

National Active and Retired Federal Employees Association

NARFE



Global Electronic Messaging System
(**GEMS**)



January 31, 2008

Version 1.0

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1 Introduction

Global Electronic Messaging System (GMES) is a customized application designed and configured to meet the messaging requirements of NARFE. The system allows NARFE members to self register, recover forgotten passwords, and send communications to selected recipients in their region. The three main features of GEMS are registration, messaging, and password recovery. These three features are described in more details in section 2, 3 and 4. Below is a screen shot of GEMS home page.

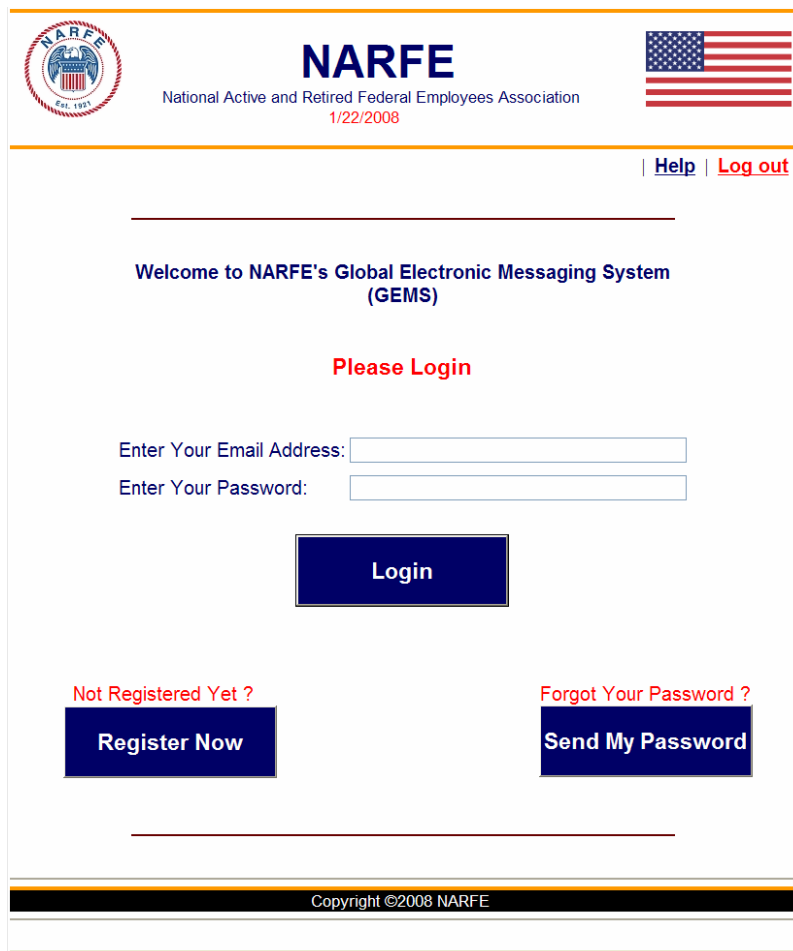



Figure 1. GEMS Home Page

2 Registration

A NARFE member must register first in order to use GEMS. To register follow the instructions below:

<p>1. From the Home Page, click Register Now</p>	<p style="text-align: center;">Not Registered Yet ?</p> <div style="text-align: center; background-color: #000080; color: white; padding: 10px; width: fit-content; margin: 0 auto;"> Register Now </div>
<p>2. To fill out the Registration form the following information is need:</p> <ul style="list-style-type: none"> • NARFE ID • Email Address • Password <p>NOTE: All fields are required!</p>	<p>Enter Your NARFE ID: <input type="text"/></p> <p>Enter Your Email Address: <input type="text"/></p> <p>Re-Enter Your Email Address: <input type="text"/></p> <p>Enter Your Password (6-12 chars): <input type="text"/></p> <p>Re-Enter Your Password (6-12 chars): <input type="text"/></p>
<p>3. Enter your NARFE ID in the NARFE ID Field</p>	<p>Enter Your NARFE ID: <input type="text" value="1234567"/></p>
<p>4. Enter your Email Address in the Email Address Field. You must enter it twice.</p> <p>NOTE: Your email address must match with the email address that NARFE has on file. If you have any questions, contact NARFE.</p>	<p>Enter Your Email Address: <input type="text" value="john.doe@foo.com"/></p> <p>Re-Enter Your Email Address: <input type="text" value="john.doe@foo.com"/></p>
<p>5. Enter a Password in the Password Field. The password should contain 6 to 12 alpha</p>	<p>Enter Your Password (6-12 chars): <input type="password" value="••••••"/></p> <p>Re-Enter Your Password (6-12 chars): <input type="password" value="••••••"/></p>


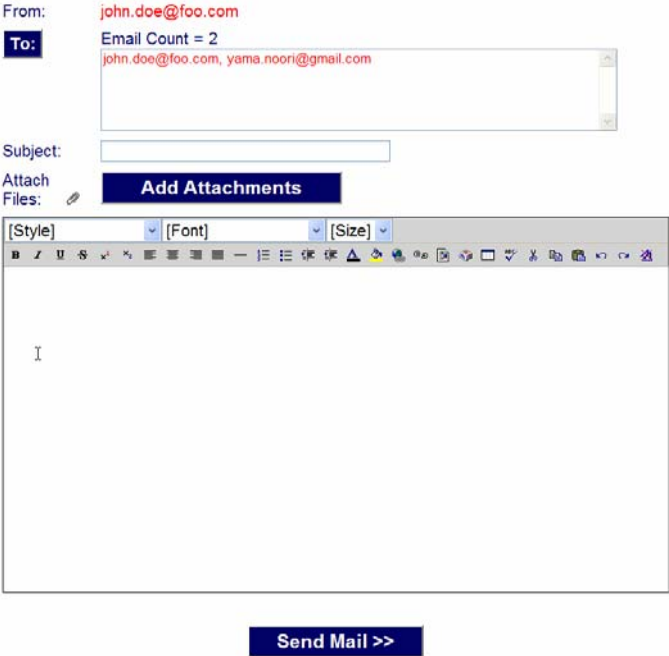
<p>numeric characters and must be entered twice.</p>	
<p>6. Click Register</p>	
<p>7. If your registration is successful, you will get the following message.</p>	<p>You registration was <u>successful</u>. You may start using GEMS. If you have any questions, send an email to gems@narfe.org.</p>

3 Messaging

In order to user GEMS, you must login first.


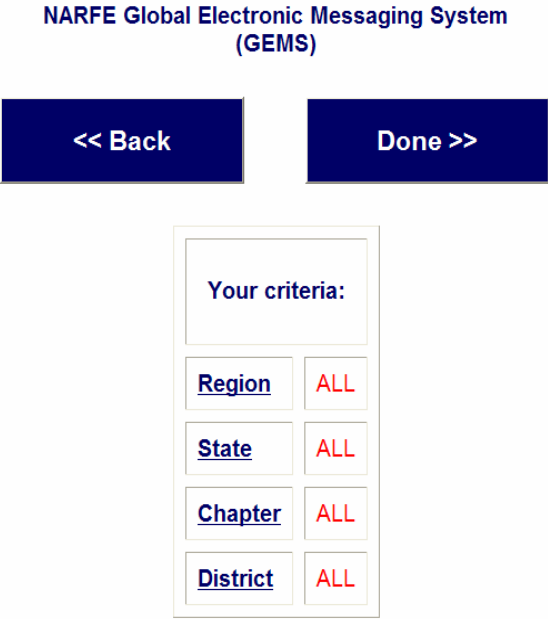


3.1 Login



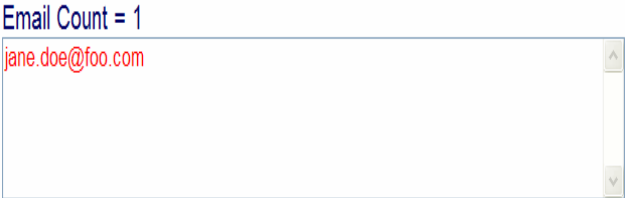
To login follow the following steps.

<ol style="list-style-type: none"> 1. From the Home Page, enter your register email address in the email field 2. Enter your Password in the password field 	<p>Enter Your Email Address: <input type="text"/></p> <p>Enter Your Password: <input type="password"/></p>
<ol style="list-style-type: none"> 3. Click Login 	
<ol style="list-style-type: none"> 4. After successful login, you will see the following screen 	

3.2 Select Recipients



After successful login, you may select the recipients that you would like to send the message to. You can select different options to narrow down the number of recipients that will receive the message. You can choose from the following options: regions, states, chapters, districts, and officers. This example will walk you through selecting different districts.

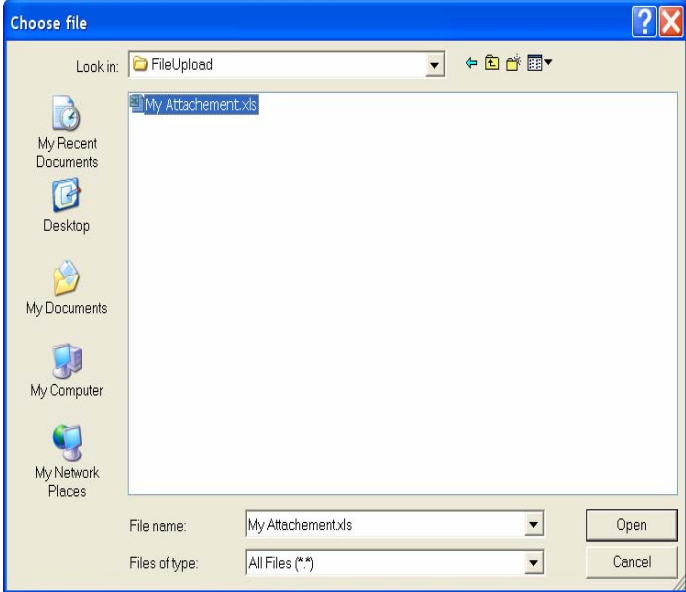

<p>1. Click To</p>	
<p>2. Now are you are in the selection page. This is where you make your selections. By default, every Region, State, Chapter and Districts are selected. If you want to change the default value of an option click on the name of the criteria that you would like to change. When you are done with your selections, click Done to go back to the message. You may click Back if you don't want to change the default values.</p>	
<p>3. Move your mouse to District and click District</p>	
<p>4. Now you are in the district selection page. All the districts in your region, states and chapters are listed and by default they are all selected. Notice the following buttons</p>	

<p>5. You may uncheck few districts or all. Click Uncheck ALL to unselect all. Notice all the districts are unchecked now.</p> <p>6. You may re-select all the districts. Click Check ALL to select all the districts.</p> <p>7. Click Done, when you are done with your selection.</p>	
<p>8. Now you are back in the selection page. If you did not select all the districts then only the selected districts are listed.</p> <p>9. Click Done to go back to the message.</p>	
<p>10. Only the emails of the recipients that fall into the criteria you selected will be shown in the email list screen. The email count gives you the total number of emails that will be sent out.</p>	

3.3 Add Attachments

With GEMS, you have the option to attach up to three attachments that are up to 3 MB each. To add an attachment, follow the instructions below.

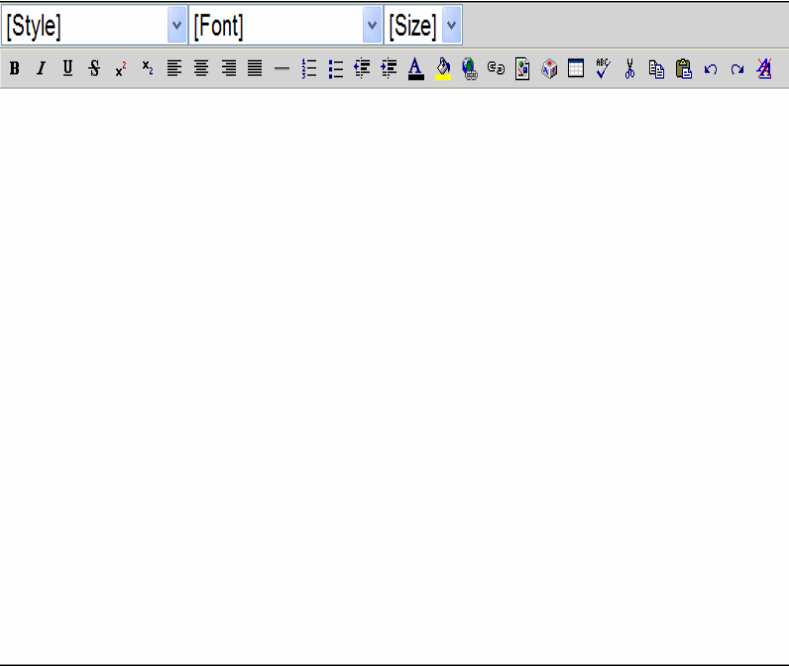
<p>1. Click Add Attachments</p>	
<p>2. Click Browse...</p>	<p>Select a file to send as an attachment:</p> 

<p>3. Navigate to where the file is located in your file system, select it and click Open</p>	
<p>4. The file name and path is displayed in the text field. 5. Click Attach File to finish attaching the file.</p> <p>NOTICE: You must click Attach File or the file will not be uploaded. If you click Done, the file will not be uploaded.</p>	<p>Select a file to send as an attachment:</p> <p>C:\tmp\FileUpload\My Attachment.xls <input data-bbox="1198 995 1325 1024" type="button" value="Browse..."/></p> <p><input data-bbox="734 1096 1006 1213" type="button" value="Attach File"/> <input data-bbox="1042 1096 1315 1213" type="button" value="Done >>"/></p>
<p>6. You are back to the Message page. Notice the file you attached is listed under attachments. Click Add Attachments to attach another file.</p>	<p>Attach Files:  My Attachment.xls remove</p> <p><input data-bbox="909 1444 1331 1516" type="button" value="Add Attachments"/></p>
<p>7. To unattached a file, click remove 8. Click Yes to confirm and remove the file.</p>	

	<p>Are you sure you want to remove "<i>My Attachement.xls</i>"?</p> <p><< No Yes >></p>
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3.4 Composing Message

Now that you have selected the recipients, you may started enter the subject, text field of the message and attach attachments.

<p>1. Enter a subject in the subject field</p>	<p>Subject: <input type="text"/></p>
<p>2. Enter a message in the message composer.</p> <p>Notice: The message composer is a very powerful tool. It has many features that allow you to format the text anyway you want too. For example, it allows you to select a different font, enlarge the font size and make it bold, Italic or etc.</p>	
<p>3. When you are done, click Send Mail to send the message.</p>	<p style="text-align: center;">Send Mail >></p>
<p>4. If there are no errors, you will receive the following message.</p>	<p>Your message is scheduled to be sent. You will receive a confirmation email once the message is sent. You may send another message or click here to Logout.</p>

4 Password Recovery

To recover your GEMS registered password, follow the following instructions.

<p>1. Click Send My Password</p>	<p style="text-align: center;">Forgot Your Password ?</p> <div style="text-align: center; border: 1px solid black; background-color: #000080; color: white; padding: 5px; width: fit-content; margin: 0 auto;"> Send My Password </div>
<p>2. Enter your GEMS registered email 3. Click Send Password</p>	<div style="text-align: center;">  <p>Enter Your Email Address: <input style="width: 150px;" type="text" value="jane.doe@foo.com"/></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; background-color: #000080; color: white; padding: 10px 20px; text-align: center;"> << Back </div> <div style="border: 1px solid black; background-color: #000080; color: white; padding: 10px 20px; text-align: center;"> Send Password </div> </div> </div>
<p>4. After your password is sent, you will receive the following message.</p>	<p style="color: green; text-align: center;">Your password was <u>successfully</u> sent to the specified email address. You may start using GEMS. If you have any questions, send an email to gems@narfe.org.</p>