents.

From here you can send it to your printer in the normal way.  Remember to put the labels into your printer.

**Congratulations you have now completed**

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**Level 3 - Sending Texts, Letters & Labels**

**Why do we use Infoodle?**

Infoodle is a tool that not only has cool features but is used to equip you and your organisation to do the job you are required to do. That is to care, include and encourage everyone in your community.

In the church setting this means, infoodle is a tool to help equip the saints to fulfil their ministry and to build up the church. Ephesians 4:12

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Contact Level 3V1.1

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# Certificate of Completion

has successfully completed

## infoodle contact training
## level 3