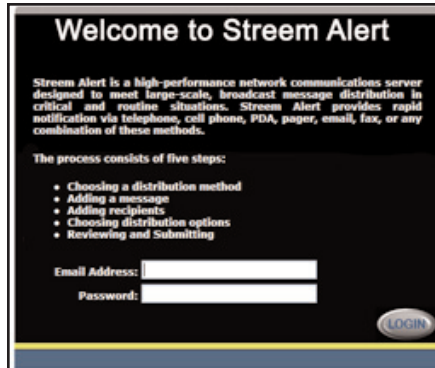


## Stream Alert One-Time Recipient Import Quick Start Guide

Cleo's Stream Alert can quickly send broadcasts to a recipient list for those who wish to maintain the recipient lists outside of Stream, for example in an Excel file. Lists created in Excel and saved as a .csv file are imported for one-time broadcasts by following these simple instructions. Please note that the list will not be saved in the Stream Alert system and has to be re-imported each time you wish to alert this group.

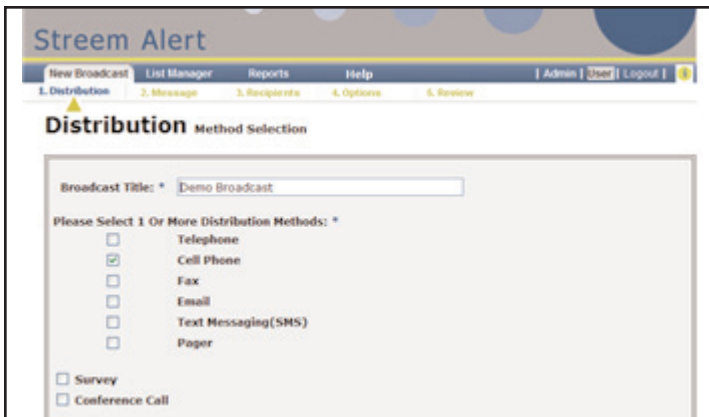
### Step 1

Begin by logging into the Stream Alert system. Type your email address and password.



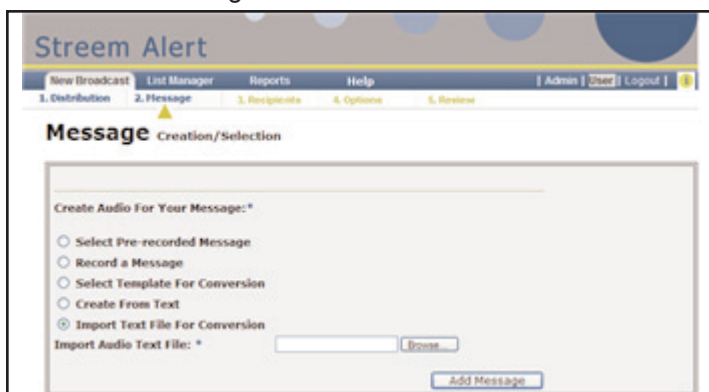
### Step 2

Name the broadcast appropriately and select the method(s) of distribution.



### Step 3

Add a message and /or attachment. Follow the on-screen instructions, which vary according to the method(s) chose. Select 'Add Message'.



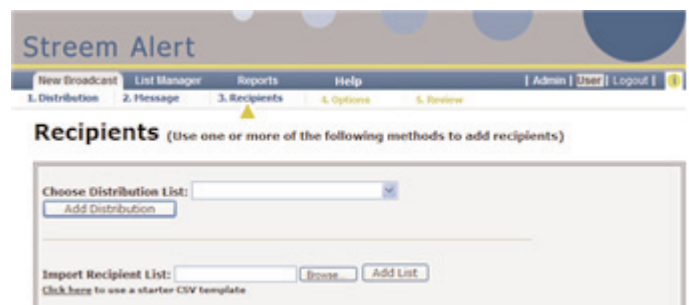
### Step 4

View or change your message and attachments, or click 'Continue' to go to next step.



### Step 5

To add recipients select 'Import Recipient List' and browse to import a list. This list will be used **only for the immediate broadcast** and will not be saved in the Stream Alert system after the broadcast is complete. The list file must be saved in .csv format. Select 'Add List' once after the list has been selected.



The names will appear at the bottom of the page once the list has been imported. Optionally, individual names can be removed by checking the box and selecting 'Remove'. Once the list is complete, select 'Continue'.



### Step 6

Select broadcast options such as schedule, priority, and number of retries. Click 'Continue' when complete.

**Stream Alert**

New Broadcast | List Manager | Reports | Help | Admin | User | Logout

1. Distribution | 2. Message | 3. Recipients | 4. Options | 5. Review

### Options

**Broadcast Options**

From: Demo Contact

Confirmation Email: democcontact@stream.net

Schedule (Central Time): 6/6/2008

Priority: Normal

Billing Code:

Batch ID:

### Step 7

Review and submit the broadcast.

**Stream Alert**

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1. Distribution | 2. Message | 3. Recipients | 4. Options | 5. Review

### Review and Submit Broadcast

**Demo Broadcast**

From: Shelley Marlan  
Confirmation Email: SMarlan@stream.net  
Schedule: 6/6/2008  
Priority: Normal  
Voice Retries: 3  
Billing Code:  
Batch ID:  
Distribution Methods: Cell Phone  
Subject:  
Message Text: View  
Message Audio: Listen  
Pre-Message Audio: Listen  
Post-Message Audio: Listen  
Recipient(s): View

Go Back | Submit

### Step 8

Check the status of the broadcast. The status page will automatically refresh as the broadcast progresses.

**Stream Alert**

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Status | Summaries

### Status

0 out of 1 complete....

Summary for Broadcast Number 31976  
Demo Broadcast submitted by Shelley Marlan

Scheduled to Run	Jun 9 2008 8:47AM
Status	Submitted
Submitted	Jun 9 2008 8:47AM
Subject	Recipients: 1
Total Pages	0
Successful	0
Message Text:	View
Message Audio:	Listen
Pre-Message Audio:	Listen
Post-Message Audio:	Listen
Acknowledgements	
No acknowledgement required for this job	
Conference Call Responses	
Conference Call not selected for this job	

Export Details

Search Details within this job

Search Field: Name

Refresh

Select 'Details' for an in-depth report including all names and broadcast results. An email of the final report will be sent to the person sending the broadcast.

**Stream Alert**

New Broadcast | List Manager | Reports | Help | Admin | User | Logout

Status | Summaries

### In-Process Status Details

Details for Broadcast Number 31976  
Demo Broadcast

Name	Number / Address	Type	Result	Acknowledgement	Conf. Call Response	Attempts	Time/Date	Duration (Minutes)
Demonstration Recipient	(815) 282-7806	Cell	Completed			1	Jun 9 2008 8:47AM	0.43

(displaying 1-1 of 1) << Prev | 1 | Next >>