

# SGC XL SMS V1.0.1

## USER MANUAL

### *Sending SMS from Excel*

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## Introduction

SGC XL SMS is an Easy Interface developed for Microsoft Excel to send sms directly.

SGC XL SMS is specifically developed for Corporate and Individuals for sending bulk sms to any mobile in India.

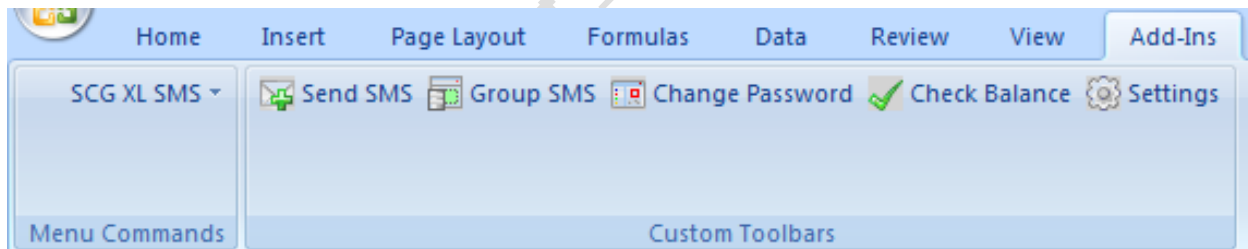
We have various options included for sending sms like Individual, Group, Scheduling, Customizing, etc.,

We will further inform you about our excellent plug-in to make you aware of the benefits and the usage.



## What you can do with our Plug-in?

- An Easy Interface to send bulk sms from your Excel Sheet.
- Quick Select for selecting your desired numbers.
- Option for Selecting range of mobile numbers.
- Send Customized Messages on One Click.
- Easily Set up your Standard Message Template.
- Option to Filter Out Duplicate Numbers.
- Schedule your Messages at your desired date and time.
- Send Group Messages at One Click.



## System Requirements

### **Operating Systems:**

Windows Vista, XP, 2003, 2000 and Windows Me

### **Microsoft Office® Versions:**

Office 2007, Office 2003, Office XP (2002), Office 2000

### **Software:**

Microsoft.NET framework 2.0 (Freely downloadable from Microsoft)

Download from here,

<http://www.microsoft.com/downloads/details.aspx?FamilyID=0856EACB-4362-4B0D-8EDD-AAB15C5E04F5&displaylang=en>

### **CPU:**

300 MHz or higher

### **RAM:**

256 MB or higher

### **Disk Space:**

20 MB or more

### **Internet Speed: Any Speed**

Internet Broadband Width 256kb is recommended.



## Installation Procedure:

**If our Plug-in needs .Net Framework 2.0 compulsorily, make sure it is installed before installing our Plug-in to your system.**

**Download the File from our SMS Site.**



**Extract the folder.**



**Double Click on the Set Up file.**



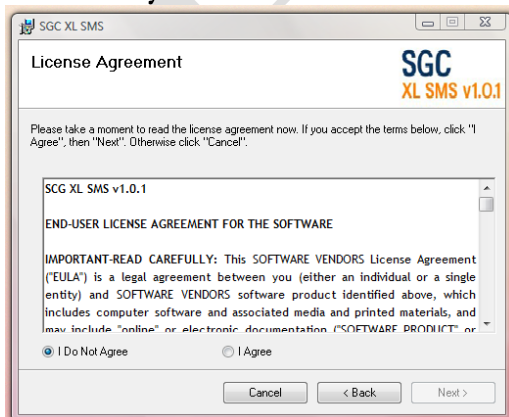
**Please Note: Make sure Microsoft Excel is closed before installing.**

**Now a window opens as shown below.**



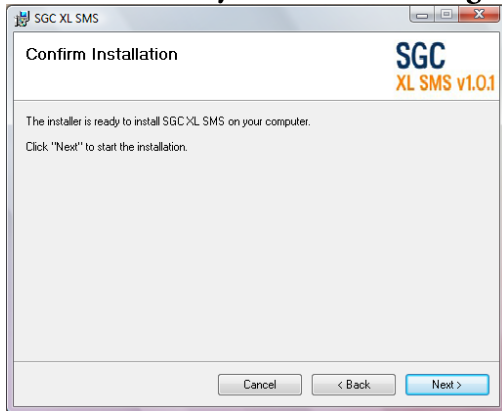
**Now Click on the NEXT**

**It will lead you to the next screen as shown below;**



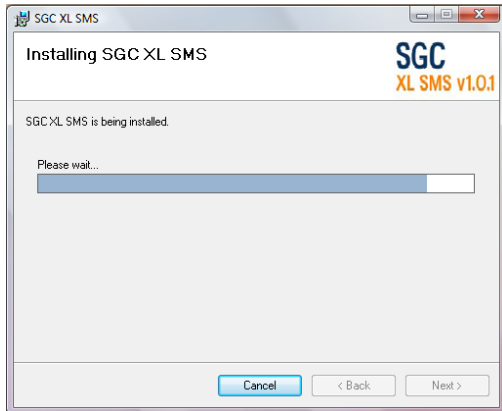
If you accept the License Agreement, then Select I AGREE and Click NEXT

Now it will lead you to the following screen as shown;

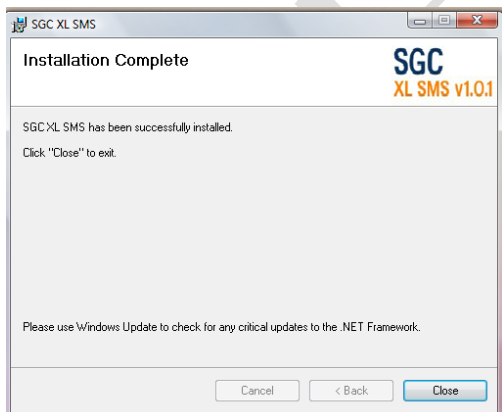


Now Click Next

It will start installation as shown below;



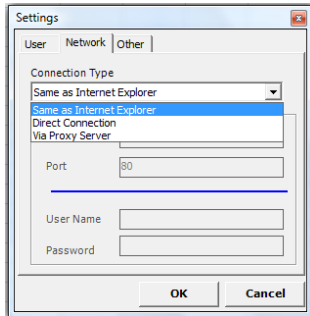
Once the Installation is complete then the following screen appears;



Now the Installation is complete, close the window and open your Excel sheet from Menu.

## Network Settings:

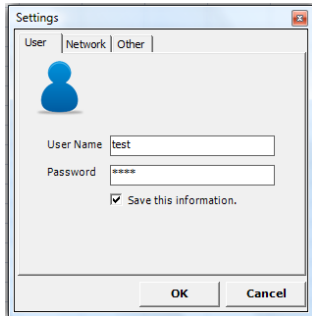
Open your Excel sheet, and click on Settings tab. Now the time is to set the network, in many cases, you do not have to change anything unless your system is behind firewall or proxy. You may have to reset the network settings as per your firewall or contact your system administrator for help.



## Login Settings:

To send sms form excel sheet, you need to enter your login details, to do the same, follow the instructions.

Click on the Settings tab, enter your username and password and Click OK as shown below;

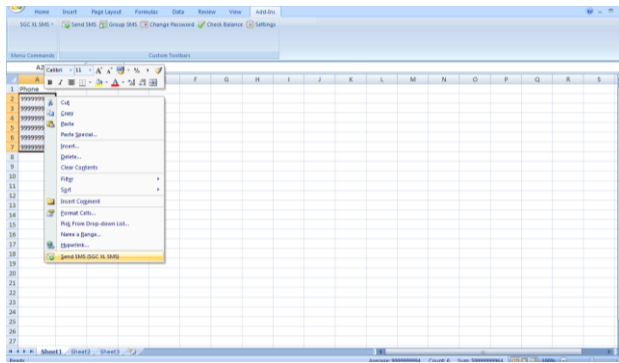


## Send SMS – Single or Multiple (Common SMS)

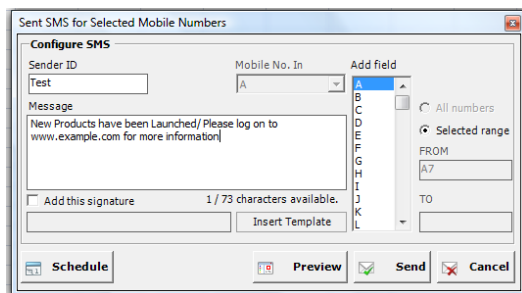
Once you login to your account,

**Please Note: First row should be reserved for heading as Mobile, Phone, etc.,**

Now enter your data as shown;



Select the required numbers and right click on it, you will get an option for Send SMS at the bottom, Click on it and a following window appears.



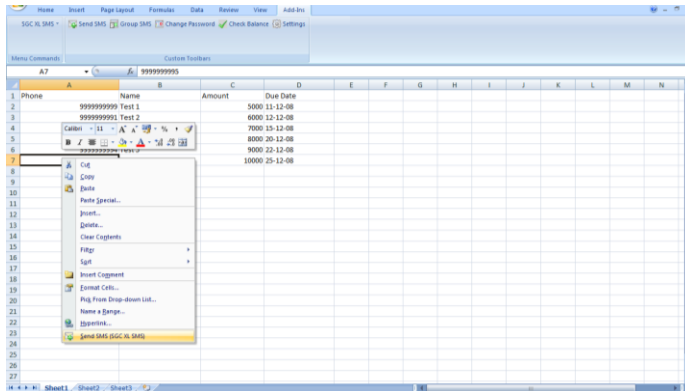
Type your Sender Id, Common SMS message and Click on Send.

If you want to Preview your message, you can do the same by clicking on Preview tab and if you want to schedule your sms then you can set time and date for the same.

## Send SMS – Customized SMS

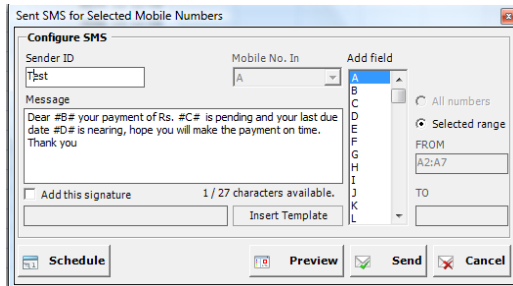
Enter your required details to customize your sms to all required customers, below is an example for Wholesaler.

Feed your details in your excel sheet and right click to send sms at the bottom.



Once the new sms window opens, enter your Sender Id and in the message body, type your message as Dear #B# (in the B column, we have entered name) your payment of Rs. #C# (in the C column amount is entered) is pending and your last due date #D# is nearing, hope you will make the payment on time. Thank you.

( See the figure below)



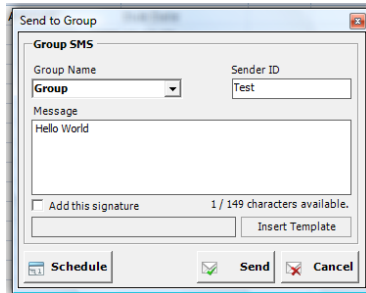
Now click on Preview to see how the messages will be delivered individually. (See Fig below)

Sno.	Mobile No.	Message
1	919999999999	Dear Test 1 your payment of Rs. 5000 is pending and your last due date 11-12-08 is nearing, hope you will make the payment on time. Thank you
2	919999999991	Dear Test 2 your payment of Rs. 6000 is pending and your last due date 12-12-08 is nearing, hope you will make the payment on time. Thank you
3	919999999992	Dear Test 3 your payment of Rs. 7000 is pending and your last due date 15-12-08 is nearing, hope you will make the payment on time. Thank you
4	919999999993	Dear Test 4 your payment of Rs. 8000 is pending and your last due date 20-12-08 is nearing, hope you will make the payment on time. Thank you
5	919999999994	Dear Test 5 your payment of Rs. 9000 is pending and your last due date 22-12-08 is nearing, hope you will make the payment on time. Thank you
6	919999999995	Dear Test 6 your payment of Rs. 10000 is pending and your last due date 25-12-08 is nearing, hope you will make the payment on time. Thank you

This way you can customize and send individual customized messages. Once you are OK with preview, now click OK and Click on Send to send sms to all of them.

## **Group SMS:**

You can send Group SMS which you have already saved as Groups on our Web Panel. To send Group SMS, Go to SGC Menu > Group SMS and follow the instructions.



When the above window opens,

Enter your Group Name,

Enter your Sender Id,

Enter your SMS Message,

Click on Send to send SMS.

Optional: You can schedule the time and date for the same.

## **Change Password:**

We do recommend changing your password quiet often. If you want to change the password from Excel then Go to SGC Menu > Change Password.

## **Check Balance:**

To check your current balance, you can go to SGC Menu > Check Balance.

## **Troubleshooting:**

For troubleshooting, please download our Troubleshooting Manual from the site.