

### ADD A RECIPIENT TO THE ADDRESS BOOK

To add a recipient you require an existing Folder and Group. If you already have a Folder and Group continue to **Step 7**.

1. Open **Manage Folders**.



2. Select the **Add New Entry** button.



3. Enter the **Folder Name** and **Description** and select the **OK** button.

4. Open **Manage Groups**.



5. Select the **Add New Entry** button.

6. Select a Folder for the group, enter the **Group Name** and **Description** and select the **Submit** button.

7. Open **Manage Recipients**.



8. Select the **Add New Entry** button.

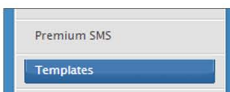
9. Select a Group and Folder for the recipient and complete the recipient's details.

10. Enable the **Active** checkbox.

ACTIVE

### CREATE AN SMS TEMPLATE

1. Select **Templates** from the Manage menu.



2. Select the **Add New Entry** button.



3. Supply a **Template Description** and a **Template Message** then select the **OK** button.

### SEND A SINGLE, QUICK SMS

1. Open **Quick SMS**.



2. Type in a **Cellular Number** and an **SMS Message**.

3. Select the **Send Message** button.

### SEND A BULK SMS

1. Open **Bulk SMS**.



2. Select your target recipients.



3. Greet recipients by Title/Name/Surname by enabling the **Personalise Message** feature.

Message Introduction

Personalise Message  Title  Name  Surname

4. Select a **Message Template** or enter your message into the **SMS Message** area.

5. To add a signature enable the **Include Signature** checkbox and supply the signature text.

6. Press the **Preview Message** button and select **Send Now**.

### SCHEDULE AN SMS

1. Follow **Step 1 to 5** of **SEND A BULK SMS**.

2. Select the **Preview Message** button and choose **Send Later**.

3. Select the **Add New Entry** button.



4. Supply a **Schedule Description**, a **Date** and the **Time** of delivery.

5. Select the **Submit** and **Schedule Message** buttons.

### IMPORTING CONTACTS FROM A SPREADSHEET

1. Open **Manage Recipients**.



2. Select the **Import Recipients from Excell** button.



3. Select a **Group** to import to.

4. Ensure that your spreadsheet is in the exact format shown in the display.

#	A	B	C	D	E
1	TITLE	NAME	SURNAME	CELLULAR NUMBER	REFERENCE
2					
3					
4					
5					

5. Select your spreadsheet's location on the computer by selecting the **Choose File** button.

No file chosen

6. Select the **Upload File** button.

The imported recipients will now be added to the Manage Recipients module. Duplicate numbers will not be imported into the same group.

### VIEW REPLIES AND SENT MESSAGES

1. Select the **Update History** button and the **Update Replies** button to retrieve new data.



2. Select the **Manage History Logs** or **Manage Reply Logs** from the Logs menu.

