

# **Unica Contact Central User's Guide**



# Contents

- Chapter 1. Accessing Unica Contact Central..... 1**
  - Contact Central User Interface..... 1
- Chapter 2. Channel Preferences Overview.....2**
  - Viewing Channel Details..... 2
  - Setting Channel Capacity..... 3
- Chapter 3. Regional Preferences Overview.....7**
  - Adding Regional Preferences..... 7
  - Viewing Regional Preferences..... 8
  - Searching Regional Preferences..... 9
  - Deleting Regional Preferences..... 9
  - Adding Channel Preferences to a Regional Preference..... 10
  - Viewing Details of the Added Channel Preference..... 12
  - Modifying the Added Channel Preference..... 13
  - Deleting Channel Preferences from a Regional Preference..... 13

# Chapter 1. Accessing Unica Contact Central

Contact your Unica administrator to confirm if Contact Central configuration is complete.

Details related to the Contact Central configurations are available in the *Unica Contact Central Administrator's Guide*.

To access Contact Central, perform the following steps:

1. Log in to the Unica application.  
The Unica homepage appears.
2. Select the **ContactCentral** menu.  
The **Contact Central** page appears.



**Note:** If you cannot see the **ContactCentral** menu, contact your Unica administrator.

## Contact Central User Interface

The Contact Central user interface is simplistic and intuitive. The user interface consists of the following tabs: Channel Preferences and Regional Preferences.

### Channel Preferences

The [Channel Preferences \(on page 2\)](#) tab lists all the communication channels available for sending marketing communication to customers. The available channels are:

- Email
- SMS
- Push
- WhatsApp

### Regional Preferences

Use the [Regional Preferences \(on page 7\)](#) tab to set region-based preferences for sending marketing communications.

# Chapter 2. Channel Preferences Overview

The **Channel Preferences** tab lists all the communication channels available for sending marketing communication to customers.

The available channels are:

- Email
- SMS
- Push
- WhatsApp

You cannot add or delete the available channels. They are provided out-of-the-box.

You can use the **Channel Preferences** tab to:

- View all communication channels.
- Set a limit for sending communications in each channel.
- View a report of the daily or weekly capacity consumed per channel.
- View a report of the products that sent marketing communications using a communication channel.
- View a list of all regional preferences using a communication channel.

## Viewing Channel Details

Accessing each marketing channel provides details related to that channel. The details include daily capacity consumed, Unica products that are using the channel, and the list of Regional Preferences using the channel. You can also set a capacity or limit for the channel.

To view each channel details, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).

The default selection is the **Channel Preferences** tab.

2. Select from one of the following **Channels**:

- **Email**
- **SMS**
- **Push**
- **WhatsApp**

The corresponding channel page appears.

3. The following information appears in the selected channel page:
  - A **Channel capacity** button. If you wish to set a limit and frequency for each communication channel, click **Channel capacity**. For more information, see [Setting Channel Capacity \(on page 3\)](#).
  - A graph representing the limit consumed based on the set frequency. The graph appears only if you set the limit and use the channel in a regional preference.
  - A graph representing the products using the channel for communication. The graph appears only if a Unica product has integrated Contact Central with it. In release 12.1.2, Contact Central integrates only with the following Unica products:
    - Unica Interact
    - Unica Journey
  - The list of regional preferences using the channel for marketing communication. Select the arrow key succeeding the regional preference name to expand and view the details of the regional preference. Select the arrow again to collapse the view.

## Setting Channel Capacity

You can set limits, for each communication channel for a selected frequency (Daily or Weekly).

To set limits for communication channels, complete the following steps

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).  
The default selection is the **Channel Preferences** tab.
2. Select from one of the following **Channels**:

- **Email**
- **SMS**
- **Push**
- **WhatsApp**

The corresponding channel page appears.

3. Click **Channel capacity**.

The **Channel capacity:**<*channel-name*> panel appears, where <*channel-name*> is the channel you selected in *Step 2*

4.  **Note:** The default setting is **Send without capacity**.

To set a capacity for sending communications, move to *Step 5*. To send communications without setting a capacity, complete the following steps:

- a. Type an appropriate **Description**.
- b. Select the option **Send without capacity**.
- c. Click **Save & close**.

A success message appears.

5. Ignore this step, if your requirement was the one mentioned in *Step 4*. To set a limit to communications, complete the following steps:

- a. Type an appropriate **Description**.
- b. Select the option **Send with capacity**.

Some additional fields appear.

- c. Select or provide appropriate values for the following fields:

Field name	Description
<b>Capacity</b>	Enter the capacity or limit of communications that you want to set for a particular <b>Frequency</b> .

Field name	Description
	For example, set 10,000 emails daily or 10,000 emails weekly.
<b>Frequency</b>	<p>Select the required frequency for the limit set in the <b>Capacity</b> field.</p> <p>The available options are:</p> <ul style="list-style-type: none"> <li>• Daily</li> <li>• Weekly</li> </ul> <p>For example, set 5,000 SMSs daily or 5,000 SMSs weekly.</p>
<b>Select time zone</b>	<p>Select the time zone that will be used to calculate start and end date time for given frequency.</p> <p> <b>Note:</b></p> <ul style="list-style-type: none"> <li>• If you are updating an existing channel capacity, the new value must be greater than the total consumed capacity within the new frequency.</li> <li>• Once you define channel capacity, it resets automatically after reaching the end time. Start time and end time is calculated using the provided frequency and time zone. For example,</li> </ul>

Field name	Description
	 if time zone is Asia/Kolkata and frequency is Weekly, start date will contain start of current week and end-date will contain end of current week for Asia/Kolkata time-zone.

6. Click **Save and close**.

The channel capacity is set for the selected time zone.

# Chapter 3. Regional Preferences Overview

Use the **Regional Preferences** tab to set region-based preferences for sending marketing communications.

You can use the Regional Preferences tab to:

- Create, view, modify, and delete region-based preferences for marketing communications.
- Search existing region-based preferences.
- Set marketing communication channels for region-based preferences.

You can create only one regional preference per time zone options.

For example, if you have created a regional preference for the (UTC-6:00) America/Denver time zone option, you cannot create another regional preference for the same time zone option.

## Adding Regional Preferences

You can add regional preferences to send communication mailers or messages to a specific region.

To add regional preferences, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, click **+ Regional preference**.  
The **Create new preference** page appears.
4. Type an appropriate **Name**. This is a unique field.
5. As per your requirement, **Select time zone**.
6. Click **Save**.
7.  **Note:** You can create only one regional preference per time zone.

You can perform the following additional actions on the new regional preference:

- a. [Adding Channel Preferences to a Regional Preference \(on page 10\)](#)
- b. [Viewing Details of the Added Channel Preference \(on page 12\)](#)
- c. [Modifying the Added Channel Preference \(on page 13\)](#)
- d. [Deleting Channel Preferences from a Regional Preference \(on page 13\)](#)

## Viewing Regional Preferences

After adding a regional preference, it appears in a list and some details of the regional preference are available for quick reference.

To view regional preferences, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, you will see a list of all the **Regional preferences** that you have added. Each regional preference provides the following information for quick reference:

```
<regional-preference-name>          <no. of channels>
<time zone>
```

where:

- *<regional-preference-name>* is the name assigned to the Regional preference.
- *<time zone>* is the time zone assigned to the Regional preference.
- *<no. of channels>* is the number of channels added to the Regional preference.

For example:

```
Americas-MST                        2
(UTC-6:00) America/Denver
```

## Searching Regional Preferences

If there is a long list of **Regional preferences**, you can locate the one you want using the **Search preference** bar.

To search for a Regional preference, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, place the cursor in the **Search preference** bar and type the name of the Regional preference you wish to search.
4. Press the `Enter` key or select .  
If a match exists, the results appear. If a match does not exist, the system displays `No search found`.

## Deleting Regional Preferences

If there is a need to delete a regional preference, you can delete it using the **Delete regional preference** operation.

To delete a regional preference, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, locate the required **Regional preference** and access it, or use **Search preference** to locate the required regional preference and access it. For more information on search, see [Searching Regional Preferences \(on page 9\)](#).
4. Click **Delete regional preference**.  
A confirmation box appears.

5. Click **Confirm**.

**CAUTION:** Deleting a regional preference impacts products that are consuming the regional preference.

## Adding Channel Preferences to a Regional Preference

User can add a channel preference to define a communication window for one or more channels.

In a regional preference, a communication channel can be associated with only one channel preference.

For example, if you create a regional preference named `Americas-MST`, you can add two channel preferences to it.

Channel preference name	Select options	Use
<code>Preference1</code>	<ul style="list-style-type: none"> <li>• Email</li> </ul>	For channel preference named <code>Preference1</code> , the communication channel used is <code>Email</code> .
<code>Preference2</code>	<ul style="list-style-type: none"> <li>• Push</li> <li>• SMS</li> <li>• WhatsApp</li> </ul>	For channel preference named <code>Preference2</code> , the communication channel used is <code>Push</code> , <code>SMS</code> , and <code>WhatsApp</code> .



**Note:** In the earlier table, if you use `Email` in `Preference1`, you cannot use `Email`, again, for `Preference2`.

To add channel preferences to a regional preference, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, use **Search preference** to locate the required regional preference and access it. For more information, see [Searching Regional Preferences \(on page 9\)](#).
4. Click **+ Channel preference**.  
The **Add Channel Preference** panel appears.
5. Complete the following steps in the **Add Channel Preference** panel.

- a. Type an appropriate value for **Channel preference name**.
- b. In **Select options**, select one or multiple channels. For more information on available options, see [Channel Preferences \(on page 1\)](#).



**Note:** If you have selected one channel for a channel preference, you cannot select the same channel for another channel preference. The channel will be disabled for selection.

- c. Select the required **Communication days**. If you have made an incorrect selection and want to remove it, select the option again. It is mandatory to select at least a single day.
- d. For the **Communication hours** field, to specify the start time and end time for sending communications, select appropriate values for **Day Start** and **Day End**. **Day Start** refers to the start time and **Day End** refers to the end time for sending communications. Alternatively, to send communication messages throughout the day for the selected **Communication days**, select **All day**.



**Note:** **All day** refers to throughout the day on selected communication days.

e. If required, you can add exclusions on the selected **Communication days**. You can add exclusions if there is a holiday, planned outage, or other reasons. You can add multiple exclusions.

- i. **Select date** for exclusion.
- ii. Type the **Reason for Exclusion**.
- iii. Select the **Type of Exclusion**.
- iv. Click **Add**.

To add multiple, perform the steps again. To remove an existing exclusion, select **X** succeeding the exclusion date.

f. Click **Save & close**.

The **Channel preference name** appears in the **Channel preferences** section of the Regional preference.

## Viewing Details of the Added Channel Preference

After adding channel preferences to regional preferences, you can expand the channel preference to view the details.

To view the details of the added channel preferences, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, use **Search preference** to locate the required regional preference and access it. For more information, see [Searching Regional Preferences \(on page 9\)](#).
4. In the **Channel preferences** section, select  for the required channel preference. The channel preference expands to display the details. Select  to collapse the details.

## Modifying the Added Channel Preference

If you want to modify the values and selections of a channel preference, you can do it by using the edit icon.

To modify the values of an added channel preference, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, use **Search preference** to locate the required regional preference and access it. For more information, see [Searching Regional Preferences \(on page 9\)](#).
4. In the **Channel preferences** section, select  for the required channel preference. The **Channel Preference** panel appears.
5. Make the necessary modifications. For more details about the fields, see [Adding Channel Preferences to a Regional Preference \(on page 10\)](#).

## Deleting Channel Preferences from a Regional Preference

You can delete channel preferences from a regional preference.

To delete channel preferences from a regional preference, complete the following steps:

1. Access Contact Central. For more information, see [Accessing Unica Contact Central \(on page 1\)](#).
2. Select **Regional Preferences**.
3. In the **Regional preferences** section, use **Search preference** to locate the required regional preference and access it. For more information, see [Searching Regional Preferences \(on page 9\)](#).
4. In the **Channel preferences** section, select  for the channel preference that you want to remove. A confirmation box appears.

5. Click **Confirm**.



**CAUTION:** Deleting a channel preference impacts products that are consuming the channel preference.