

Processes Online User Guide

Information Management System

1 INTRODUCTION

Information Management System menu is shown below:-

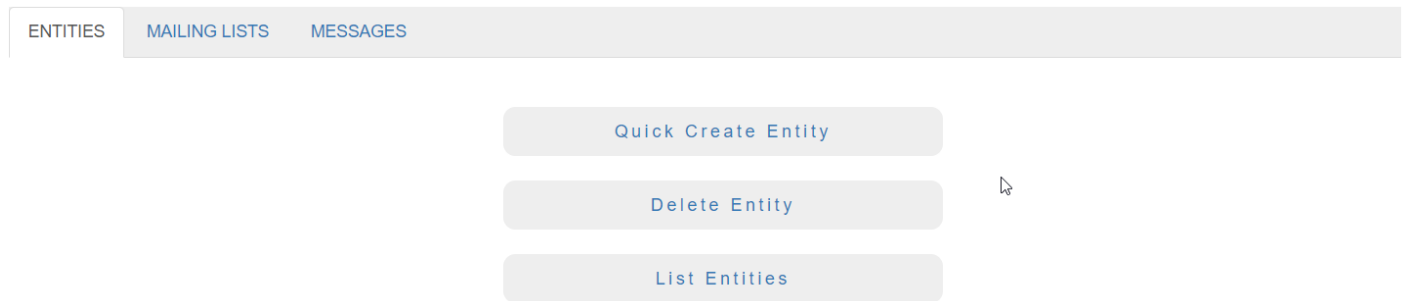


Figure 1

Figure 1 shows the **ENTITIES** tab. Using this tab, entities of 8 types, viz., Employee, Customer, Vendor, Member, Faculty, Student, Doctor and Patient, can be created.

The **MAILING LISTS** tab is shown below:-

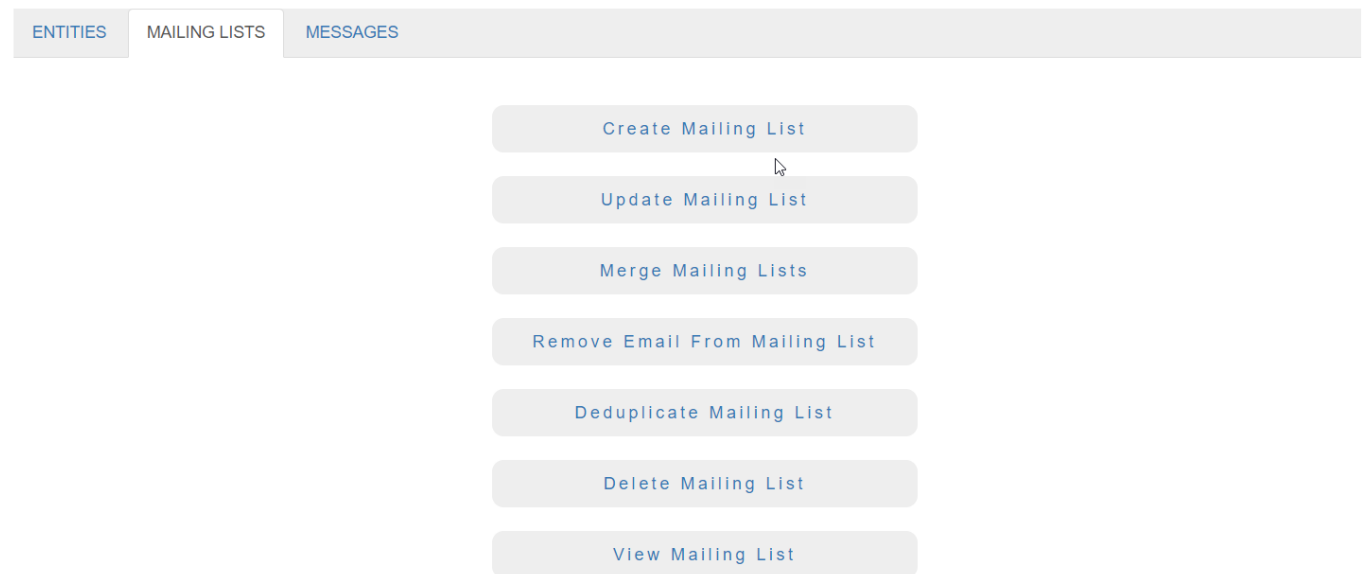


Figure 2

Using this tab, one or more Mailing Lists can be created and maintained. Each Mailing List can contain, typically, up to around 100 Email IDs, along with First Name, Last Name, and Description.

The **MESSAGES** tab is shown below:-

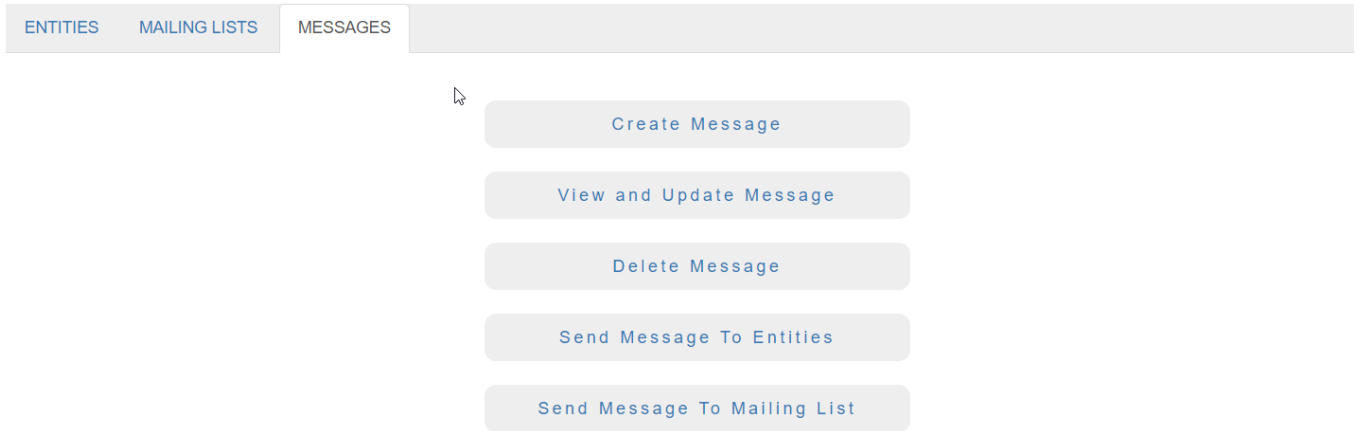


Figure 3

Under this tab, Messages can be created and maintained. A Design Studio is available for creating attractive Messages. (A rudimentary knowledge of HTML and CSS is very useful for creating attractive messages. Visit w3schools to acquire this knowledge.) Under this tab, Messages can be sent to the entities created under the ENTITIES tab, or to the mailing lists created under the MAILING LISTS tab.