

ONLINE ACCOUNT SERVICES GUIDE

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www.interconmessaging.com

Call us at 1-866-605-2558 for more information or chat
to us live via our website.

PO Box 6295, 6226 50th Avenue, Drayton Valley AB, T7A 1R7



LOGGING IN

To **prevent account impacts**, we ***strongly encourage*** you to contact our Client Care Team to walk through on each of these features before utilizing any of these features.

Enter the following link into your web browser:

<https://myaccount.interconmessaging.com:6040/isweb>

Note, you may want to make this URL a “favorite” for faster future reference. You can also login via our website: www.interconmessaging.com

Here is what you will see:



Online Account Services

Login:	<input type="text"/>
Password:	<input type="password"/>
	<input type="button" value="Login"/>

Powered by Amtelco IS Web Version: 4.3.5750.9

Enter the login credentials provided to you by Intercon Messaging.



OPTIONS

Once logged in, you will have access to each of the following:



Intercon2455 [Logout](#)

Online Account Services

Directory

OnCall

Recordings

Alana2016 - Operator

Subject View New Edit Delete Search: [Advanced Search](#) Filter by: None

<input type="checkbox"/>	Name	Email	SMS	Cell Phone	Home	Current SM
<input checked="" type="checkbox"/>	Alana Nikiforuk	it@interconmessaging		1234567890	1234567890	.50S:1234
<input type="checkbox"/>	Cheryl Bouchard					.50S:0987

Calendar

Today

- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 B/U B/U O/C
- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 B/U O/C
- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 Weekly O/C
- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 Weekly B/U O/C
- 01-12 05:36 PM - 01-13 06:36 PM Alana2016 Test O/C

Status: **Call Cell** [Change](#)

Alana Nikiforuk

Name: Alana Nikiforuk
 Email: it@interconmessaging.com
 SMS:
 Cell Phone: 1234567890
 Home: 1234567890

To access one of the features, simply click on the applicable tab.

Directory: Allows you to view and update listings in your Staff Directory to make sure we have the latest information.

OnCall: Allows you to view, update or enter your OnCall information here.

Recordings: Allows you to listen to all inbound and outbound calls for the past ninety days.

DIRECTORY

Adding A New Employee

1. To add a new employee to your staff directory, click on **New** in the top menu.

Online Account Services

Directory | OnCall | Recordings

Alana2016 - Operator

Subject View **New** Edit Delete Search: [Advanced Search](#) Filter by: **None**

<input type="checkbox"/>	Name	Email	SMS	Cell Phone	Home	Current SM
<input type="checkbox"/>	Alana Nikiforuk	it@interconmessaging		1234567890	1234567890	.50S."1234
<input type="checkbox"/>	Cheryl Bouchard					.50S."0987

Calendar

Today

- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 B/U B/U O/C
- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 B/U O/C
- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 Weekly O/C
- 01-12 08:00 AM - 01-19 08:00 AM Alana2016 Weekly B/U O/C
- 01-12 05:36 PM - 01-13 06:36 PM Alana2016 Test O/C

Here is an example of what you will see:

[New Listing]

Fields | Contact Methods | Status | Contact Order

Name:

Email:

Contact Name	Instruction	To	From	Order
<input type="text"/>	Send	<input type="text"/>	eresponse@interconmessagi	<input type="text" value="1"/>

Cell Phone:

Contact Name	Instruction	Phone	Order
<input type="text"/>	Call	<input type="text"/>	<input type="text" value="2"/>

Home:

Contact Name	Instruction	Phone	Order
<input type="text"/>	Call	<input type="text"/>	<input type="text" value="4"/>

Current SMS:

Contact Name	Instruction	Phone	Order
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>

Info:

Save | Apply | Cancel

DIRECTORY

Adding A New Employee

2. Fill out all appropriate contact information on the **Fields** tab. The fields highlighted are the only fields you need to add information to (if applicable).

Note: a. If you utilize texting, you will need to enter the persons' cell number in both the **Cell Phone** field and the **Text (SMS)** field.

b. There may be additional characters required for you to enter when entering a number into the Text (SMS) field. If so, our Client Care Team will let you know.

c. If you need additional fields added (ex 'Alternate Cell', please contact our Client Care Team)

3. There is no information you need to enter on the **Contact Methods**, **Status**, or **Contact Order** tabs.

4. Click **Apply** and then **Save**.

[New Listing]

Fields | Contact Methods | Status | Contact Order

Name:

Email:

Contact Name	Instruction	To	From	Order
Email	Send	<input type="text"/>	response@interconmessagi	1
Cell	Call	<input type="text"/>		2
Home	Call	<input type="text"/>		4
		<input type="text"/>		0

Cell Phone:

Home:

Current SMS:

Info:

Save | Apply | Cancel

DIRECTORY

Editing Employee Contact Information

- To edit a current employee's contact information, click on the box to the left of their name and click **Edit** in the top menu.

Online Account Services

Directory

OnCall

Recordings

Alana2016 - Operator

Subject View New Edit Delete
Search:
Advanced Search
Filter by: None

<input type="checkbox"/>	Name	Email	SMS	Cell Phone	Home	Current SM
<input checked="" type="checkbox"/>	Alana Nikiforuk	it@interconmessaging		1234567890	1234567890	50S."1234
<input type="checkbox"/>	Cheryl Bouchard					50S."0987

Calendar

Today

01-12 08:00 AM - 01-19 08:00 AM Alana2016 B/U B/U O/C

01-12 08:00 AM - 01-19 08:00 AM Alana2016 B/U O/C

01-12 08:00 AM - 01-19 08:00 AM Alana2016 Weekly O/C

01-12 08:00 AM - 01-19 08:00 AM Alana2016 Weekly B/U O/C

01-12 05:36 PM - 01-13 06:36 PM Alana2016 Test O/C

Here is an example of what you will see:

Alana Nikiforuk

Fields

Contact Methods

Status

Contact Order

Name:

Email:

Contact Name	Instruction	To	From	Order
<input type="text" value="Email"/>	<input type="text" value="Send"/>	<input type="text" value="it@interconmessaging.com"/>	<input type="text" value="eresponse@interconmessagi"/>	<input type="text" value="1"/>

Cell Phone:

Contact Name	Instruction	Phone	Order
<input type="text" value="Cell"/>	<input type="text" value="Call"/>	<input type="text" value="1234567890"/>	<input type="text" value="2"/>

Home:

Contact Name	Instruction	Phone	Order
<input type="text" value="Home"/>	<input type="text" value="Call"/>	<input type="text" value="1234567890"/>	<input type="text" value="4"/>

Current SMS:

Contact Name	Instruction	Phone	Order
<input type="text" value="SMS"/>	<input type="text"/>	<input type="text" value="7894561230"/>	<input type="text" value="0"/>

Info:

Home after 6pm

DIRECTORY

Editing Employee Contact Information

Alana Nikiforuk

Fields | Contact Methods | Status | Contact Order

Name:

Email: ... Clear

Cell Phone: ... Clear

Home: ... Clear

Current SMS: ... Clear

Info:

Save | Apply | Cancel

2. Edit all appropriate contact information in the **Fields** tab. The fields highlighted above are the fields you will be most commonly editing (if applicable).

Note: a. If you utilize texting, you will need to enter the persons' cell number in both the **Cell**

Phone field and the **Text (SMS)** field.

b. There may be additional characters required for you to enter when entering a number into the Text (SMS) field. If so, our Client Care Team will let you know.

c. If you need additional fields added (ex 'Alternate Cell', please contact our Client Care Team)

3. There is no information you need to edit on the **Contact Methods**, **Status**, or **Contact Order** tabs.

4. Click **Apply** and then **Save**.

DIRECTORY

Deleting an Employee

1. To remove an employee from your staff directory, click on the box to the left of their name and click **Delete** in the top menu.

Online Account Services

Directory | OnCall | Recordings

Alana2016 - Operator

Subject View **New** Edit Delete Search: [Advanced Search](#) Filter by: **None**

	Name	Email	SMS	Cell Phone	Home	Current SM
<input type="checkbox"/>	Alana Nikiforuk	it@interconmessaging		1234567890	1234567890	50S."1234
<input type="checkbox"/>	Cheryl Bouchard					50S."0987

Calendar

Today

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 01-12 05:36 PM - 01-13 06:36 PM Alana2016 Test O/C

2. A dialogue box will pop-up to confirm. Click **OK**.

myaccount.interconmessaging.com says:

Delete entry(s)?

Prevent this page from creating additional dialogs.