VOCALCOM
Connecting to Customers

Email campaign
management
Hermes.Net V5

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What is this document?

The aim of this document is to explain how to create and install step by step an email campaign on Hermes Net, with screenshots and shorts instructions.

Step by step

In order to set up your campaign, you must go through several important steps, described below. The order given here is generally considered the best, although please note that it is possible to follow a different order, for example by starting with the campaign creation in the Admin then creating the script.

Once you get familiar with the Hermes system, you'll be able to follow the order you like best, but for starters, we recommend that you follow the order and instructions given here:

HOW TO SET UP AN EMAIL CAMPAIGN STEP BY STEP

IN THE INTERFACE DESIGNER MODULE
1 – Create your script
2 – Create your Client File
3 – Create your Global Variables
4 – Generate your script in production mode

IN THE ADMINISTRATION MODULE
5 – Create a queue
6 – Create your campaign and set up the general parameters
7 – Link an email account
8 – Create agent accounts *(if necessary)*
9 – Create or assign your supervisors
10 – Create or assign your service hours
11 – Create or assign your holidays plan
12 – Creating or assigning call qualifications
13 – Create your address book *(if using agenda)*
14 – Create or assign your salesmen's planning *(if using agenda)*
15 – Create or assign your salesmen *(if using agenda)*
**16 – Check the summary of your campaign**

## What to do in the Interface Designer module

1- Create your script

At first, you will create the script (the scripted dialog you want the agents to use live with prospects), following the model you will have established before hands. It is very important to have at least a basic plan for your script, and to know, even roughly, how many pages you will need, how many parts are necessary in it, etc**... Draw a storyboard of your script on paper**. It will be much easier and quicker to create your script after that, knowing in which direction you want it to go.

In the module, click on « **Create a new script** » and create a new screen script, give it a name and a description.
Once the script is created, you can access it directly from the home menu Hermes V5 through the function **« Edit this script ».**
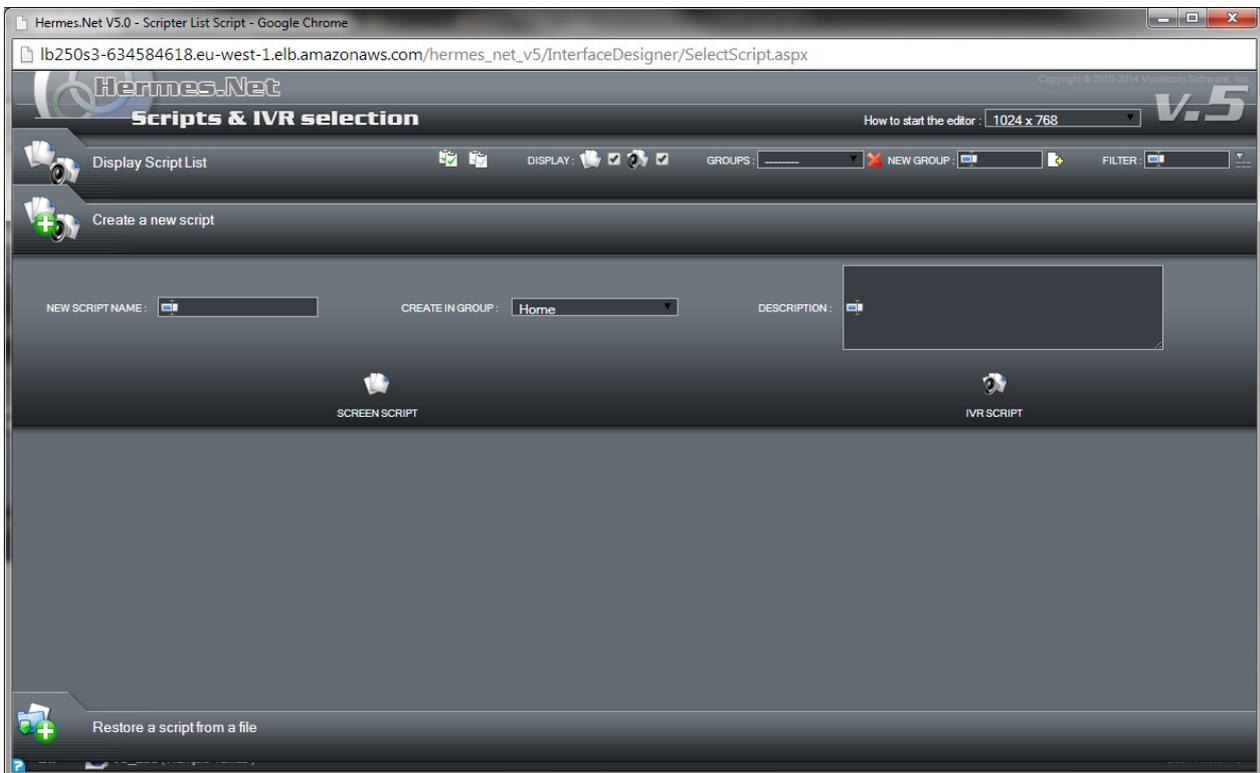
In the script creator, create your script using the menus, variables, objects and their different properties. For more help on the script creator, please refer to the **"Interface Designer** «document.
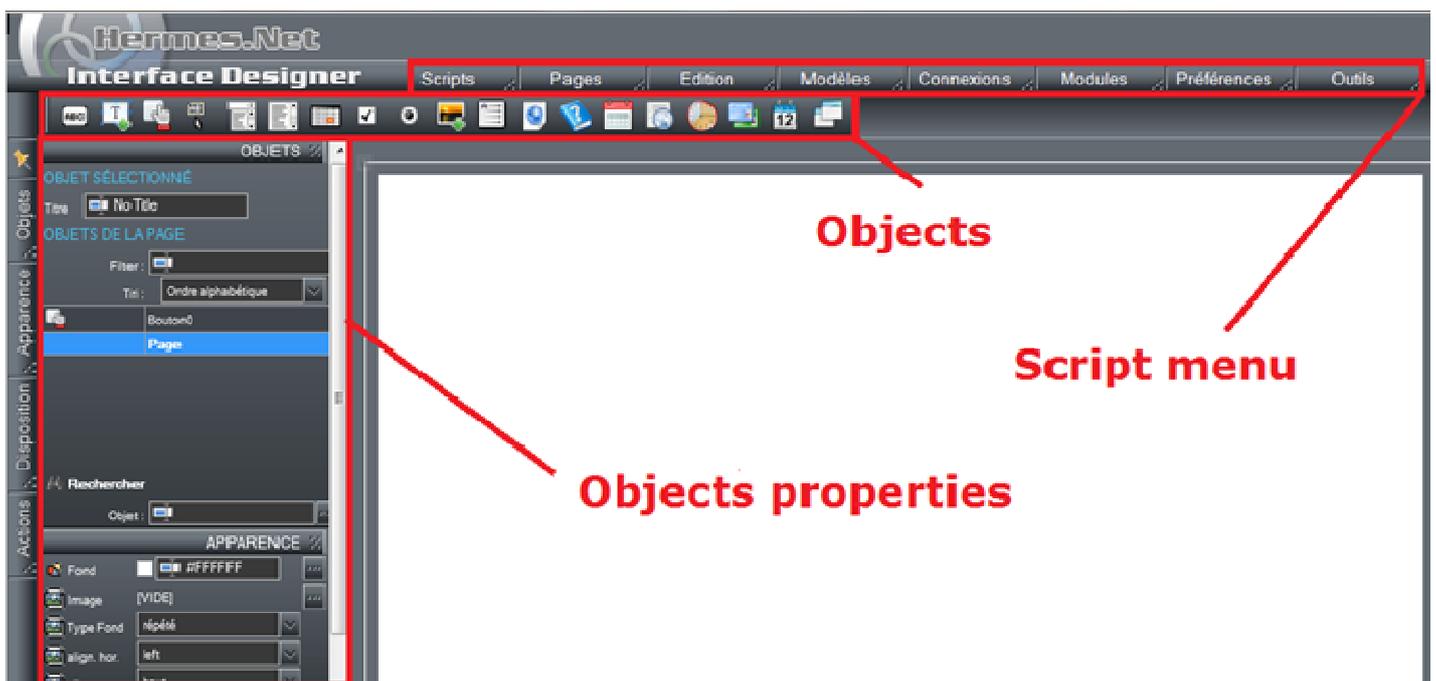
You'll also need to create and attribute **actions** to your objects depending of what you need, using the **Action builder** screen and the various commands available inside.
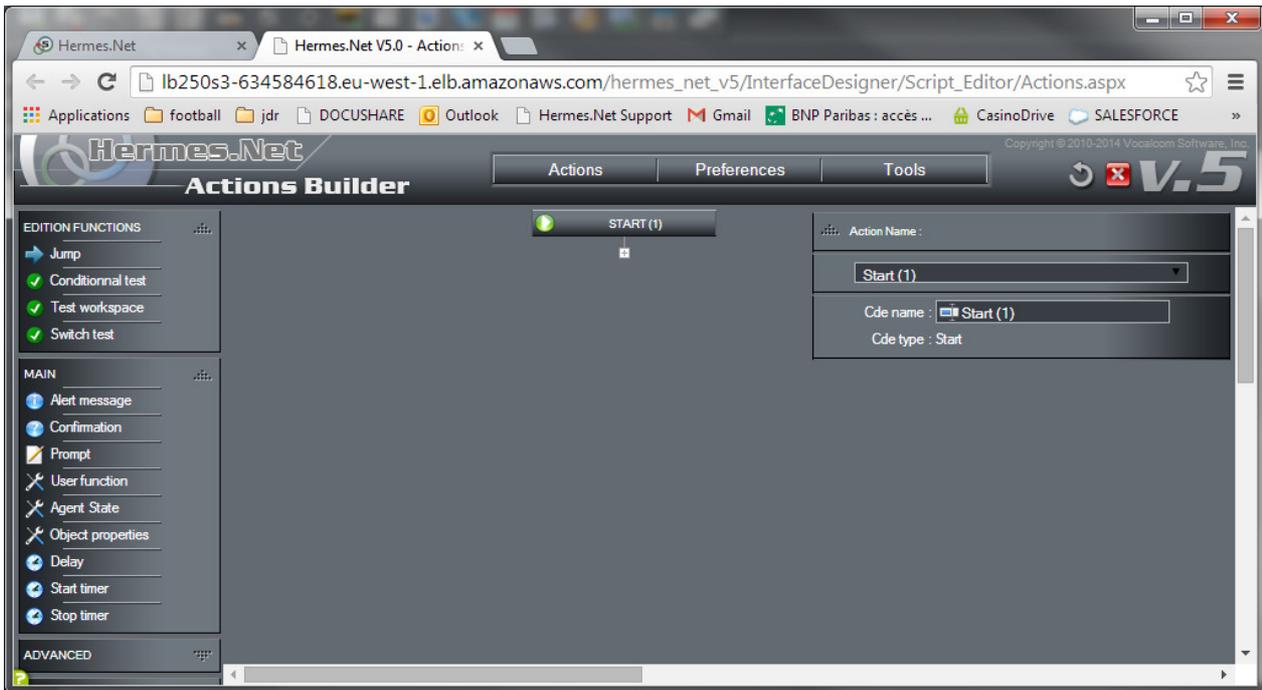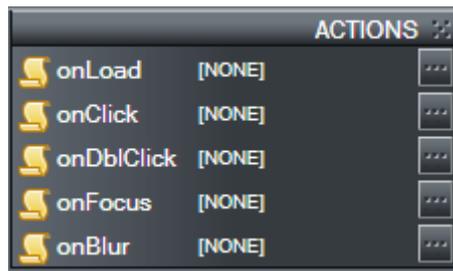
For more help on the actions, please refer to the **"Interface Designer"** document, existing for V5.

2- Create the Client file

Once your script is done, you'll need to pre-create the client file, in which we will later import all the client data.

Click on the **« Connections »** menu; and select **« Customer file management »**:
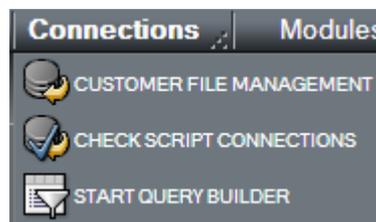
Choose the **Connection**, and create a new data table in **Data table**:
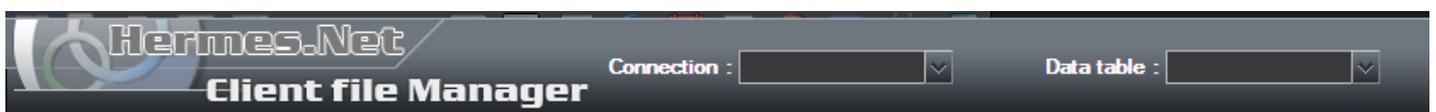
NOTE: It is important to give your table a name that you will easily recognize later, especially if you have to have several running scripts and campaigns in the future.

Click on **"Select All".** Check that all the listed objects correspond to what you have on the script. As well, check which objects you won't want to keep in the table. It may be that you have no interest in creating a column for the objections in your table.
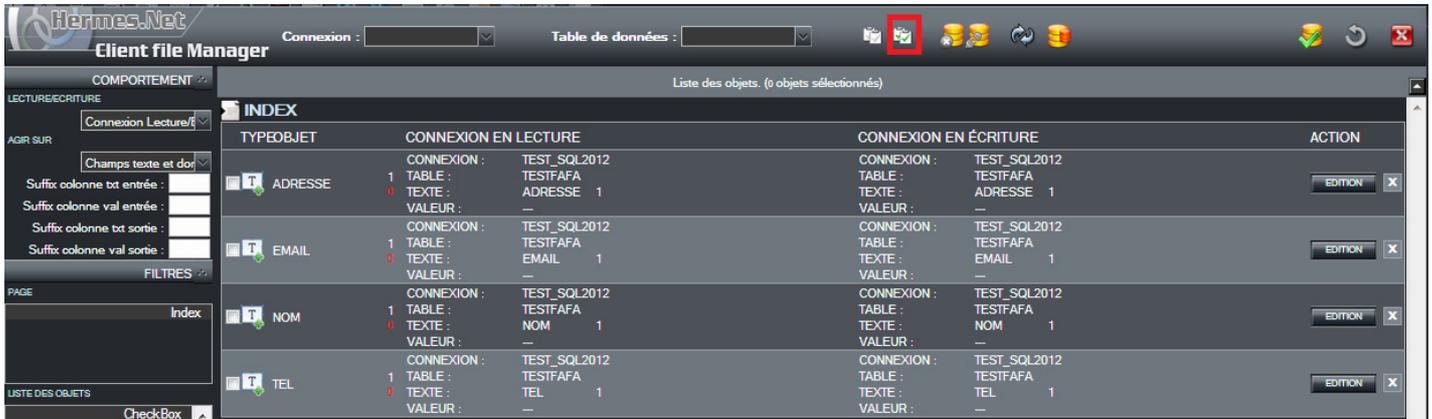
Click **on "Connect All".** In the list below, you can see what connection has been made for reading and writing data.

Click on **"Save".** A pop-up shows you a summary of your connections. Click on **« Save »** to complete the recording of this new data table.

NOTE: If you ever modify your script and add new objects, you will have to follow the same steps to add those as columns in your data table.

3- Create your global variables

Once you client file is done, you'll have to take care of the global variables set in your text (ex: $CITY). It is important that you tick the box **« Evaluate »** in the **« Behavior"** properties of your text, in order for the software to check the variables placed there.

Click on the "**Modules**" menu, and select "**Set global variables**":

Select the correct base in **« Connections »** and select the client file you have just created in **"Table".** Then click on **" Auto create variables »**:
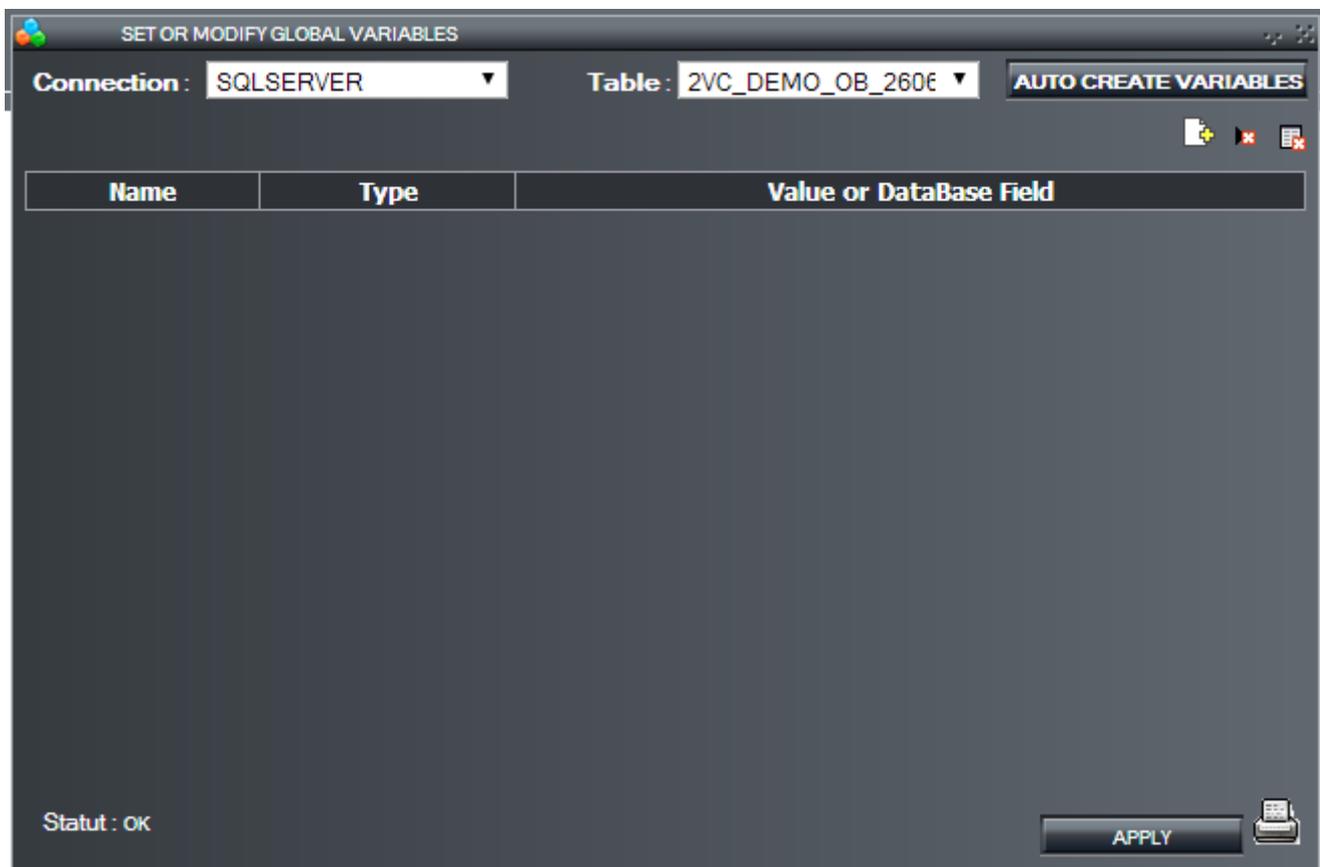
The list is created with all the variables present in the script. Erase the first two **« $INDICE »** and **« $GUID_CONTACT_ID »**. Then click on **« Apply »** to save.

NOTE: In case you have variables only appearing in actions, remember to add them manually to the list of global variables with an "empty" value.

4- Generate the script in production mode

At this stage, you only have one task left in this module: to generate the script in production mode (as opposed to the development mode, which is a test mode only), in order to publish it in the administration module

Click on the **"Scripts"** menu, and select **"Generation"**:
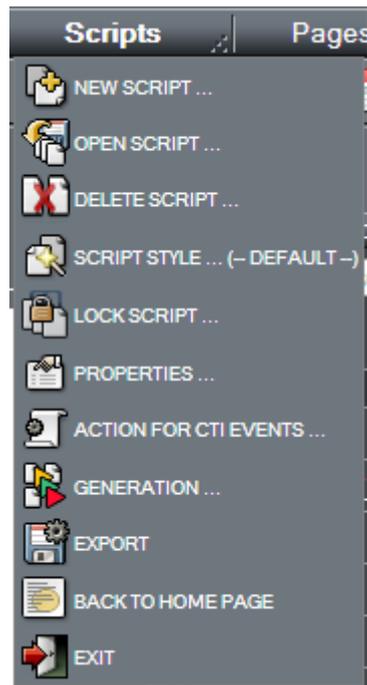
Click on **"Generate",** after having selected the **« Production »** mode.
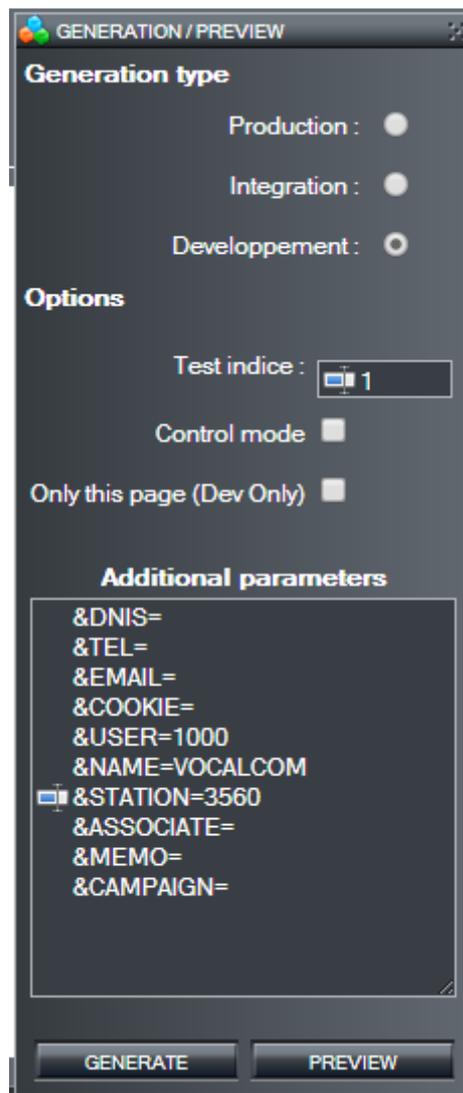
What to do in the Administration module
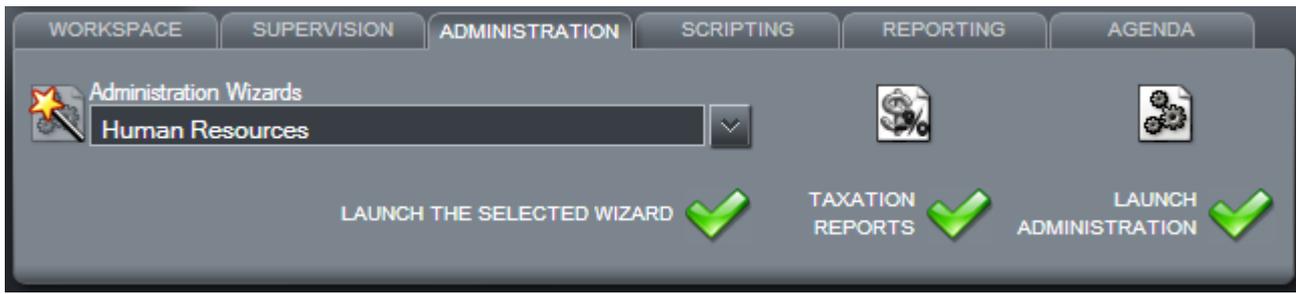
5- Create a queue

Click on « **Common settings »**, then select « **Queue management ».**
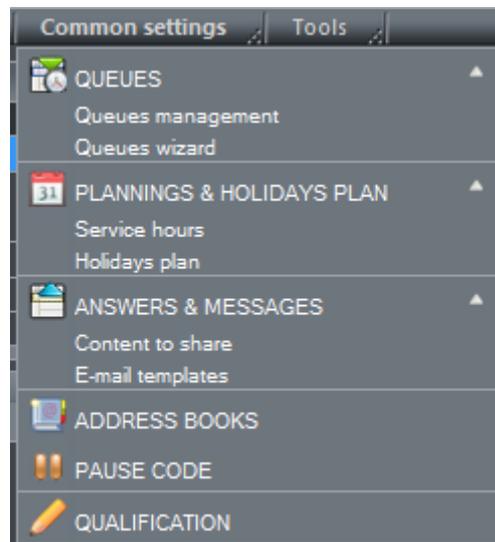
Click on « **Add »** to create a new queue. Give it Queue ID you want and a description.
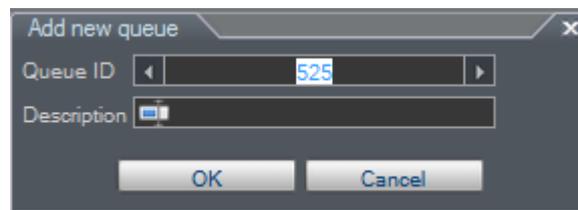
6- Create your campaign and set up the general parameters

Now that your queue is ready, your script is created and published; you have to create your campaign, by joining together all the elements necessary for it to run smoothly. A campaign is nothing but a series of vital parts linked together, that will interact with the telephony. Some elements are **mandatory**, while some others are purely **optional**.

NOTE: The "Default Settings" sub-menu allows you to create parameters for all your email campaigns, applied by default.
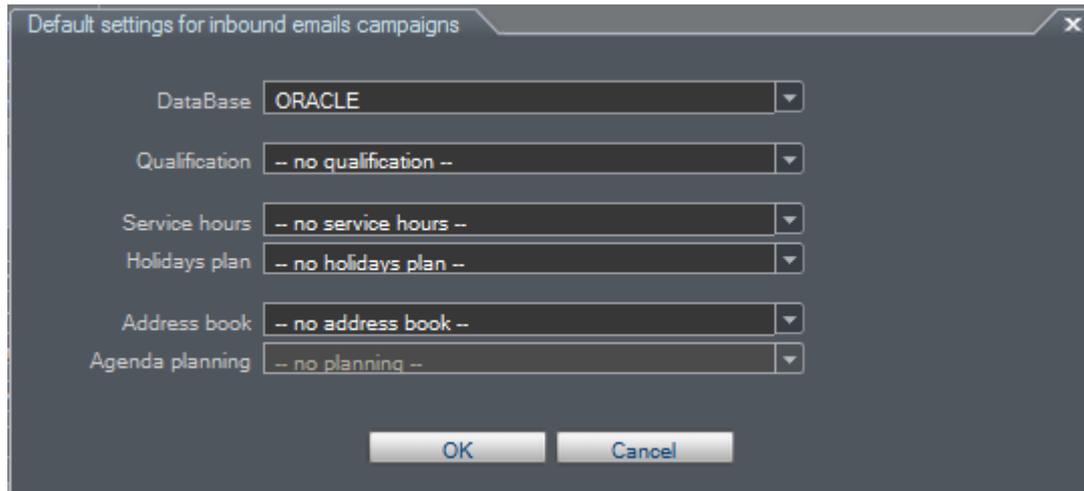
Click on the **« Incoming media »** menu, and select **« Campaigns configuration »**:
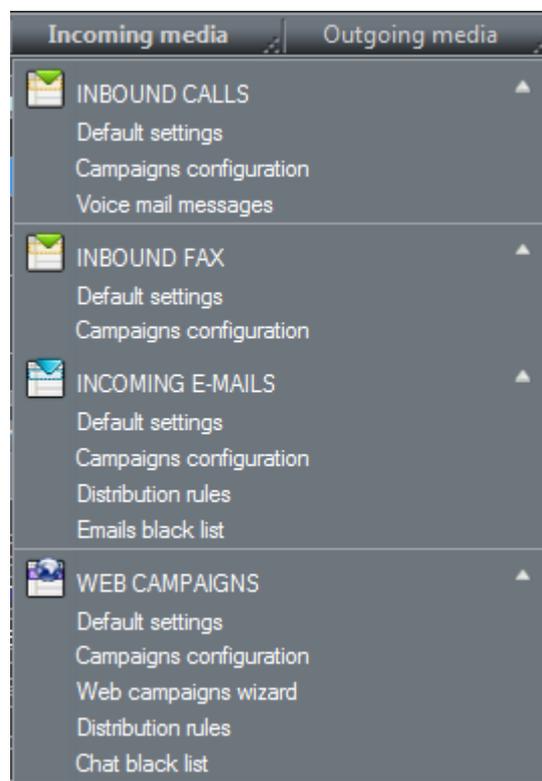
Click on **« Add new»** to create a new campaign:
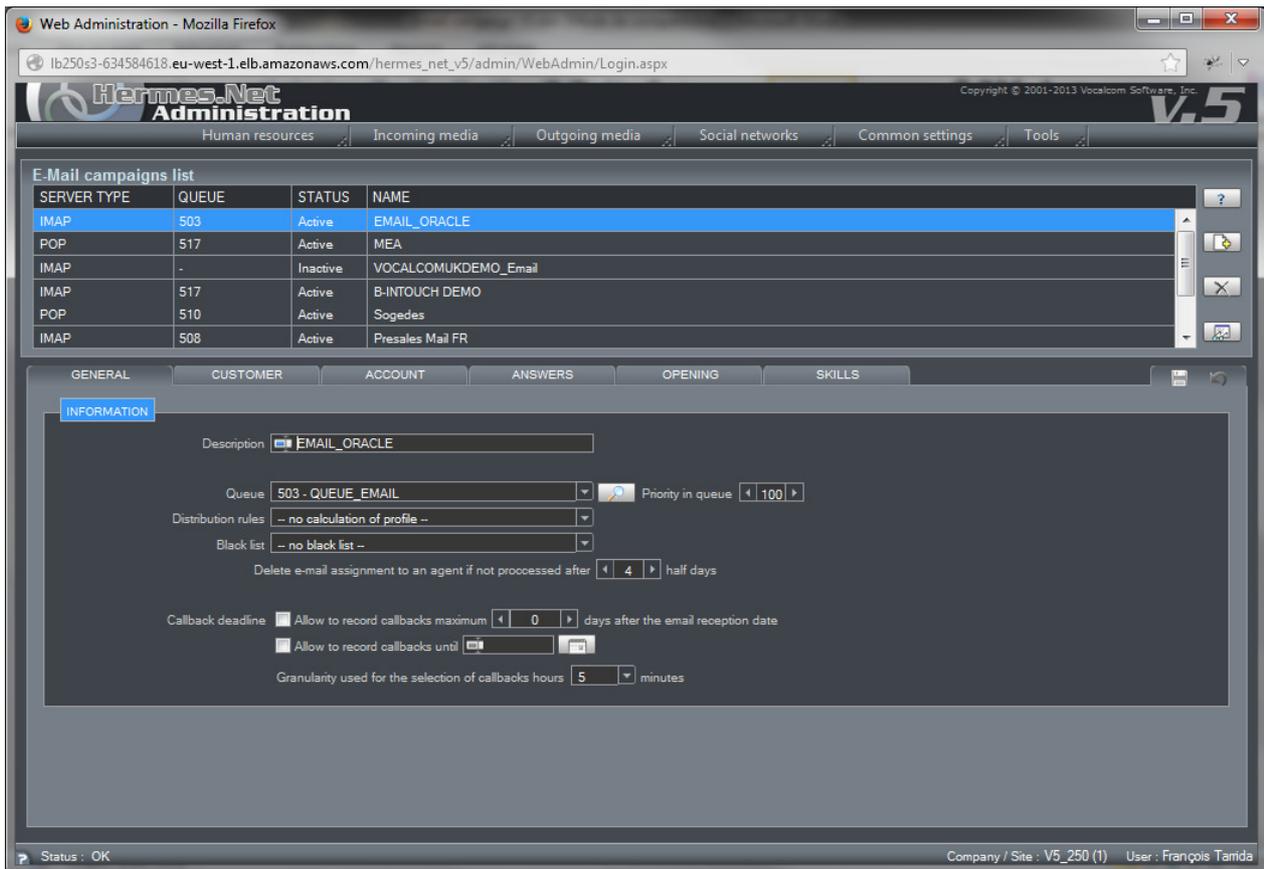
Choose the name of the campaign you want, the database, and then click on **"OK ».**
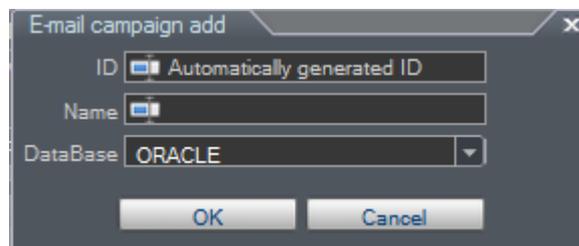
Under the different tabs, you'll be able to set up all the elements of your campaign.

You have a very useful diagnostic tool at your disposal, the **Campaign Summary** that can tell you which elements are present or missing on your campaign at all times. **We recommend you use this tool often when creating your first campaign.**
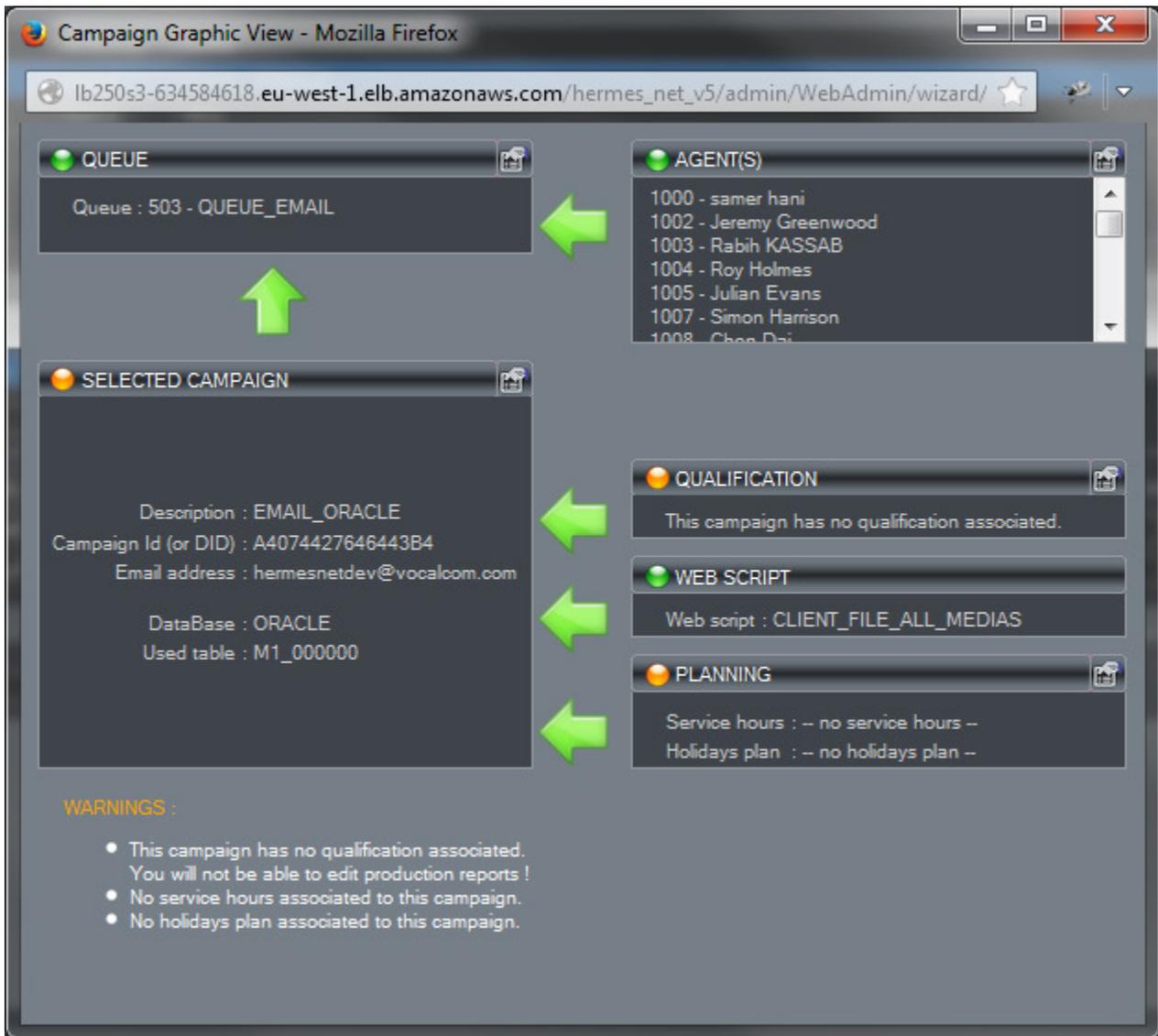
- ● A green dot means the element is set up correctly.
- ● An orange dot means that alerts have been detected. The campaign could be started, but maybe won't work correctly.
- ● A red dot means that alerts have been detected. The campaign won't work at all.

Under the **"General"** tab, you can now set up:
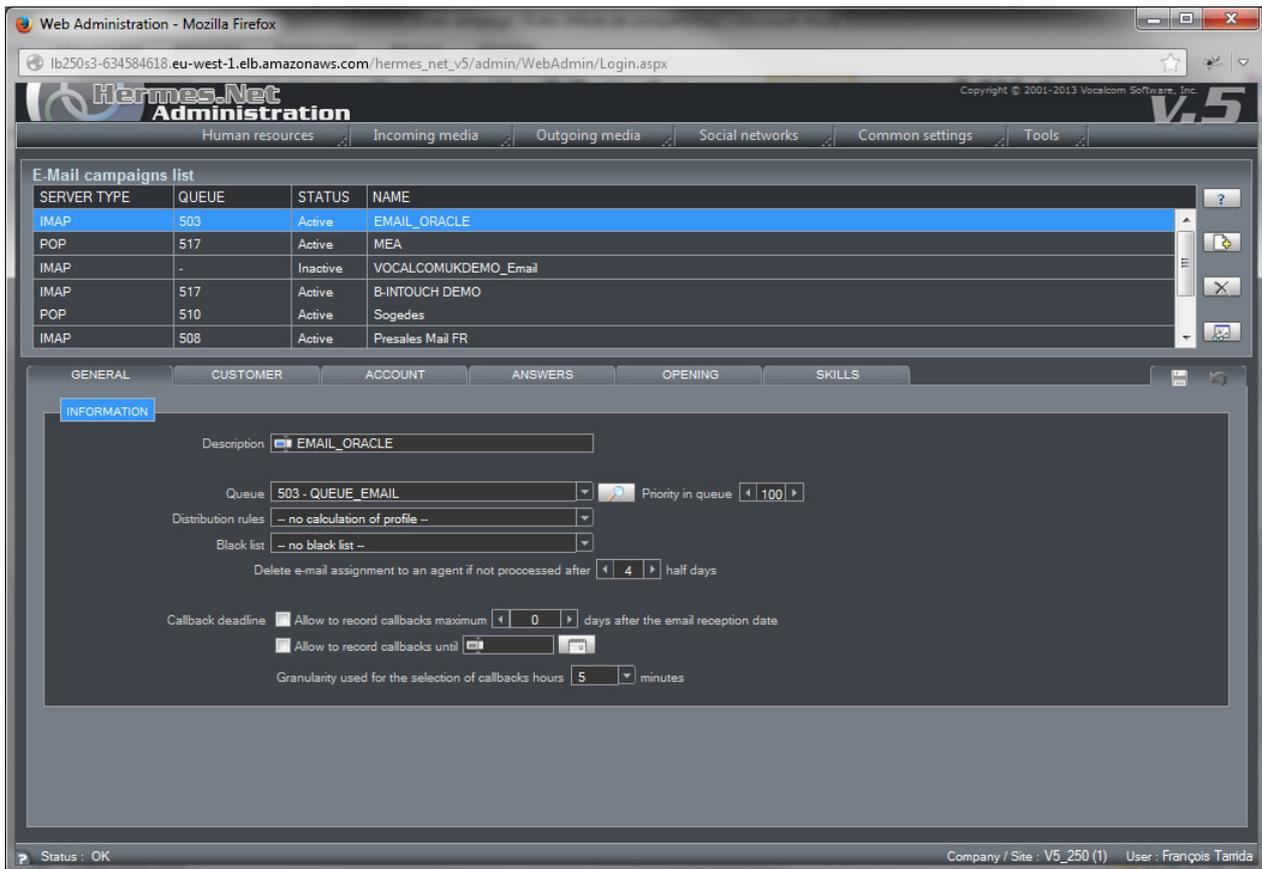
-the **queue** previously created
-the priority in queue (if several campaigns use the same queue)
-Distribution rules
-**Black list**
-Email assignment rules
-**Callback deadline: the general rules that apply to agents when create callback reminders about this campaign**

Under the **"Customer"** tab, you can now set up:
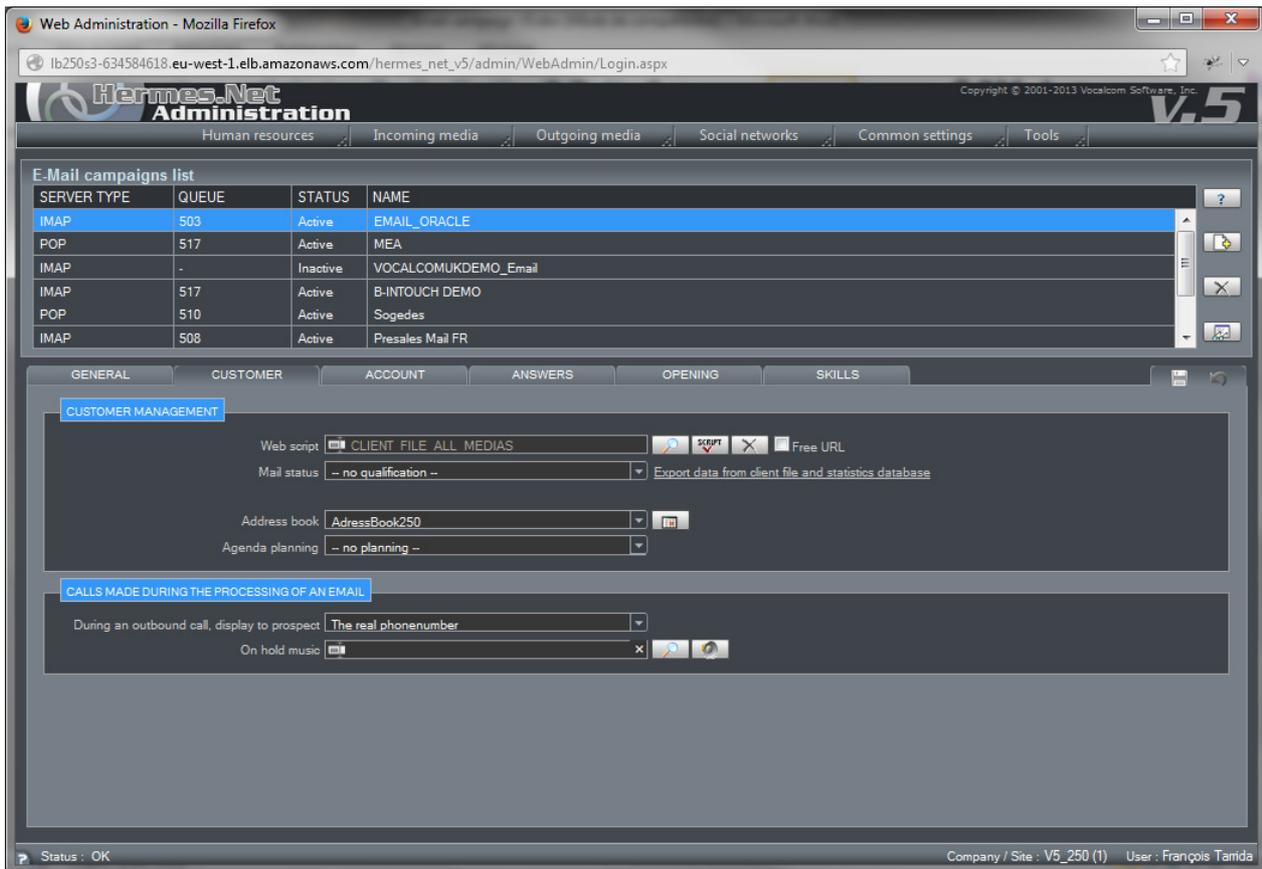
- **Web script:** select the screen script you have created.
- **Supporting Actions:** if the desired workspace supports email campaigns email settings.

Under the **"Answers"** tab, you can now set up:
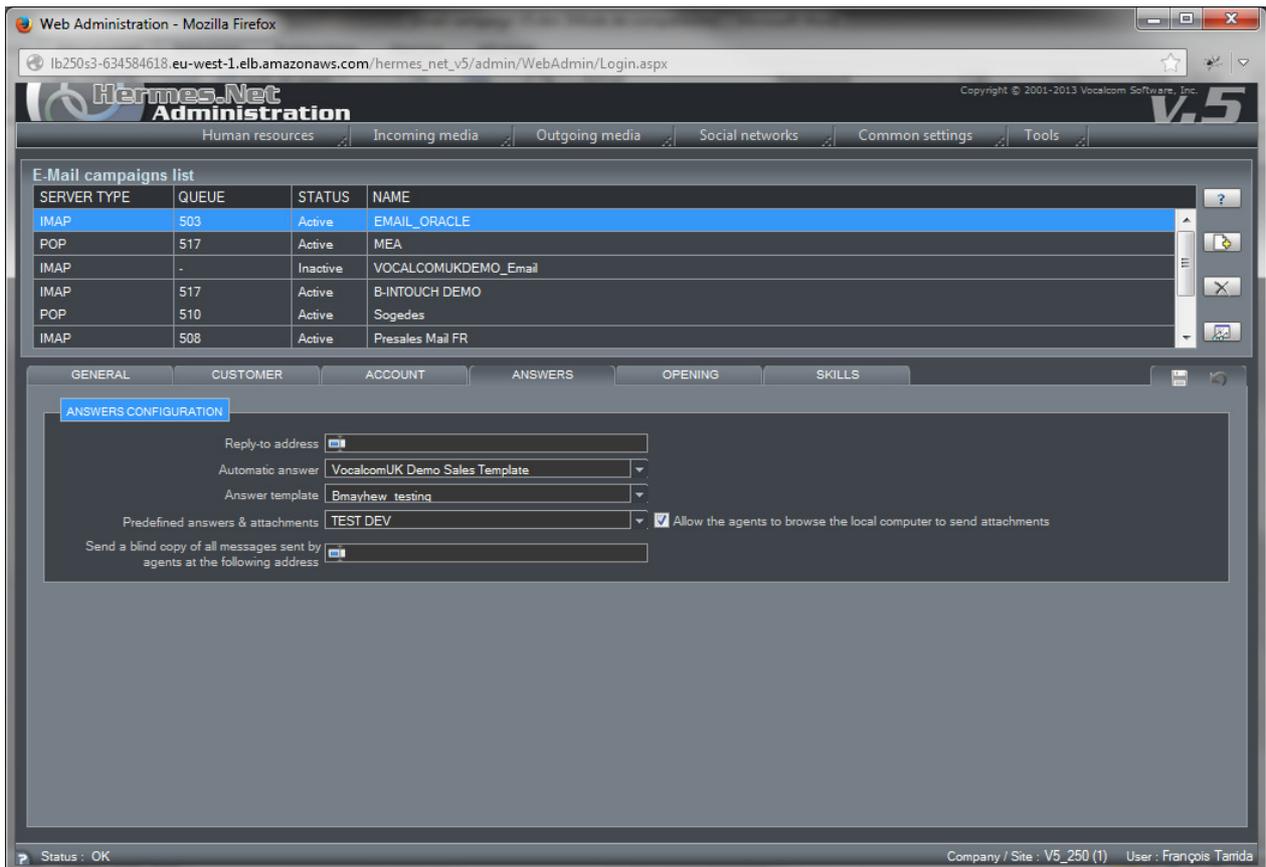
-Reply-to address (*meaning : sender address for your emails*)
-Automatic answer
-Answer template
-Predefined answer & attachments
-Hidden recipient

NOTE – Most of these elements are created in the **"Common settings"** menu:
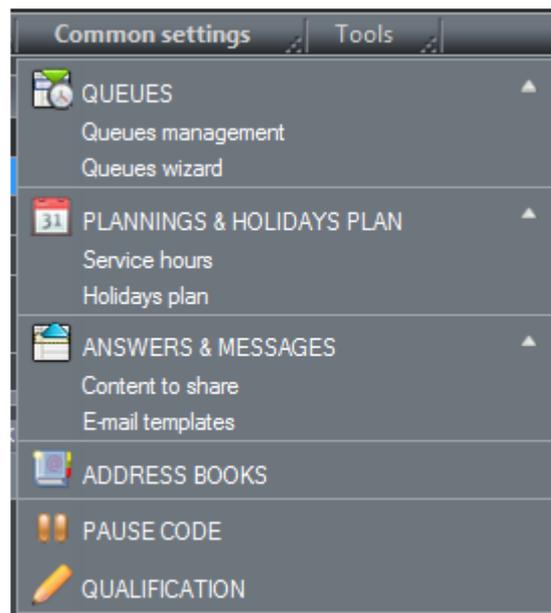
We'll set up the other parameters later.

For skills to be set on campaigns and agents, please refer to **« Skills in Hermes.net »** document.

7- Linking an email account

Obviously, the critical element in the campaign is the account you want to link it to. You can use several server types:
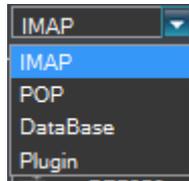
Next, configure the different elements related to the account:
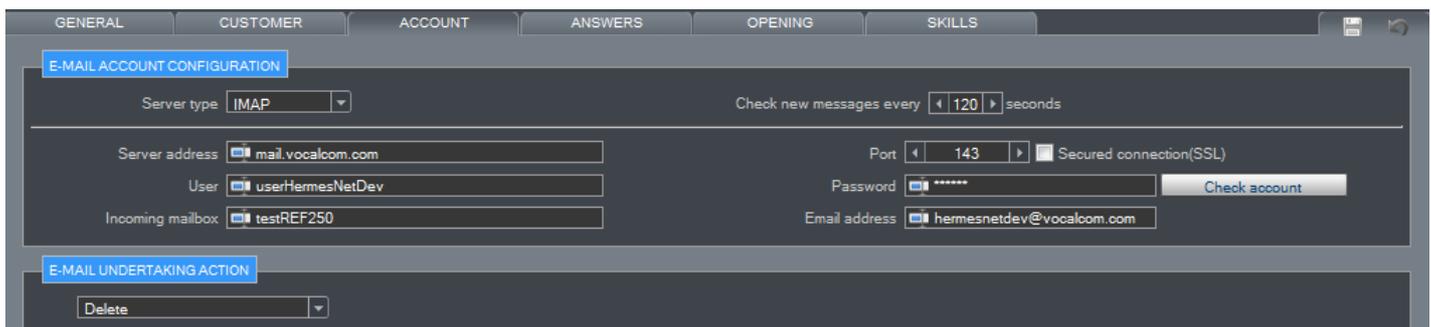
You can then decide what to do with emails being dealt with by the agents, and how often the email inbox refreshes itself.

8- Creating agents accounts

Obviously, if you don't have existing agent's accounts, you now have to create some in order to assign them to your campaign. Click on **"Human resources"**, then under **"Users"** select **"Agents"**.

NOTE: The "Human Resources Assistant" sub-menu allows you to create and manage multiple accounts quickly, by following a few simple steps. In V5, agent groups are managed directly through their workspace.

Click on **"Add new"** to create a new account:
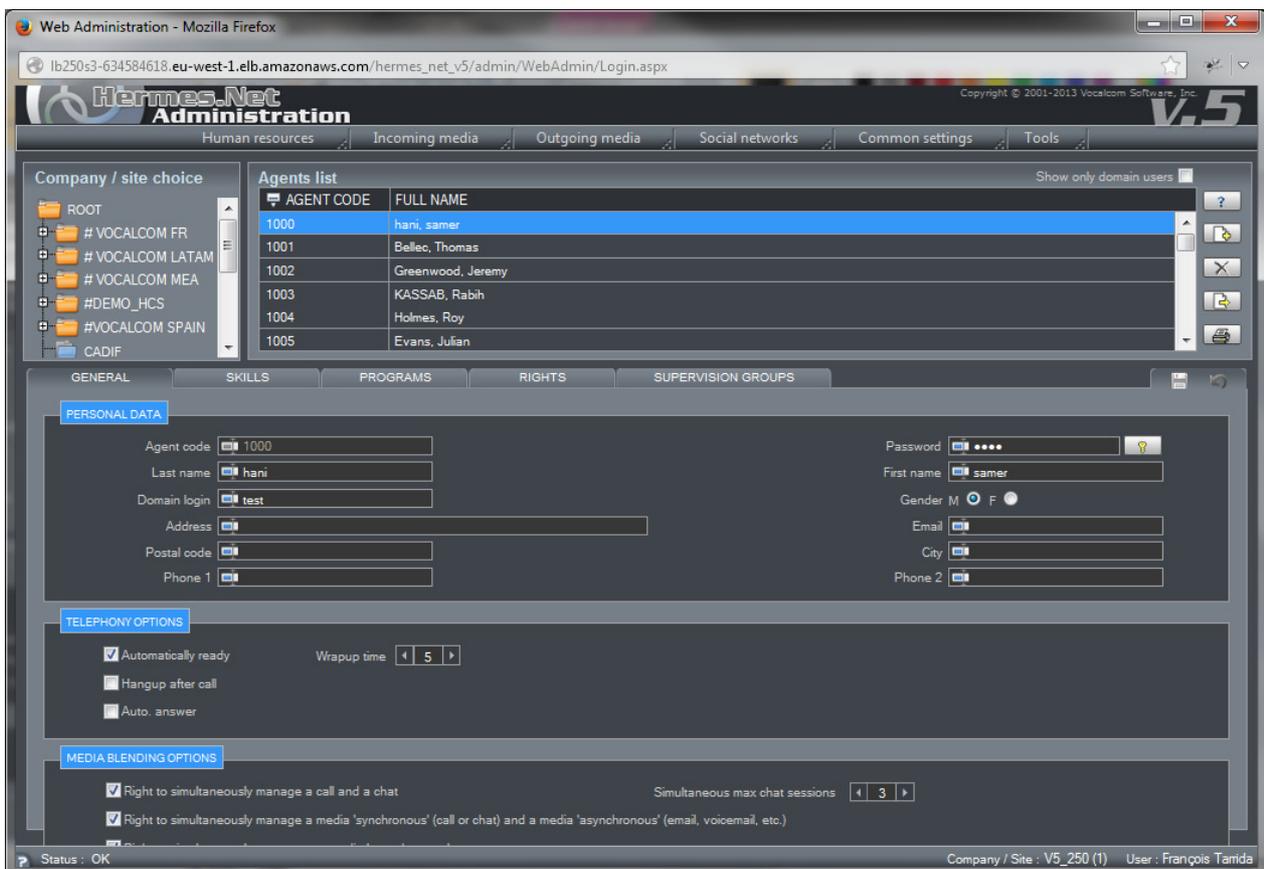
Creating an agent account is similar to creating a supervisor. Each account will receive a 4 digit **Agent code or login** (for ex. 1000), and a **4 digit password (letters),** that can be changed by clicking the button.

You can configure the following tabs:

General : account general information, **hangup after call** (only useful if your agents don't use headsets), and **automatically ready** options, if you wish to reduce the time between worked times (call + wrapup) for the agent, automatically pick up for the softphones and Avaya, and media blending options if necessary. We can also modify, personals callback of the agent.

Skills : assign skillgroups and relevant levels to the agent.

Programs : assign the workspace you want, its display parameters, and supervision/rights to the group if you wish to do so.

Rights : assign phone rights, supervision rights (if selected under the previous tab), and media blending rights if necessary.

Supervision groups : As well as an agents group , it is possible to creata a supervision group and assign agents and supervisors to it. In the case of a big team, it reduces the scope of supervisors to a particular group of agents.

9- Creating or assigning supervisors accounts

In order to create a supervisor, you just need to, when creating an agent account, give him supervision and reporting (optional) rights. This account will be automatically bumped to supervisor level, and the user will have access to the Supervision and Reporting modules.

You can also directly create a Supervisor account in the **Supervisor** menu of **Human Resources**, using the same principles as agent creation, if you wish to do so.

10- Creating or assigning Service Hours

Your campaign will need Service Hours.

Click on **"common settings",** then under **"Plannings & holidays plan"** select **"Service hours".**
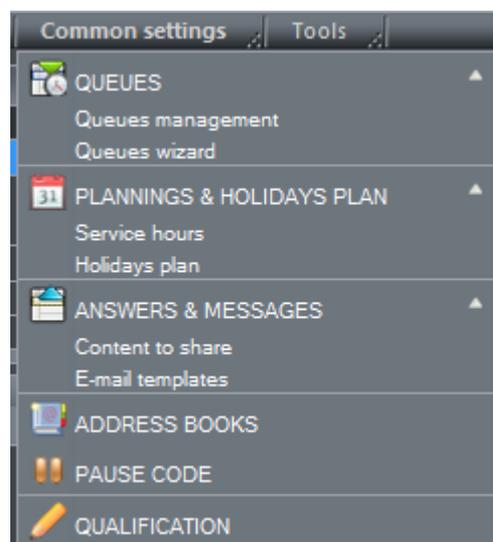
Click on **"Add new"** to create a new planning.

In your planning, choose the days and hours of activity. If you don't have breaks in the activity during the day, just fill the first two hours of activity on the left, and put 00:00 in the next two, as in the example below:

Save your planning, and go back to your campaign. Under the **"Opening"** tab, select your planning **"service hours"** and save. Now, anytime you're out of the chosen service hours, the campaign won't be automatically active.

NOTE: Service hours are optional, and without it, your campaign with work nonetheless.
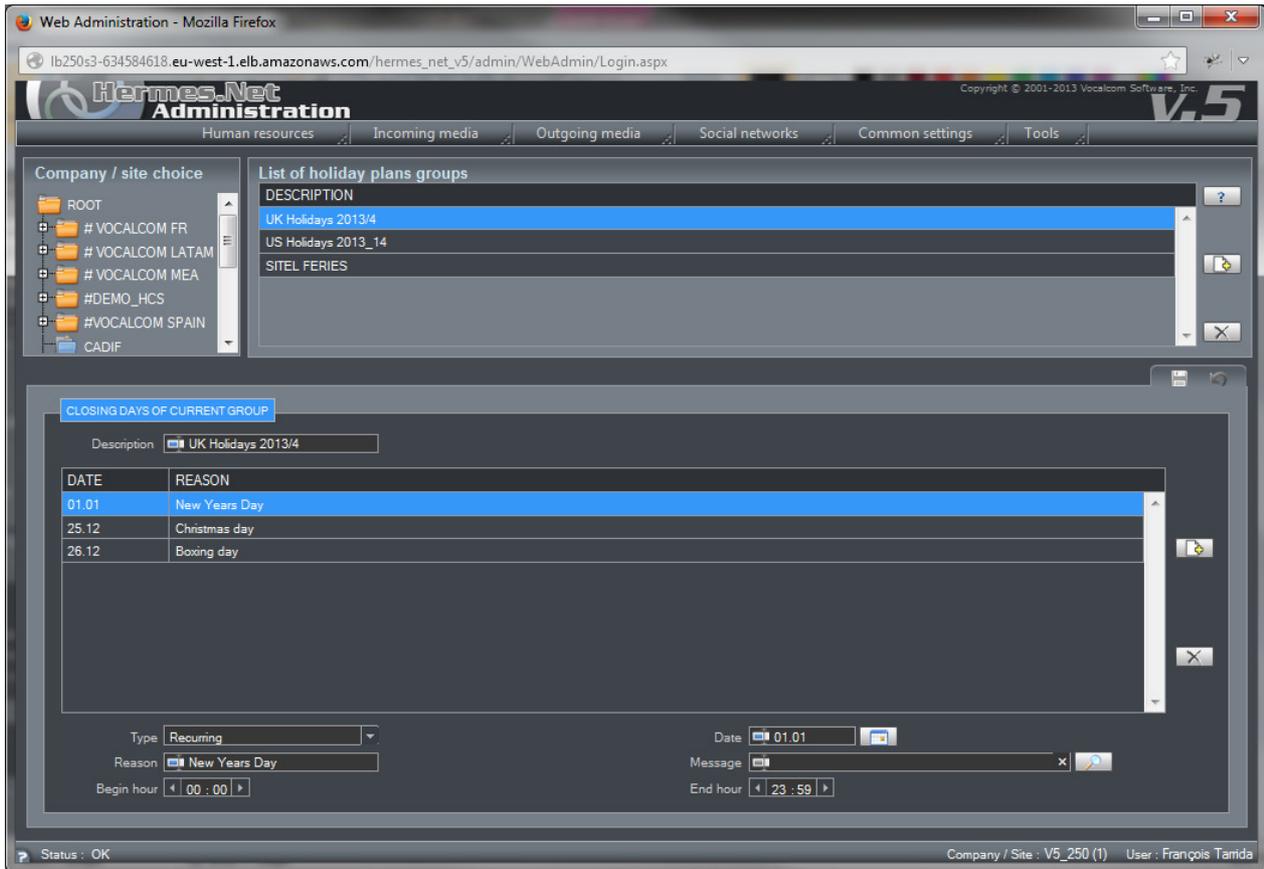
11- Creating or assigning a Holidays plan

You campaign will need a Holidays plan.

Click on **"Common settings",** then under **"Plannings & holidays plan"** select **"Holidays plan".**
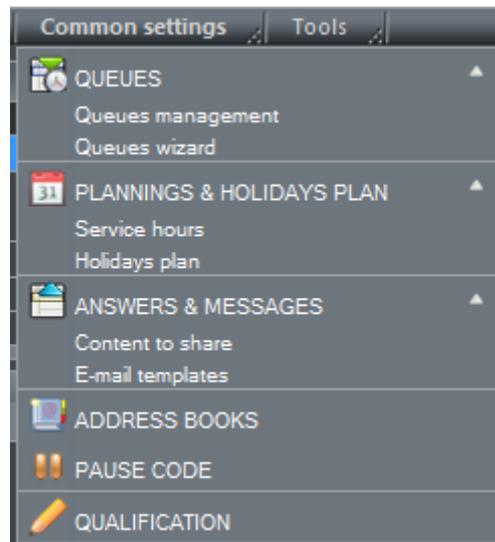
Click on **"Add"** to create a new holiday plans group.

Create different holidays in your group using the button. A holiday can happen **once** or be **recurring** on each yearly calendar. You can create half-days of holidays, and choose a different voice message for each holiday (only useful in inbound call campaigns obviously).

Save your current group, and go back to your campaign. Under the **"Opening"** tab, select your holidays plan and save. Now, anytime you're in any of the chosen holidays, the campaign won't be active.

NOTE: Holidays plan is optional, and without it, your campaign with work nonetheless.

12- Creating or assigning call qualifications

For your agents to qualify their calls, you will need to create a group of **email qualifications** (also **called email statuses**). It is very **important** to have a clear idea of what statuses you need before creating the group, as adding or cancelling statuses once the campaign is ongoing will decrease the precision of your statistical readings.

Click on **"common settings",** and then select **"Qualifications".**
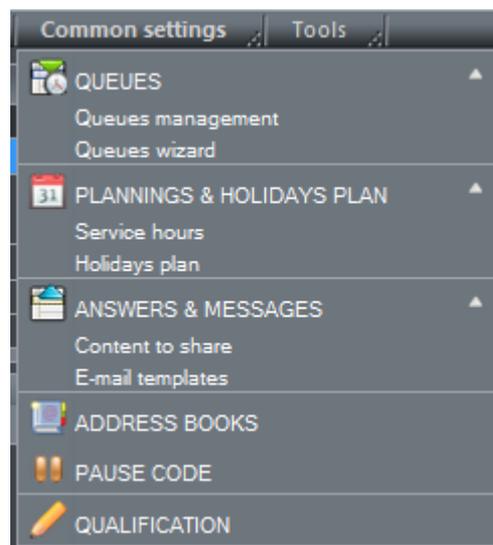
Click on **"Add"** [icon] to create a new qualification group.
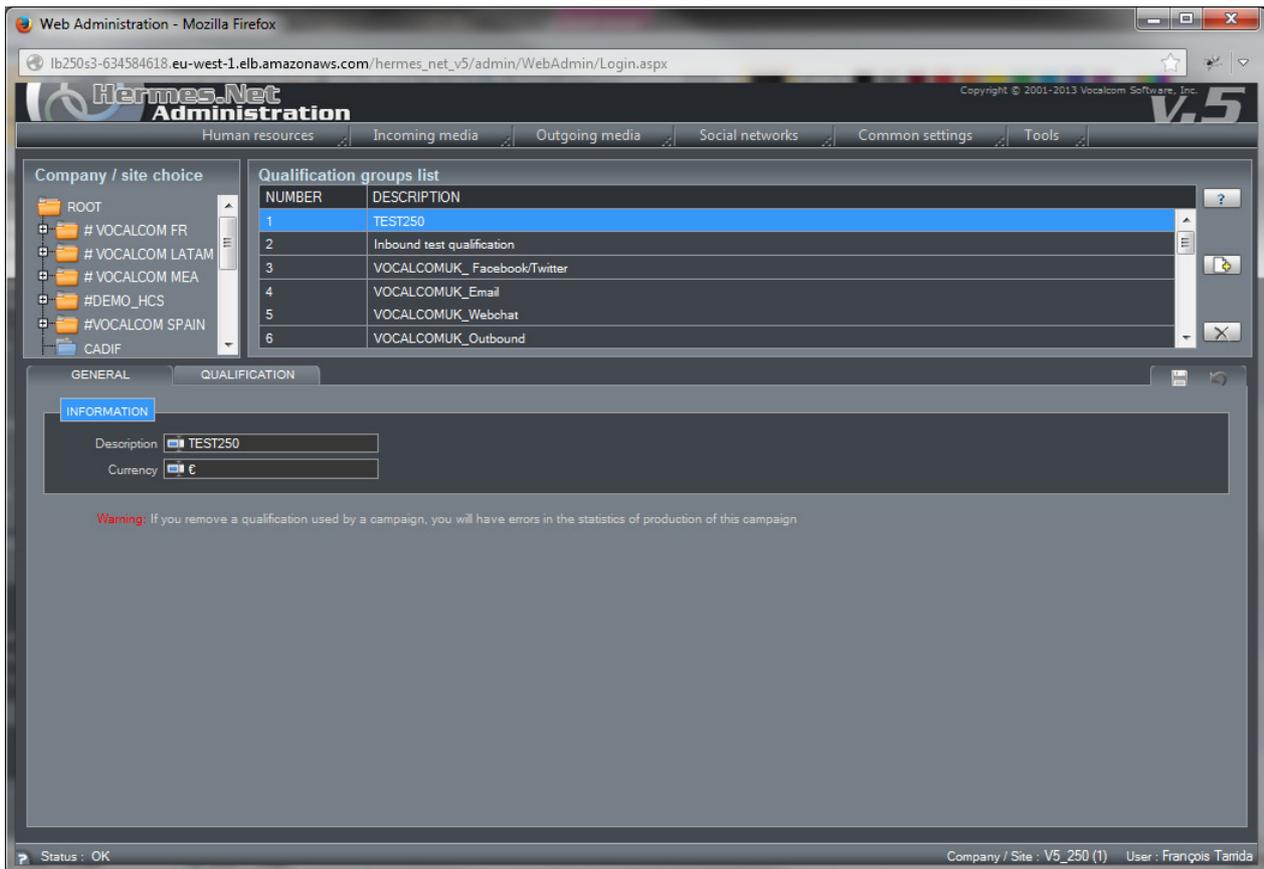
You can configure the following tabs, which are general and qualifications.

General: the name of the status group and the currency that you wish you use for the profits of one or several qualifications.

Qualifications: Create a new status by clicking **"Add a qualif.".** If you wish to delete it, click **"Remove"**. You can also add sub-status or details by clicking **"Add detail".** A sub-status is useful if you wish to give more precision to the general status, for example what was sold under the general status SALE.

For each qualification, choose a category (**Positive, Argued or Non-Argued**), as discussed during training. These categories provide the level of **achievement** in the statistics of the campaign and agents. You can also place a profit on one or more qualifications, and the **validation of quotas** as well (only used in outbound calls context).

When you create new qualifications, by checking **"systems qualifications"**, you can select system statuses, such as **93- Answering machine** or **92-Absent**. Some will be useful to your agents, such as answering machine, because in progressive or predictive dialing, 20% of respondents ascend agents. Obviously, in email campaigns, most won't have a use, if any at all.

Save your status group, and go back to your campaign. Under the **« Customer management »** tab, in **« Qualification group »** select the group you've just created and save.
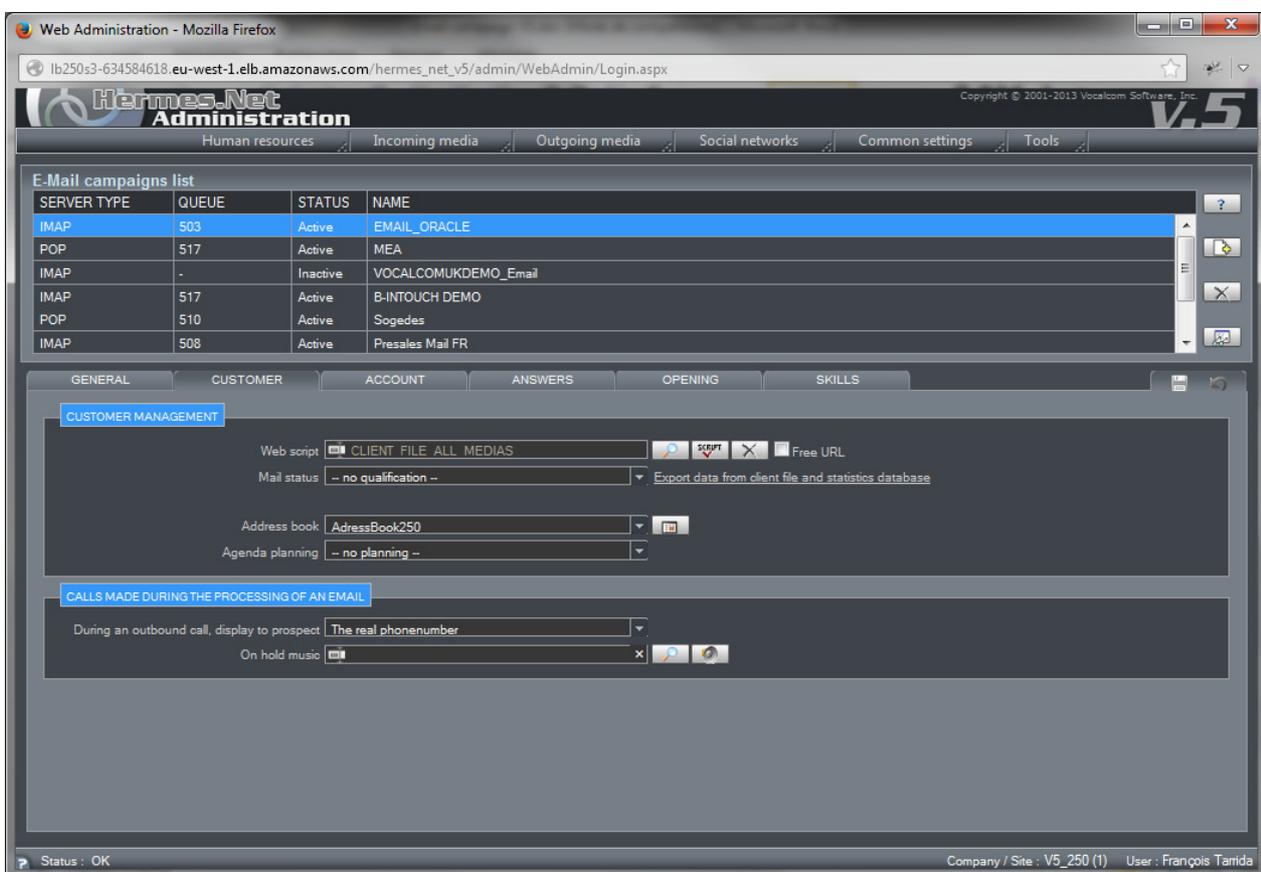
Note: You can now also set up an auto recording on all statuses or some selected statuses (for example, you need to keep track of all SALE agreements for legal reasons, etc…).

13- Creating your Address book

If you wish to take an appointment with the Hermes agenda module, you will need to set up an address book that contains the customer data, and a salesmen planning and salesmen accounts.

NOTE: In the V5, if you want you can, through a wizard on the home menu, create directly your plannings and CRMs.
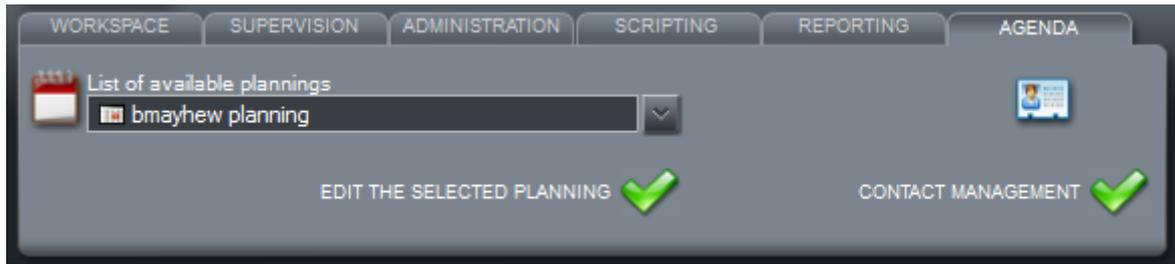
Click on **"Common settings",** and then select **"Address books".**
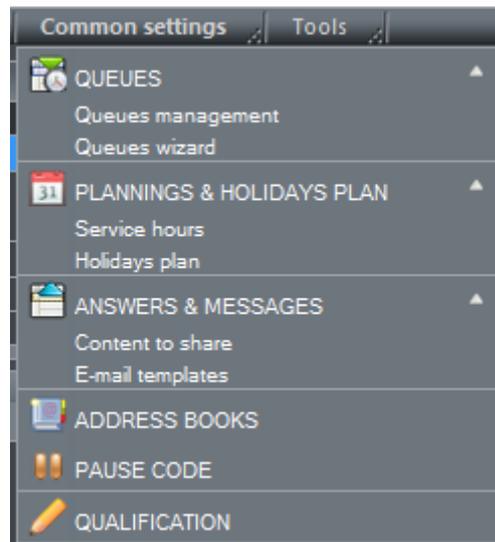
Click on **"Add"** to create a new address book.
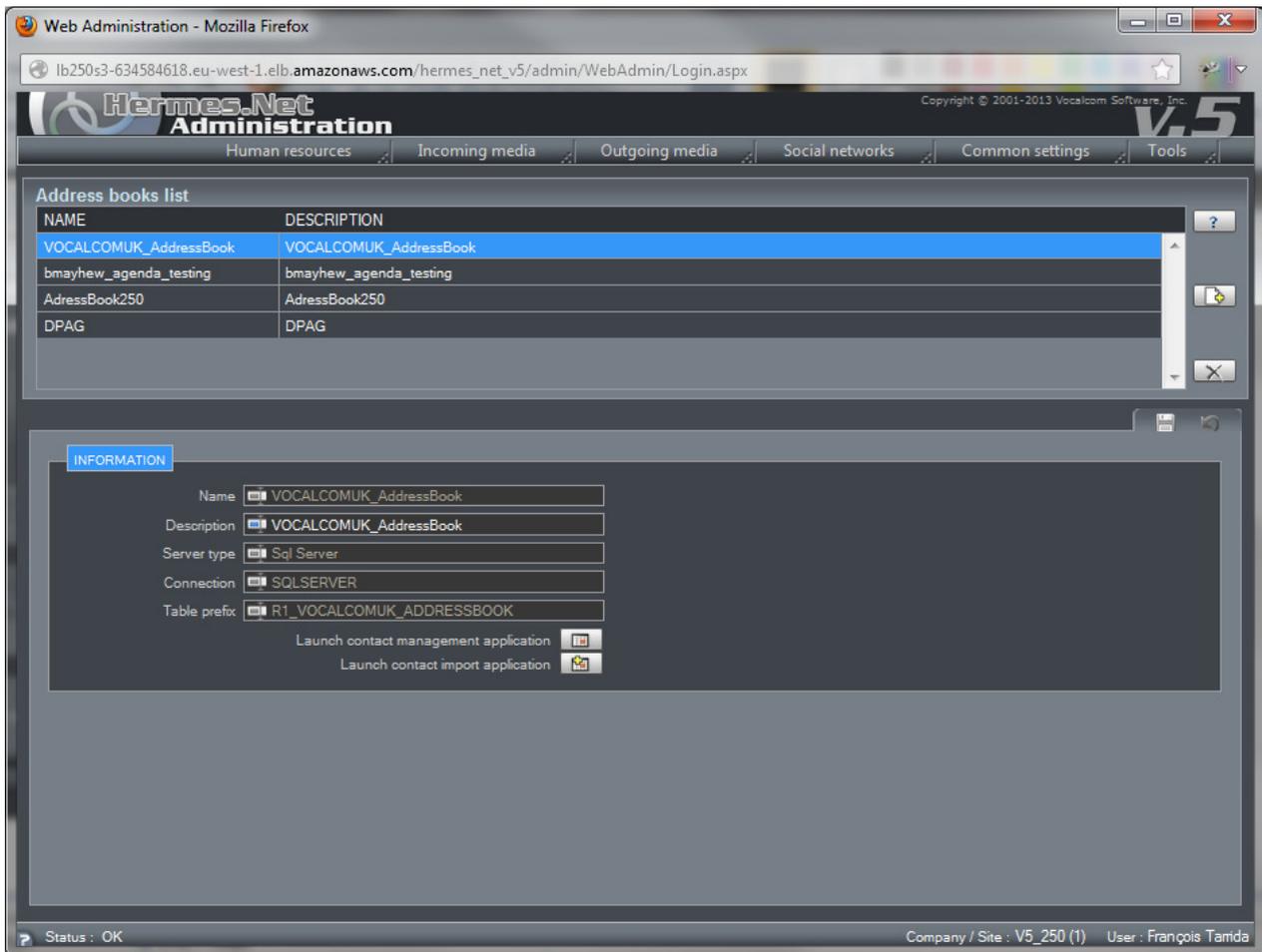
Give a name to your address book, and select the connection to your database:
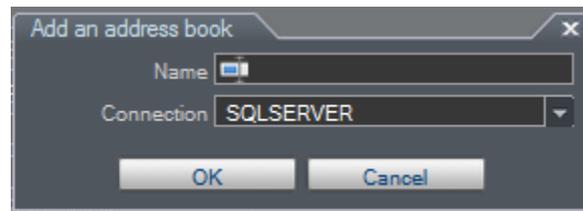
Click on **"Launch contact import management".** The only difference is that you can fill in personal and professional data for the clients.
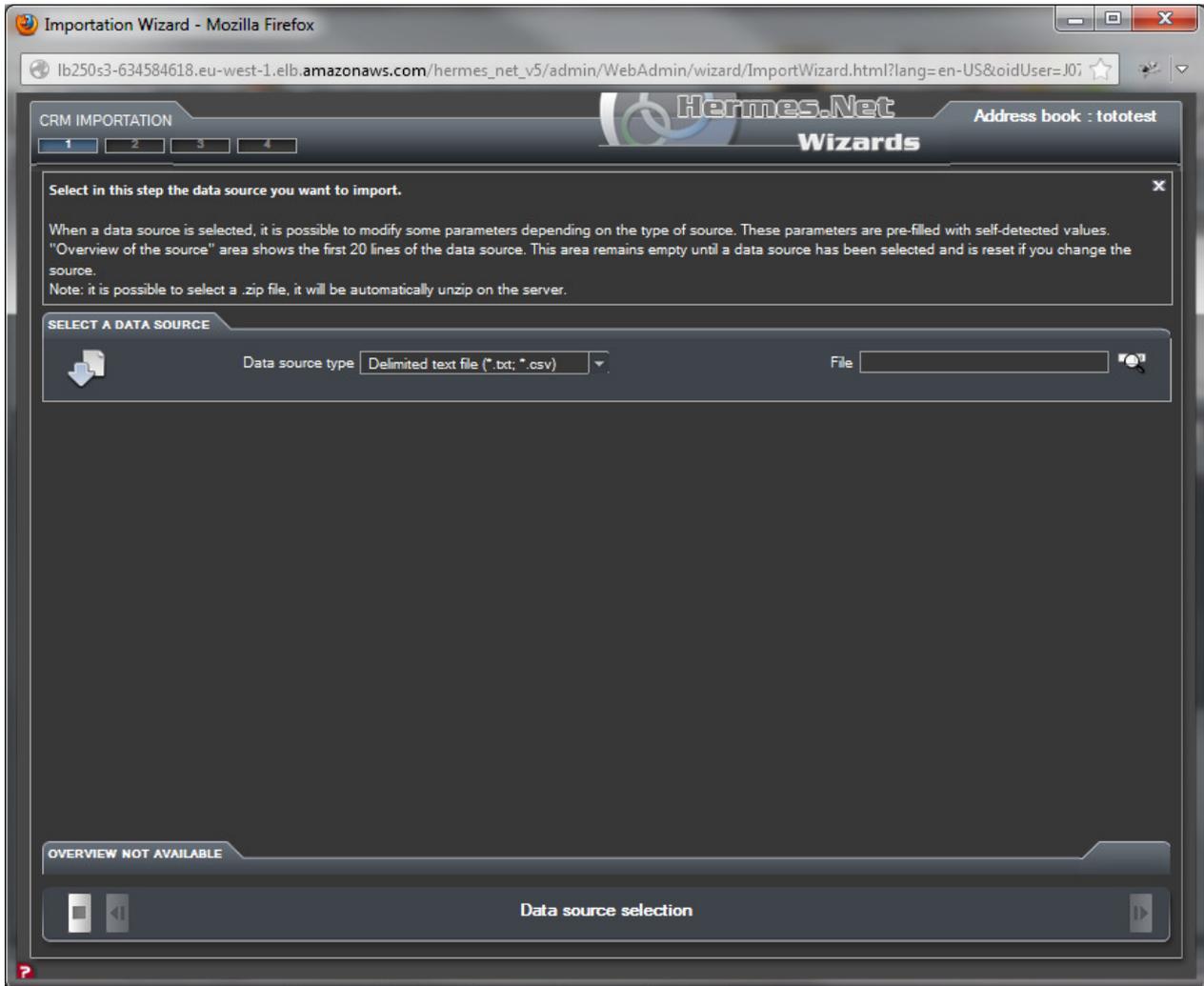
Importation Wizard - Mozilla Firefox

lb250s3-634584618.eu-west-1.elb.**amazonaws.com**/hermes_net_v5/admin/WebAdmin/wizard/ImportWizard.html?lang=en-US&oidUser=J0

CRM IMPORTATION

Address book : tototest

1　2　3　4　5　6　7　8

Last step before importing.

Make sure everything is correct before importing, otherwise return to previous steps.

SUMMARY OF DATA TO BE IMPORTED

Some records are not valid and could not be imported.

Valid records to be imported: 1　(9.09 %)

Duplicates records found in source : 10　(90.91 %)

List of records that will not be imported

SUMMARY OF SELECTED MAPPING

Destination : Source

Last name : NAME

Professional phone number : TELEPHONE

OVERVIEW OF THE SOURCE　　LINES TO BE IMPORTED : 11

NAME	TELEPHONE	CITY
Toto	12535656	NY
Toto	12535656	NY
Toto	12535656	MIA
Toto	12535656	NY
Toto	12535656	MIA
Toto	12535656	NY
Toto	12535656	NY
Toto	12535656	PHI
Toto	12535656	NY
Toto	12535656	NY

Summary before importation

Save your address book, and go back to your campaign. Under the **"Customer management"** tab, select the **"address book"** and save.
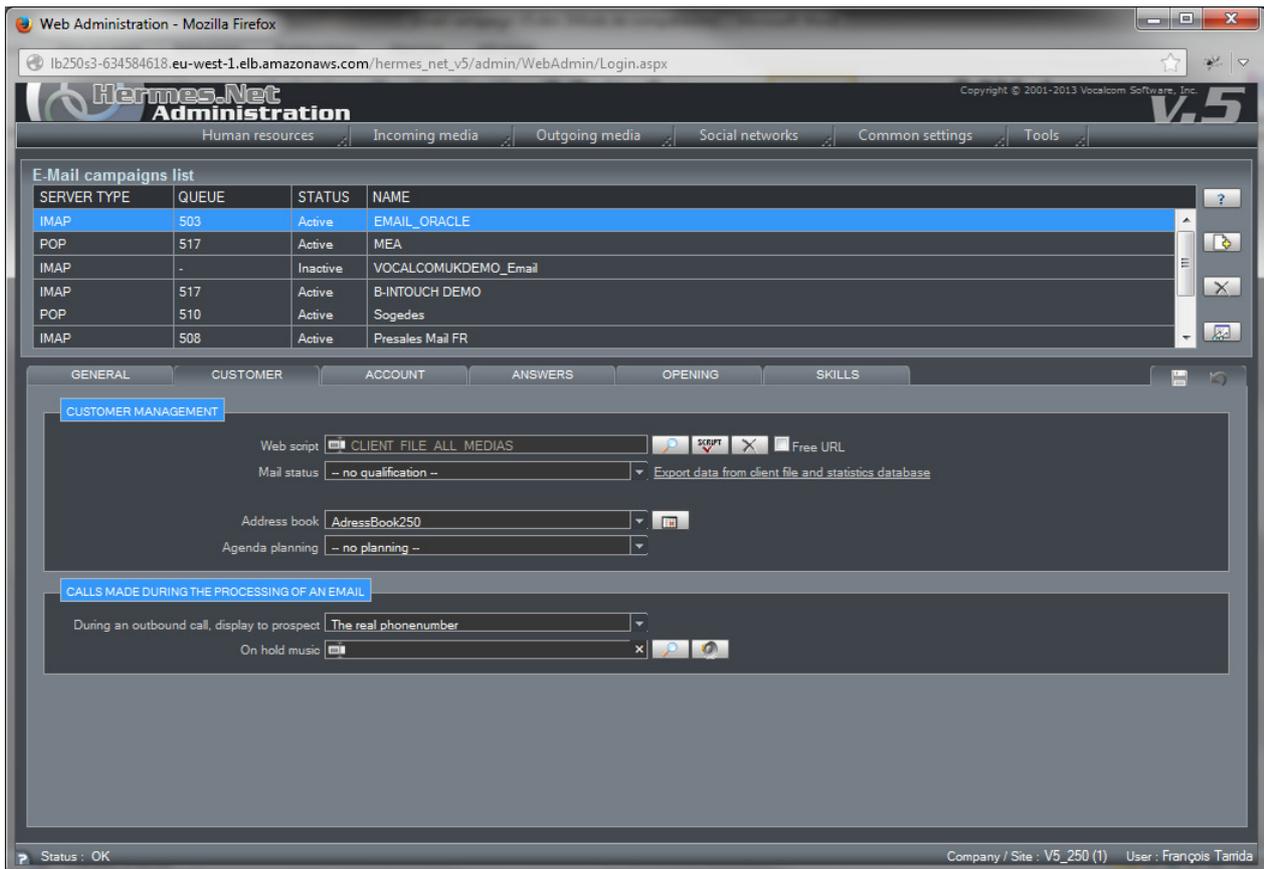
14- Creating the Salesmen planning

Once the address book is created, you'll need to create a salesmen planning for your salesmen, which you will then join to the campaign.
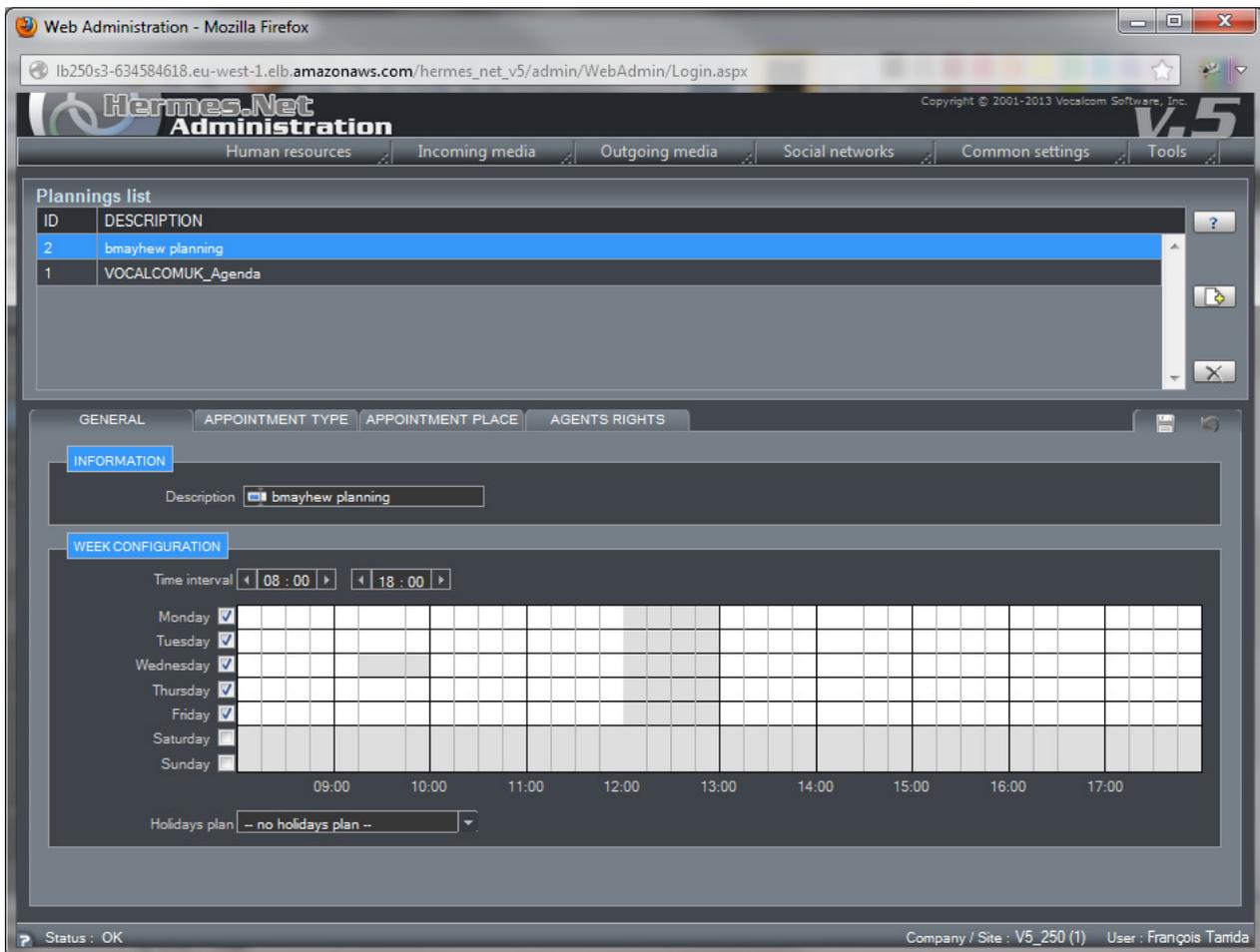
Click on **"Human resources",** then under **"Salesmen**", and select **"Plannings management".**

Click on **"Add"** to create a new planning.

You can configure different tabs :

General : daily times for a standard week, each hour is divided in quarter-hours that you can grey out, thus rendering them unavailable in the planning. You can also choose a holidays plan for the planning.

Appointment type : various types of appointments, you can give each a standard lenght, and the agents will be able to choose from the list when taking an appointment.

Appointment place : various places for appointments, you can give each a name, and the agents will be able to choose from the list when taking an appointment.

Agents rights : agents rights when taking appointments on the agenda.

NOTE: when an agent takes an appointment for a salesman in the agenda, the change is immediate for all agents working on the same agenda.
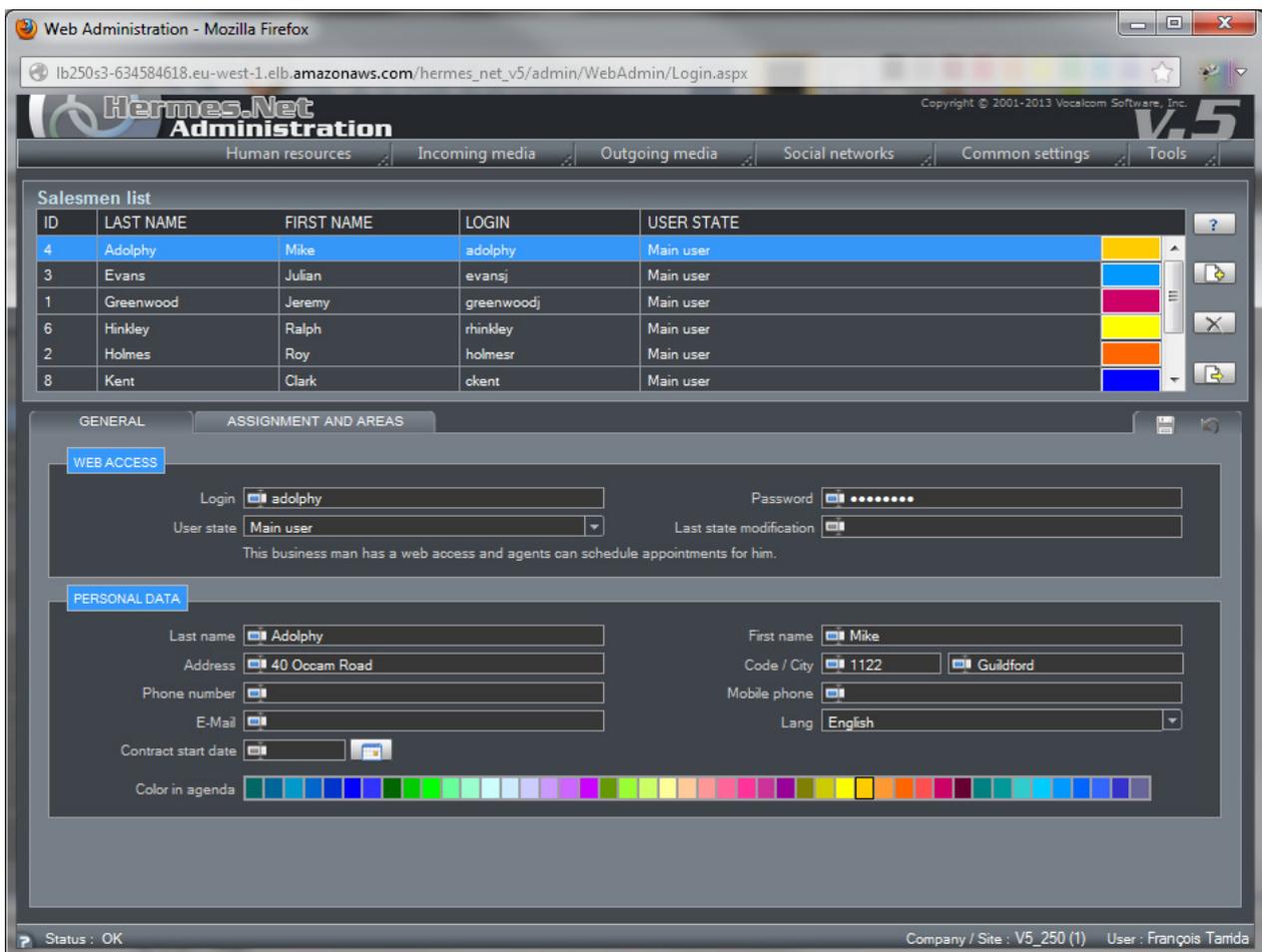
15- Creating the salesmen

Planning is created; you must now create salesmen accounts.

Click on **"Human resources",** then under **"Salesmen"** select **"Salesmen configuration".**

Click on **"Add"** to create a new salesman account.

You can configure the different tabs :

General : login and password (optional) of the salesman, his personal data, and his color code as it will appear in the agenda. Please also select a user state, and fill in his email address, with it when an appointment is taken agents can send him an email alert.
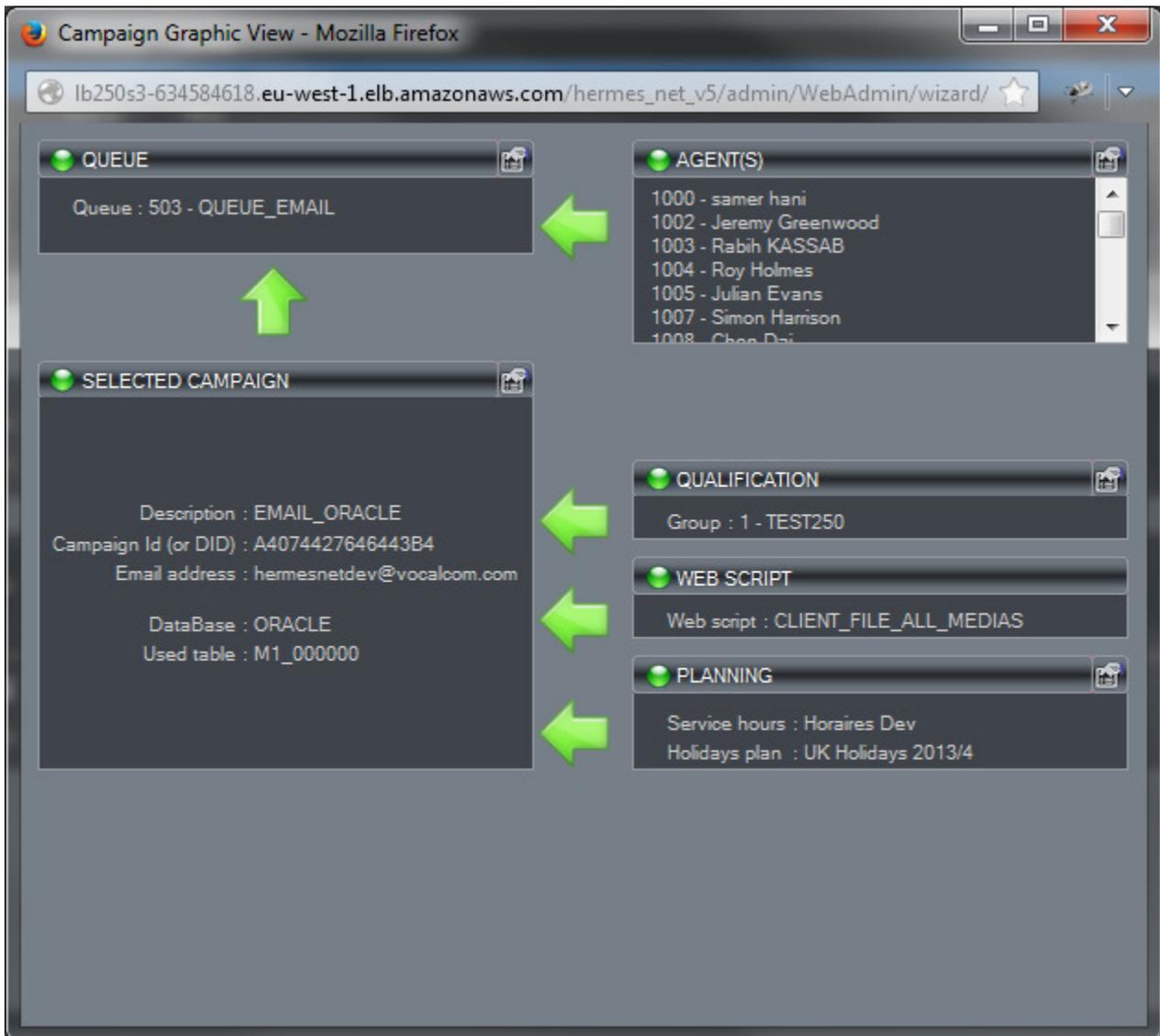
Assignment and areas : select your planning, then fill in geographical zones (optional) and quotas on his appointments (optional).

Save your address book, and go back to your campaign. Under the **« Customer management »** tab, in **« Agenda Planning »,** select the planning you've just created and save.
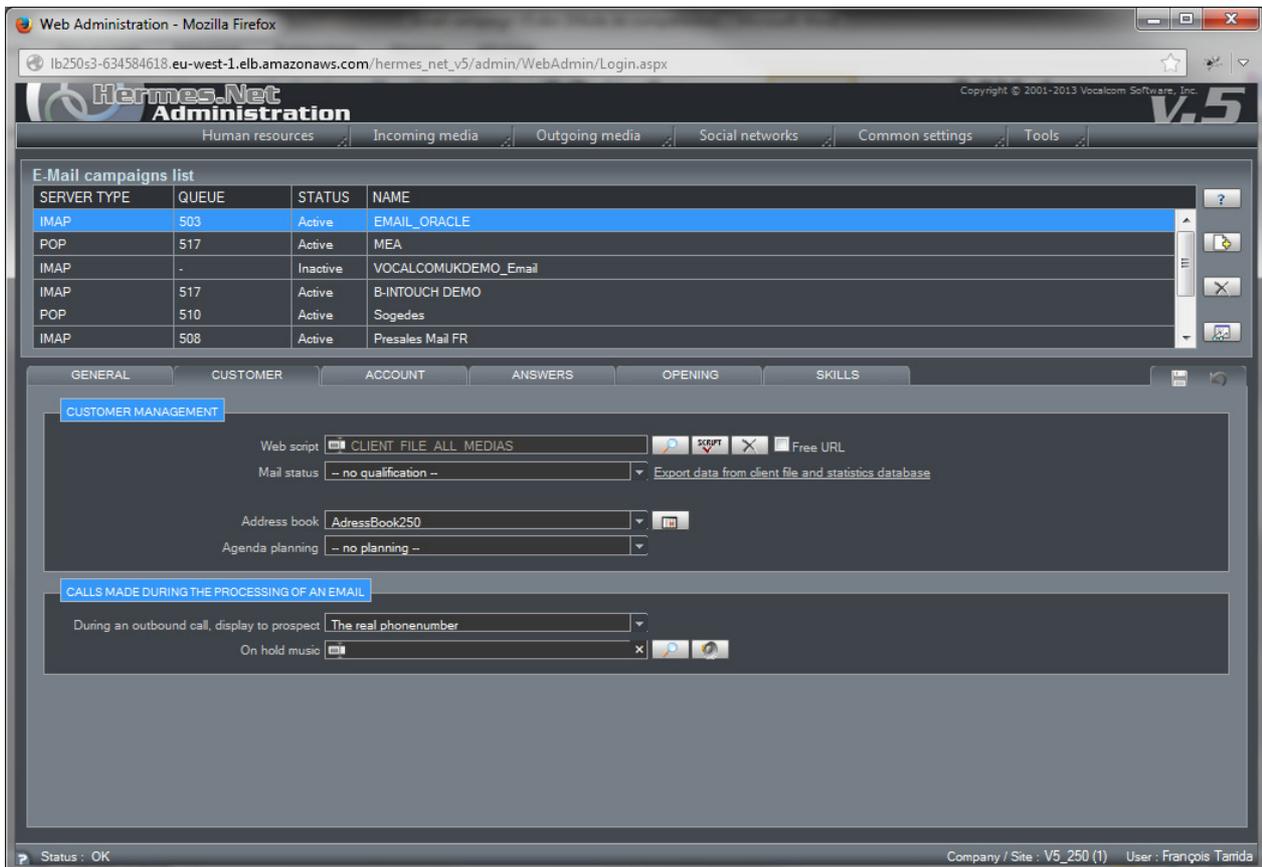
16- Check the summary of your campaign

Your campaign should be complete at this stage. Open the campaign, and with the Campaign Summary, check that the vital elements are all in place. A complete campaign should look something like this: