SMS4BD.com

How To Guide
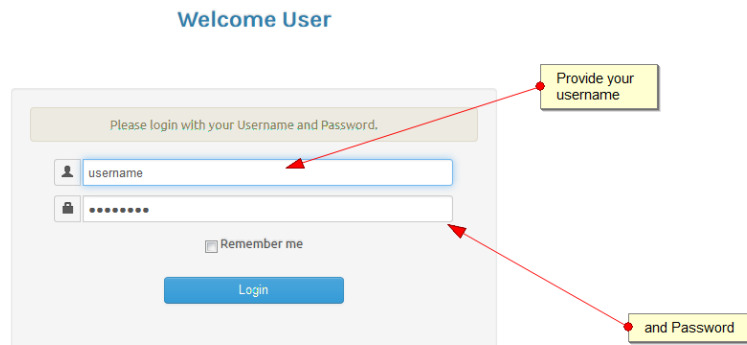
Login:

First you need to login to our portal in the following URL (use provided username & password): http://www.sms4bd.com/User/Account/LogOn

Welcome User

Please login with your Username and Password.
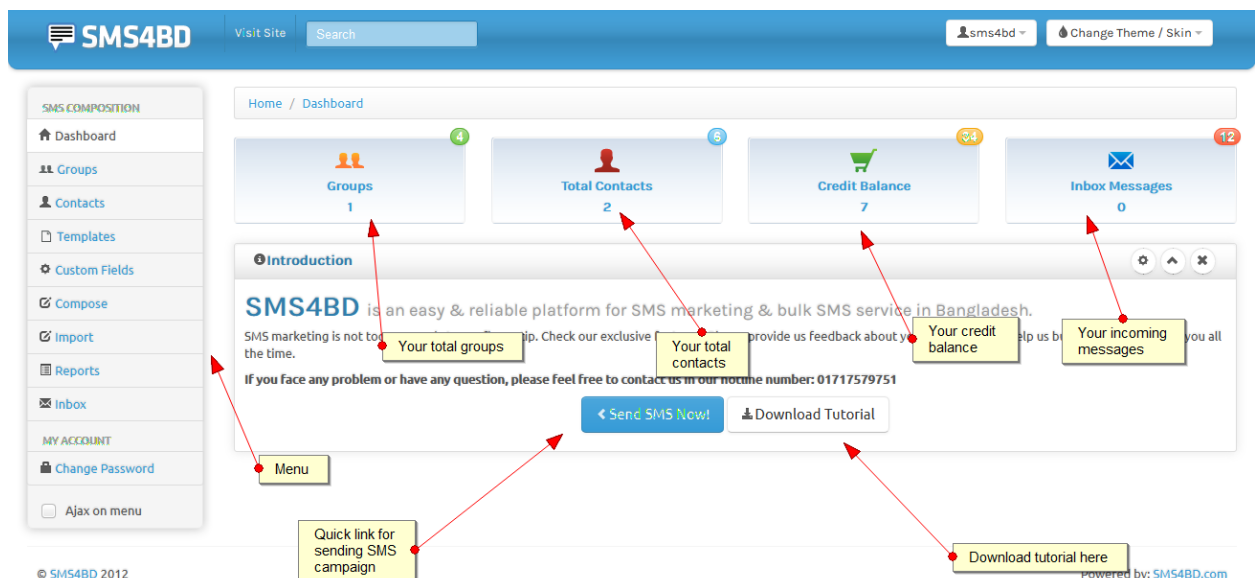
username

••••••••

☐ Remember me

Login

Provide your username

and Password

Dashboard:

Your dashboard is the place where you get many important information and this is the view you see just after you login. Click your username shown in top right corner of the page (just besides Change Theme/Skin) to logout.

Menu

Your total groups

Your total contacts

Your credit balance

Your incoming messages

Quick link for sending SMS campaign

Download tutorial here

Sending new campaign:

Creating a new group:

To send SMS you will need to have some groups, because sms is sent to a group. You can have multiple groups. (for example, Employees, Friends etc).

Add contacts:

After you create group, you need to add some contacts (mobile numbers) in your group.

Import using Excel:

If you are worried that you have many numbers and you can't add them one by one manually, don't worry, we have a way. You can put all your contacts in an Excel, and import the numbers from Import page.

Here is a sample Excel format (make sure at least the excel has a column name "Mobile Number"

Create template:

After you have added your contacts, you need to create some message template for sending SMS. The template is a way to store your messages body. If you don't have any template yet, please create one first before trying to send SMS.

Compose campaign:

Now you are ready to send out your campaign. Just give a name to your campaign (Any valid text to remember your campaign), select a group, then select a template, select a date time (please use the default for now as we don't support scheduled SMS yet but will add it very

soon).

Report:

You can see all your sent campaign reports in the report section.

If you have any question, please contact our hotline. We are happy to assist you in any way.
(our hotline: +8801833316571)