

User Manual.

We have tried and covered most important topics to use our SMS panel, if you ever feel that there are some missing topics, please write into us.

How to send single sms?

Please login to your sms account and click on **SEND SMS** tab under **Manage SMS** category.

On the **"To"** field, Fill up your required Mobile Number.

Now Select the Mode for sending SMS **immediately** or to use **Schedule**.

If you have a **predefined sms template**, you can select from the template menu or

Type your message in the **Message** body.

Now click on the **Submit** button to send sms.

How to send Group SMS?

Please **login** to your sms account using your login details.

Next, you will have to create a **Group** Name to create your Group Details. Now, create a new group called **"My Friends"** or **"XYZ"**. (You can create Unlimited Groups)

Once the Group Name is created, now there are **two options** to add your contact list to the Group.

- a) If you want to add one by one, then click **Add Contact**, then click on Create New tab, then you will be asked to fill up the individual information, fill it up one by one to your required Group and Save.
- b) You can also **Import Contact** list from your excel sheet, match the contact details with our sample.xls sheet and import your contact to your desired Group.

Once you are done with your Grouping stuff, now click on **Send SMS** under **Manage SMS** category.

Select the **Type of SMS** to be Sent, in this, you can select **Group**

Select the Mode for sending SMS **immediately** or to use **Schedule**.

If you have a **predefined sms template**, you can select from the template menu or

Type your message in the **Message** body.

Now click on the **Submit** button to send sms to your desired Group.

How to send sms from your Excel sheet?

Please login to your sms account and click on **SEND SMS** tab under **Manage SMS** category.

Select the **Type of SMS** to be Sent, in this, you can select **Excel Upload**.

Under **Excel Upload option**, as per the samples defined, you can import your mobile numbers.

Now Select the Mode for sending SMS **immediately** or to use **Schedule**.

If you have a **predefined sms template**, you can select from the template menu or

Type your message in the **Message** body.

Now click on the **Submit** button to send sms.

How to send Schedule SMS?

For all the three options, Single, Group and Excel SMS, you can schedule for the same.

Follow the procedures of different available types sms sending option, instead of Send Now, you can select Schedule and set your desired Date and Time for your sms delivery.

How to save Standard SMS Template for faster use?

Under **Manage SMS** category, click on **Template**.

On the right top of the page, you will the option as **Create New**, click on that.

Once you land on the page, now type your standard message and save the same.

Note: This template is available when you send sms from Send SMS page under Manage SMS category.

How to get multiple Sender Ids or Mask Ids?

Under **Customer Menu** category, go to **Add Sender ID** link.

Type your required **Sender Name** and **Submit for the Admin Approval**.

How to save my Delivery Report?

Go to **Delivery Report** section and select your desired report and click on **Export** link to save it in **Excel format** on your system.

Can I apply for Multiple Sender Names?

Yes, you can.

Can I get my credit history of purchases, etc?

Yes, Go to **Credit History** link under **Report & Print category**.

Select your desired information and click on **Generate Report** link to see all your credit history with us.

Is there any option for deleting the Group or Contact Details?

Yes, you can delete individually or the entire Group.

How do I cancel or Stop or postpone / pre-pone my Scheduled SMS?

Under the **Manage SMS** category, go to **Schedule SMS** link.

If you have to **postpone or pre-pone**, now click on the **Calendar Image** to postpone or pre-pone the sms delivery time and click on the **Update**.

If you have **to stop or cancel**, then simply click on the **Delete** to stop the same.

If you have multiple schedules, then click on **More** on the individual to see which one to be stopped.

If you have further queries, please do contact our Representatives.