

 **A step-by-step guide for the administrator to**  
**nuconnect**

## A step-by-step guide: How to use nuconnect. for the administrator

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# Welcome

Welcome to nuconnect. Nuconnect will change the way you are communicating to your audience. One of the most important aspects of client relationships are communicating effective and regularly to your audience.

## 1. Signing on to your user account

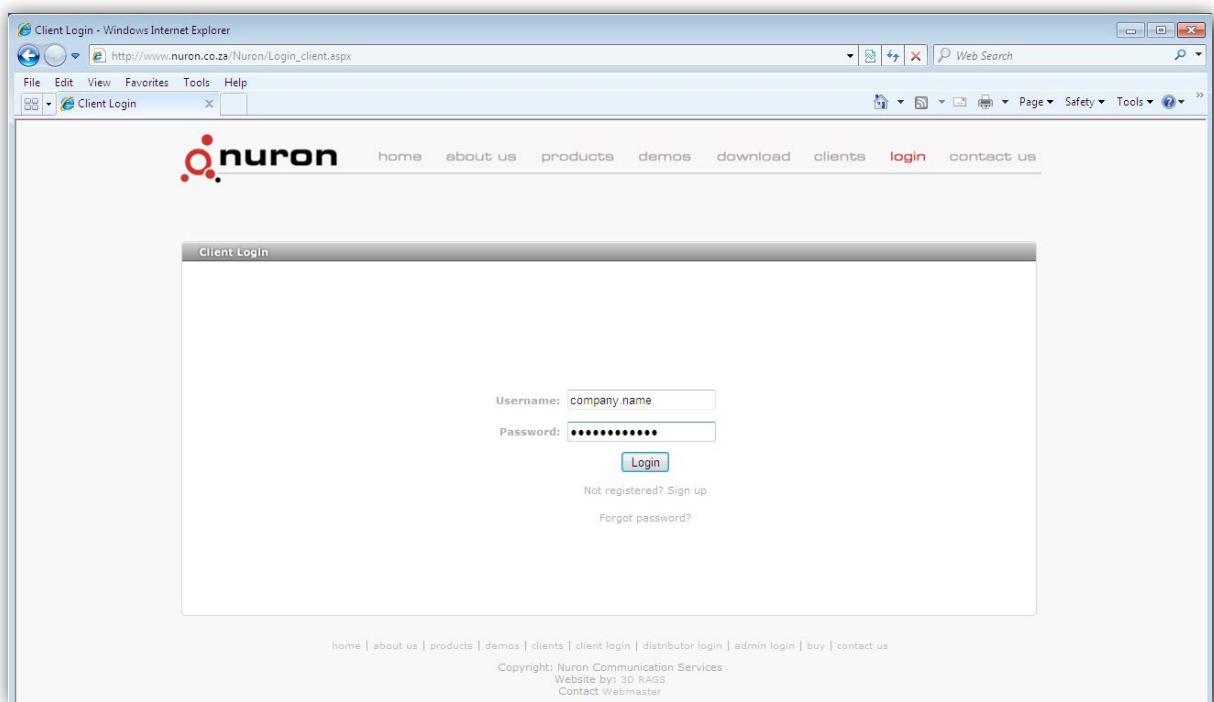
Step 1. Open your internet browser

Step 2. Type the following address [www.nuron.co.za](http://www.nuron.co.za)

Step 3. Click on the top panel on the "LOGIN" tab.

Step 4. Enter your username and password supplied to you by Nuron (text file in the email)

See the figure below:



## Login to your user account

## 2. Managing your newsletters

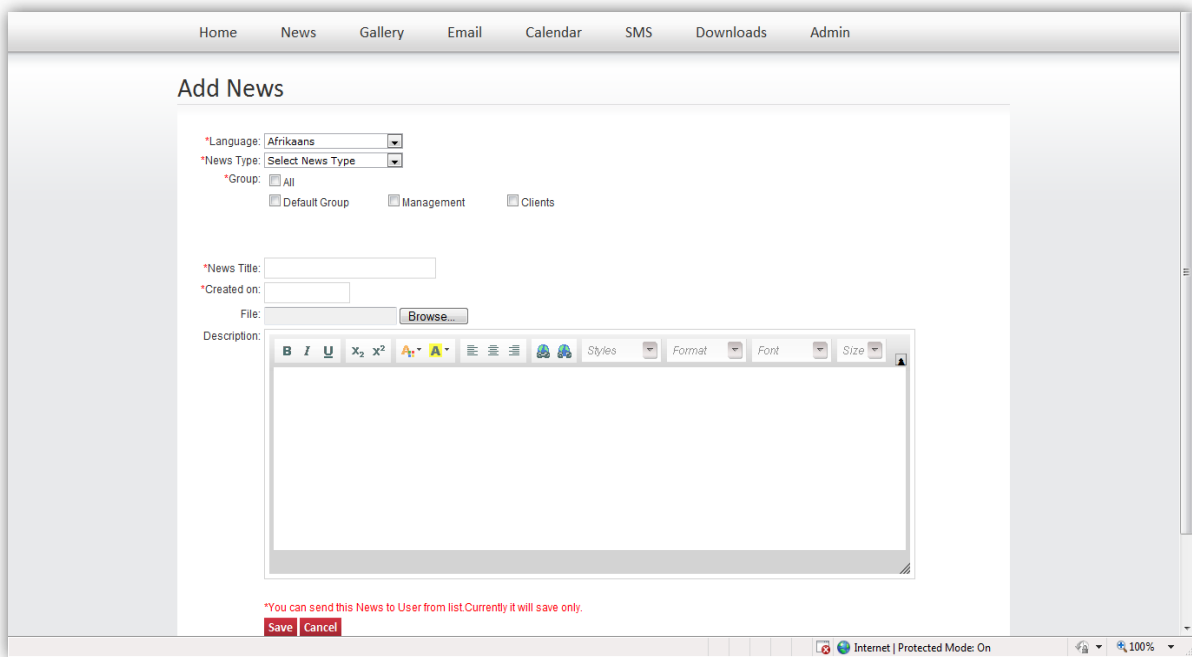
You will use the NEWS section on the administration side if you want to post Newsletters or urgent notifications called Newsflashes.

A Newsflash is an urgent message that are normally send to the end user, your client's email address, cell phone and nuconnect desktop application and not bigger than 176 characters. A Newsflash will disable your clients RSS Feeds on the Desktop Communicator (DC)

If you click on the News button you should see a screen like the one below. Now let's send a Newsletter

### Adding a Newsletter

Step 1. Click on the Add New button. The following screen will appear:



The screenshot shows a web browser window with a navigation menu at the top: Home, News, Gallery, Email, Calendar, SMS, Downloads, Admin. The main content area is titled "Add News" and contains the following fields and controls:

- \*Language: Afrikaans (dropdown menu)
- \*News Type: Select News Type (dropdown menu)
- \*Group:  All,  Default Group,  Management,  Clients
- \*News Title: [text input field]
- \*Created on: [text input field]
- File: [text input field] with a "Browse..." button
- Description: [rich text editor with toolbar containing Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Styles, Format, Font, Size, and a link icon]

At the bottom of the form, there is a red warning message: "\*You can send this News to User from list Currently it will save only." Below this message are "Save" and "Cancel" buttons. The browser's status bar at the bottom shows "Internet | Protected Mode: On" and a zoom level of "100%".

### Adding a newsletter

Step 2: Choose the language you want to use for your Newsletter.

Step 3: Select Newsletter at the News Type dropdown.

Step 4: Choose the group or groups that you want to receive your Newsletter

Step 5: Choose a Title for your Newsletter.

Step 6: Choose the date of the creation of the Newsletter / Flash.

Step 7: Attach your previously prepared Newsletter or document.

Step 8: Click on the browse button and search for your document on your computer you want to send.

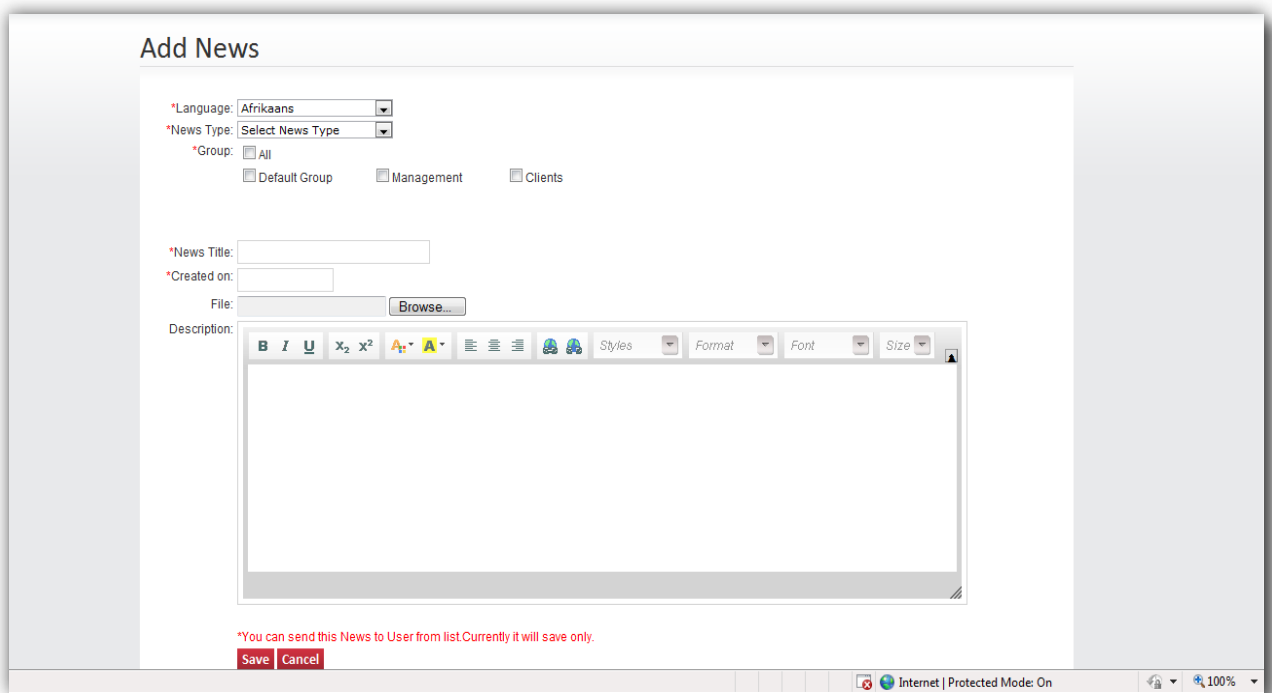
Step 9: Add a description to your Newsletter. This is what the recipient will see on the DC. This information is very important and will entice the reader to read the attached document.

Step 10: After you went through all these steps you must save the application by clicking the save button.

Step 11: You must still send the Newsletter. Click on the News tab; check the box of the Newsletter/s you want to send. You have two options; you can either send it to Outlook by clicking on the mail box, or to nuconnect by clicking on the alternative box or you can send it to both.

## Sending a Newsflash

Step 1: Click on the Add New button. The following screen will appear:



### Adding a newsflash

Step 2: Choose the language you want to use for your Newsflash.

Step 3: Select Newsflash at the News Type dropdown.

Step 4: Select the Group or Groups you want to send the Newsflash to.

Step 5: Choose a Title for your Newsflash.

Step 6: Choose the date of the creation of the Newsflash.

Step 7: Do not attach a file to a Newsflash.

Step 8: Add a description to your Newsflash. This is what the recipient will see on the DC and his cell phone.

Step 9: After you went through all these steps you must save the application by clicking the save button.

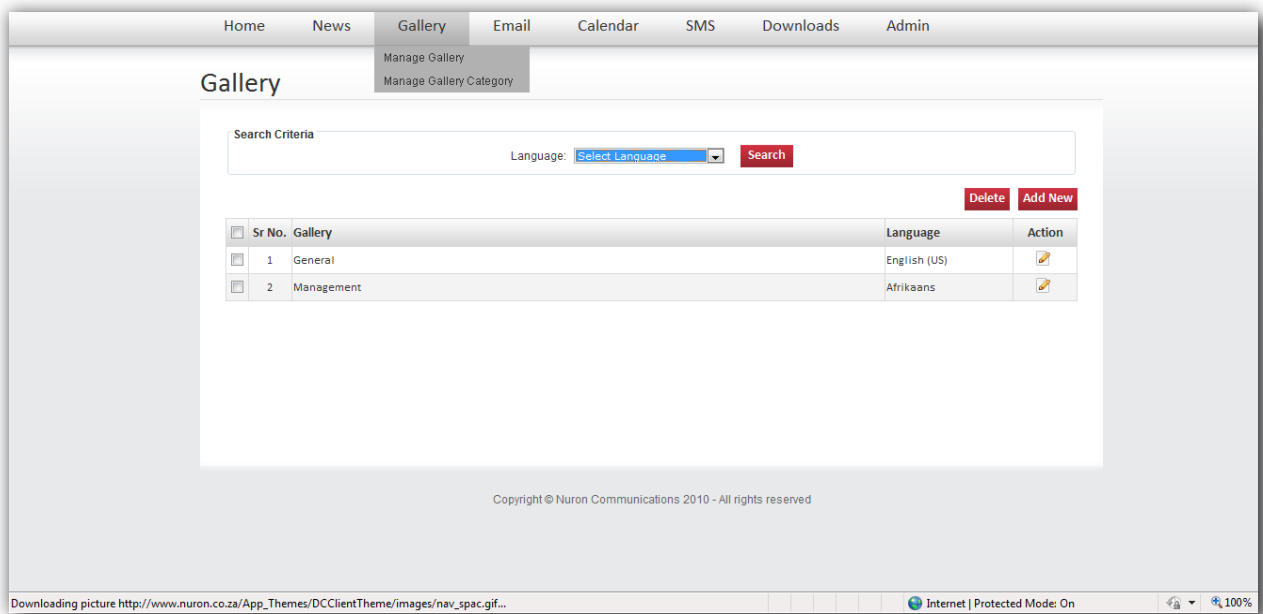
Step 10: You must still send the Newsflash. Click on the News tab; check the box of the Newsflash/s you want to send. You have two options; you can either send it to the Cell phone by clicking on the phone box, or to nuconnect by clicking on the alternative box or you can send it to both.

### 3. Manage your Photo Gallery

The gallery is used to post relevant photos and pictures to your audience.

You first need to create a gallery or different galleries before you can add photos to the specific gallery.

#### Adding a gallery



#### Adding a gallery

Step 1: To add a Gallery move your cursor on the Gallery button, you will see two options.

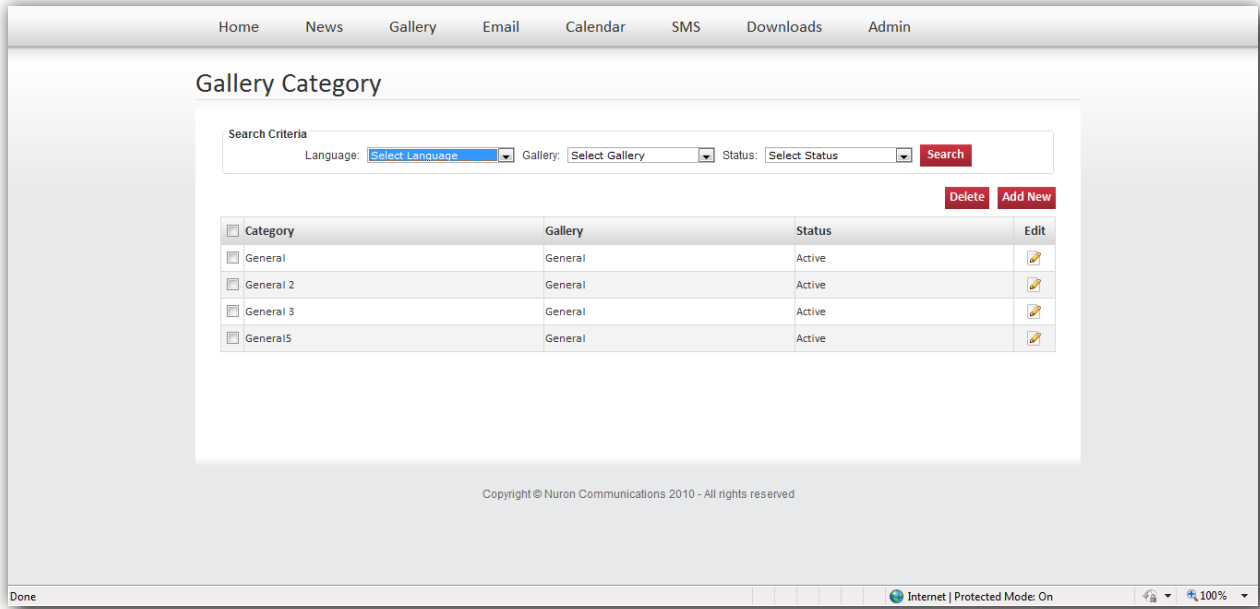
Step 2: Choose manage gallery, this option allows you to create different folders for your pictures.

Step 3: Click the "add new" button

Step 4: Give your gallery a name and choose the language; click the save button

## Adding photos to a gallery

Step 1: Move the cursor on the Gallery button, choose manage Gallery Category.

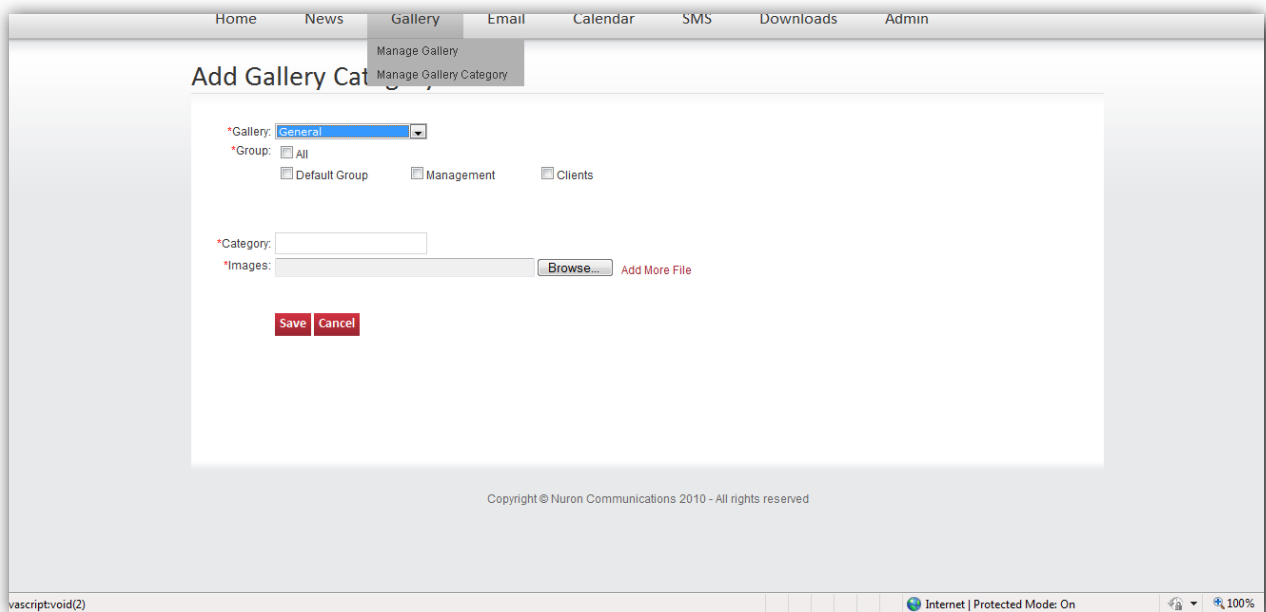


## Adding photos to a gallery

Step 2: Click on Add New

Step 3: Choose the gallery

Step 4: Choose your groups you want to see this specific photo



## Adding photos to a gallery

Step 5: Name your category, you can choose any name here

Step 6: Click on browse to search for the picture you want to add

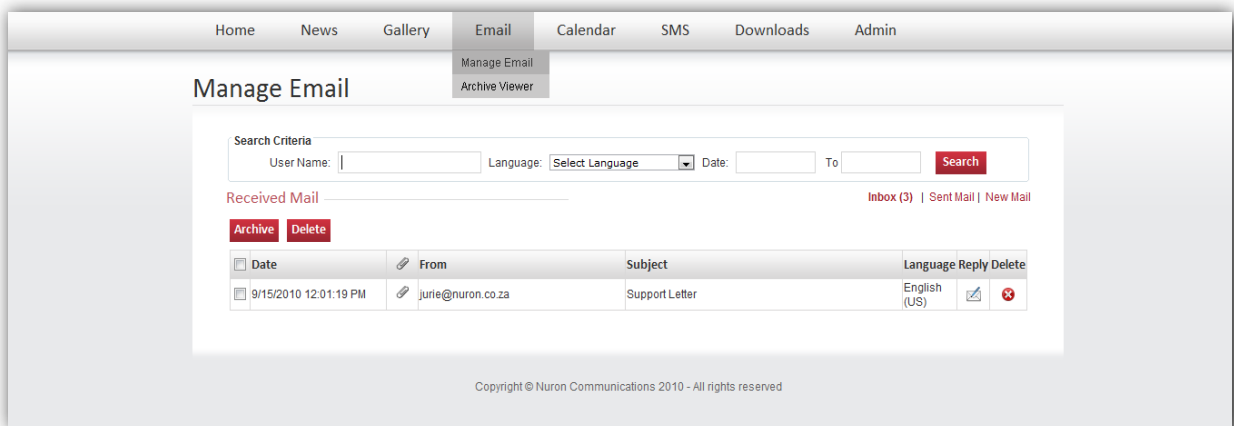
Step 7: Click on Save to save your picture.

#### 4. Managing and sending emails

This option allows you to send emails to nuconnect and to your client's Outlook or similar email application.

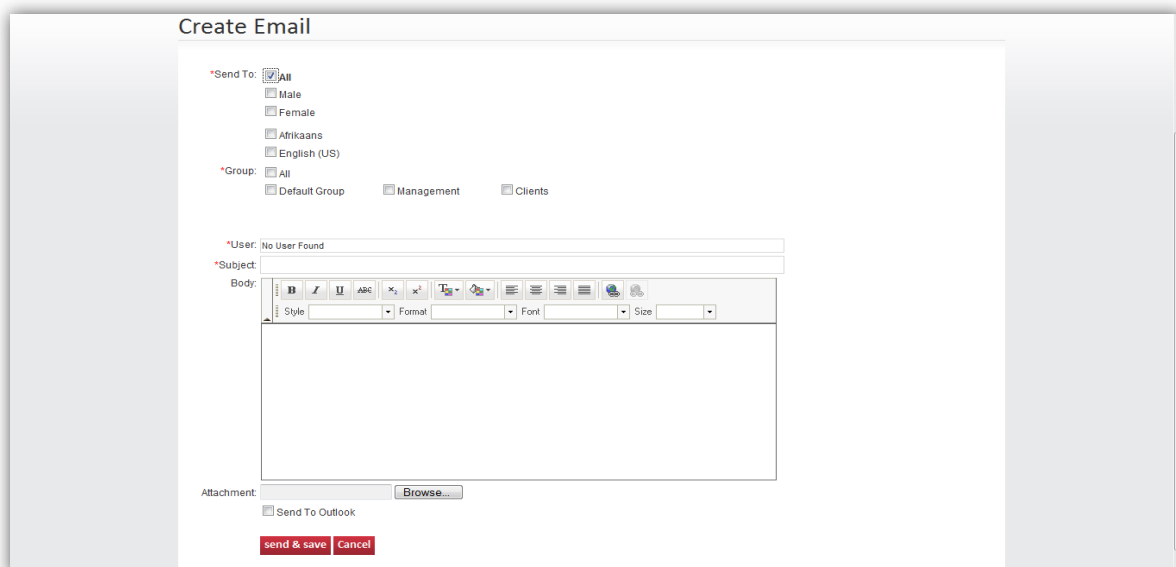
#### Sending emails via nuconnect

Step 1: Move your mouse over the Email Button. You will have two options, choose "manage email"



#### Sending an email

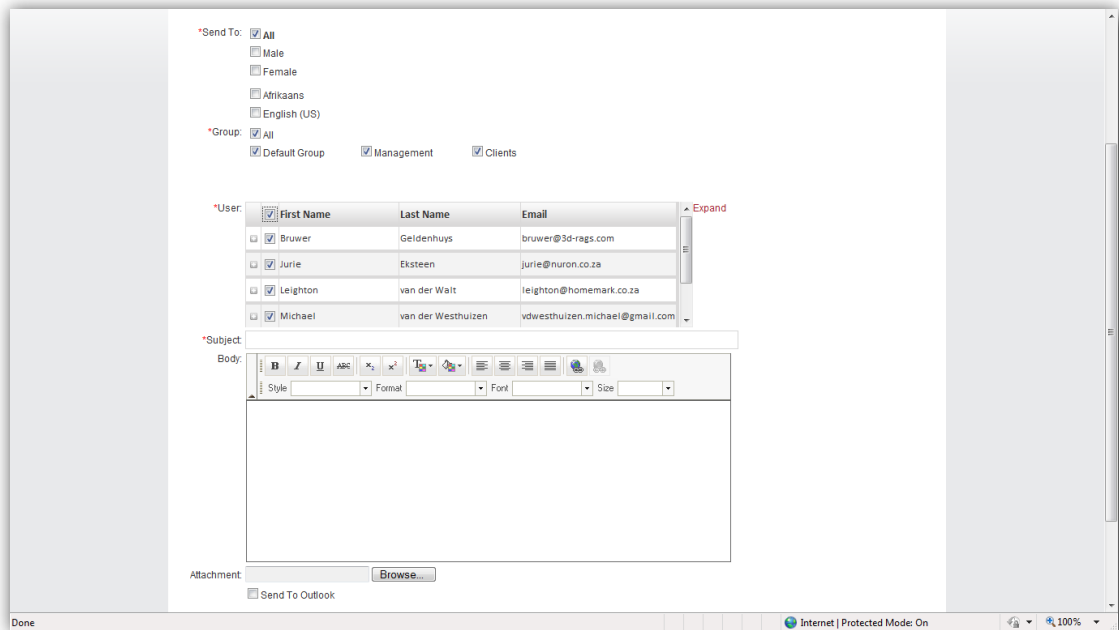
Step 2: Click on the New Mail Button situated on the right of your screen



#### Sending an email

Step 3: Choose whether you want to send this to all, only female or male members

Step 4: Choose the group you want to send it to



## Sending an email

Step 5: If you only want to send your message to individuals, uncheck the tick box next to the first name column and choose the individuals by checking the box next to the relevant name.

Step 6: Choose your subject

Step 7: Type your message in the Text box

Step 8: Attach any attachment you want to send with the email.

Step 9: Check the Send to Outlook box if you want to send the email to Outlook or the clients email manager as well.

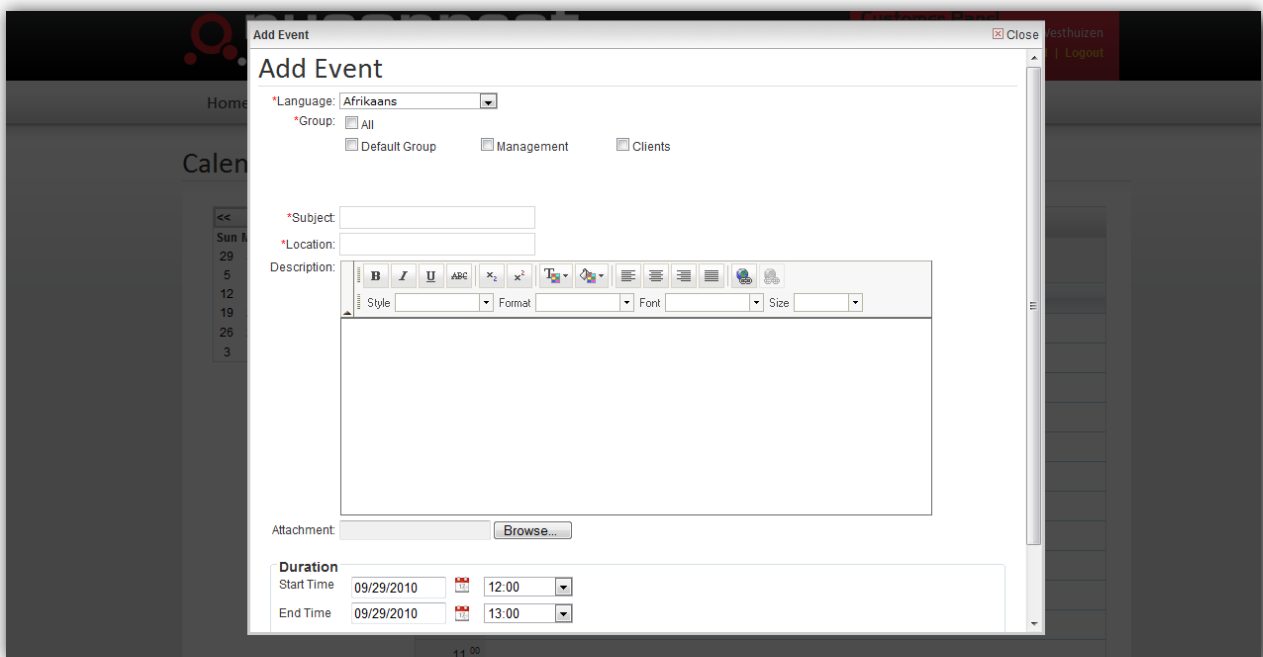
Step 10: Click send and save

## 5. Managing your events by using the Calendar

The calendar function is used to post future events of your company so that your audience is aware of relevant events pertaining to them.

Step 1: Choose your date

Step 2: Double click on the time you want to post the event



### Using the calendar

Step 3: Choose the language

Step 4: Choose the group you want to send the event to

Step 5: Type in the subject (What event is it)

Step 6: Type in the location

Step 7: Type in a broader description of the event and any relevant information

Step 8: Add an attachment to your event like a map or invitation.

Step 9: Choose the duration

Step 10: Check the recurrence box if the event is going to recur again

Step 11: Send and save

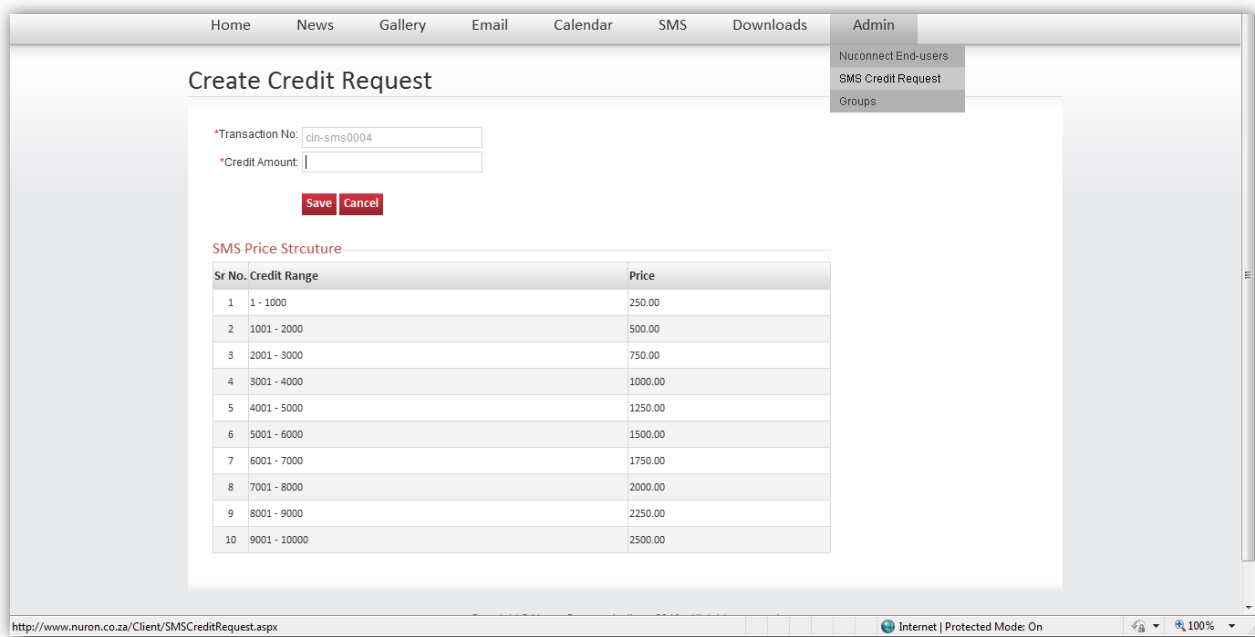
## 6. Managing your SMS's

You can use nuconnect to send SMS's to your audience, but you need to have sufficient SMS credits to enable you to send your SMS's.

SMS's are charged at 25c per SMS.

### Purchase SMS credits

Step 1: Move your mouse over the Admin button



Sr No.	Credit Range	Price
1	1 - 1000	250.00
2	1001 - 2000	500.00
3	2001 - 3000	750.00
4	3001 - 4000	1000.00
5	4001 - 5000	1250.00
6	5001 - 6000	1500.00
7	6001 - 7000	1750.00
8	7001 - 8000	2000.00
9	8001 - 9000	2250.00
10	9001 - 10000	2500.00

### Purchasing SMS credits

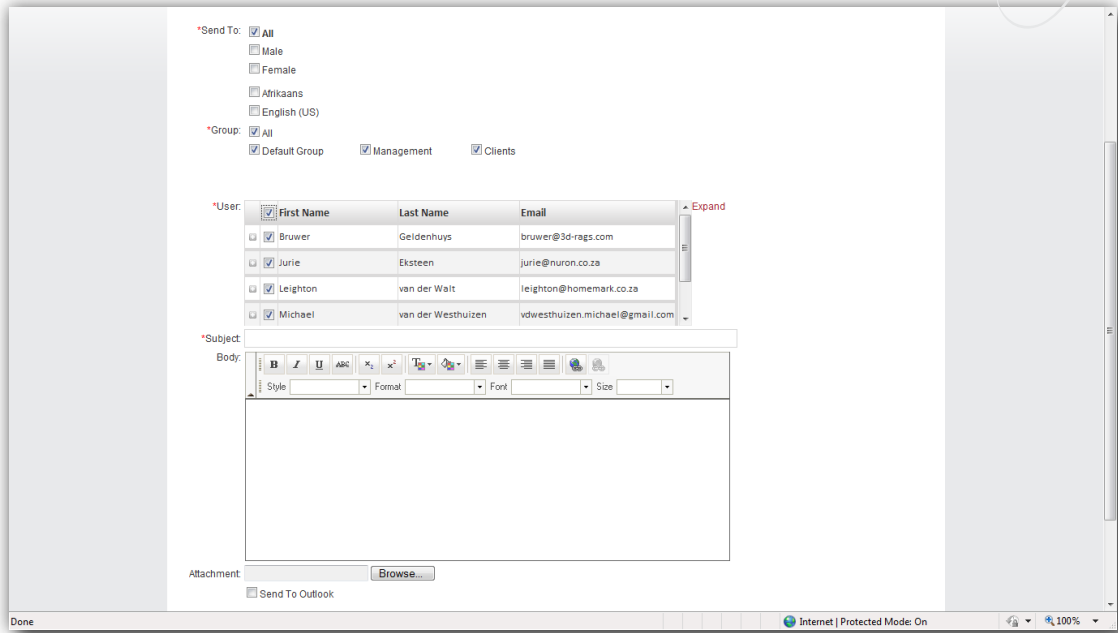
Step 2: Click on SMS credit request

Step 3: Choose a Credit amount a minimum of R250

### Sending a SMS

Step 1: Click on the SMS button on top of your screen

Step 2: Click on create SMS button



## Sending a SMS

Step 3: Choose to whom you want to send the SMS

Step 4: Choose the group or groups you want to send it to

Step 5: Uncheck the check box next to the first name if you want to send a SMS to an individual or individuals, check the boxes of the individuals you want to send it to.

Step 6: Type your message

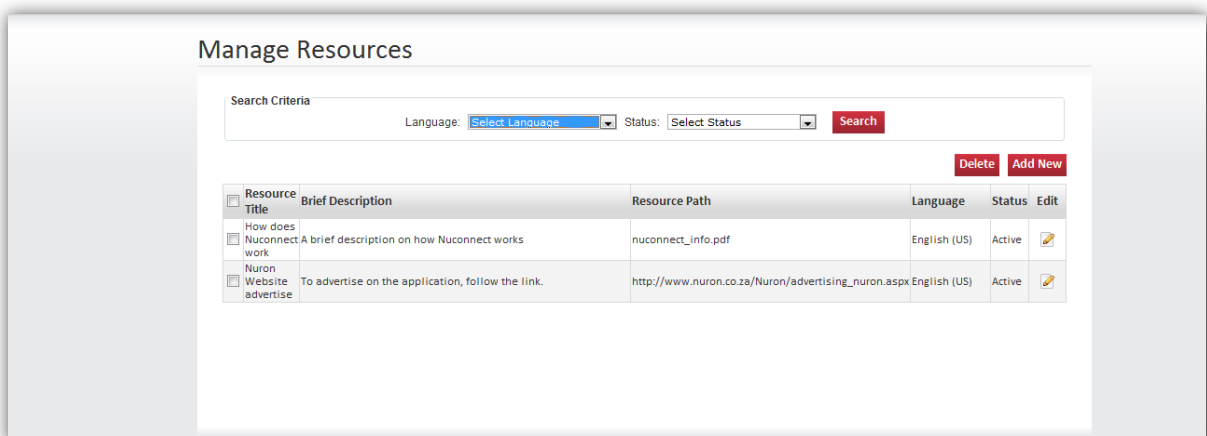
Step 7: Click send and save

## 7. Managing your downloads and links

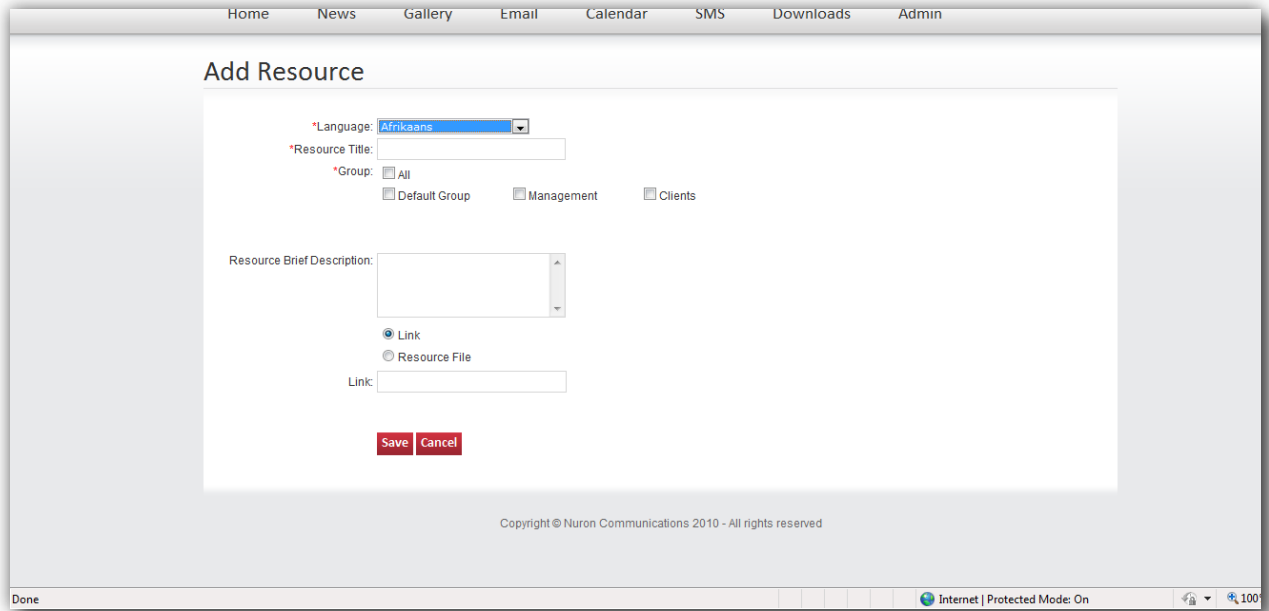
This section is used to post links to websites or important standard documentation that you want your audience to have access to.

This section will show you how to create such a download or link.

Step 1: Click on the Download button on top of your screen



## Step 2: Click on the Add New Button



## Adding a Resource

Step 3: Choose your language

Step 4: Choose a title for your link

Step 5: Choose to what groups you want to make this link available

Step 6: Give a short description of the information on the link or file

Step 7: Choose whether this is a link or a file on your computer or server.

Step 8: Type in the destination of the link if it refers to a link on a website (remember to always start a link with: <http://www.>)

Step 9: If it is a resource file, browse for the file on your computer, by clicking on the browse button.

Step 10: Save

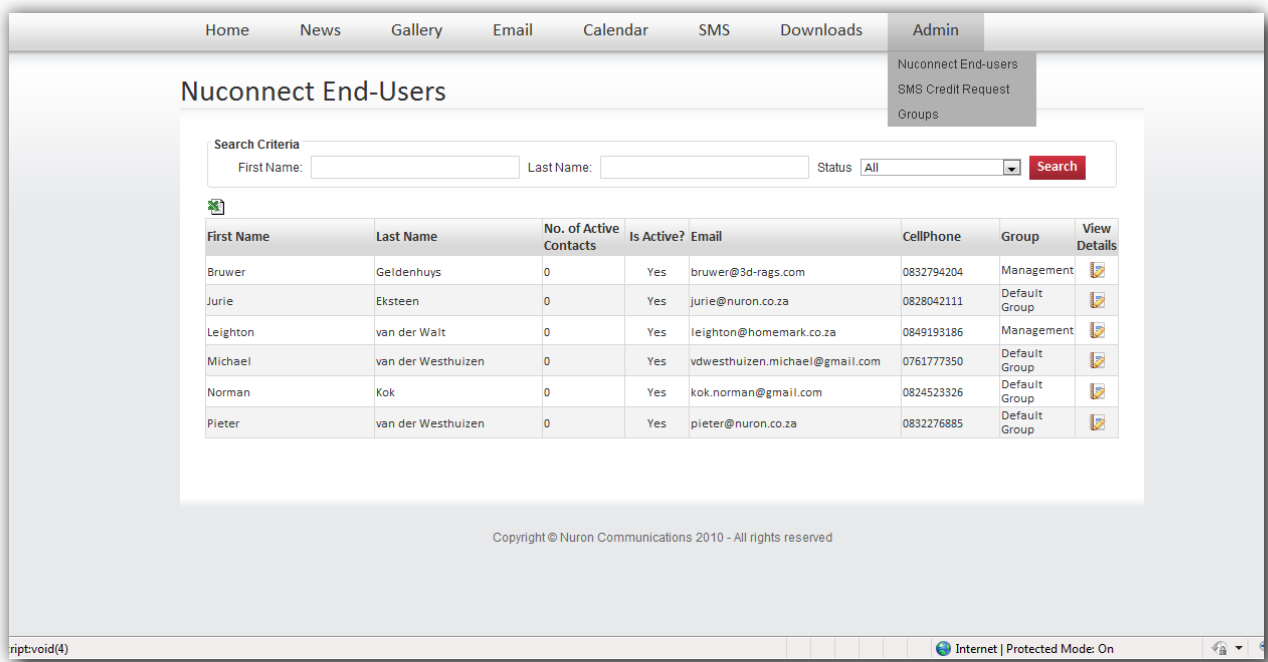
This link is now available for your audience under the download button on their DC.







## 8. Administration

Click on the admin button on top of your screen.

You have 3 options, buying SMS credits, managing your end users and setting up more groups.

We have dealt with the SMS credits earlier. We will discuss groups and managing your end users in this section.



First Name	Last Name	No. of Active Contacts	Is Active?	Email	CellPhone	Group	View Details
Bruwer	Geldenhuis	0	Yes	bruwer@3d-rags.com	0832794204	Management	
Jurie	Eksteen	0	Yes	jurie@nuron.co.za	0828042111	Default Group	
Leighton	van der Walt	0	Yes	leighton@homemark.co.za	0849193186	Management	
Michael	van der Westhuizen	0	Yes	vdwesthuizen.michael@gmail.com	0761777350	Default Group	
Norman	Kok	0	Yes	kok.norman@gmail.com	0824523326	Default Group	
Pieter	van der Westhuizen	0	Yes	pieter@nuron.co.za	0832276885	Default Group	

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### Nuconnect end-users

#### Nuconnect End users

Move your mouse over the admin button; you will see Nuconnect end users, select this option.

You can filter your users between active and inactive. You are also able to see the details of each user.

You can also search for a specific user by entering his / her name in the search button.

This client base can also be exported into excel for use in your other software.

The nuconnect system is able to import your current client list into the system. This enables you to use the system even though your end user did not download the nuconnect DC, by receiving the information on his /her email manager and cell phone.

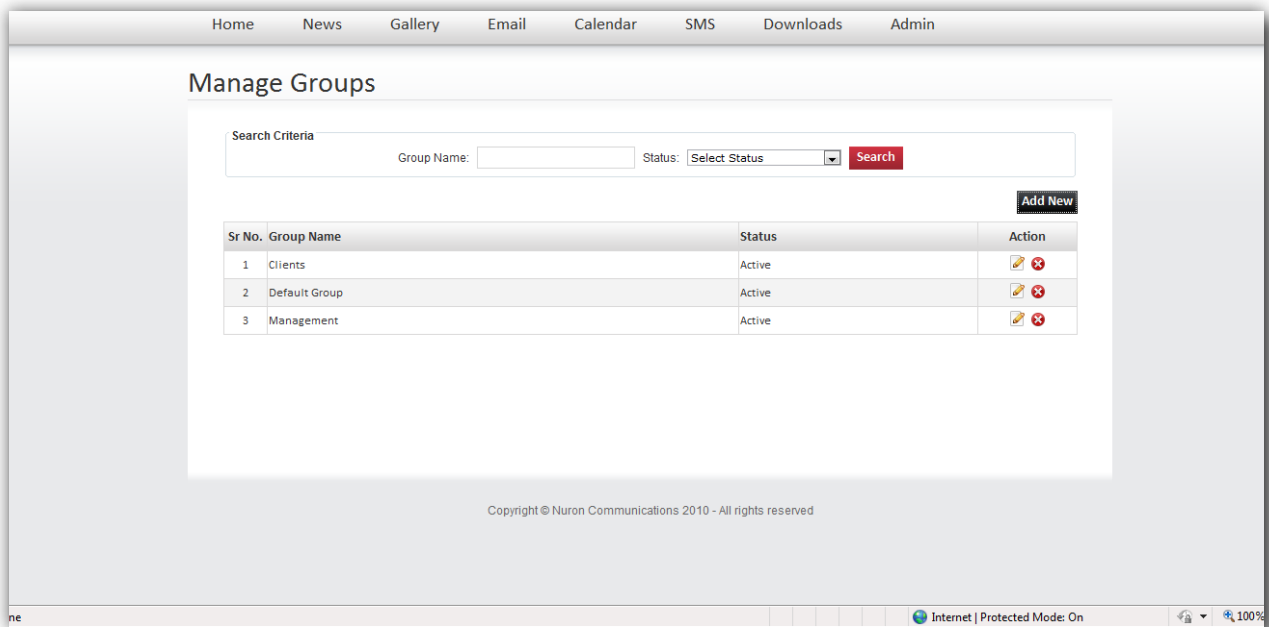
To import the client list we must have the following information:

Name  
Surname  
Email Address  
Cell phone number  
Sex

## Groups

You can add additional groups to help you filter information to your audience.

Step 1: Click on the Add New Button



## Manage Groups

Step 2: Type in the Group Name

Step 3: Click the save button

**Thank you for using nuconnect. We hope that this manual will assist you in fully utilizing all the functionalities available to you.**

**Please contact us for any further assistance at [support@nuron.co.za](mailto:support@nuron.co.za)**