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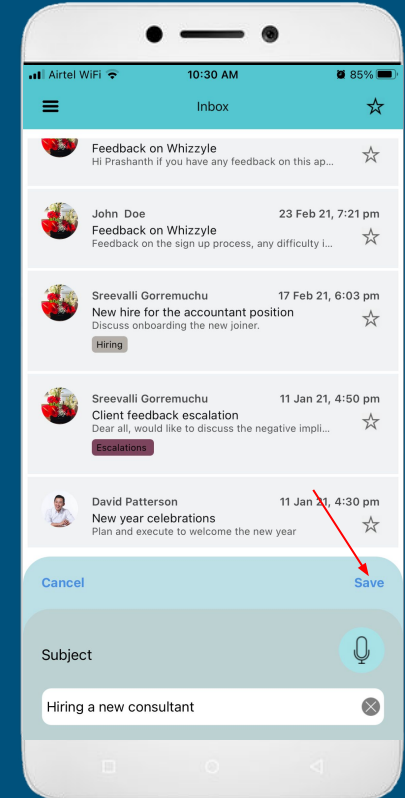
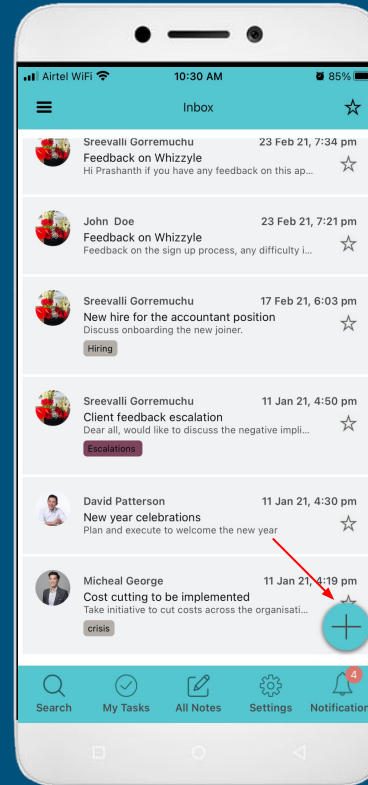
Quick Start Guide

Step:1 Create a Draft



How to start creating a conversation?

Click on the 'Plus' icon shown by the arrow in the first image. This will open the draft creation dialog where you can enter the subject of the conversation. After entering the subject, on clicking "Save" as directed in the second the draft is created.



Step:2 Setting properties of draft



How to enter details after the draft is created ?

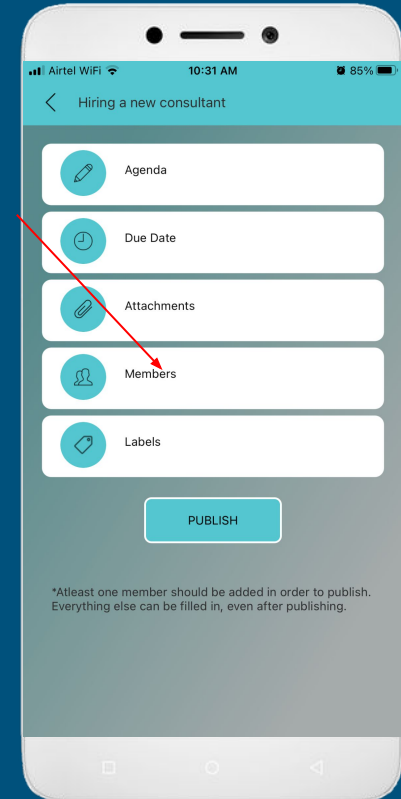
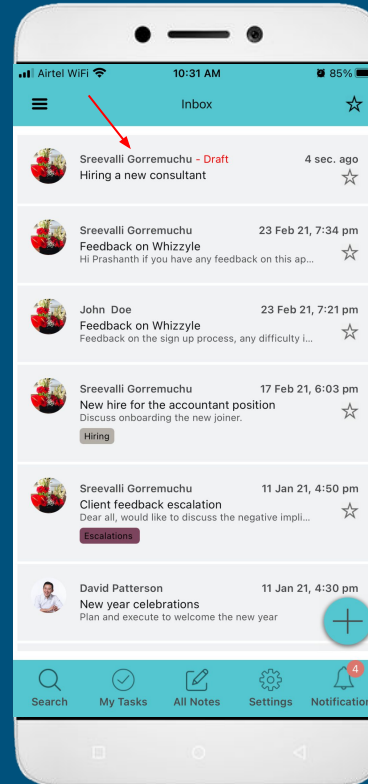
As you can see, the draft is created as the first item on the “Home” screen. On tapping on this item, the chat options will open.

You can set Agenda, Due date, add Attachments, add Members and set Labels for the conversation here.

In order to publish the conversation only adding the members whom you want to communicated with is mandatory. All the other details can be added after publishing whenever you want.

You can also add additional members whenever you want to make them part of the conversation.

Tap on “Members” property.



Step:3 Adding members



How to add members in order to publish the draft?

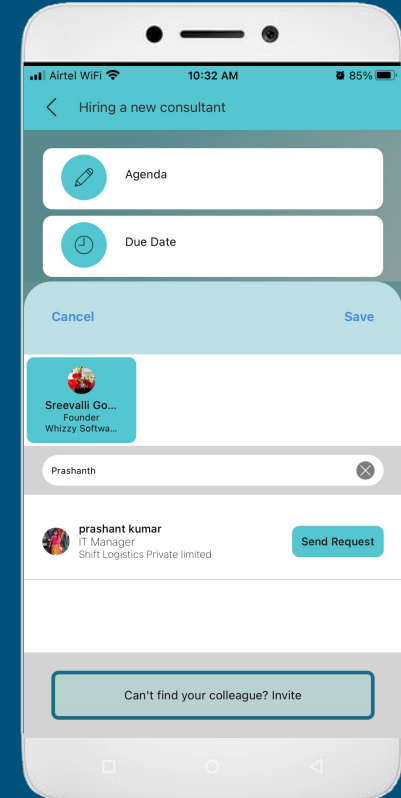
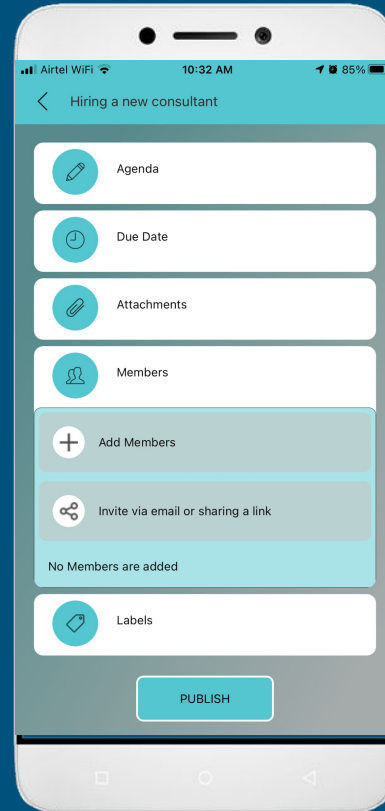
Now the “Members” dialog is open which contains two options:

1. Add Members
2. Invite via email or sharing a link

On tapping the first option, the dialog where you can search members and add them to the conversation opens.

If you can't find your colleagues or friends in the directory of the app you can always invite your colleagues directly in to the conversation by tapping the second option.

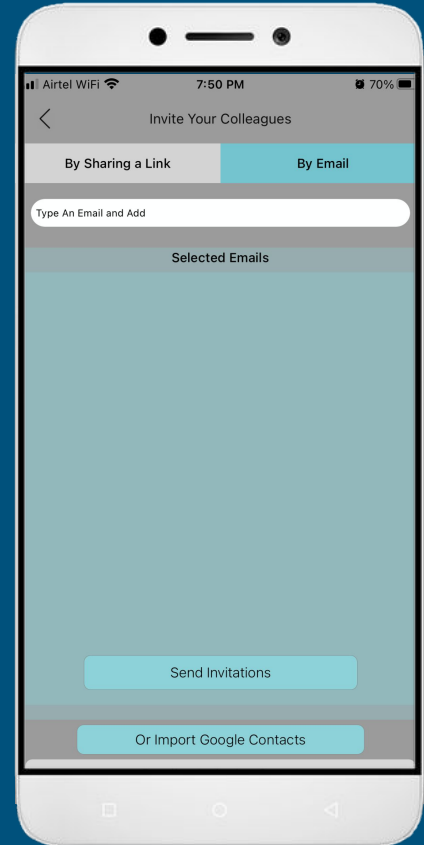
The second picture shows the “Members” dialog box where you can search and tap on “Save” to add them to conversation.



Step:4 Inviting participants via email



In the Invite screen you can type in an email and send an invitation to them or you can import the emails from your Google account and send all the invitations in bulk.



Step:4 Inviting participants via share link



In the Invite screen you can share the invite link by tapping the share icon and share it with any other app your phone natively supports.



Step 5 : Publishing of Conversation



How to Publish a conversation?

Tap the “Publish” button and voila!!

The conversation is created and you can start communicating with your business contact after they accept your invitation.





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For any queries contact info@whizzysoftware.com