

# CORES™

## Quick Reference Guide

### Get Started with IMX Messages

#### Introduction

Intermedix IMX Messages offers a subset of the CORES Web messaging module in a flexible, intuitive app that you can easily use while you are on-the-go. The app is fully integrated with the Web version so that, as an authorized CORES client, you can send and receive emergency alerts and notifications on your mobile device anytime from anywhere.

IMX Messages is available for Android and iOS devices.



#### Accessing the App

To log into the IMX Messages app, you simply need to enter the URL for your system and the username and password you use on the Web. Full integration with Web means you have easy access to your saved templates.

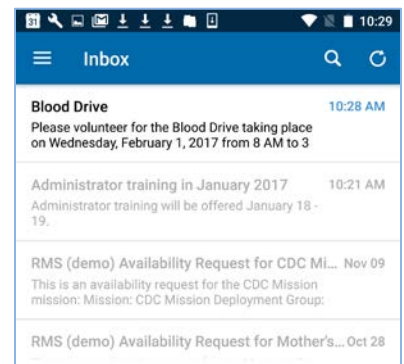
**Note:** Before downloading the app, confirm with your Site Administrator or with Client Services that mobile messaging is enabled for your system and account.

#### To View Messages


New messages appear automatically in your Inbox, which is the first screen you see upon successfully logging in to the app.

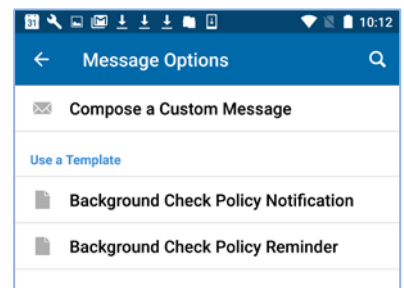
To view messages you sent, tap the menu icon and then **Sent**.

In the *Inbox* or *Sent* messages area, tap a message to view its details. In addition, you can also search for a particular message.




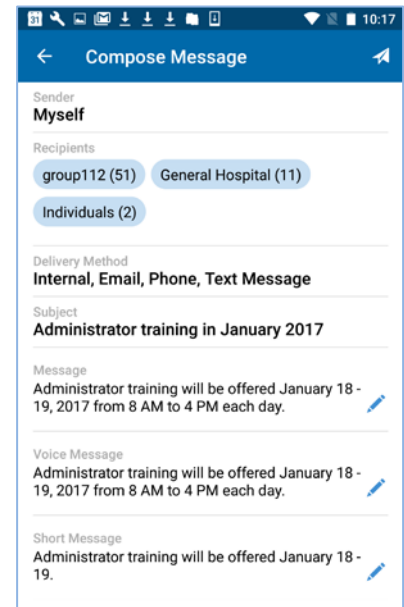
#### To Compose and Send a Message

1. From the *Inbox* or *Sent* screen, tap the compose icon  .
2. Tap **Compose a Custom Message**, or locate and tap the appropriate template.



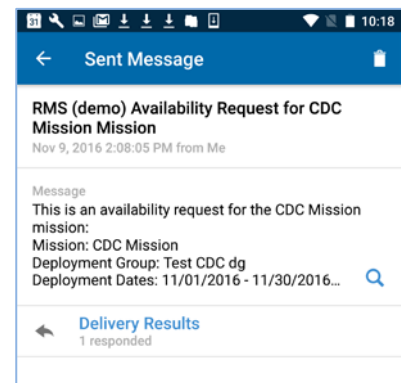
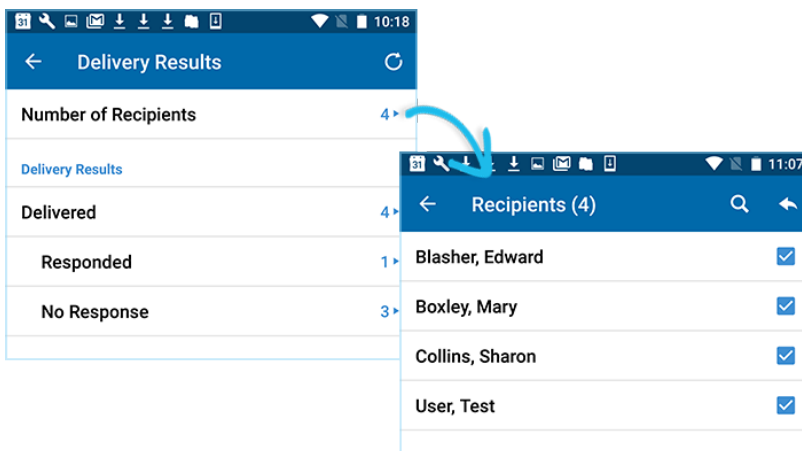
## To Compose and Send a Message (continued)

3. In *Compose Message*, tap **Sender** to select the sender of the message.
4. Tap **Recipients** to search for recipients, add them to the list, and tap the arrow in the upper left corner when you are done.
5. Tap **Delivery Method**, enable the appropriate options, and tap the arrow in the upper left corner.
6. Tap **Subject**, enter a subject for the message, and tap **Save**.
7. Tap **Message**, enter the message, and tap **Save**.
8. Tap the send icon .




## To View Message Delivery Results

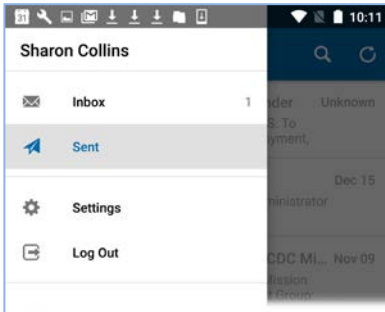
1. Tap the menu icon and then tap **Sent**.
2. Locate and tap the appropriate message.
3. Tap **Delivery Results**.
4. Tap any of the options to view the associated results.



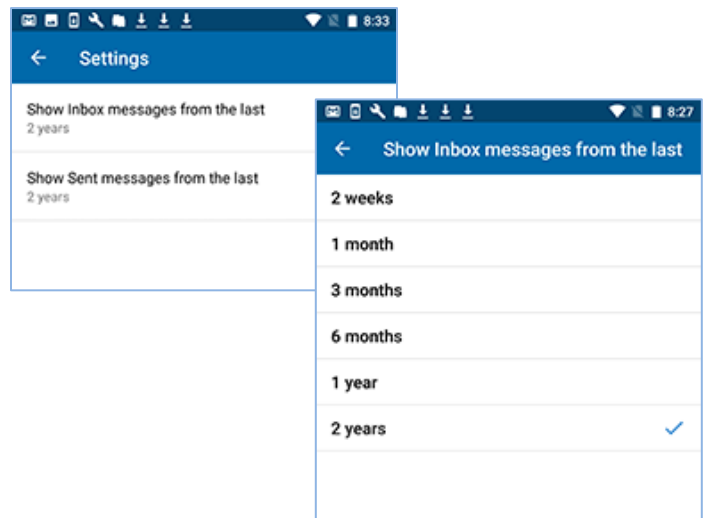
## To Change Settings

You can set the timeframe for the messages you want to see in your Inbox and Sent messages. You can choose from the last 2 weeks, 1 month, 3 months, 6 months, 1 year, or 2 years. If you don't see all the messages you expect, check this setting.

1. Tap the menu icon .
2. Tap **Settings**.



3. To change the timeframe for messages that you want to view in your Inbox or Sent messages, tap the appropriate option.
4. Tap a timeframe.
5. On the *Settings* screen, tap the arrow in the upper left corner when you are done.



For more information, contact your Customer Success Manager or the support desk at 888-735-9559; in the support phone system, press 1 for Client Application Support and then 7 for Collaborative Fusion.