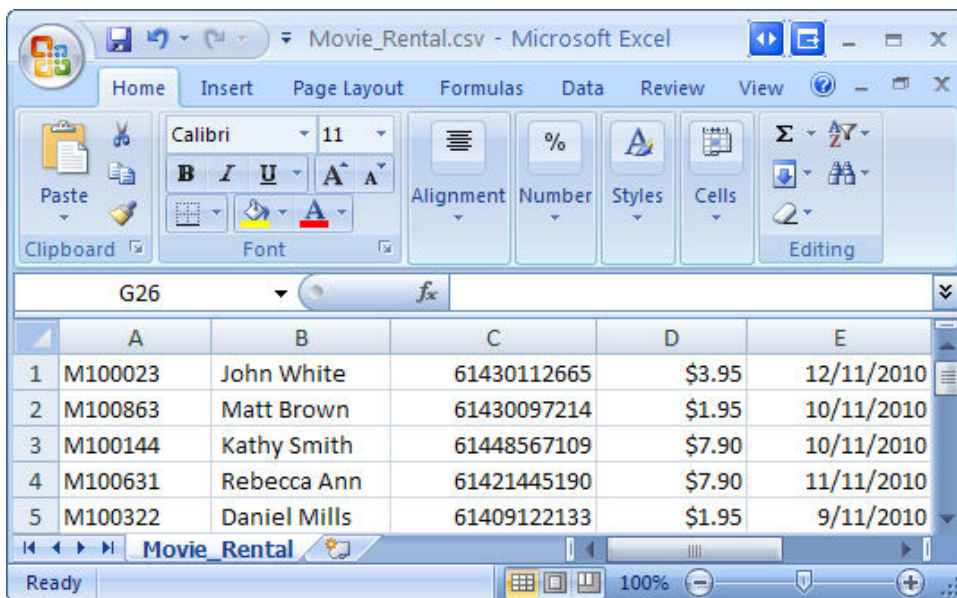


## How to send Bulk SMS using the ZapitSMS Web Interface

Bulk SMS is an easy and efficient way to contact a large number of people for emergency notifications, marketing campaigns or companywide announcements. Using the ZapitSMS Web interface, Bulk SMS can be sent instantly to a list of mobile phone numbers contained in a CSV file.

The CSV file containing the mobile phone numbers can also include other information that can be used to personalise each message such as invoice amount, due date etc.

A .CSV file is a common format and can be easily exported from a spreadsheet or database application. The mobile phone number can appear in any column of the file.

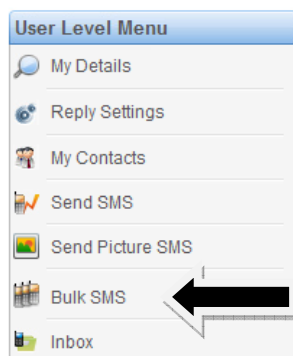


	A	B	C	D	E
1	M100023	John White	61430112665	\$3.95	12/11/2010
2	M100863	Matt Brown	61430097214	\$1.95	10/11/2010
3	M100144	Kathy Smith	61448567109	\$7.90	10/11/2010
4	M100631	Rebecca Ann	61421445190	\$7.90	11/11/2010
5	M100322	Daniel Mills	61409122133	\$1.95	9/11/2010

A sample CSV file is shown for your reference. It has 5 columns: membership number, full name, mobile number, amount owing and the due date.

To send a bulk SMS you first need to create a message template.

Login to your ZapitSMS account using your username and password and select "Bulk SMS".



If you do not have any existing message template in your account, select "Create New Template" and use the form as shown below:

**Bulk SMS Templates**

**New Bulk SMS Template**

Template Name :

Mobile Number Column :

Message Text : 

```
Hi [2],
Membership Reference: [1],

This is a reminder that the movie you
have rented is due on [5].

Total amount payable on return is: [4].

Thanks,
Richard
```

Chars : 175    Rem. Chars : 590    Number of SMS : 2

Sharing :  Tick to share this template with other users in your account.

In the template editor enter a name for the template. Select the column of the .CSV file which contains the mobile number and type your message in the space provided.

For example:

"Hi [2],  
Membership reference: [1], This is a reminder that the movie you have rented is due on [5]. Total amount payable on return is: [4]. Thanks, Richard"

The [2] represents the second column (names) of the .csv file and [5] the fifth column (date). The [4] represents the fourth column (amount).

Therefore, the first message that will be constructed from this template will be:

"Hi John White,  
Membership reference: M100023, This is a reminder that the movie you have rented is due on 12/11/2010.  
Total amount payable on return is: \$3.95. Thanks, Richard"

Click on "Create Template" to save the template. You should see the message "New Bulk SMS Template Created Successfully". You can also enable "Sharing" if you wish to allow other users of your ZapitSMS account to use the message template.

Return to Bulk SMS page by clicking on "Bulk SMS"

**Bulk SMS**

[PDF How to use Bulk SMS](#) | [Bulk SMS Templates](#)

**Step 1: Select your CSV file**

CSV File:

**Step 2: Select Bulk SMS Template**

Select Template...

Shared:	
Mobile Column:	
Message Text:	

**Step 3: Enter Batch Name (optional)**

Batch Name:  optional - for your reference only

**Step 4: Upload List to Server**

Select your CSV file by clicking on the “Browse” button.

Choose the message template from the drop-down box.

Enter a “Batch Name”. This is for your reference and will appear on the “Sent Items” page of the ZapitSMS web interface

The example below shows an example filled in “Bulk SMS” form:

**Bulk SMS**

[PDF How to use Bulk SMS](#) | [Bulk SMS Templates](#)

**Step 1: Select your CSV file**

CSV File:   ←

**Step 2: Select Bulk SMS Template**

Movie Rental Reminder\* ↓

↑

<b>Template Name:</b>	Movie Rental Reminder
<b>Shared:</b>	Yes
<b>Mobile Column:</b>	3
<b>Text:</b>	Hi [2], Membership Reference: [1]. This is a reminder that the movie you have rented is due on [5]. Total amount payable on return is: [4]. Thanks, Richard Movie Rental Co.

[Edit Template](#)

**Step 3: Enter Batch Name (optional)**

Batch Name:  optional - for your reference only

**Step 4: Upload List to Server**

←

Click on “Upload List To Server” button to upload (But not send) your message to our server.

The “Status” column will show “Ready” which means your messages have been successfully uploaded and are ready to send.

**Confirm Sending**

←

#	Mobile Number	Message	Credits	Status
1	61430112665	Hi John White, Membership Reference: M100023, This is a reminder that the movie you have rented is due on 12-11-2010. Total amount payable on return is: \$3.95. Thanks, Richard Movie Rental Co.	2.00	Ready
2	61430097214	Hi Matt Brown, Membership Reference: M100863, This is a reminder that the movie you have rented is due on 10-11-2010. Total amount payable on return is: \$1.95. Thanks, Richard Movie Rental Co.	2.00	Ready
3	61448567109	Hi Kathy Smith, Membership Reference: M100144, This is a reminder that the movie you have rented is due on 10-11-2010. Total amount payable on return is: \$7.90. Thanks, Richard Movie Rental Co.	2.00	Ready
4	61421445190	Hi Rebecca Ann, Membership Reference: M100631, This is a reminder that the movie you have rented is due on 11-11-2010. Total amount payable on return is: \$7.90. Thanks, Richard Movie Rental Co.	2.00	Ready
5	61409122133	Hi Daniel Mills, Membership Reference: M100322, This is a reminder that the movie you have rented is due on 09-11-2010. Total amount payable on return is: \$1.95. Thanks, Richard Movie Rental Co.	2.00	Ready
<b>Total Credits :</b>			<b>10.00</b>	credits

Click on “Send SMS” to send all the messages in the list. As all the messages are already uploaded to the server the messages will begin sending immediately.

**Please check all details before clicking on the “Send SMS” button.**

You can view your Bulk SMS report by selecting "Sent Items" from the menu. From there you can also view a detailed report by clicking on "Report" as shown below.

ZapitSMS Demo - Sent Items											Refresh
Select	Status	Type	Message	Receiver	Time Sent	Recip.	Sent	Failed	Pending	Report	Action
<input type="checkbox"/>	✓		Hi [2], Membership Reference: ...	Reminder...	03 Nov., 2010 13:48:10	5	5	0	0	Report	

Note: The messages may be deleted after 60 days.

✓ = Success, ⚠ = Warning, ⌛ = Pending

Sent Items - Detailed Report						
Report for Message :						
Hi [2], Membership Reference: [1], This is a reminder that the movie you have rented is due on [5]. Total amount payable on return is: [4]. Thanks, Richard Movie Rental Co.						
Sent On : 03 Nov., 2010 13:48:10   Sent Using : Web ADMIN						
#	Recipient	Status	Sent	Credits	Sent Time	Message
1	61409122133	Successfully Delivered		2.00	03 Nov., 2010 13:53:18	Hi Daniel Mills, Membership Reference: M100322, This is a reminder that the movie you have rented is due on 09-11-2010. Total amount payable on return is: \$1.95. Thanks, Richard Movie Rental Co.
2	61421445190	Successfully Delivered		2.00	03 Nov., 2010 13:53:18	Hi Rebecca Ann, Membership Reference: M100631, This is a reminder that the movie you have rented is due on 11-11-2010. Total amount payable on return is: \$7.90. Thanks, Richard Movie Rental Co.
3	61448567109	Successfully Delivered		2.00	03 Nov., 2010 13:53:18	Hi Kathy Smith, Membership Reference: M100144, This is a reminder that the movie you have rented is due on 10-11-2010. Total amount payable on return is: \$7.90. Thanks, Richard Movie Rental Co.
4	61430097214	Successfully Delivered		2.00	03 Nov., 2010 13:53:18	Hi Matt Brown, Membership Reference: M100863, This is a reminder that the movie you have rented is due on 10-11-2010. Total amount payable on return is: \$1.95. Thanks, Richard Movie Rental Co.
5	61430112665	Successfully Delivered		2.00	03 Nov., 2010 13:53:18	Hi John White, Membership Reference: M100023, This is a reminder that the movie you have rented is due on 12-11-2010. Total amount payable on return is: \$3.95. Thanks, Richard Movie Rental Co.
Intended Recipients : 5    Successful : 5    Pending : 0    Waiting Confirmation : 0    Failed : 0						
Total Credits : 10.00						

If you require any further information regarding your account, please contact us.

Email: [support@zapitsms.com.au](mailto:support@zapitsms.com.au)

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