

ADD A RECIPIENT TO THE ADDRESS BOOK

1. Open **Maintain Recipients**.
2. Highlight the Group (left) in which the recipient should be created. To create a new Group select the Insert button below the group window on the left.

Group Name	Reference
Family	
Friends	
Staff	
Technical	

3. Select the **Insert** button on the right (below the Recipients window on the right).
4. Complete the Recipient's name and contact details and press **OK**.

SEND A SINGLE, QUICK SMS

1. Open the **Control Centre**.
 2. Select the **Quick SMS** button.
 3. Select a Recipient from the Address Book or type in a Cell Number.
- | | |
|--|--|
| <input checked="" type="checkbox"/> To a Recipient in the Address Book | <input checked="" type="checkbox"/> To a Cell Number |
| Cell No. <input type="text"/> | Cell No. <input type="text" value="0831234567"/> |
4. Type the **SMS Message** and specify signature details. To use a Template select the Browse button (left). To save the message as a template select the Save button (right).



5. Press the **Send SMS** button.

SCHEDULE AN SMS

1. Follow **Step 1 to 4 of SEND A BULK SMS**.
2. Select the **Send** button and choose **Send Later**.
3. Specify a **Date** and **Time** of delivery.
4. If applicable, select the **Recurring Schedule** checkbox and specify the recurrence.

Recurring Schedule ?

Hourly
 Daily
 Weekly
 Monthly
 Yearly

Repeat for Days

5. Select the **Activate the Schedule** button.

SEND A BULK SMS

1. Open the **Control Centre**.
2. Populate the **Target List**. Drag-and-drop groups/individuals from Recipients to the Target List.
3. Open the **Compose SMS** tab.
4. Specify header details, type the **SMS Message** and specify signature details. To use a Template select the Browse button (left). To save the message as a template select the Save button (right).



5. Press the **Send** button and **Send Now**.

VIEW REPLIES AND SENT MESSAGES

1. Open **Maintain Recipients**.
Note: Maintain Recipients can be used to view SMS history per recipient.
 Open All SMS Transaction History to view **all sent messages**.
 Open Recipient Replies to view **all replies received**.

Group Name	Recipient Name
Family	Joe
Friends	Sarah
Staff	

2. Select a **Group** (left) and a **Recipient** (right).
3. Select the **Replies Received** tab to view that recipient's replies. Select the **SMS History** tab to see messages sent to that recipient.

CREATE AN SMS TEMPLATE

1. Open the **Setup** menu and select **SMS Templates**.
2. Select the **Insert** button and start typing a message into the white box.
3. Select the **OK** button to save the template. Also see **Step 4 of SEND A BULK SMS** or **SEND A SINGLE, QUICK SMS**.

IMPORTING CONTACTS FROM A SPREADSHEET

1. Open **Excel Import/Export**.
2. Select the **Import Settings** tab.
3. Enable the checkboxes for the entries contained in your spreadsheet.
4. Specify in which column these fields reside. eg. If your spreadsheet only contains a Name in Column A, a surname in column B and a Cell Number in Column C, your selection should look like this:

<input type="checkbox"/> Title	A
<input checked="" type="checkbox"/> Name	A
<input checked="" type="checkbox"/> Surname	B
<input checked="" type="checkbox"/> Cell Number	C
<input type="checkbox"/> Initials	E

5. Specify on which row your first contact resides.
6. **NB** If you do not have a Folder column in your spreadsheet make sure the **Ignore the Folder** checkbox is enabled. **NB** If you do not have a Group column in your spreadsheet make sure the **Ignore the Group** checkbox is enabled.

Ignore the Folder in the Result List (Import to the Selected Folder)

Ignore the Group in the Result List (Import to the Highlighted Group)

7. Select your spreadsheet's location on the computer.

Import File Name
C:\Program Files\AmiWeb6\Export\Recipient Export-7 NC

Import

8. Select the **Import** button.
9. If the imported cell phone numbers in the Results list start with a 27, right click and select the **Remove 27 From Numbers** option. If the imported cell phone numbers in the Results list do not start with a 0, right click and select the **Cell Number Fix** option.

Remove 27 from Numbers

Cell Number Fix

10. Highlight the **Group** (left) where the recipients should be added.

Group Name
Family
Friends
Staff

11. Select the **Add All** button.

Request Remote Online Support: Select the **Help** menu, choose **Request Remote Support** and phone us on (012) 664 0125

