

Visit the site <http://www.smsb.admensupport.com/>

1. Send SMS Step1 : Set the Message

Type / Select the message.

You can start typing the message that you wish to send. A message consists of 160 Characters including spaces and special characters, If you wish to send sms message greater than 160 chars, then it will be sent as 2 separate messages and you SMS credits will be charged accordingly.

You can also use the manage templates section to create, edit and delete Message templates

2. Send SMS Step2 : Paste / Select the Contacts

There are two options, through which you can select contacts

Select from Groups

Paste Contacts

Option 1 : Select from Groups

Once you have created the required groups, you can select single / multiple groups as required

Once you select the groups, all contacts from the groups will be displayed in the text box below

Option 2 : Paste Contacts

This option is useful if you wish to paste your contacts from multiple sources or the data is in multiple formats.

To paste contacts, you can copy from Excel / text / word or any other format that contains your contacts mobile numbers and paste as many numbers in the given text box.

3. Step 3: Send SMS: Click on GO

On clicking go you will get a window asking for confirmation to send.

If you wish to continue click yes or to cancel click no.

On sending message it will give a window of sending message successfully.

4. Manage Templates

To create templates click on manage templates

Name the template and type in the messages. Click on Save the message when done.

Using saved templates : Select the template to be used and click on load message. The templates can be edited or deleted by clicking the respective buttons

5. Groups : Create, Edit & Delete

Through the Groups module you can create, edit, view and delete groups, groups can be very useful if you have to send sms to the same contacts on a regular basis.

To create group click on groups on the menu bar or select Create Group from the Select Group Listbox Enter group name and enter/copy paste your contacts and click on save group.

On successfully saving the group you get a message saying that the group has been saved successful. You can edit/delete groups as per your requirement by clicking on the appropriate options

6. Personalised SMS Sending

To send a personalised SMS

Select display name

Select mobile number

Click on browse and select the Microsoft xls/ mdb file where the numbers are stored and click open.

Select the sheet in which you have the data.

On selecting the sheet, A list of field will be displayed.

Now select the column that contains the mobile numbers.

Compose your message as per your requirement by dragging the fields from the Select field box to Compose Message box and typing your message.

Before sending sms you can preview the personalised sms by clicking on preview and continue

Click on send sms to send the compose message to the users, you will get a window asking for a confirmation to send, to continue click yes or to cancel click no.

7. Outbox

The Outbox is used if the messages are not sent to the server properly, this happens due to a poor internet connection or a temporary packet loss on your network. Once the undelivered SMS messages are in the outbox, then you can resend the message by selecting the row and clicking send to selected message.

8. Delivery Log Reports

To view the delivery reports click on Delivery reports from the main menu bar.

It will display a list of all SMS that have been sent in the past, Click to select the message for which you wish to the delivery the report.

To view the delivery status you can click on view details.

After which you will see the status of all contacts that the SMS was sent to.

Status would be Delivered, Failed or Pending Report.

If you wish you can resend to the undelivered numbers or resend to all by clicking the respective icons.

You can export the delivery reports to excel sheet by clicking on Export to MS Excel.