How to Use IFAS SMS Scheduler

Schedule a message

1) Click on “Schedule a Message” menu in the message edit page
2) Click on “New Schedule” button, then enter a message name, date and time you want to send out the message. The sender will receive an email notification after the message is sent. You may add additional people’s email in the screen to receive the notification.

Note: All messages have to be scheduled at least five minutes from current time.

Cancel a scheduled message:

You may cancel a scheduled message by selecting the “Scheduled Messages” button and then click on “Cancel” button. Cancellation has to be made at least five minutes before scheduled time.