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EXCEL MANUAL

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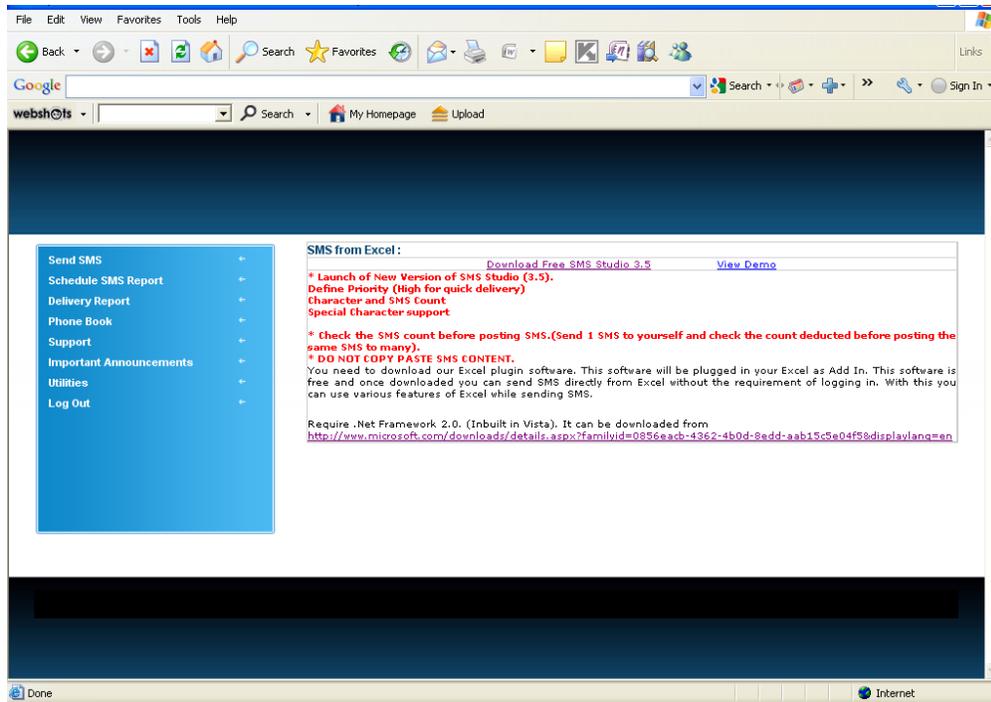
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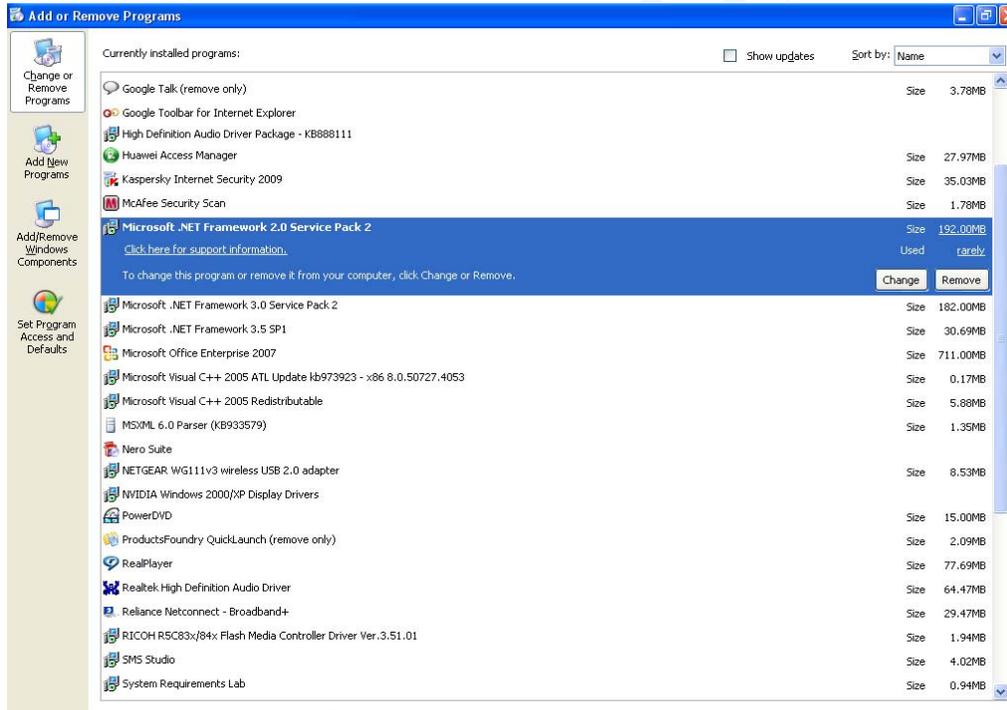
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INSTALLATION

1. Login to your account> click at utilities.
2. In utilities click at download free sms studio.
3. Please note no Microsoft office application is open while downloading Dot Net Framework or SMS studio.
4. See pic 1 Follow step A) if you have Windows XP
 - a. In your control panel click on Add/Remove Programs
 - b. Check whether Dot Net Framework is installed. (Microsoft Dot Net comes inbuilt in Vista). (pic 2)
5. See pic 1 follow steps B) if You do not have Microsoft Dot Net Framework
 - a. In utilities> Download Free Sms Studio screen , at the bottom click at the link
<http://www.microsoft.com/downloads/details.aspx?familyid=0856eacb-4362-4b0d-8edd-aab15c5e04f5&displaylang=en>
 - b. See pic 3 a new Window opens, click at download.
 - c. Select 'save option' and save on your desktop (recommended).
 - d. An icon appears on your desktop> double click on [dotnet.exe](#) file
 - e. Wait till download is complete.
 - f. Dot Net wizard opens (see pic 4)click on next
 - g. Tick and accept terms of license agreement (see pic 5) and click on install.
6. After successful installation of Microsoft Dot net Framework click on download free sms studio, and save on desktop. (Recommended). (see pic 1)(See pic 6).
7. An icon appears on your desktop, right click on Sms Studio file icon and select extract here option. (see pic 7)
8. Double click on sms studio.msi file(see pic 8)
9. Click on next and tick on I agree radio button and again click on next option. (See pic 9 and 10).
10. Wait till download is complete. (See pic 11) and click on close.

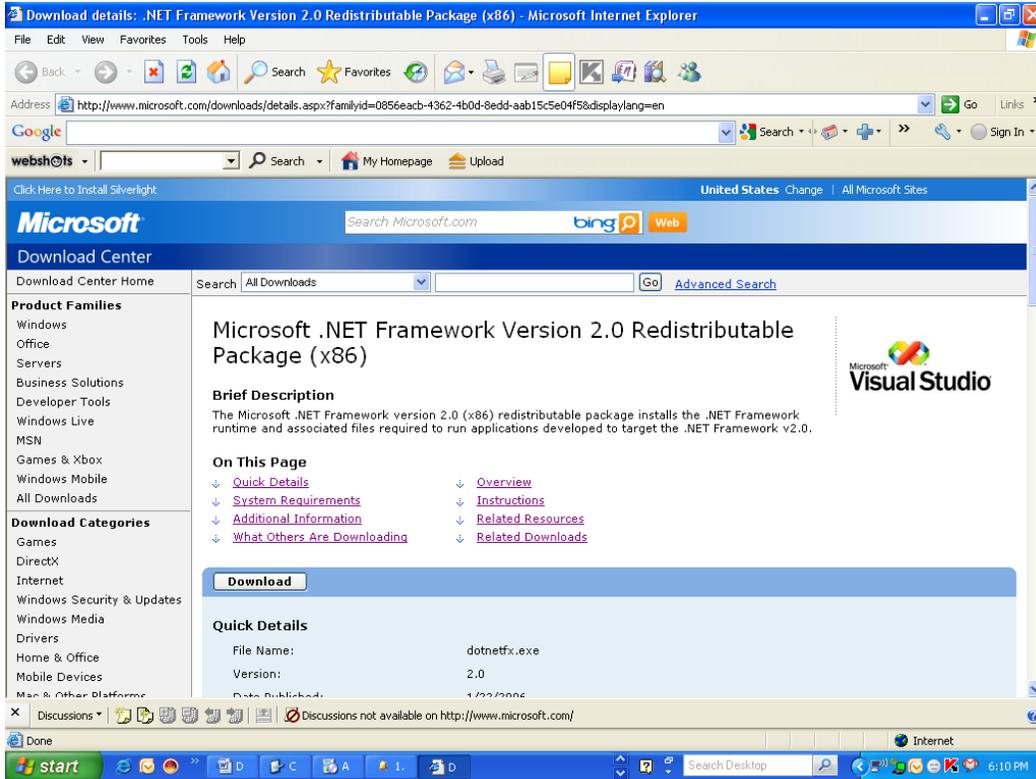


Picture 1

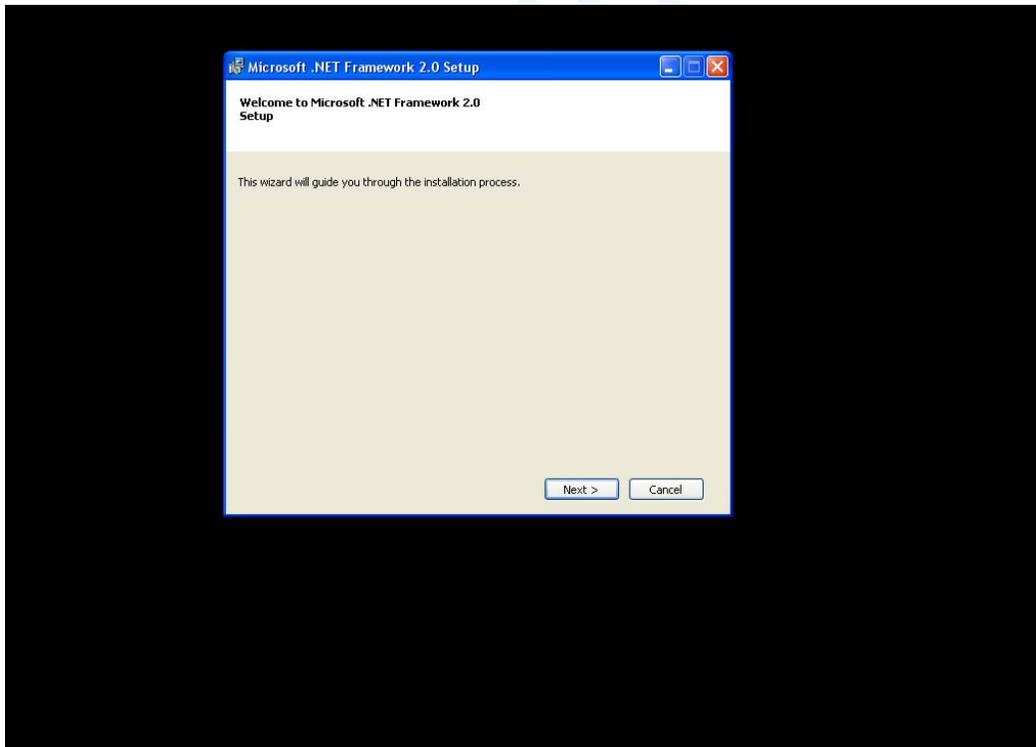


Picture 2

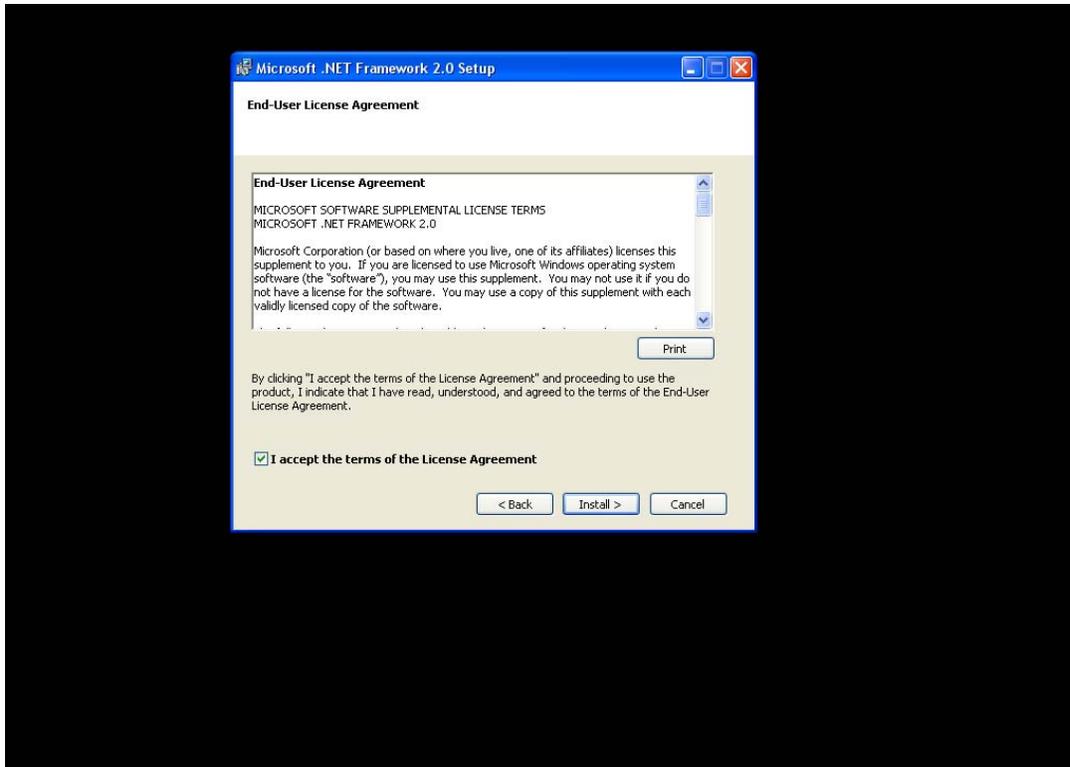
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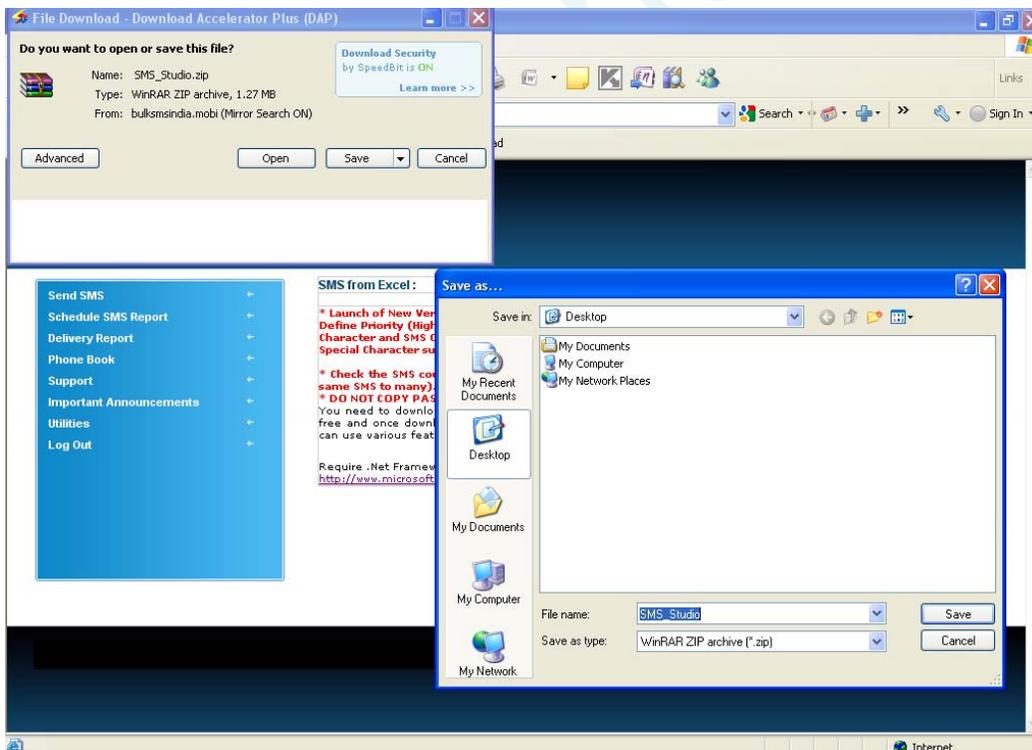
Picture 3



Picture 4

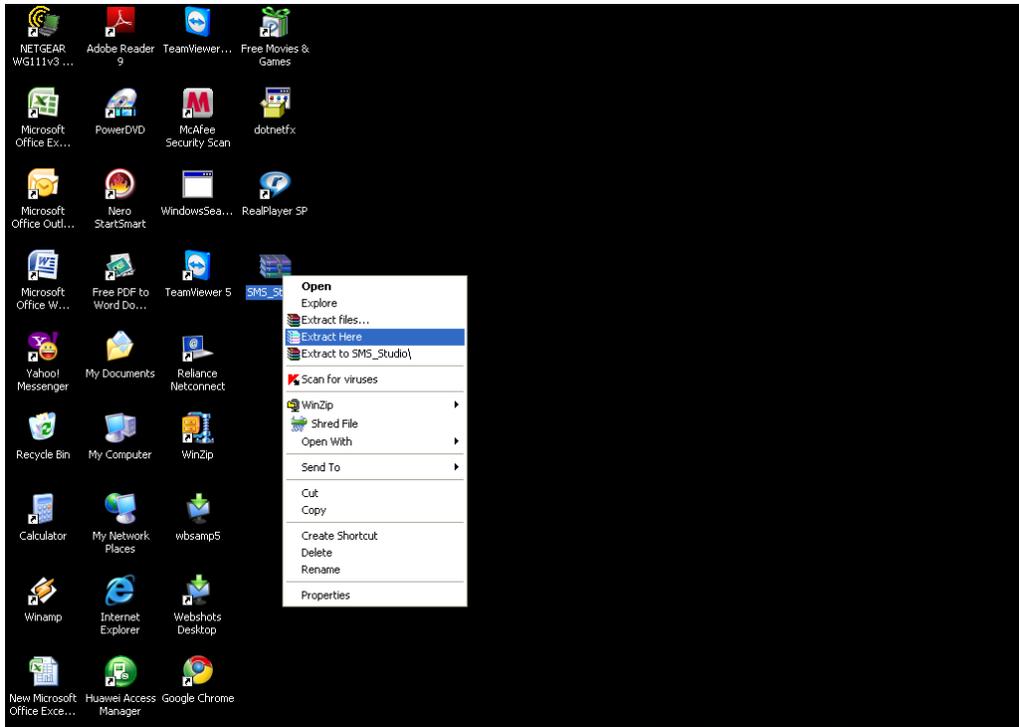


Picture 5

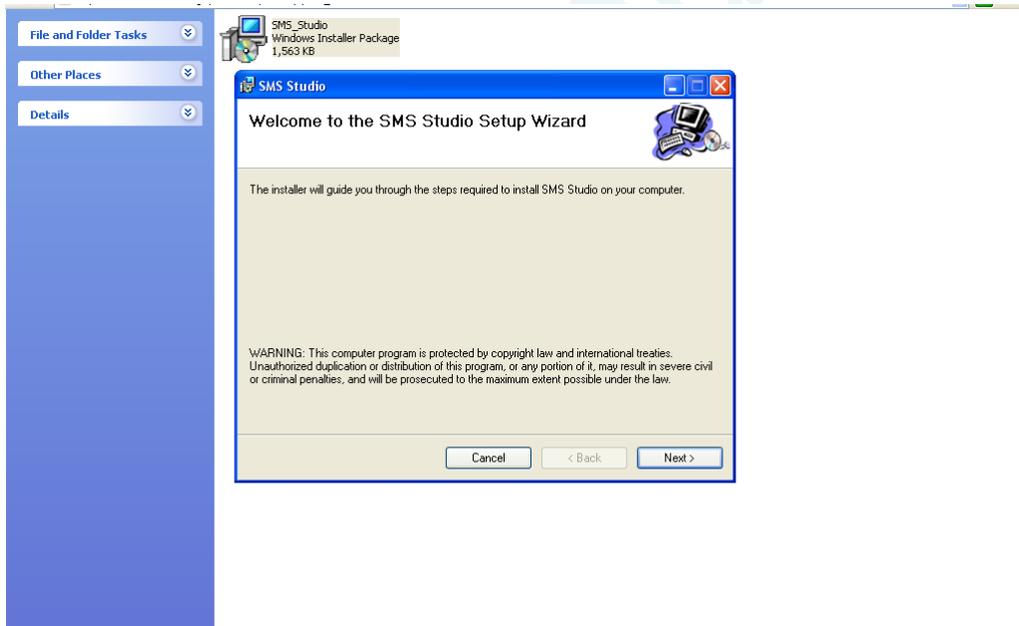


Picture 6

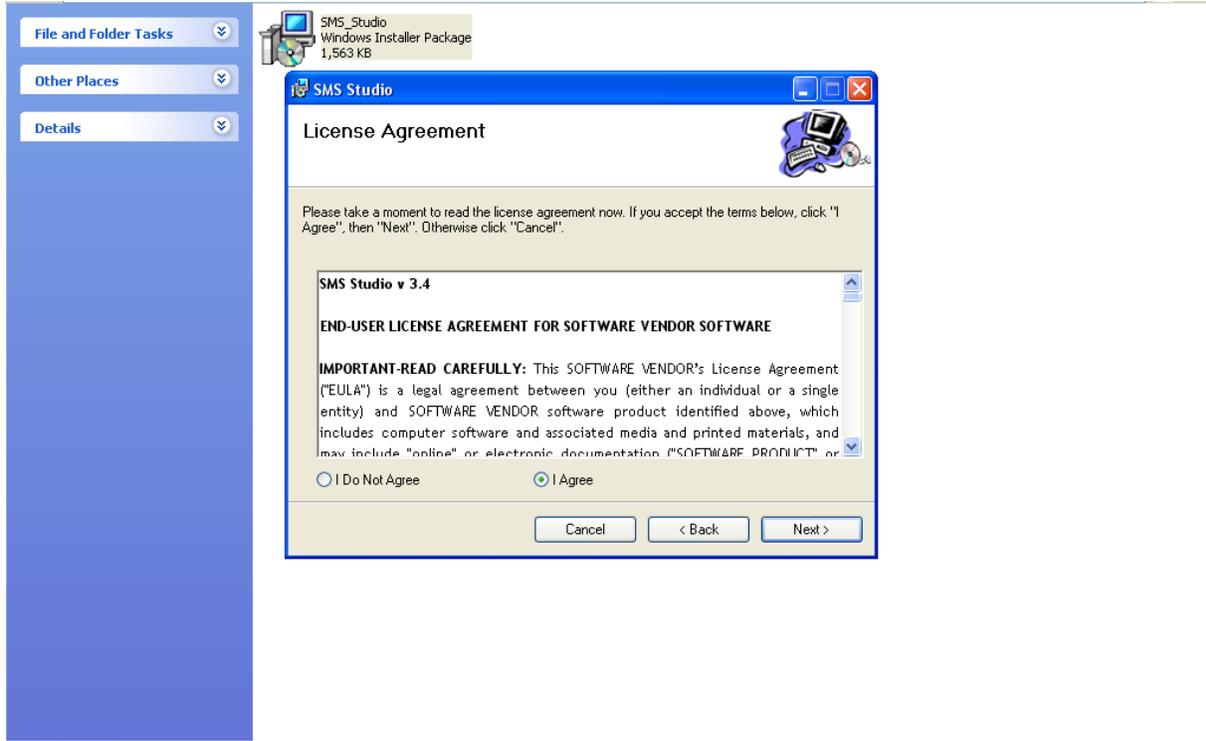
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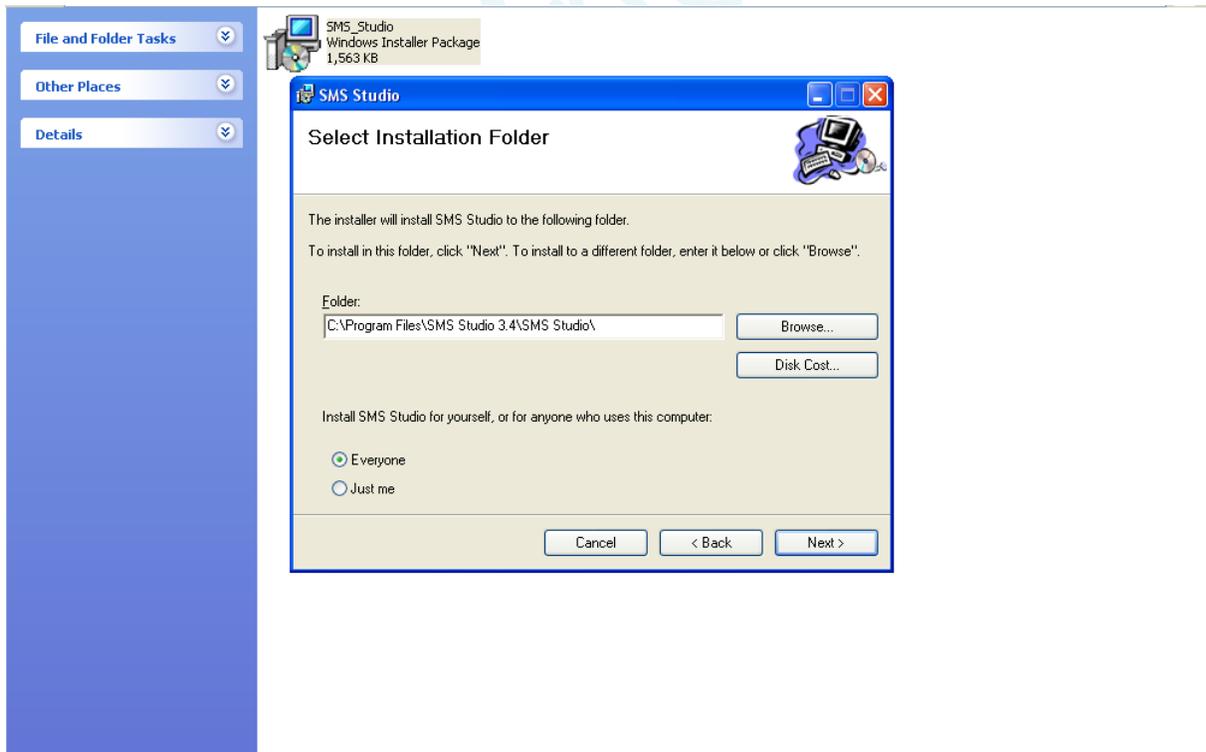
Picture 7



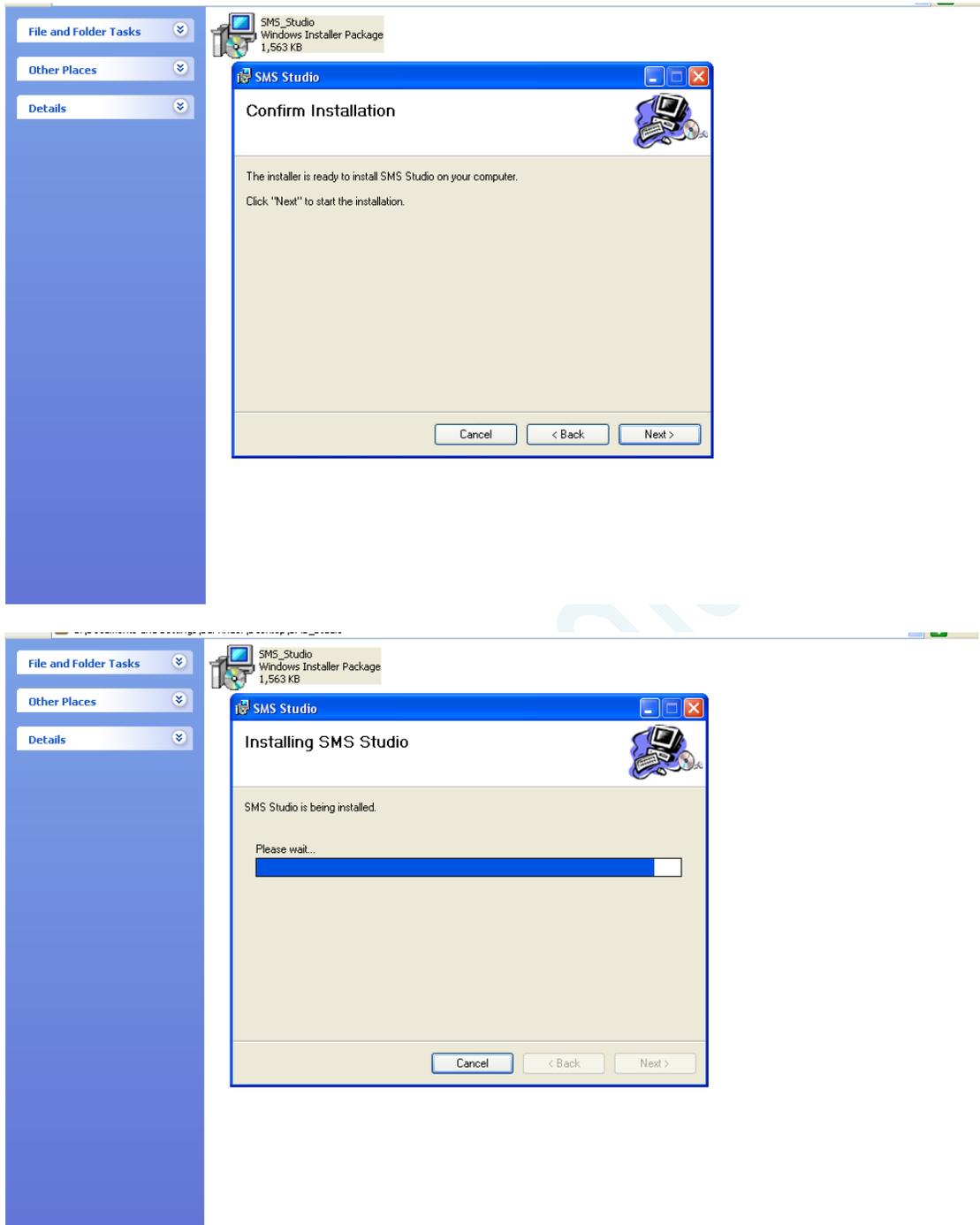
Picture 8



Picture 9

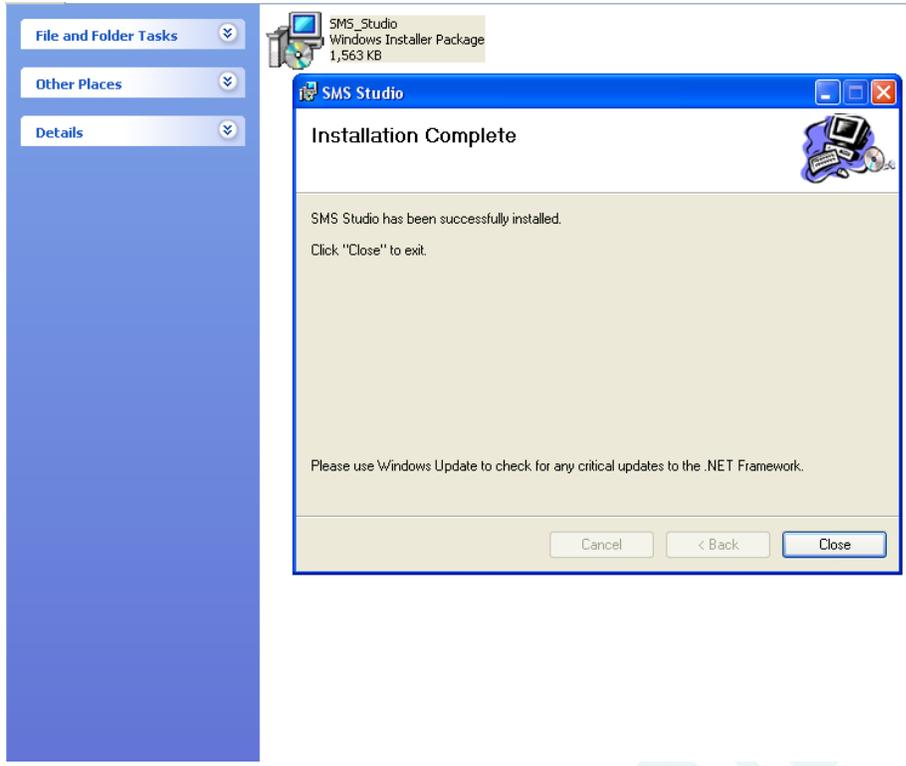


Picture 10



Picture 11

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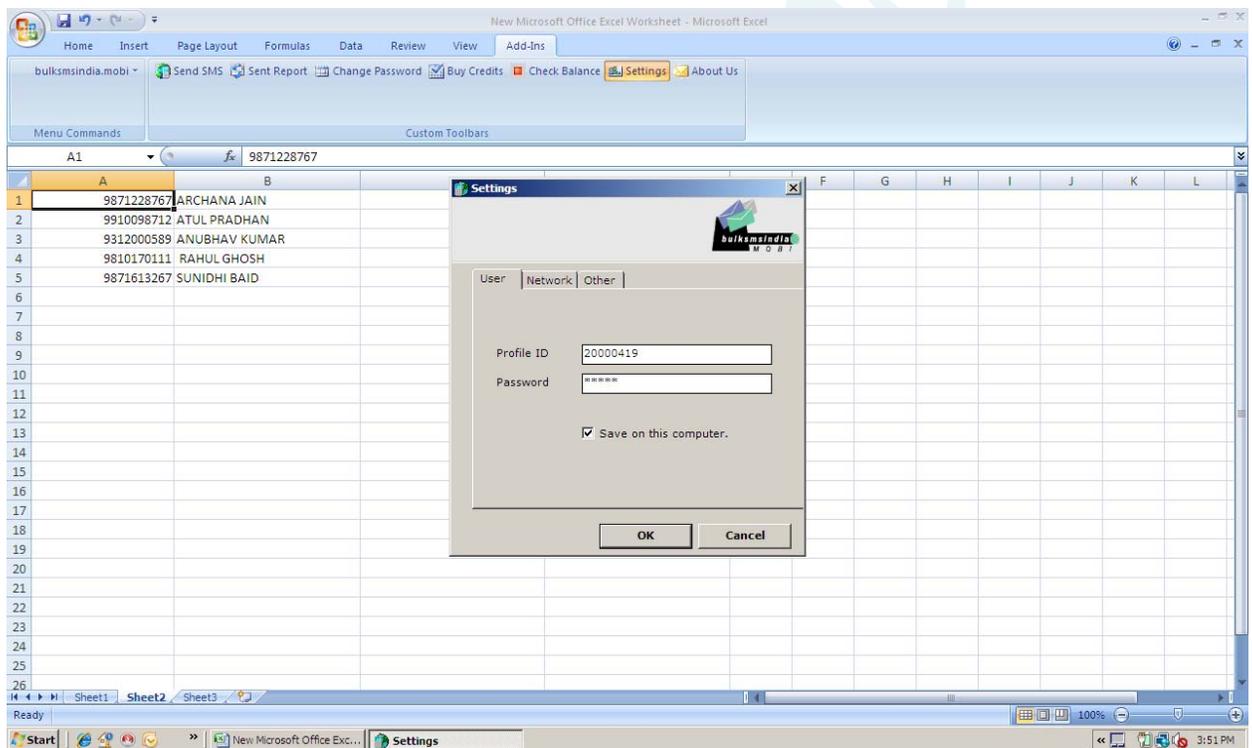


Picture 12

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SETTINGS

1. Open excel file with data. If installation is successfully done, a new Add Inn menu appears in excel.
2. Click on 'Add Inn' menu and click at 'Settings' option. (See pic 13).
3. Mention your profile ID. (Profile ID is the numeric code which is used to login to your account.)
4. Enter password (the same password that is used to login to your account).
5. Tick the save on this computer option and click ok.
6. In the settings option, click at 'other' option and tick the box if the duplicates are to be removed. See pic 15
7. It is only once that these settings have to be made.



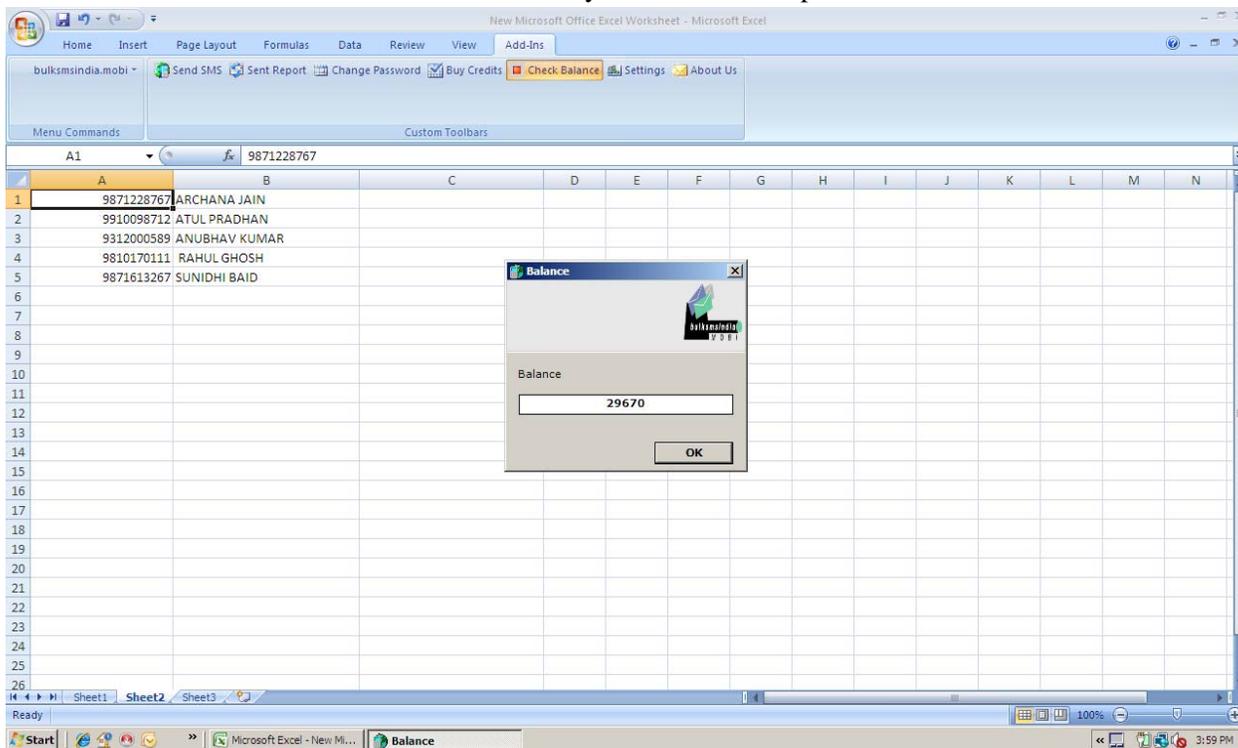
PICTURE 13

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CHECK BALANCE AND BUY CREDITS

Check balance

1. Click at check balance to know the sms credits in your account. See pic 14



Picture 14

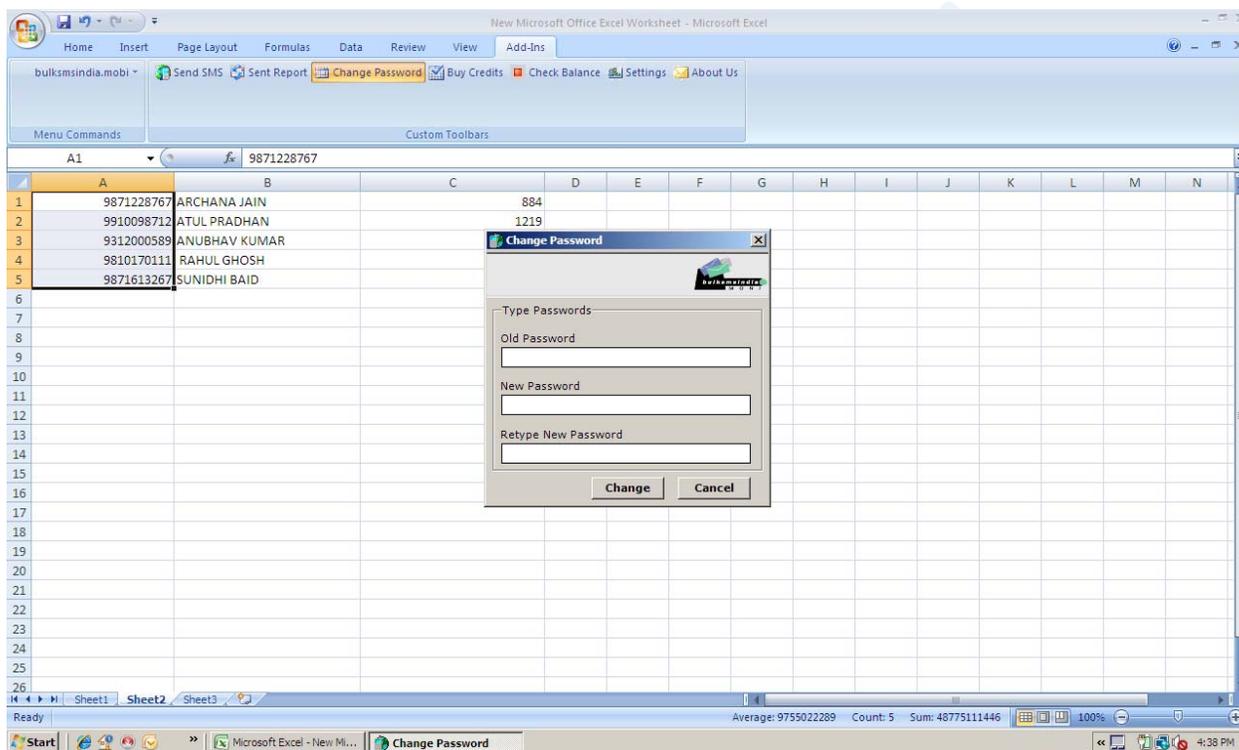
Buy credits

1. Click at buy credits and the link to bulksmsindia.mobi's pricing page opens. Coordinate with the sales department to renew your credit balance.

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CHANGE PASSWORD

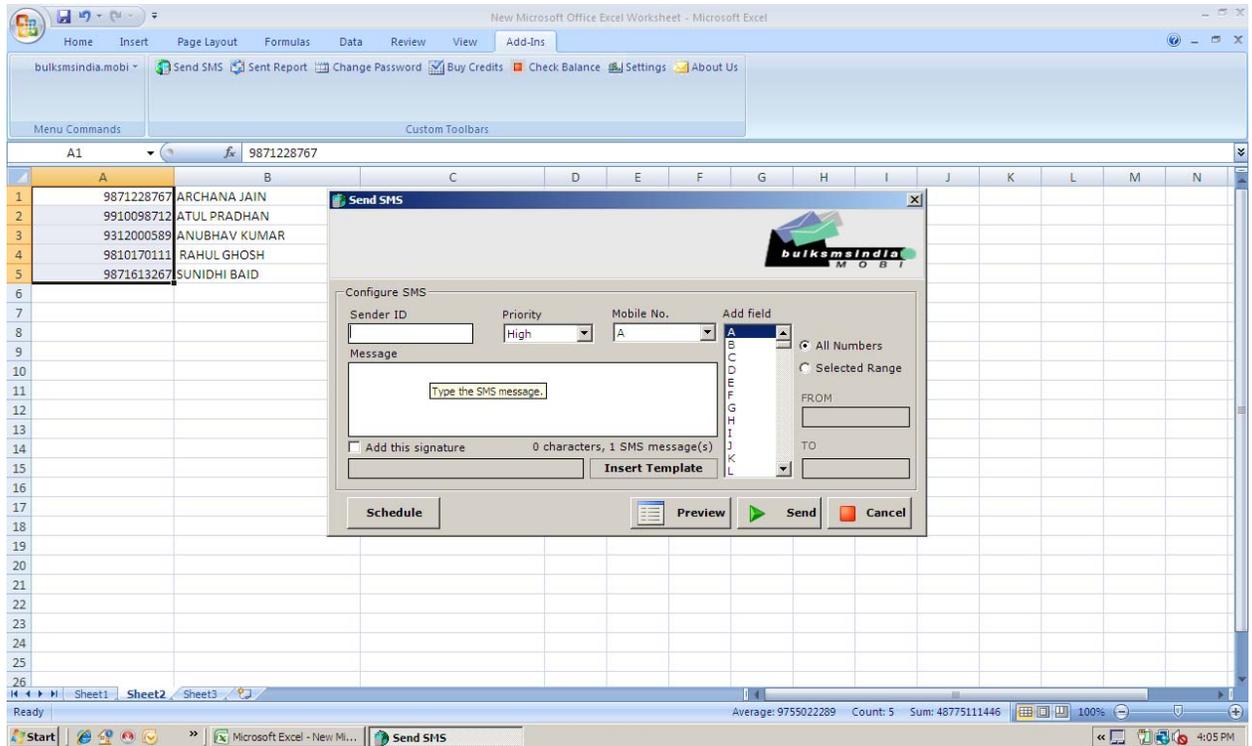
1. Click at change password option. Enter the old password, the new password and click at change. See pic
2. After the password is successfully changed, update the changed password in the settings option to be able to send sms.



Picture 15

SEND SMS

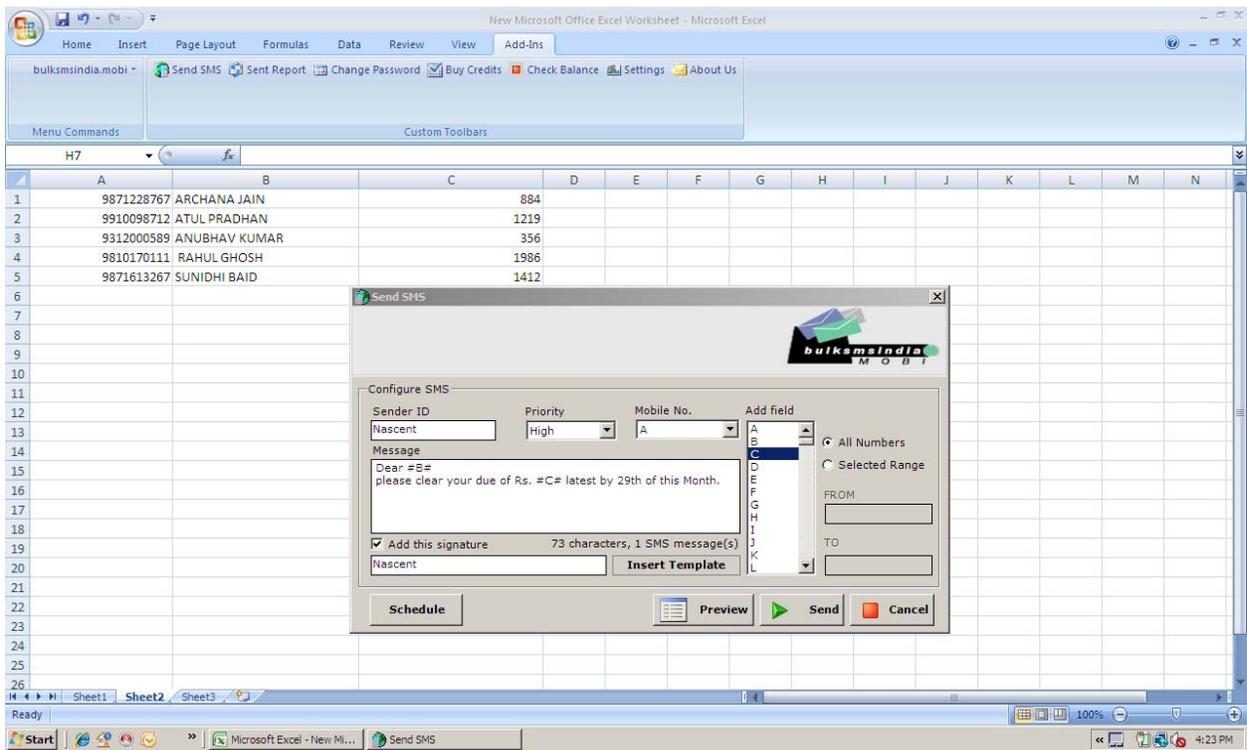
1. Open the file with mobile numbers on which message needs to be sent.
2. Click at send sms option in the bulksmsindia.mobi's panel. See pic 16



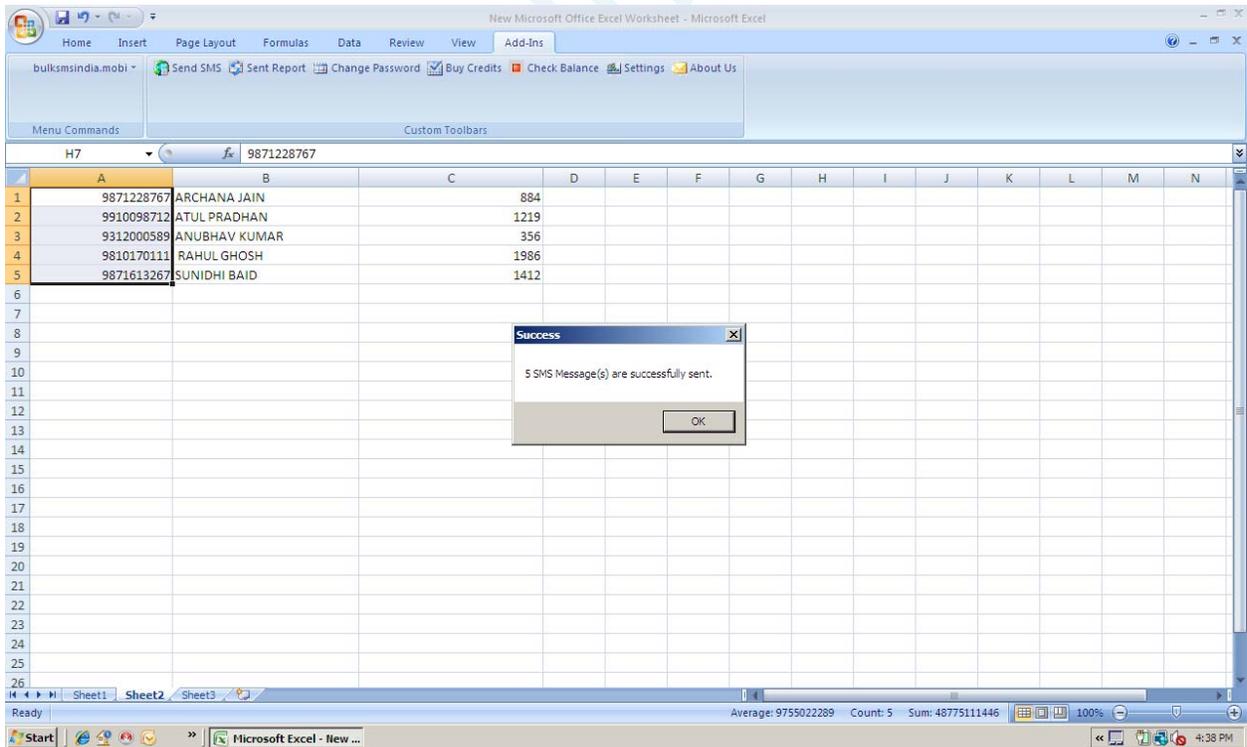
Picture 16

3. In the sender ID field, type the sender ID exactly same as was created. If the sender is incorrect, the message gets delivered with the default sender ID. Default sender ID is the ID created at the time of creation of sms account.
4. Type the message.(1 sms is 160 characters long. Every subsequent sms is 140 characters long.)
 - a) If the message content is in excel sheet double click on the column in add field box. See pic 17. The message content is Dear #B#..... . The software will pick all names in column B and Column C and will send personalized message.
 - b) If the message is common for all numbers, simply type the message in the message box.
 - c) The signature can be appended to all messages. To add signature, tick the box in front of 'Add the signature check box' and type signature in the field below the check box. (Please note that the signature text is counted in the total sms count of 160 characters).
 - d) Do not copy paste text as it may lead to inappropriate deduction of credits.
 - e) Preview and then click at send sms. When the sms is successfully sent a message appears with successfully sent messages. see pic 17 a

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Picture 17

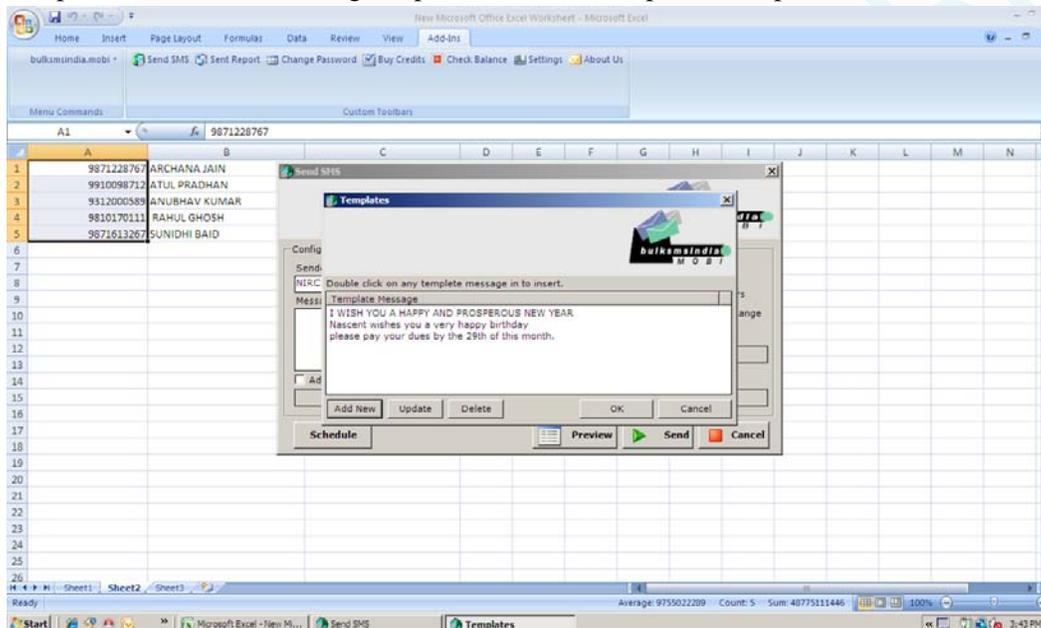


Picture 17a

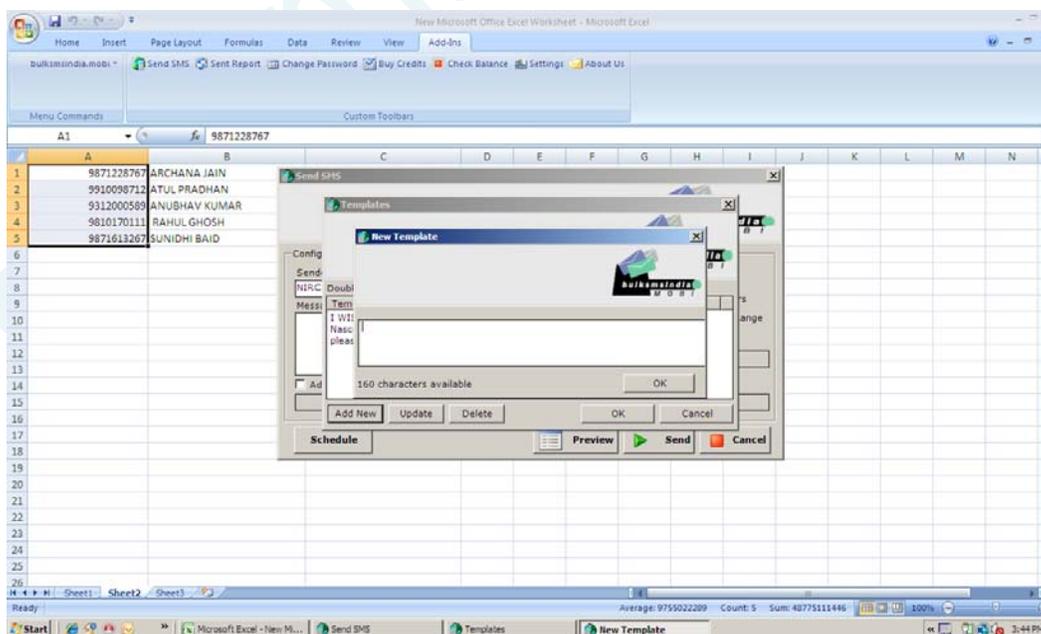
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TEMPLATES

1. It is possible to create and insert templates. Creating templates is recommended to save time by the same message every time you open excel.
2. To create a template, click at insert template option.
3. Click at Add new, type the message and click at ok. (See pic 18 and 19)
4. To insert a template click at insert template option in send sms box. The template box opens wherein all the saved templates appear. Double click on any template. The template content will come in send sms message box. Click at send sms button to send sms.
5. To update or delete an existing template, select the template and update or delete.



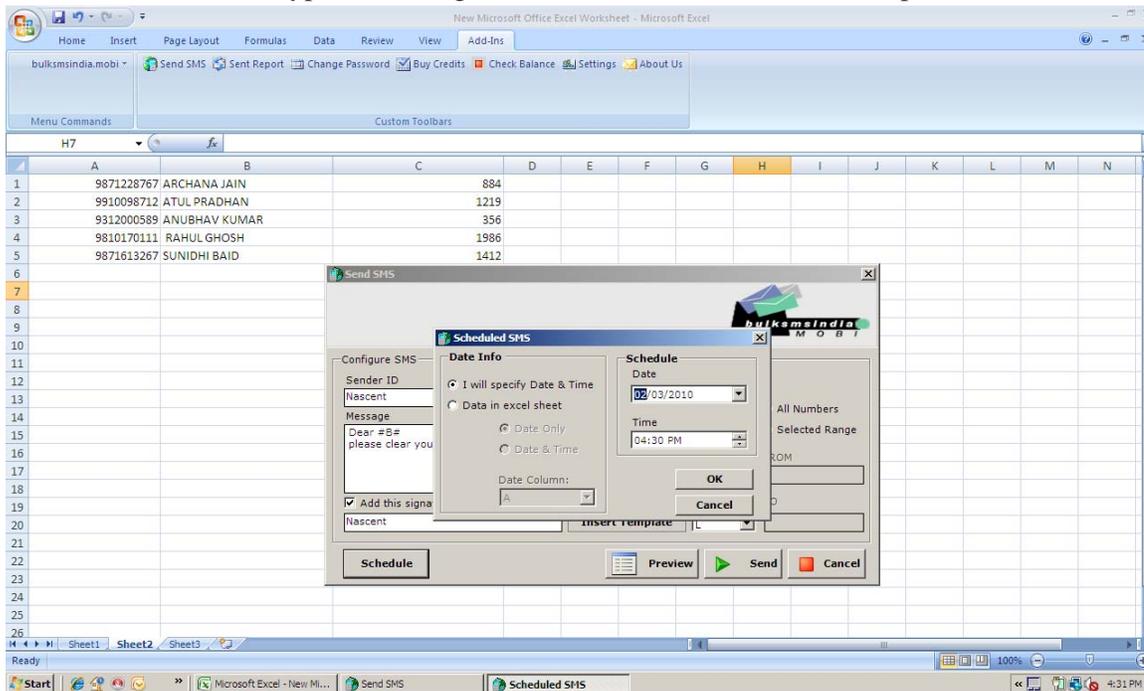
Picture 18



Picture 19

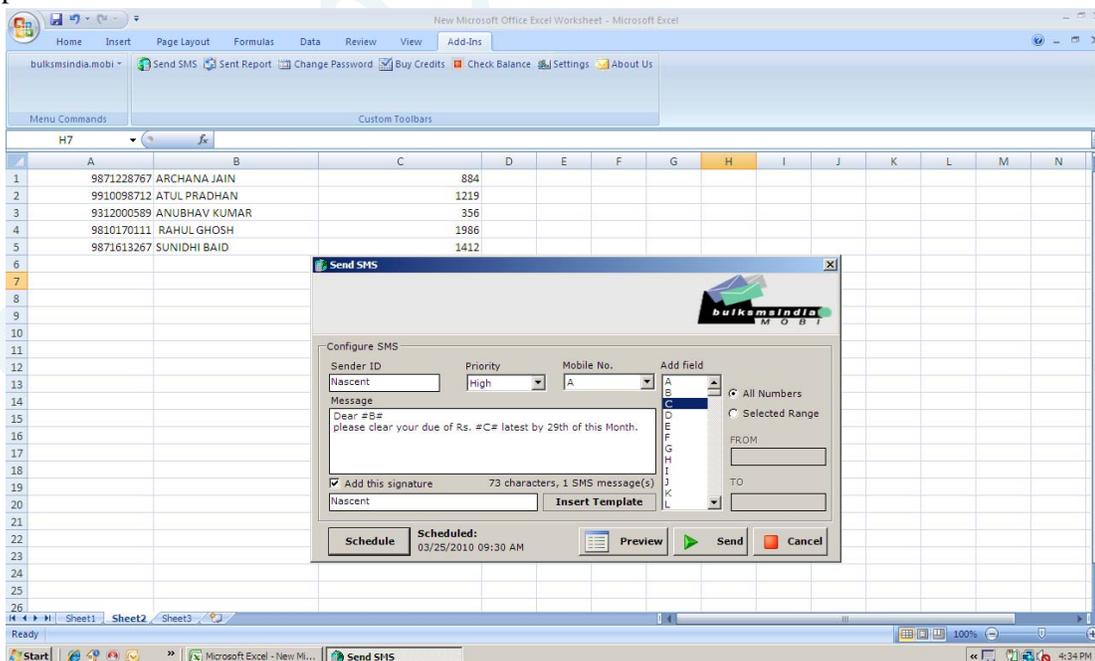
SCHEDULE SMS

1. Click at send sms box. Type the message to schedule. Click at schedule. See pic 20



Picture 20

2. Tick the radio box accordingly, if the date is specified in excel file or if it needs to be specified.
3. Select column in excel where date is mentioned or alternatively mention the date and time and click ok.
4. The scheduled message will have the date and time mentioned next to the schedule button. See pic 21. Click at send to send sms.



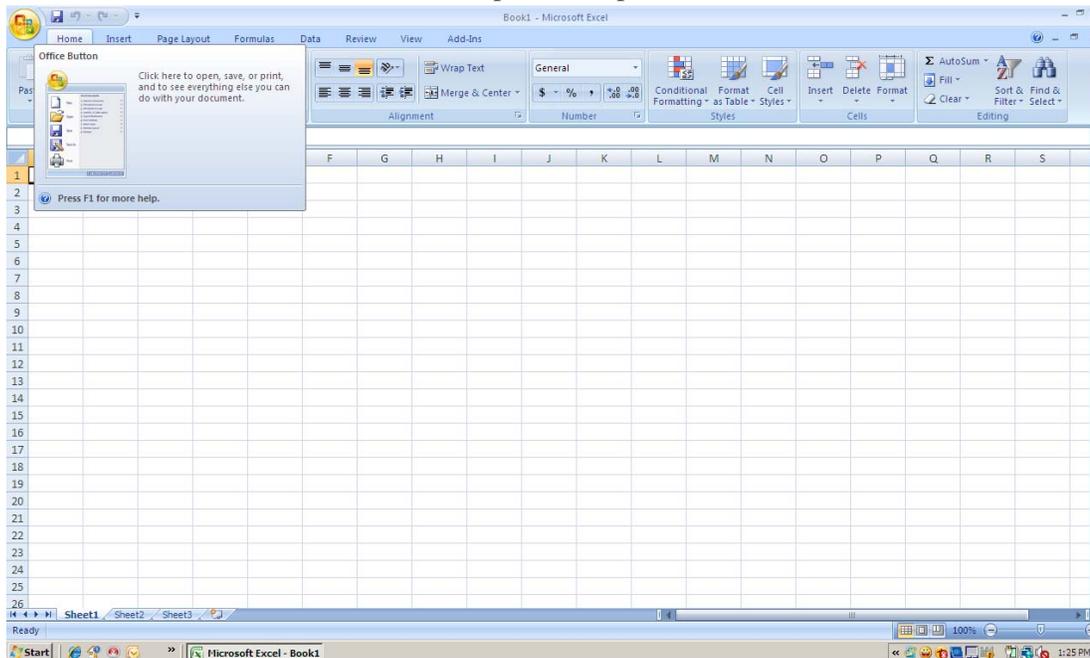
Picture 21

TROUBLE SHOOTING

PROBLEM: Icons or the add in menu not visible in excel

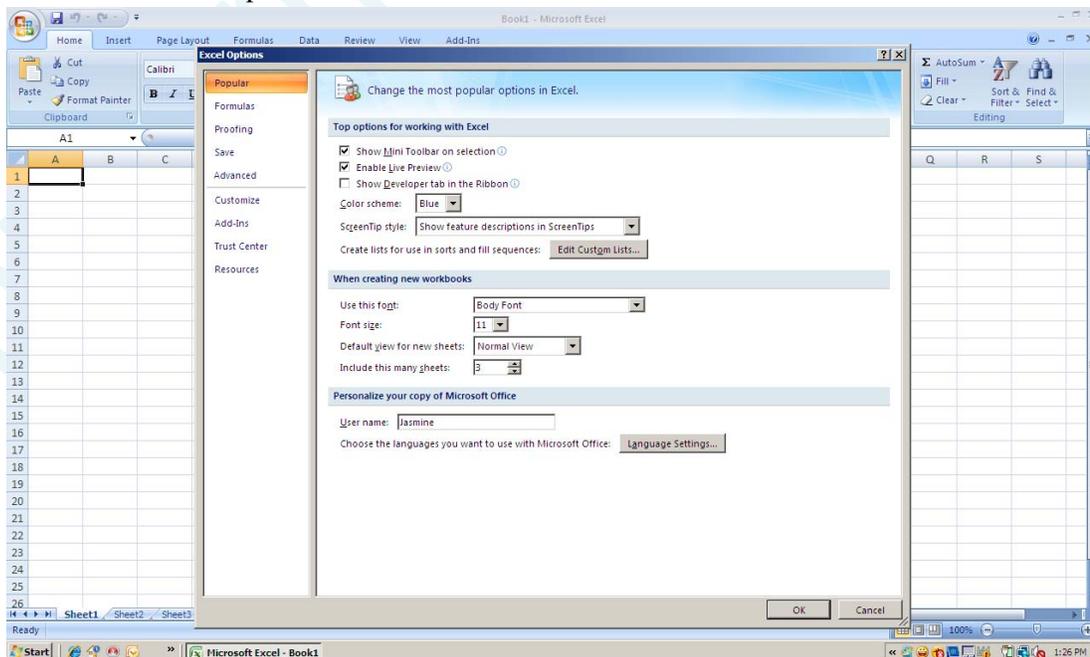
ANSWER:

1. Click at the office button> click at excel options see picture 22



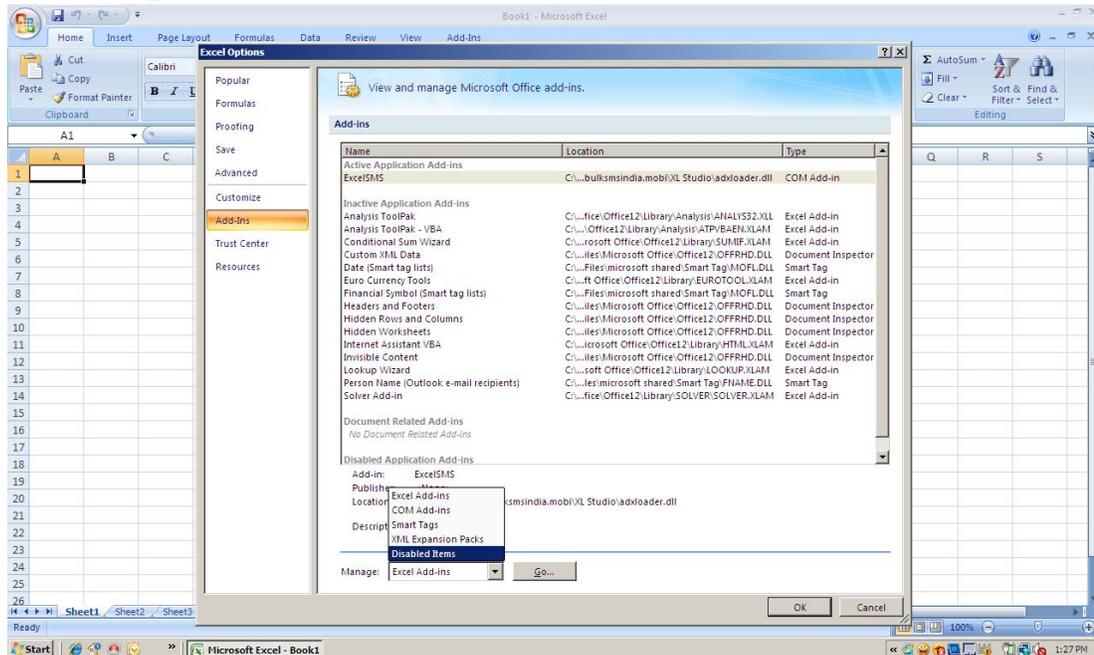
Picture 22

2. Click at Add Ins see pic 23



Picture 23

- At the bottom there is 'manage' drop box. From the drop box select disabled items and click at 'Go'. See pic 24



Picture 24

- Select all items, Enable and Close.

PROBLEM: cannot see sent report

ANSWER:

- To see the sent report, you have to login to your account and before sending sms activate the delivery report option. Then send sms. See the delivery status in the delivery report.
- The scheduled message report comes in the scheduled sms report.

PROBLEM: cannot send sms, getting the message 'wrong Id or password'.

ANSWER:

- Recheck your Profile Id and Password in the settings menu.

LOGIN

- Login to your account regularly to read important announcements.