

Broadcast Fax Quick Start Guide

This guide provides information on setting up and submitting a Fax broadcast job. There are 5 steps in creating your job and submitting it for distribution.

The five steps are:

1. Selecting a distribution method
2. Creating your message and adding attachments
3. Adding recipients (uploading your list or manual addition)
4. Set the global options for the job
5. Reviewing the job and submitting it

Following are screenshots and directions for completing each step.

Step 1: Distribution Methods

Stream Alert

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

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

Distribution Method Selection

Broadcast Title: * Demo

Please Select 1 Or More Distribution Methods: *

Fax

Email

Survey

Conference Call

Continue

On this page you can set the title for the job. This is used for reference in billing or in viewing job history and does not appear on the emails sent out.

There are two options for sending out your message. In this case we are only interested in Fax so check the checkbox in front of Fax and make sure the Email checkbox is not checked.

Click on the Continue button at the bottom to move to step 2.

Step 2: Message Creation/Selection

Stream Alert

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

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

Message Creation/Selection

Create Text For Your Message:

Subject: * Demo

Create From Text

Import From File

Import From Template

Attachment(s) Only

Add Message

Add Attachment (optional):

Import Attachment: * U:\TEST.doc Browse...

Add Attachment

The first field in this step is the Subject Line field – this is the subject of the Fax sent out to your audience. It is automatically populated with the job title though you may change it to what you want it to be.

You have several options for creating the body of your fax. We will concentrate on the method that you will most likely use – Attachment(s) Only. This method faxes out the attachments without creating a cover sheet from the other options. To start, click on the “Attachment(s) Only” radio button.

To add attachments browse to your attachment and click the “Add Attachment” button. Repeat this procedure for adding additional attachments. Your attachments will be listed in the bottom section as demonstrated above. Once you have finished, click the continue button to move to step 3.

[Go Back](#)

[Continue](#)

Your Current Message and Attachment(s)	
File Name	Purpose
View ch931217.gif	Message Text Attachment Remove

Step 3: Recipients

Stream Alert

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

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

Recipients (Use one or more of the following methods to add recipients)

Choose Distribution List: Add Distribution

Import Recipient List: Browse... Add List

[Click here](#) to use a starter CSV template

Add Recipient:

First Name: *

Last Name: *

Please enter information in at least one of the following

Fax: (area code required)

Add Recipient

Go Back

Continue

In this step, you will upload your list of fax numbers or, optionally, add recipients manually. We will focus on uploading your list.

To begin, click on the browse button next to the "Import Recipient List" text box and browse to your list of recipients (comma separated file with the format: First Name, Last Name, Fax1). Click the "Add List" button to upload your list. NOTE: This may take a few minutes depending on the size of your list. The **first 50** recipients will be displayed in the bottom section of the page (as shown below) once the upload completes.

4 Current Recipient(s)

[Export Current Recipients](#)

[Manage Recipients](#)

Recipient Name	Contact Type	Contact Info
Test1 User1	Fax	1234567891
Test2 User2	Fax	1234567892
Test3 User3	Fax	1234567893
Test4 User4	Fax	1234567894

To edit the list once it has been uploaded, click on the "Manage Recipients" link. This will open a new window to allow you to edit your list.

Once you have added all of your recipients, click on the Continue button (green arrow) to move to step 4.

Step 4: Global Options

Stream Alert

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

Options

Broadcast Options

From: eStream Demo

Confirmation Email: fax@estream.net

Schedule: 10/19/2007

Priority: Normal

Billing Code: 000207

Batch ID:

Fax Options

Cover Page: No Cover Page

Resolution: High (200x200)

Retry Scheme: Normal Retry Scheme (3 retries)

Go Back | Continue

In this step you confirm or change the “From” text and the email address that the job confirmation is sent to. You may also schedule the job for broadcasting later or leave as is to launch the broadcast when you complete the job. To change the schedule, click on the calendar icon to set the date and time that you wish the broadcast to be sent.

The Billing Code field should be automatically populated with your customer ID. The Batch ID field is optional and for informational use if needed.

The default Fax options are usually left as is though you may wish to change the number of retries.

Click the “Continue” button to proceed to the last step.

Step 5: Review and Submit the job

The screenshot shows the 'Stream Alert' web application interface. At the top, there is a navigation bar with the following items: 'New Broadcast', 'List Manager', 'Reports', 'Help', and user information 'Admin | User | Logout |'. Below this is a progress bar with five steps: '1. Distribution', '2. Message', '3. Recipients', '4. Options', and '5. Review'. The '5. Review' step is highlighted with a yellow triangle. The main heading is 'Review and Submit Broadcast'. Below this is a large box containing broadcast details for a 'Demo' job:

From:	eStream fax
Confirmation Email:	fax@estreem.net
Schedule:	10/18/2007
Priority:	Normal
Billing Code:	
Batch ID:	
Distribution Methods:	Fax
Subject:	Demo
Attachment(s):	TEST.doc
Recipient(s):	View
Cover Page:	No Cover Page
Resolution:	High (200x200)
Fax Retry Scheme:	Normal Retry Scheme (3 retries)

At the bottom of the interface, there are two buttons: 'Go Back' on the left and 'Submit' on the right. A red arrow points from the 'Submit' button towards the right.

This step displays the information for your broadcast and gives you the option to view your message, attachments, and recipients. To submit the job, click the “Submit” button. A confirmation will pop up asking you to click OK to complete the submission. After you have confirmed the submission, you will be sent to the Status page. When the job completes, you will receive an email confirmation listing the first 30 recipients and a link to view the full details of the job.

If you need to make any changes, click on the “Go Back” button to get to the appropriate page to make the changes.

NOTE: Once the Submit button has been clicked and the confirmation approved, you may not make any changes.