

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**.

Note: Only fields with a red border are compulsory.

SEND A BULK SMS

1. Open the **SMS Manager**.
2. Ensure the SMS Manager is **started**.
3. Open the **SMS Bulk Sender**.
4. Populate the **Target List**.
Drag-and-drop groups/individuals from Address Book to the Target Recipient(s) List.
5. Open the **Compose SMS** tab.
6. 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).



7. Press the **Send** button.

SEND A SINGLE, QUICK SMS

1. Open the **SMS Manager**.
2. Ensure the SMS Manager is **started**.
3. Select the **Send SMS** button at the bottom of the window.
4. Select a Recipient from the Address Book or type in a Cell Number.

<input checked="" type="checkbox"/> o a Recipient in the Address Book	<input checked="" type="checkbox"/> o a Cell Number
Cell No. <input type="text"/>	Cell No. <input type="text" value="0831234567"/>

5. Type the **SMS Message** and specify signature details.
6. Press the **Send SMS** button.

SCHEDULE AN SMS

1. Select the **SMS Scheduler** button.
2. Select the **Insert** button beneath the **Schedule(s)** box.
3. Specify a **Date** and **Time** of delivery.
4. If applicable, select the **Recurring Schedule** checkbox and specify the recurrence.

Recurring Schedule?

Daily Weekly Monthly Yearly

Repeat to: 3 Weeks

5. Select the **OK** button.
6. Drag-and-drop groups or individual recipients from the Address Book box to the recipient list.



7. Open the **Compose SMS** tab.
8. Specify header details, type the **SMS Message** and specify signature details.
9. Select the **Create SMS for All Recipients** button.
10. Select the **Enable** button to activate the schedule.

VIEW REPLIES AND SENT MESSAGES

1. Open **Maintain Recipients**.
Maintain Recipients is 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	Smith
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 **SMS** menu and select **SMS Templates**.
2. Select the **Insert** button and start typing a message into the white box.
3. Select the **Insert** button again to save the template.
Also see **Step 6** of **SEND A BULK SMS**.

IMPORTING CONTACTS FROM A SPREADSHEET

1. Open **Excel Import/Export** from the Recipients menu.
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 and a Cell Number in Column B, your selection should look like this:

Import Columns

<input type="checkbox"/> File	A
<input type="checkbox"/> Name	A
<input type="checkbox"/> Surname	Z
<input type="checkbox"/> Cell Number	A
<input type="checkbox"/> Initial	B
<input type="checkbox"/> Group	C

Note that in this instance Surname should not be specified as Column A or B.

5. Specify on which row your first contact resides.

Start Importing at Row > 1

6. **NB** If you do not have a User column in your spreadsheet make sure the **Ignore the User** 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 User in the Result List
(Import to the Selected User)

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

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

Import File Name **Import** **Export**

8. Select the **Import** button.
9. If the imported cell phone numbers in the Results list do not start with a 0, select the **Cell Number Fix** button on the Import Settings window.
10. Highlight the **Group** (left) where the recipients should be added.

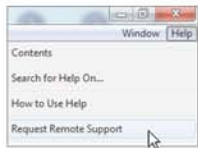
Group Name
Family
Friends
Staff
Technical

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



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