Thank you for registering with **SMSGUYS**.
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. Please wait for your activation SMS before logging in.

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.
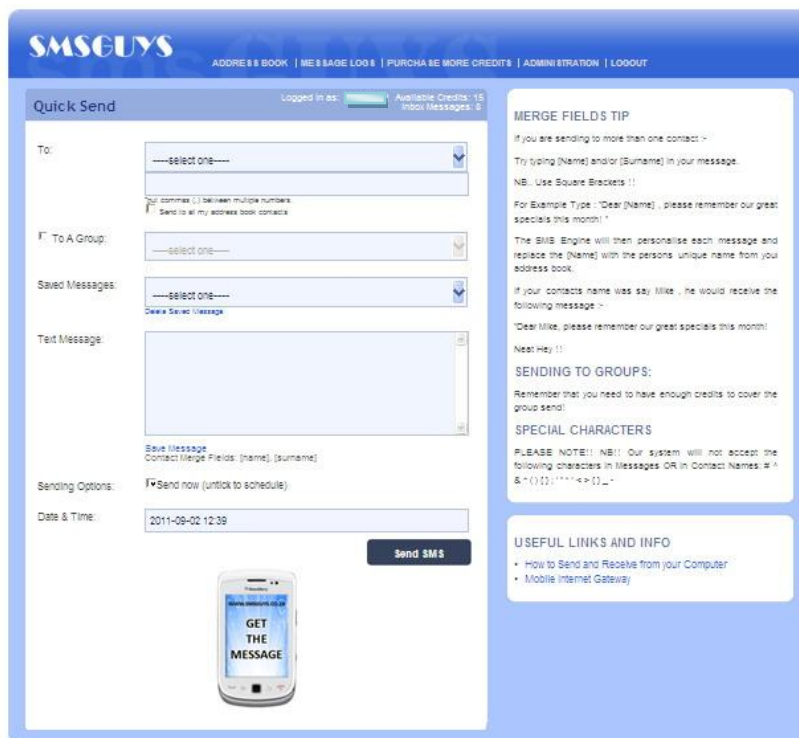
The home page shows you how many credits are available to you. Please note that you will only be allowed to send as many sms's as you have credits. Eg. If you want to send a message to a group of 11 people and you only have 10 credits available, the message will not be sent. You will also be able to see if any messages have been received by your system.

You can return to this page by clicking on the "Home" Tab or "Quick SMS" Button from any other page.

QUICK SEND BOX

The quick send box on your home page gives you the options to send to single contacts from your address book, your full address list, or to an existing group. It also gives you the options to save messages, send a new or previously saved message, or to schedule the sending of a message.

Sending to a single contact:

To send to a single contact, either type the number in the space provided, or choose a contact from your existing address book from the drop down menu by clicking on the arrow. Once a contact has been selected, the number will appear in the bottom block. You can select additional contacts by following the same procedure. All numbers selected will be listed in the bottom block.

Sending to your full contact list:

Selecting the "Send to all my address book contacts" will allow you to send the message to all of your contacts.

Sending to a group:

Once the "To a Group" box is ticked, your selection box will activate. You can then select one of your existing groups from the drop down menu.

Typing your Message:

You can compose your message in the "Text Message" block. Please note that SMS's are limited to 160 characters. You will see a character countdown under your Message block when you are typing
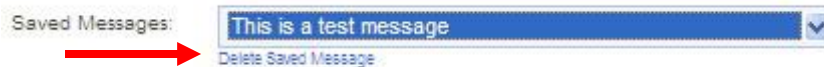
Selecting a Saved Message:

You can select any previously saved message (See Saving Messages) from the drop down menu.

Saving a Message:

To save a message, type your message in the Text Message block, and click on the "Save Message" Option

Deleting a Saved Message:

You can also delete any previously saved messages by selected the appropriate message, and selecting the "Delete Saved Message" option.

To Personalize A Message:
You are able to personalize your messages by adding people's names. Please refer to the "Merge Fields Tip" on the right of the screen

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, untick the "Send Now" option to activate the Date & Time block. Clicking on this block will access your scheduling calendar.

Select the time and date that you require the sms to be sent, and click on the "Done" button. The "Now" button will automatically change the time and date to the present.

Click on the [Send SMS] button to complete the action.

When your message has been successfully sent, you will be notified by the system.

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:

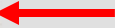Click on the "Create New Contact" button

That will take you to a screen where you can enter the contacts details, as well as add them to an existing group. To add the contact to an existing group, simply select the required group from the drop down menu.
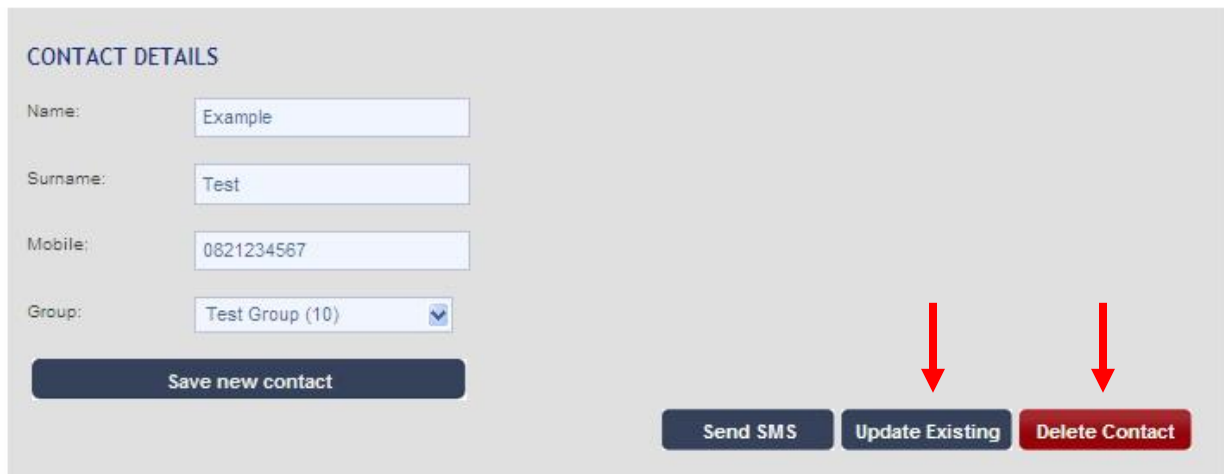

N.B. WHEN ADDING THE CELL NUMBER, LEAVE NO SPACES OR DASHES. EG: 0821234567

To Delete a Single Contact, or to Update Existing Contact Information:

Click on the "Select button" next to the Contact that you wish to delete / update

You will be taken to a screen listing the contact information, and given the option to delete, update or Send a message to the contact. To update the client information, simply type in the new information, and click the "Update Existing" button. To delete the entry, click on the "Delete Contact" button

Adding 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 you computer.

Choose a name for the group that you wish to add, e.g.: Database, Loyalty, Christmas, etc. Type it in the block as shown below, and click "Create"

If you have already got a group of numbers in Excel, you can import these details from an Excel spread sheet 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:

	A	B	C	D	E	F	G	H
1	How to create a CSV File for Upload							
2	Use to create your Address Book or upload Groups							
3								
4	Name	Surname	CellNo					
5	John	Citizen	831234567					
6	Barbara	Mansoon	829876543					
7	Henry	Jones	847654321					
8	Lionel	Swart	832445676					
9	Kobie	Le Roux	828484845					
10								
11	1. Create a file in Excel							
12	2. First three colums .. Name ,Surname,Cellno							
13	3.Third Colum Cell no (don't worry about leading 0)							
14	4. When complete :-							
15	a. Go to File (top left of Excel Menu)							
16	b. Select File SAVE AS							
17	c. Type in your "File name"							
18	d. Select Save as Type ...CSV (Comma Delimited) Type (*.csv)							
19	e. Save this File (*.csv)							
20	5.From the SMS Program , Call up this file that you have created							
21								

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.

When you have your .CSV file ready, browse for your file, select your group from the drop down menu, and click the "Upload File" button

To Delete a Group:

Simply select your group form the drop down menu and click the "Delete" Button

Deleting Single Contacts from a Group:

Select the applicable group from the drop down menu.
Tick the blocks of the contacts that you wish to delete, and click on the "Delete Ticked button"

Copying Contacts from one Group to another:

Select the groups that you wish to copy contacts From and To.
Tick the blocks of the contacts that you wish to copy, and click on one of the arrow buttons.
When you are satisfied with your selection, click the "Save Group Changes" button.

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.

SCHEDULED MESSAGES – This shows any messages that have been scheduled to be sent at a later stage.

Clicking on any of the "Select" button next to any of these messages will bring up a screen with an example of that message, plus options to delete, block or reply to the contact, and delete or download the messages.

PURCHASING MORE SMS CREDITS:

Clicking on the "Purchase More Credits" tab 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.

You will be taken to a page, where you can choose the bundle that suits you. (e.g.: if you want 200 credits, click on the "200 SMS CREDIT" option)

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).

ADMINISTRATION

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

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

FROM THE SMSGUYS TEAM, GOOD LUCK!!!!!!!!

If you have any further queries, please contact us on Telephone 011 305 2880