

Sending SMS Messages from Asgard Desktop

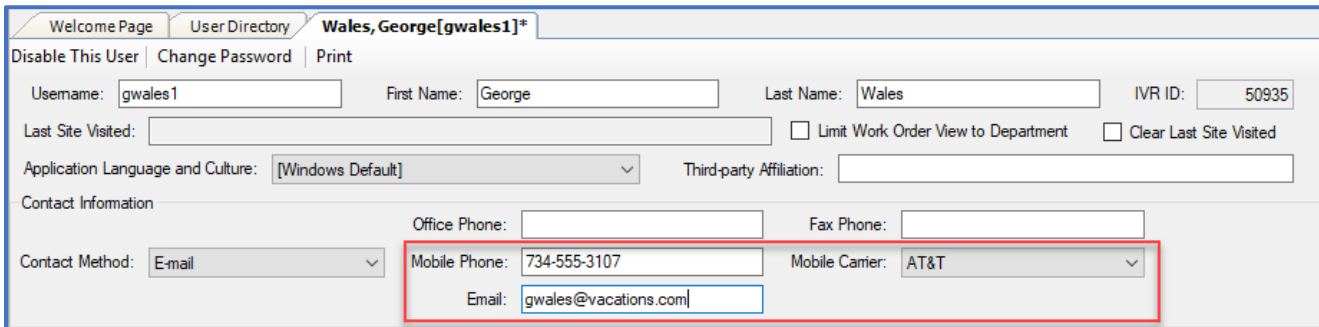
Follow the steps below to send SMS (text) messages from the Directory in the main Desktop application to a user's mobile phone.

SMS messaging from the Asgard Desktop Application is only available for U.S. cell phone numbers. For users with International mobile numbers, we can use the SMS Gateway email address (i.e. 44123456789@orange.uk) to send Asgard notifications via text message.

For assistance with SMS text messaging or the Asgard Directory, please contact support@katanasoft.com.

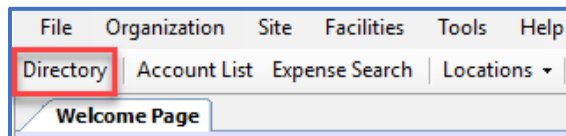
Before you begin:

- The intended recipient must have a user profile
- The recipient's mobile phone number and mobile carrier must be entered in their user profile
- An email address must be associated with your own user profile



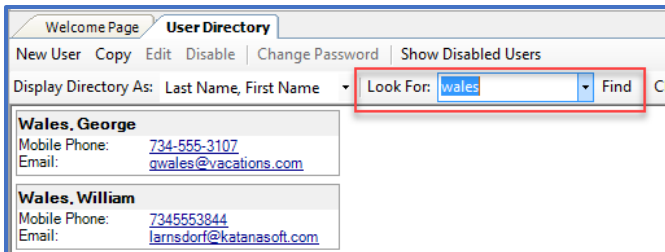
Welcome Page | User Directory | **Wales, George[gwales1]***
 Disable This User | Change Password | Print
 Username: gwales1 | First Name: George | Last Name: Wales | IVR ID: 50935
 Last Site Visited: | Limit Work Order View to Department | Clear Last Site Visited
 Application Language and Culture: [Windows Default] | Third-party Affiliation:
 Contact Information
 Contact Method: Email | Office Phone: | Fax Phone: |
 Mobile Phone: 734-555-3107 | Mobile Carrier: AT&T |
 Email: gwales@vacations.com

Step 1: From the menu, click the **Directory** button.

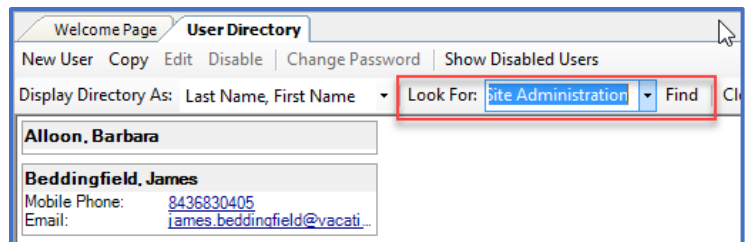


File | Organization | Site | Facilities | Tools | Help
Directory | Account List | Expense Search | Locations ▾
 Welcome Page

Step 2: Search for the recipient by Name or Department, and press **Enter** or click the **Find** button.

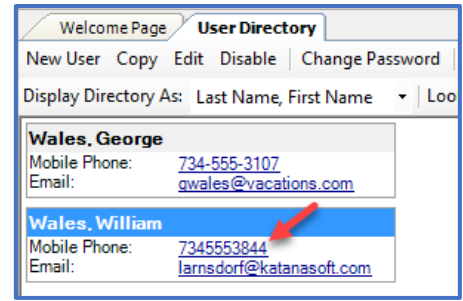


Welcome Page | **User Directory**
 New User | Copy | Edit | Disable | Change Password | Show Disabled Users
 Display Directory As: Last Name, First Name | Look For: wales | Find | Clear
Wales, George
 Mobile Phone: 734-555-3107
 Email: gwales@vacations.com
Wales, William
 Mobile Phone: 7345553844
 Email: larnsdorf@katanasoft.com

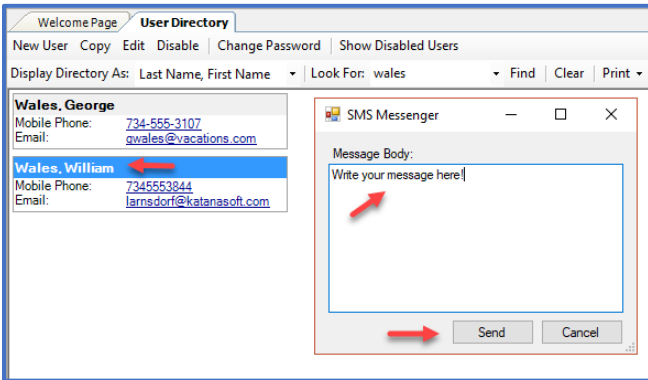


Welcome Page | **User Directory**
 New User | Copy | Edit | Disable | Change Password | Show Disabled Users
 Display Directory As: Last Name, First Name | Look For: bite Administration | Find | Clear
Alloon, Barbara
Beddingfield, James
 Mobile Phone: 8436830405
 Email: james.beddingfield@vacati...

Step 3: Hover your cursor over the user's phone number and **CTRL + CLICK**.

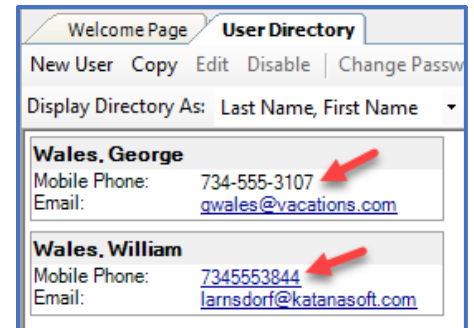


Step 4: Type your message into the SMS Messenger window. The recipient's name will be highlighted in blue. Click **Send**.



Note: If a phone number displays in black, it is not eligible to receive SMS messages from the Directory. Remember to check that the mobile carrier is indicated in the user's profile.

Phone numbers configured to receive SMS messages will display in blue.



Step 5: The user will receive your message as a text on their mobile phone. If the user responds, it will be sent to the email address associated with your user profile.

