

# www.smsguys.co.za

a web based application to send and receive SMS's

Thank you for registering with **MSGUYS**.

This is a guide to getting starting with the main functions of the website.

Once you have registered with smsguys, you will be required to use your **Username and Password** every time you want to log onto the site. The **Username and Password are the ones chosen by you when registering**

There are **4 main functions** to get familiar with on smsguys:


- 1. Creating your database / address book**
- 2. Purchasing SMS Credits**
- 3. Sending a message**
- 4. Checking your message logs**

This tutorial will take you through all the tabs on the top of your screen, and explain to you how to make the most effective use of this website.

## NAVIGATING YOUR HOMEPAGE

Your Homepage is the first screen that you are taken to upon entering your Login Name and Password.

The image shows a screenshot of the smsguys.co.za homepage and a 'Quick SMS' form. The homepage features a navigation bar with tabs: 'SEND TO CONTACTS', 'SEND TO A GROUP', 'ADDRESS BOOK', 'MESSAGE LOGS', and 'ADMINISTRATION'. Below the navigation bar, it displays 'Logged in as: demo', '0.0 credits left', and a 'Purchase Credits' button. The main content area includes a banner for '...the real Short Message Solution' with a mobile phone image and text: 'Full two way SMS communication', 'Stay Informed', and 'Stay in Control'. A 'Powered by MIG' logo is also present. The 'Quick SMS' form includes fields for 'To: Mobile number', 'Message', 'Character Countdown', 'Send now' radio button, 'Send on: time' dropdown, and 'date' dropdown, along with a 'Send sms' button.

Pressing the  button on any page will take you back to this homepage.

Next to the this button is text that will show you what you are logged in as. Eg. **Logged in as: demo**

The home page also shows you how many credits are available to you. Please note that you will only be allowed to send as many sms's as you have credits. Eg. If you want to send a message to a group of 11 people and you only have 10 credits available, the message will not be sent.

## 1. SEND TO CONTACTS



Clicking on this tab will allow you to send an sms to a single contact, or to selected contacts within your address book.

- Click on this tab, and select the contact / contacts to which your message will be sent. You can select multiple contacts by holding down the **"CTRL"** key on your keyboard, and clicking on the contacts you wish to send to.
- Click on the "Send SMS" tab, and you will be taken to a screen similar to your **Quick SMS** box that appears on Startup.
- Type your message in the message block, or choose one of your saved messages (See **"SAVING MESSAGES"**) and select either the "Send Now" or "Send Later" option. (See **"MESSAGE SCHEDULING"**)

## 2. SEND TO A GROUP



Clicking on this tab will allow you to send an sms to a group as setup by you in your address book (See **"ADDRESS BOOK"**)

- Click on this tab, and you will be taken to a screen similar to your **Quick SMS** box that appears on Startup.
- In the box marked **"To"**, select the group that you wish to send an sms to.
- Type your message in the message block, or choose one of your saved messages (See **"SAVING MESSAGES"**) and select either the "Send Now" or "Send Later" option. (See **"MESSAGE SCHEDULING"**)

## ❖ MESSAGE SCHEDULING

- This option allows you to schedule a message to be sent at a later date and time. To access this feature:
  - When you have typed your message, either to a group or to a single contact, instead of selecting the **"SEND NOW"** option, choose the **"SEND ON"** option.
  - This will allow access to the now highlighted options at the bottom of the screen.
  - Select the time and date that you require the sms to be sent, and click on the **"SEND NOW"** button.

The screenshot shows a web interface titled "Compiling a Message". At the top, it displays "To: 27832883514,". Below this is a section "Select a saved Message:" with a dropdown menu containing "---- Choose a saved message ----" and a "Delete" button. A note states "A Message may only consist of a maximum of a 160 characters." Below this is a large text input area. To the right of the input area is a "Save" button and a help icon. Below the input area is a "Character Countdown: 160" with a help icon. There are two radio buttons: "Send now" (selected) and "Send on:". Under "Send on:", there are fields for "date" (2005-05-04) and "time" (09:00). A red arrow points to the "time" field. At the bottom left is a "Send sms" button and the text "sms code of practice". On the right side, there is a "TIP" box with instructions on using [name] and [surname] placeholders, and an example message: "Dear [name], please remember our great specials this month!". Below the tip, it says "The sms message engine will then personalise each message and replace [name] with the persons unique name." and "Neat hey!"

## ❖ SAVED MESSAGES

This feature allows you to save messages and use them as a preset message.

### TO SAVE A MESSAGE

- Type your required message in the message block provided
- Click on the **"SAVE"** button
- Your message will now be available under your **"CHOOSE A SAVED MESSAGE"** option.

### Compiling a Message

To:  
27832883514,

Select a saved Message:  
[ ---- Choose a saved message ---- ] [v] [Delete] [?]

A Message may only consist of a maximum of a 160 characters.

[Empty text area]

Character Countdown: 160 [?]

Send now  
 Send on:

[?] date 2005-05-04 [calendar icon]  
time 09 [v] : 00 [v]

[Send sms] sms code of practice

**TIP:** If you are sending to more than one contact, try typing [name] or [surname] in your message. NB. USE Square Brackets !!

For Example: Dear [name], please remember our great specials this month!

The sms message engine will then personalise each message and replace [name] with the persons unique name.

Neat hey!

### TO INSERT A SAVED MESSAGE

- When in your **"COMPILING A MESSAGE"** screen, click on the arrow next to the **"SELECT A SAVED MESSAGE"** block, and select the pre-saved message that you wish to send

### Compiling a Message

To:  
27832883514,

Select a saved Message:  
[ ---- Choose a saved message ---- ] [v] [Delete] [?]

A Message may only consist of a maximum of a 160 characters.

[Empty text area]

Character Countdown: 160 [?]

Send now  
 Send on:

[?] date 2005-05-04 [calendar icon]  
time 09 [v] : 00 [v]

[Send sms] sms code of practice

**TIP:** If you are sending to more than one contact, try typing [name] or [surname] in your message. NB. USE Square Brackets !!

For Example: Dear [name], please remember our great specials this month!

The sms message engine will then personalise each message and replace [name] with the persons unique name.

Neat hey!

## TO DELETE A SAVED MESSAGE

- When in your **"COMPILING A MESSAGE"** screen, click on the arrow next to the **"SELECT A SAVED MESSAGE"** block, and select the pre-saved message that you wish to delete.
- Click on the **"DELETE"** box next to the **"SELECT A SAVED MESSAGE"** block.

**Compiling a Message**

To: 27832883514,

Select a saved Message:  
[ ---- Choose a saved message ---- ] [v] [Delete] [?]

A Message may only consist of a maximum of a 160 characters.

[text area]  
[Save] [?] [name] [surname]

Character Countdown: 160 [?]

Send now  
 Send on:  
[?] date 2005-05-04 [calendar icon]  
time 09 [v] : 00 [v]  
[Send sms] sms code of practice

**TIP:** If you are sending to more than one contact, try typing [name] or [surname] in your message. NB. USE Square Brackets !!

For Example: Dear [name], please remember our great specials this month!

The sms message engine will then personalise each message and replace [name] with the persons unique name.

Neat hey!

## TO PERSONALIZE A MESSAGE

You are able to personalize your messages by adding people's names. Please refer to the tip on the **"COMPILING A MESSAGE"** screen.

## 3. ADDRESS BOOK



Clicking on this tab will allow you to customize your address book by adding contacts, singularly or in a group format.

- Click on this tab, and you will be taken to a screen that will give you a choice between adding a contact (one person) and adding a group (up to 1000 people). You can choose which you want to do by clicking on one of the tabs:



- **TO ADD A SINGLE CONTACT:**

- Click on the **"CONTACTS"** tab
- You will be taken to a screen that requires the contact's: **NAME, SURNAME and CELL NUMBER**
- Once the person's details are filled in, you can then add them to your address book by clicking on the **"ADD CONTACT"** button as shown in the screen shot below:

A screenshot of the 'Add a Contact' form. The form has a blue header with 'Add a Contact' and navigation tabs for 'Contacts' and 'Groups'. Below the header, there are three input fields: 'Name:', 'Surname:', and 'Mobile number:'. A red arrow points to the 'Name' field. Below the input fields, there are several buttons: 'Add Contact', 'Details', 'Download', 'Upload Contacts', and 'Delete Contacts'. There is also a '(11)' indicator and a help icon.

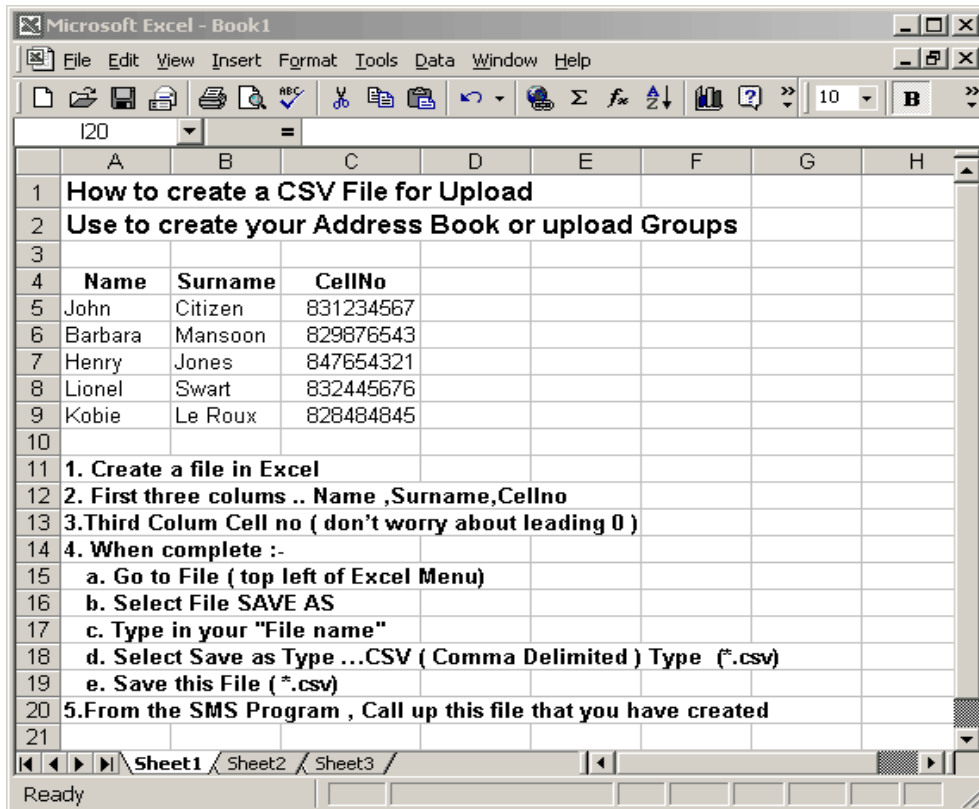
**N.B. WHEN ADDING THE CELL NUMBER, LEAVE NO SPACES OR DASHES. EG: 0821234567**

- **TO ADD A GROUP:**

- Click on the **"GROUPS"** tab.
- This will take you to a screen that will enable you to add a group from an existing database on your computer.
- Choose a name for the group that you wish to add, e.g.: Database, Loyalty, Christmas, etc. Type it in the black as shown below, and click **"ADD GROUP"**

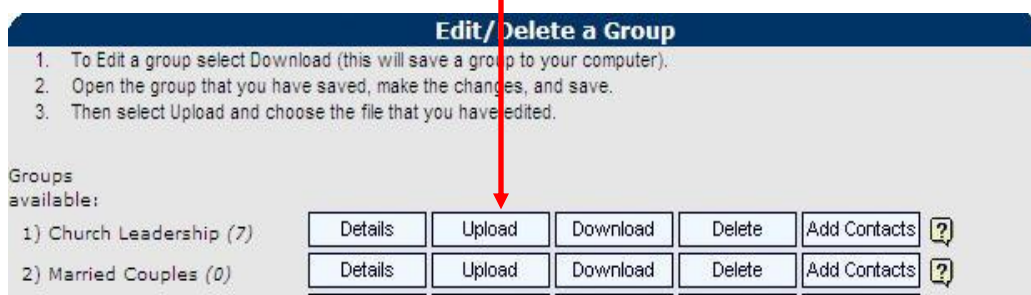
A screenshot of the 'Add a Group' form. The form has a blue header with 'Add a Group' and navigation tabs for 'Contacts' and 'Groups'. Below the header, there is a 'Group Name:' label and an input field. A red arrow points to the 'Add Group' button. Below the input field, there is a small text instruction: 'To Add a Group , simply type- your Group Name above and Press the Add Group button'.

- If you have already got a group of numbers in Excel, you can import these details from an Excel spreadsheet directly into your group.
  - ❖ Your database must be in the following format in **Excel:**
    - Column 1 = First Name
    - Column 2 = Surname
    - Column 3 = Cell number (**No Spaces, brackets, etc between numbers**)
- An example of an Excel Database Spreadsheet is set out more fully below:



**N.B Your file must be saved in a .CSV format. This can be done in excel by selecting "FILE", "SAVE AS", and then selecting "\*.CSV (COMMA DELIMITED)" as the file type.**

- Next to your group name, you will see the following options: **Details, Upload, Download, Delete, Add Contacts.**



- Click on the **"UPLOAD"** tab and you will be asked to browse and find your excel spreadsheet. Once the name of your file appears in the box, click on the **"UPLOAD"** button, and your database that you have just saved from excel (now in \*.CSV format) will appear in your group.

**Contacts** **Groups**

### Uploading a group from your computer

Data will be uploaded in csv format only.

Select a comma delimited text file to upload (csv)   ←

The selected file must be in the following format: Name,Surname,Cell number

**Note:** The uploaded file will update the existing data if the mobile number already exists!

How to make a .CSV file. (EXCEL FORMAT EXAMPLE) (?)   Append to group

**Feature Notice:** If the above check box is ticked, then all contacts in your *upload will be appended* to your group, removing the tick will tell the website to wipe out all your prior contacts and populate your destination group with the contacts you are uploading. Please note that this process could take a few minutes, a uploaded file should not contain more than 1000 contacts per file!

- The number of contacts in the group will be shown in brackets next to the group name
- Note that the **"APPEND TO GROUP"** block is ticked. This means that when adding contacts to this group (to update your database at a later stage) will be added to the existing list. Unchecking this box will delete all current contacts from this group, and add only the numbers from your new Excel spreadsheet.

- **TO DELETE A CONTACT:**

- Click on the **"CONTACTS"** tab
- You will be taken to the **"ADD A CONTACT"** screen.
- Click on the **"DELETE CONTACTS"** tab and select the contact / contacts to be deleted. You can select multiple contacts by holding down the **"CTRL"** key on your keyboard, and clicking on the contacts you wish to delete.

**Contacts** **Groups**

### Add a Contact

Adding Single Contacts

Name:

Surname:

Mobile number:  ( eg.. 0831234567 )

(11)      ←

- **TO DELETE A GROUP**

- Click on the **"GROUPS"** tab
- This will take you to the screen that enables you to add a group from an existing database on you computer.
- Click on the **"DELETE"** tab next to the group that you wish to delete.

**Edit/Delete a Group**

1. To Edit a group select Download (this will save a group to your computer).
2. Open the group that you have saved, make the changes, and save.
3. Then select Upload and choose the file that you have edited.

Groups available:

1) Church Leadership (7)	Details	Upload	Download	Delete	Add Contacts ?
2) Married Couples (0)	Details	Upload	Download	Delete	Add Contacts ?

## TO ADD A SINGLE CONTACT TO A GROUP

- Click on the **"GROUPS"** tab
- This will take you to the screen that enables you to add a group from an existing database on your computer.
- Click on the **"ADD CONTACTS"** button and select the contacts you wish to add to that group.

## 4. MESSAGE LOGS

Clicking on this tab will allow you to view all your Sent, Received, and Scheduled Messages. Clicking on any tab on this screen will take you to the required list. This enables you to keep track of your messages and their delivery status.

- ❖ **SENT MESSAGES** - you can check the time and date they were sent and what the delivery status of the message is.
- ❖ **RECEIVED MESSAGES** - if any of the people you have sent an sms to replies to your message, it will be accessible via this tab. You can also delete contacts and messages in this screen
- ❖ **SCHEDULED MESSAGES** - This shows any messages that have been scheduled to be sent at a later stage.

Clicking on any of these messages will bring up a screen with an example of that message.

## 5. ADMINISTRATION



Clicking on this tab will allow you to change your personal information as entered by you during the Registration Process or to Purchase Credits.

## 6. PURCHASING CREDITS



Clicking on this link will take you to a screen that will enable you to purchase the credits needed to send your sms's. 1 Credit = 1 SMS (160 Characters). Credits must be paid for and proof of payment must be sent to SMSGUYS before sms's may be sent.

- Once you have clicked on purchase credits, it will automatically take you to this page, where you can choose the bundle that suits you. (e.g.: if you want 200 credits, click on the "**200 SMS CREDIT**" option)

PremiumSMS SMS Code of Practice Details Credits Contact

### Buy Credits

Click on your preferred sms package below to purchase via our secure payment gateway

Price breakdown All prices exclude VAT

Package	Price
200 SMS CREDITS	200 Credits @ 41c / sms credit
500 SMS CREDITS	500 Credits @ 39c / sms credit

- Once you have chosen the amount you want, and have clicked on that option (200, 500, 1000 etc), you will be taken to the payment page. Here you have the option to pay with a **CREDIT CARD** or via **INTERNET TRANSFER**. (If you choose to do an **INTERNET TRANSFER**, you will be required to fax through a deposit slip as a proof of payment).

**So remember, once you have your database in msguys and you have purchased your credits, you are ready to send. Have fun.**

**FROM THE MSGUYS TEAM, GOOD LUCK!!!!!!!**

**If you have any further queries, please contact us on**

**Telephone 011 305 2880**