

## CONDITIONAL STEPS IN TRANSMISSION SCRIPTS

The 'Transmit Scripts' have a feature called a 'conditional' step, which allows you to perform or not perform steps in the script based on the time of day, and day of week.

Here is an example of a situation where you might find this useful:

Your client requests to be notified of any new message as it comes in:

Email to the Tech Monday through Friday 24/7

Fax to Office 1 on Mondays and Wednesdays

Fax to Office 2 on Tuesday and Thursdays

On Fridays to Office 1 until Noon and then to Office 2 from Noon until 5pm.

The screenshot shows the 'Transmission Scripts' window with a list of scripts. The first script is 'Email and Fax'. Below it, a tree view shows the script structure: 'Transmission Script: Email and Fax' containing 'Email Tech@telescan.net', 'TIME-DEPENDENT CONDITION', 'Fax 3215465464', 'TIME-DEPENDENT CONDITION', and 'Fax 3211233211'. Two 'Edit Condition Step' dialog boxes are overlaid. The top dialog shows a condition for Monday-Friday 24/7. The bottom dialog shows a condition for Tuesday-Thursday 12:00-17:00. Arrows point from the text on the right to specific elements in the dialog boxes.

The first step is the email without any conditions so all messages will be sent to the email whenever a message is filed.

The second step is set up to fax to #1 only Mon, Wed & Fri until 11:59am.

The third step is set up to fax to #2 only on Tues, Thurs & Friday noon-5pm.

As far as the system is concerned all steps in a script are carried out simultaneously, so the order in which they are displayed or created doesn't matter, however any steps appearing below a condition will reflect that condition until another condition is listed. (if any)

Auto-When-Taken is set to transmit according to the parameters set in Transmission Script #1 for every day of the week.

The 'Automated Transmit Queuing' dialog box shows the following settings: 'Auto when taken' is set to 1. The 'Mo Tu W Th Fr Sa Su Hol' checkboxes are all checked. The 'Prompt Operator' checkbox is unchecked.

## Some Facts About Transmissions:

- ◆ The system only allows one scheduled transmission in any given 15 minute timeframe on an account.
- ◆ You can schedule a transmission to the default fax and email at the same time, but they need to be from the same list. (A = All, D=Delivered, U=Undelivered)
- ◆ Holiday processing for an account's transmit schedule is enabled by checking the 'Enable Holiday Controls for Transmits' checkbox. If a checkmark is placed in 'Enable Holiday Controls for Transmits', enabling the feature for an account, then SDM will look to the 'Hol' box in the Day of the Week column to determine whether or not to send this transmission on days designated as holidays. If this feature is disabled, ('Enable Holiday Controls for Transmits' box is unchecked) then the 'Hol' column will be ignored.

If 'Enable Holiday Controls...' is checked, and the 'Hol' box is unchecked, then this transmission will not go out on days designated as holidays.

If this checkbox is unchecked the 'Hol' box column in the transmit schedule is ignored.

## Some Facts About Transmissions When Transmission Scripts Are Involved:

- ◆ Use Condition Steps if you are sending messages from the same list to different destinations based on the Day of the Week &/or Time of Day.
- ◆ If a Condition Step is 'disabled', all destination steps following it are skipped up to the next condition step. (if any)

If a Transmission Script includes a 'Condition Step', you can enable the designation of holidays within the condition step by placing a check in 'Holiday' regardless of the status of the 'Enable Holiday Controls for Transmits'.

To designate that Holidays should not affect the transmission, place a check in 'Ignore Holidays'. (Placing a check here will disable the 'Holiday' checkbox above it.)