

A User Guide On -

# Broadcast Campaign

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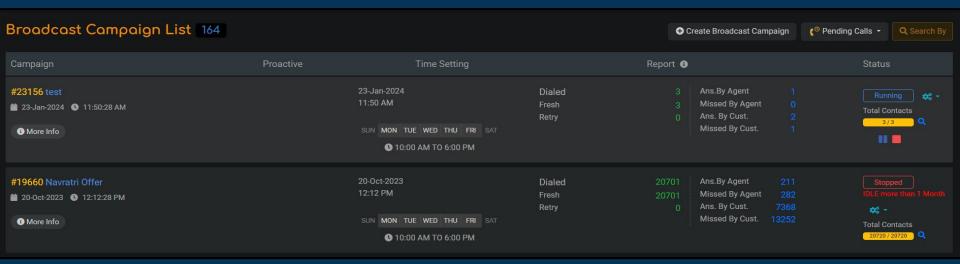
# **Broadcast Campaigns**



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# **Broadcast Campaign List**



Check your Broadcast Campaigns under this section. This section gives you a brief overview of all the campaigns. There are various segments for every campaign like **Campaign, Time Setting, Report, and Status**.

Each segment is explained one by one in the upcoming slides.



# **Broadcast Campaign - More Info**

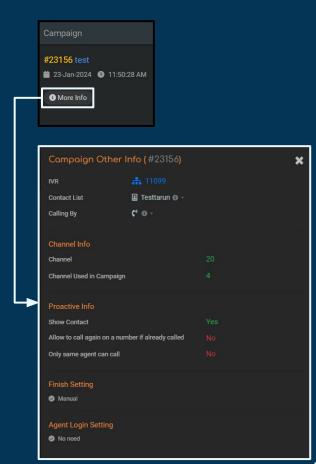
#### **BROADCAST CAMPAIGN**

Broadcast Campaign ID & Broadcast Campaign Name are used for easy search & specification of each campaign.

It shows the date and time of the campaign when it was created.

#### More Info-

- When you click on the "More Info" button, pop-up flashes on the screen.
- You can click on IVR ID as it can be clickable to see the IVR flow.
- By clicking on Agent, you can view the contact list used & segmentation applied.
- The name of the Group or Agents who are assigned to the campaign can be viewed.
- Agent login settings are displayed for a quick brief on the same page.





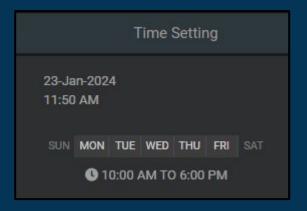
# **Broadcast Campaign - Time Settings**

#### TIME SETTINGS

Here campaign is active from Monday to Friday and shows inactive on Sunday and Saturday.

- Day names highlighted are Active.
- Day names not highlighted are Inactive.

Set up time for campaigns when it's active. Like here 10 AM to 6 PM.

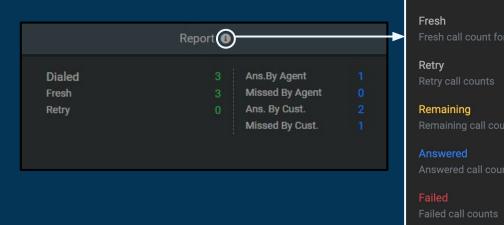




# **Broadcast Campaign - Report**

#### **REPORT**

- Tooltip (i) added adjacent to report for quick brief of all status of calls.
- Counters for all the statuses keep updating in real-time with the progress of the campaign.





Report

# **Broadcast Campaign - Status**

### Status of the Broadcast Campaign-

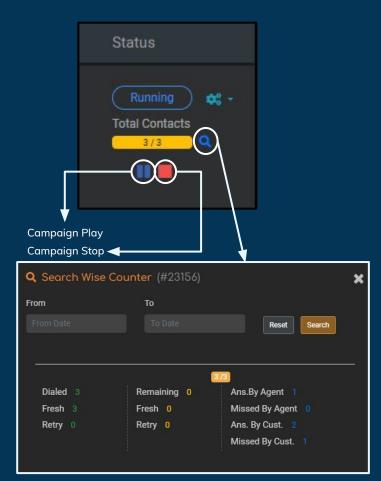
- Running: The campaign is active & running.
- Paused: The campaign is paused for a fixed time.
- **Completed:** The campaign is completed.
- Stopped: The campaign is stopped either forcefully by the user or completed as per campaign settings.
- Done for the Day: The campaign is paused for the day.

### Campaign PLAY & Campaign STOP

• Useful to pause, play & stop the campaign.

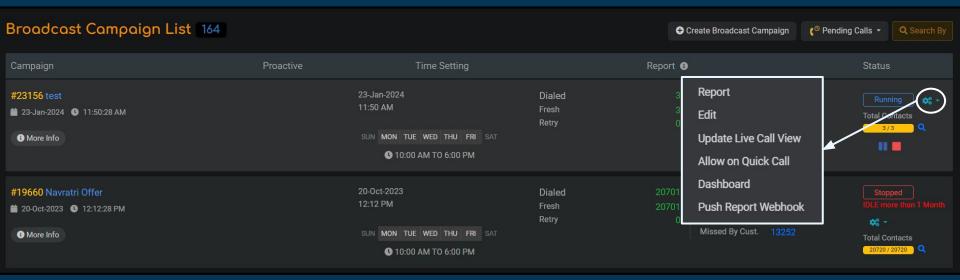
#### Search

A Popup will help to search date-wise calling information.





# **Broadcast Campaign - Settings**

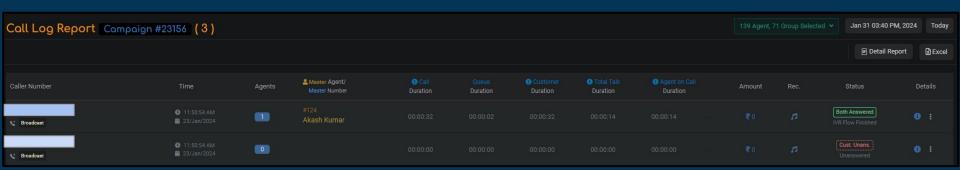


The action button under the Status tab allows you to take the following actions:

- Report
- Edit
- Update Live Call View
- Allow on Ouick Call
- Dashboard
- Push Report Webhook



# **Settings - Report**



Now, we will explain each of the above one by one-

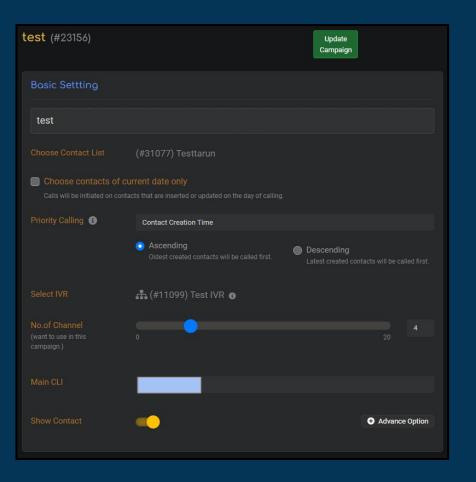
Through this, you will get a detailed Call Log Report consisting of Caller Number, Date & Time of the Call, Clickable Agents Counter, Master Agent/Master Number, Call Duration, Queue Duration, Customer Duration, Total Talk Duration, Agent on Call Duration, Amount, Recording, Status and Details.

You can also download the report in Excel format.

# **Settings - Edit**

The existing settings of the Broadcast are open here.

Edit the settings that are required and then save it to implement the changes.





# **Settings - Update Live Call View**

This is another shortcut to edit this live call view.

Click on UPDATE to see the changes.



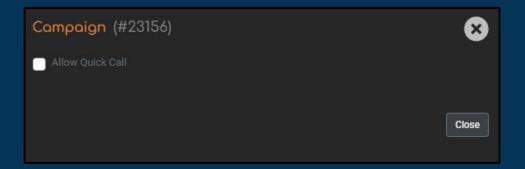
# **Settings - Allow on Quick Call**

When allowed, the call made via quick call can be inserted into the chosen campaign.

Otherwise, the quick call logs are stored separately.

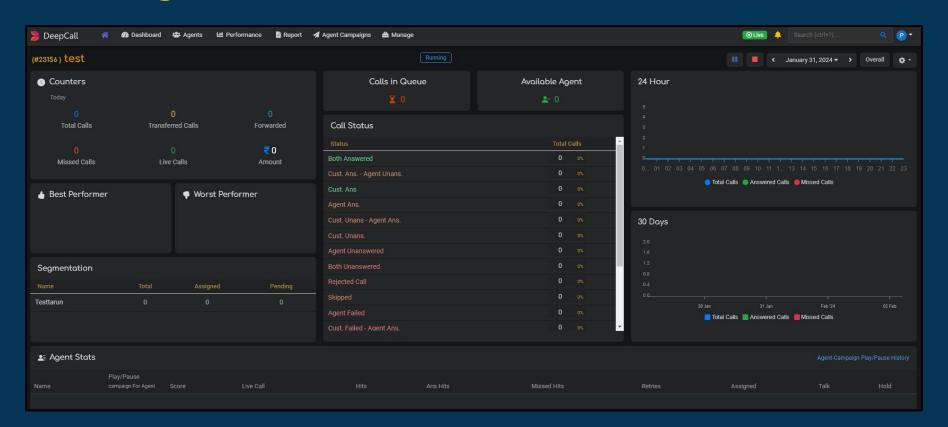
Only campaigns that are allowed on Quick Call get this facility.

This way your quick call contact gets linked with the existing campaign & saved in it.





# **Settings - Dashboard**





### **Settings - Dashboard Cont'd**

In this, we can have the view of the complete information for any broadcast campaign at one place like-

**Counter:** It contains parameters like Total Calls, Transferred Calls, Forwarded, Missed Calls, Live Calls, and Amount.

Best Performer & Worst Performer: The user can check who is the best and worst performer in the entire campaign.

**Segmentation:** In this, the user can check the segment on the basis of fields declared at the time of contact creation.

Call Status: In this, the user can check the status of the call, like how it was responded to.

Day Wise: In this, total calls, answered calls, and missed calls are tracked as per the date range selected.

**Agent Stats:** There are various parameters to check the Agent activity during the date range selected.

Calls In Queue: In this, the user can view the current status of calls in the queue to get real-time data.

**Available Agent:** From here, the user can check the status of Agents who are available or not on the call at the moment.



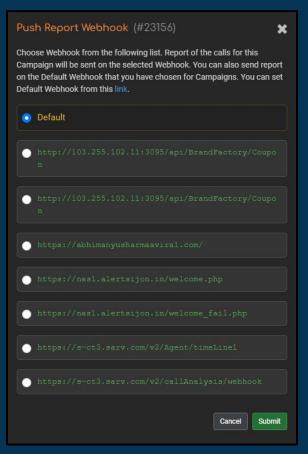
### **Settings - Push Report Webhook**

Push report webhook helps users enable reports to be pushed to the user's platform.

Set Default Webhook by following the link.

Also, users can add more webhooks, and failed requests can be checked & added.

Search Filter to make the searching easy.





## **Create Broadcast Campaign**

### **Campaign Title**

Write your campaign's title here.

#### **Choose Contact List**

Select the contact list for your campaign.

#### Choose contacts of current date only.

If this box is checked, calls will be initiated on Contacts that are inserted or updated on the day of calling.

### **Priority Calling**

In this, the user is provided with the option to call in order of priority, here 1 is considered the highest priority, and 10 is considered the least priority.

- Ascending: In this, the priority will be given to the contacts in the order of 1 - 10, where 1 is a high priority and 10 is the least priority.
- Descending: In this, the priority will be given to the contacts in the order of 10 - 1, where 10 is the least priority and 1 is the high priority.





#### **Select IVR**

Select the IVR flow that is saved in your account.

#### **Create IVR**

Click on this if you want to create a new IVR flow.

#### No. of Channel

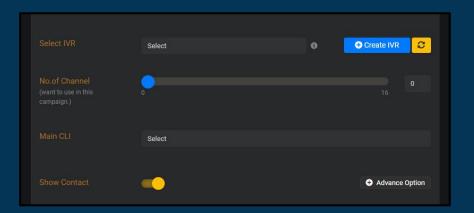
You can slide the toggle bar to the right to select the no. of channels in the campaign.

### **Main CLI**

Choose the Main CLI from the drop-down menu from which the call will be made to the contact

#### **Show Contact**

You can decide whether to show the contact or hide it for privacy.





### **Advance Option**

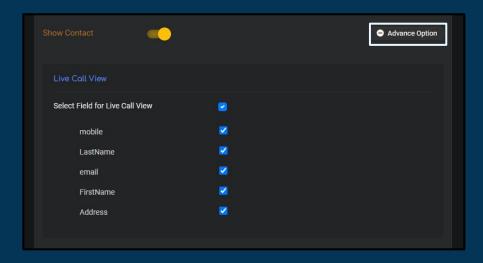
You can select the "Advance Option" tab to add more features in creating the Broadcast Campaign.

#### **Live Call View**

The contact list linked with the campaign carries multiple columns/custom fields.

All those fields will appear, choose from the list.

Chosen fields will be visible to an agent in the Contact form & the rest will remain hidden.





### **Agent Setting**

#### Group

Groups will be displayed in a dropdown to choose from the list.

#### Initiate calls per available agent

You can select the number of calls to be initiated per available agent.

### **Wrap Up Duration**

This is the interval between the two calls.

### **Apply Agent Login Filter**

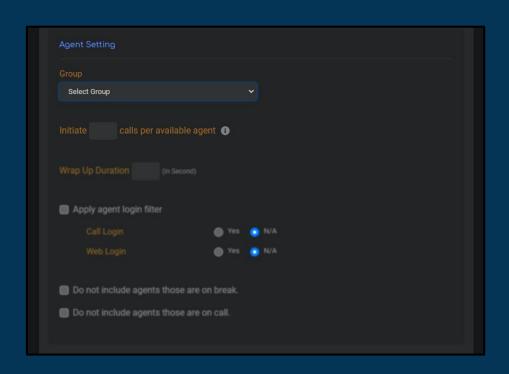
- Call Login: For calls to connect to the agent set whether call login is required or not.
- Web Login: For calls to connect to agent set whether web login is required or not.

#### Do not include agents those are on break

You can select to consider the Agents those are on break.

### Do not include agents those are on call

You can select to consider the Agents those are on call.

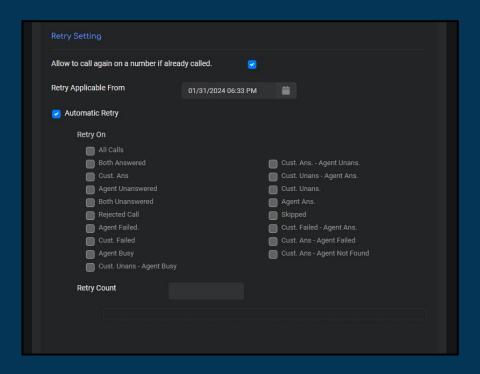




### **Retry Setting**

### Allow to Call again on a number if already called

- Retry Applicable From
  - Choose to set up the retry from the date you wish to do so.
- Automatic Retry
  - Enable automatic retry, you can select from multiple categories.
  - Set retry count





### **Timing**

### **Week Days**

Choose weekdays for which the campaign will remain active.

### **Working Hours**

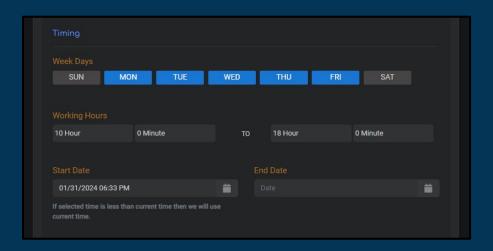
• Time duration on chosen weekdays when the campaign is active.

#### **Start Date**

 The Calendar appears to choose the start date and time.

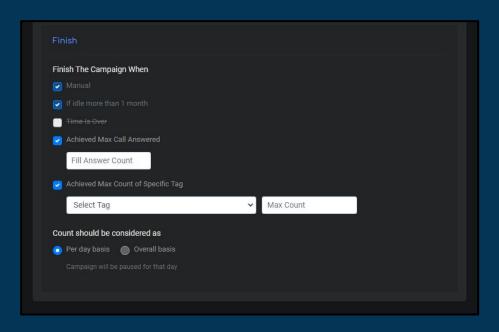
#### **End Date**

• The Calendar appears to choose the end date and time.



#### Confirm the Finish Settings of the campaign-

- Manual: The Campaign needs to be paused/stopped manually.
- If Idle for more than 1 Month: In this case, after 1 month, the campaign will be stopped automatically.
- Time is Over: If the end time is set then the campaign will be finished on the decided date & time.
- Achieved Max Call Answered: Fill in the counter of calls, the user wants to set for agents. Once this is achieved the campaign will be marked Finished.
- Achieved Max Count of Specific Tag: Set up the counter of any tag. Agents mark the call records with the tag & once the counter is reached, the campaign will be stopped by the system automatically.





#### The count should be considered as

- Per Day Basis: Max call counter to be considered on a day basis.
- Overall Basis: When the added count of calls is achieved, the campaign will be stopped.

