

SMS USER GUIDE

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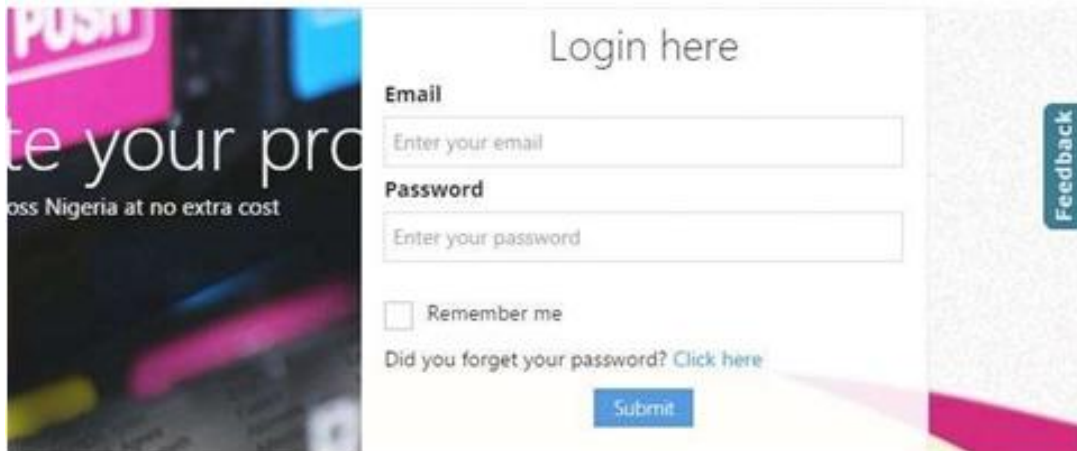
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1 ACCOUNT

1.1 Password Recovery

1. Click the 'Click here' link



te your pro
oss Nigeria at no extra cost

Push

Login here

Email
Enter your email

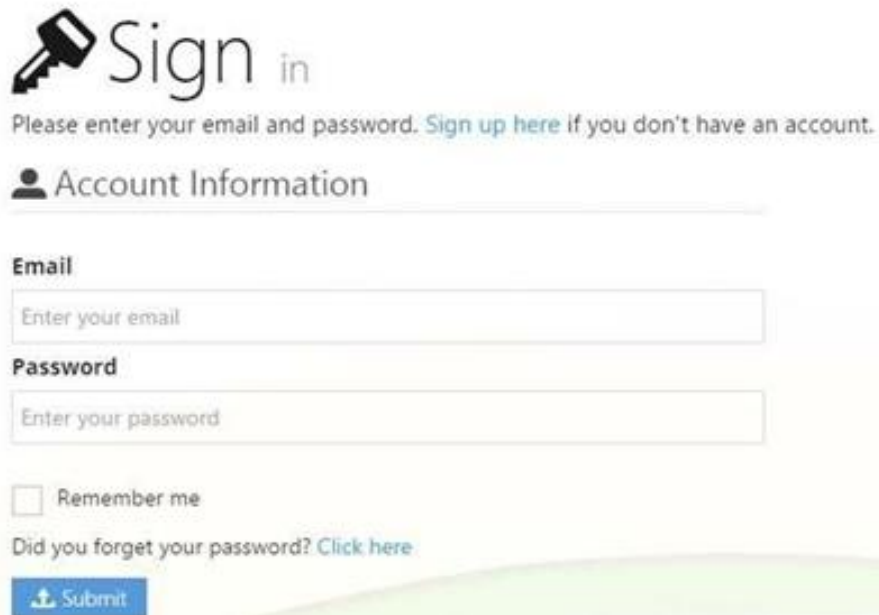
Password
Enter your password


Remember me

Did you forget your password? [Click here](#)

Submit

Feedback



 Sign in

Please enter your email and password. [Sign up here](#) if you don't have an account.

 Account Information

Email
Enter your email

Password
Enter your password

Remember me

Did you forget your password? [Click here](#)

Submit

2. Enter your email address



 Forgot password

 Password recovery

Enter your email address to reset your password

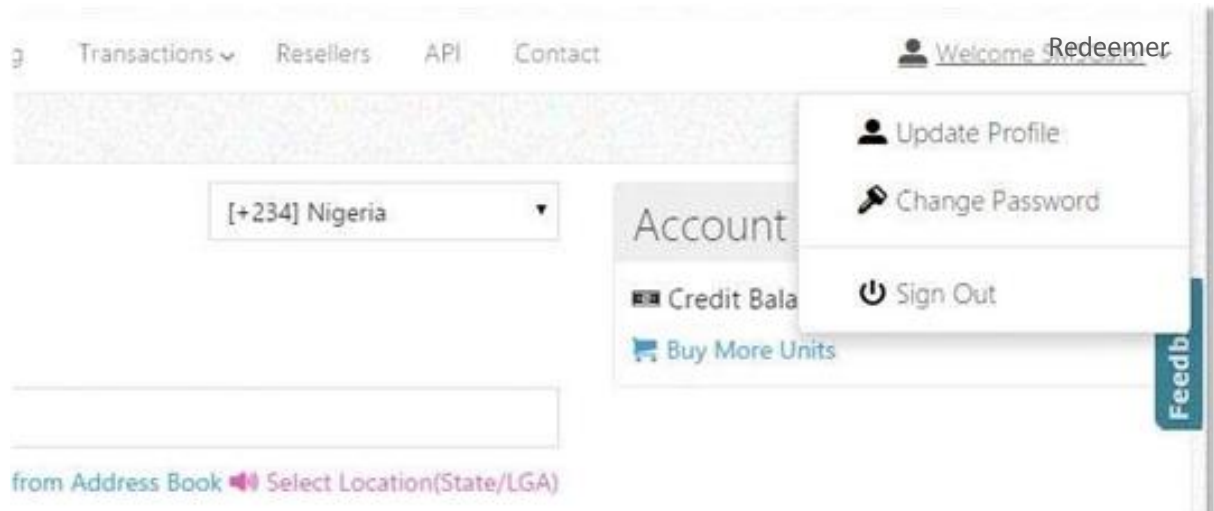
Enter your email

Submit

3. Click 'Submit'. Instructions will be sent to your email on resetting your password.

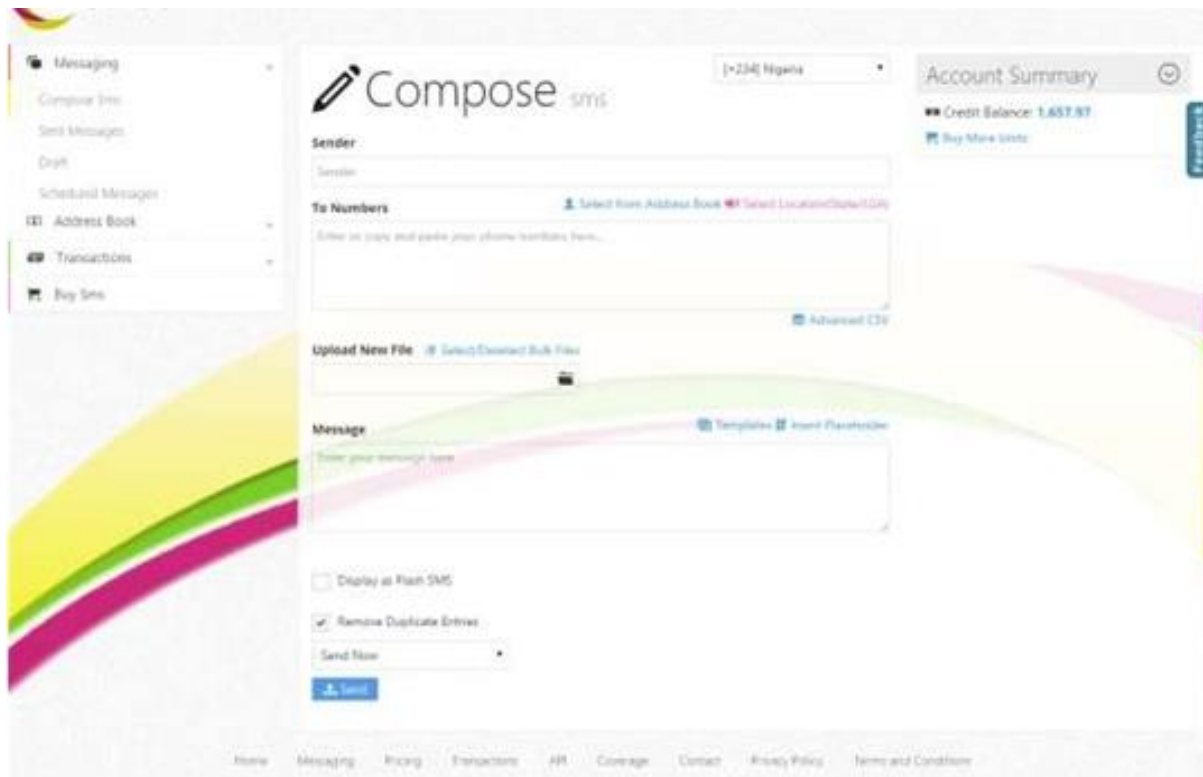
1.2 SIGNING OUT

1. Click the 'Sign Out' link



2 MESSAGING

Compose SMS screen



2.1 SEND SMS

1. Select the country you which to send to.
2. In the 'Sender' box, enter your desired Sender Id. This appears on the recipient's mobile phone as the sender and should be a maximum of 11 digits.
3. In the 'To Numbers' box, enter the mobile numbers manually by typing or copy and paste from Notepad (.txt), Excel or CSV file. Each number could be on a separate line or separated by Comma (,) or Space.
4. Type in your message into the 'Message' box.
5. Click 'Send' or 'Preview & Send' to send your SMS.

2.2 SEND SMS TO ADDRESS BOOK CONTACTS

1. Select the country you which to send to.
2. In the 'Sender' box, enter your desired Sender Id. This appears on the recipient's mobile phone as the sender and should be a maximum of 11 digits.
3. Click 'Select from Address Book'



4. Select 'Groups' or 'Contacts'. Selecting a particular group sends your SMS to every contact in that group. If you wish to send SMS only to some members of a group, simply select only those contacts and not the entire group.

To Numbers [Select from Address Book](#) [Select Location\(State/LGA\)](#)

Groups

- All Contacts
- Clients 5
- Church Members 11
- Business Associates 0

Contacts

[Manage](#)

Show entries Search:

<input type="checkbox"/>	▲ First Name	Last Name	Gsm
<input checked="" type="checkbox"/>	Ahmed	Gambo	09098121598
<input type="checkbox"/>	John	Anyanwu	08084001042
<input checked="" type="checkbox"/>	Akpos	Guru	08073928495
<input type="checkbox"/>	Michael	Afolabi	08086016826
<input checked="" type="checkbox"/>	Stan	Lee	09098121598

Showing 1 to 5 of 5 entries Previous Next

5. Click 'Ok'
6. Type in your message into the 'Message' box.
7. Click 'Send' or 'Preview & Send' to send your SMS.

2.3 SEND SMS VIA FILE UPLOAD/BULK FILE CONTACTS

1. Select the country you which to send to.
2. In the 'Sender' box, enter your desired Sender Id. This appears on the recipient's mobile phone as the sender and should be a maximum of 11 digits.



- Prepare your bulk file. Each number should be on a separate line



	A	B	C	D	E	F	G
1	2348164525711						
2	2348056434565						
3	2347035463222						
4							
5							
6							
7							
8							

- Click the folder icon to browse to the location of your bulk file. If you already have the file on the bulk files list, click 'Select/Deselect Files' select the desired bulk file and click 'OK'. Note that your new file is automatically saved to your bulk files list for future use.



- Type in your message into the 'Message' box.
- Click 'Send' or 'Preview & Send' to send your SMS.

2.4 SEND PERSONALIZED SMS

- Select the country you which to send to.
- In the 'Sender' box, enter your desired Sender Id. This appears on the recipient's mobile phone as the sender and should be a maximum of 11 digits.
- Prepare your excel file

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	GSM	Maths	English	Physics	Chemistry	Biology	
2	Ahmed	Gambo	2348164525711	75	60	80	70	90	
3	John	Anyanwu	2348056434565	80	75	90	60	70	
4	Akpos	Guru	2347035463222	50	80	60	90	95	
5									
6									

- Click 'Send Personalized SMS'



- Click the folder icon and browse to the location of your excel document.
- Select the GSM Column

Please select the GSM number column ↻ Reupload

{0}
 {1}
 {2}
 {3}
 {4}
 {5}
 {6}
 {7}

Ahmed	Gambo	2348164525711	75	60	80	70	90
John	Anyanwu	2348056434565	80	75	90	60	70
Akpos	Guru	2347035463222	50	80	60	90	95

Just use the headers as placeholders in your sms
 Example: Dear {0}, Your Post-Utme scores are as follows: English:{2}, Maths:{3}, Government:{4}, Economics:{5}. Visit our website for more information. [← Back](#)

- Type in your message into the 'Message' box. Use the numbered headers {0},{1},{3} as placeholders in your message. **Example: Dear {0} {1}, Your exam scores are as follows: Maths: {3}, English:{4}, Physics:{5}, Chemistry:{6}, Biology:{7}. Visit our website for more information.**
- Click 'Send' or 'Preview & Send' to send your SMS.

2.5 SEND TARGETED SMS

- Select the country you which to send to.
- In the 'Sender' box, enter your desired Sender Id. This appears on the recipient's mobile phone as the sender and should be a maximum of 11 digits.
- Click 'Select Location'
- Filter by State, LGA or Gender.
- Select location, then enter start and stop count. You can always continue from your stop count.

To Numbers 👤 Select from Address Book 📍 Select Location(State/LGA)

Male Female

<input type="checkbox"/>	SUMAILA	7,913	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	SURU	4,417	<input type="text"/>	<input type="text"/>	0
<input checked="" type="checkbox"/>	SURULERE	353,017	<input type="text" value="1"/>	<input type="text" value="100000"/>	100,000
<input type="checkbox"/>	TAFA	35,694	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	TAFAWA BALEWA	13,387	<input type="text"/>	<input type="text"/>	0
<input type="checkbox"/>	TAKAI	9,513	<input type="text"/>	<input type="text"/>	0

Send as Personalized SMS **Total: 100,000**

- Select 'Send as Personalized SMS' if you want each message to be personalized since our database also contains First Name, Last Name, State, LGA.

7. Click 'OK'
8. Type in your message into the 'Message' box. For personalized messages use {FirstName}, {LastName}, {State}, {LGA} as placeholders in your message. **Example: Dear {FirstName}, You are invited for an interview at our head office on the 25th of Dec. Please come with your credentials.**
9. Click 'Send' or 'Preview & Send' to send your SMS.

2.6 SCHEDULE SMS

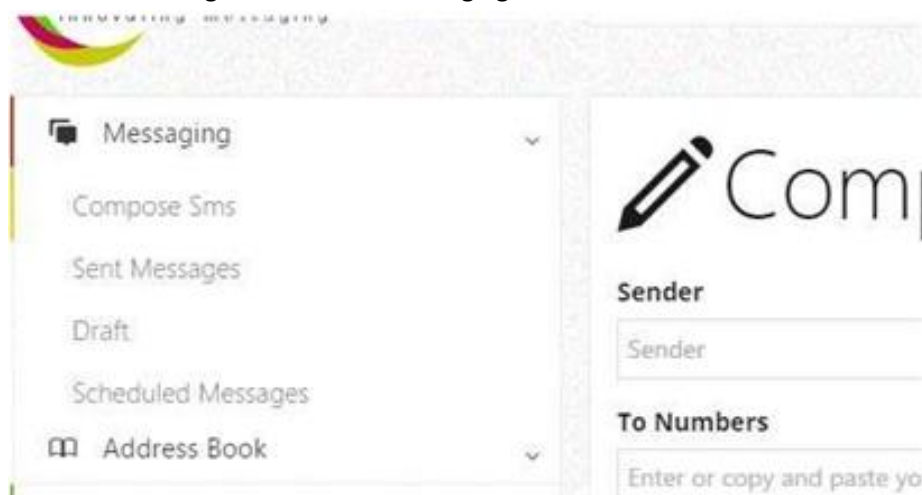
1. Select the country you which to send to.
2. In the 'Sender' box, enter your desired Sender Id. This appears on the recipient's mobile phone as the sender and should be a maximum of 11 digits.
3. In the 'To Numbers' box, enter the mobile numbers manually by typing or copy and paste from Notepad (.txt), Excel or CSV file. Each number could be on a separate line or separated by Comma (,) or Space.
4. Type in your message into the 'Message' box.
5. Select 'Schedule' and pick your desired date.
6. Click 'Send Later' to schedule your SMS.

2.7 SAVE SMS TO DRAFT

1. Select the country you which to send to.
2. In the 'Sender' box, enter your desired Sender Id. This appears on the recipient's mobile phone as the sender and should be a maximum of 11 digits.
3. Type in your message into the 'Message' box.
4. Select 'Draft'
5. Click 'Save to Drafts' to save your SMS.

2.8 VIEW DELIVERY REPORTS

1. Click 'Sent Messages' under the 'Messaging' menu



2. Search for the particular by Sender, Message content or phone number.
3. Click 'Actions' then 'Delivery Reports'



3 CONTACT MANAGEMENT

3.1 ADDING CONTACTS TO ADDRESS BOOK

1. Click 'Address Book' on the menu.
2. Click 'Contacts' Tab.



3. Click the 'New' button
4. Enter contact details

The screenshot shows the 'Add New Contact' form. The form is titled 'Add New Contact' and has a close button (X) in the top right corner. The form contains the following fields:

- GSM**: A text input field.
- First Name**: A text input field.
- Last Name**: A text input field.
- Email**: A text input field.
- Address**: A text area for entering the contact's address.
- State**: A dropdown menu with 'Select' as the current selection.

At the bottom of the form, there are two buttons: 'Save' (in blue) and 'Cancel' (in grey).

5. Click 'Save'

3.2 UPLOAD CONTACTS

1. Click 'Address Book' on the menu.
2. Click 'Upload Contacts' tab
3. Click the folder icon and select the file from your computer and click the 'Upload' button.

	A	B	C	D	E	F	G	H
1	First Name	Last Name	GSM	Email	State	Address		
2	Ahmed	Gambo	2348164525711	ahmedgambo@gmail.com	Kaduna	37/21 Nnobi street, Surulere		
3	John	Anyanwu	2348056434565	johnanyanwu@gmail.com	Anambra	37/21 Nnobi street, Surulere		
4	Akpos	Guru	2347035463222	akposguru@gmail.com	Delta	37/21 Nnobi street, Surulere		
5								
6								
7								

4. Select the matching headers

Upload Contacts

Select Column names

Select Columns

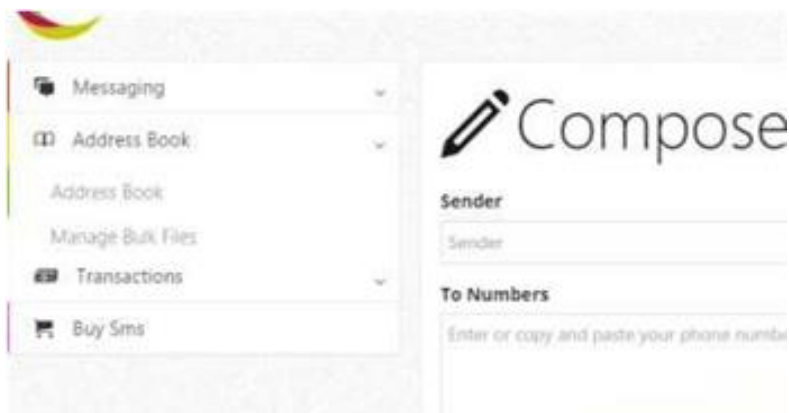
Column 1	First Name	First Name ▼
Column 2	Last Name	Last Name ▼
Column 3	GSM	GSM ▼
Column 4	Email	Email ▼
Column 5	State	State ▼
Column 6	Address	Address ▼

Save

5. Click 'Save' to upload.

3.3 UPLOAD BULK FILES

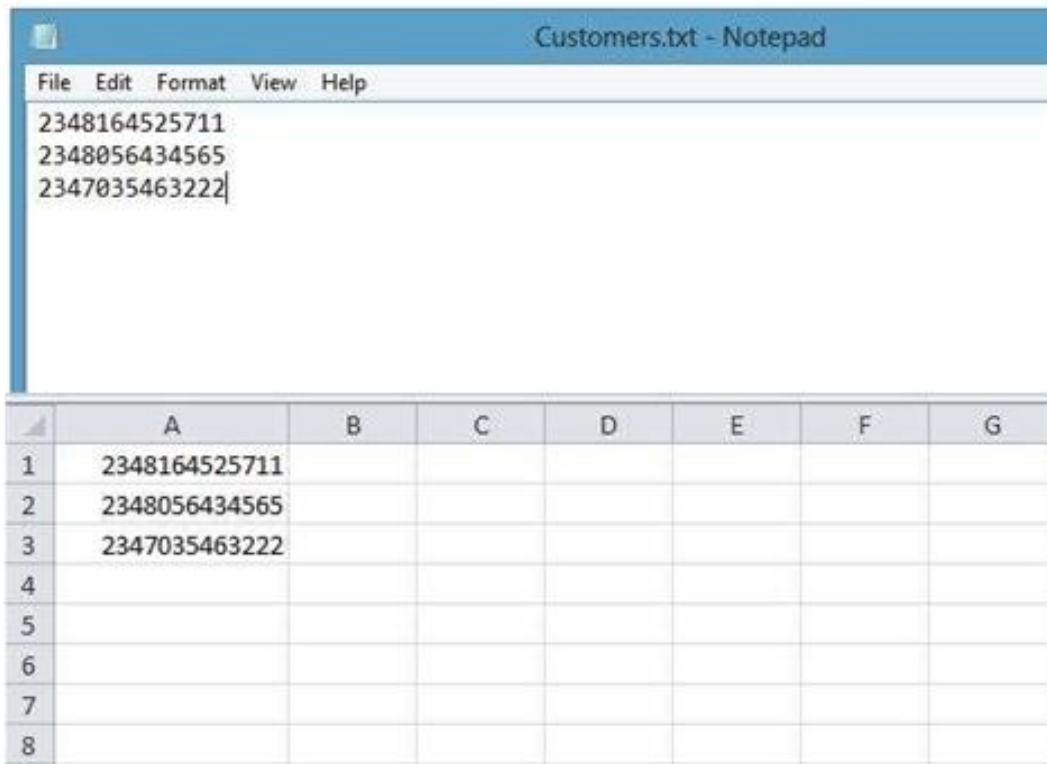
1. Click 'Manage Bulk Files' under the 'Address Book' Menu



2. Click the folder icon to browse to the bulk file on your computer



Each number should be on a separate line



3. Click 'Upload'



4 API

Our platform currently supports the HTTP API

Please find details on the 'API' menu of our website.



5 BECOMING A RESELLER

Simply load your account with the required units and click on the 'Get Started' button

 **Become** a reseller

With over 200,000 text messages sent every second of every day, Our reseller solution gives both experienced resellers and those new to the system the ability to leverage on our platform under your own brand.

You own a complete bulksms messaging website by becoming a reseller

Features	Reseller A
Bulk SMS Gateway	✓
Resellers can create unlimited resellers	✓
Custom API	✓
Online Payment	✓
Customizable	✓
Responsive (View on any device)	✓
Web Hosting	✓
Price Per Unit	₦1.45
Package Cost	Load 5,000 units

[Get Started!](#)

6 GETTING BACK TO US

We will always love to hear from you. Leave us a message using the feedback form or call our support line on our website.

