

2013

SMS4BD.com

How To Guide



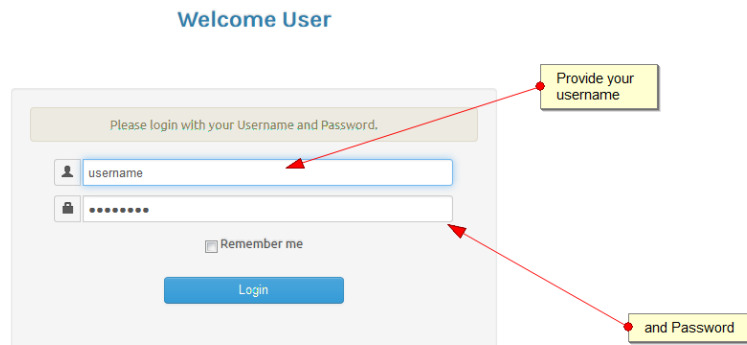
Login:

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.

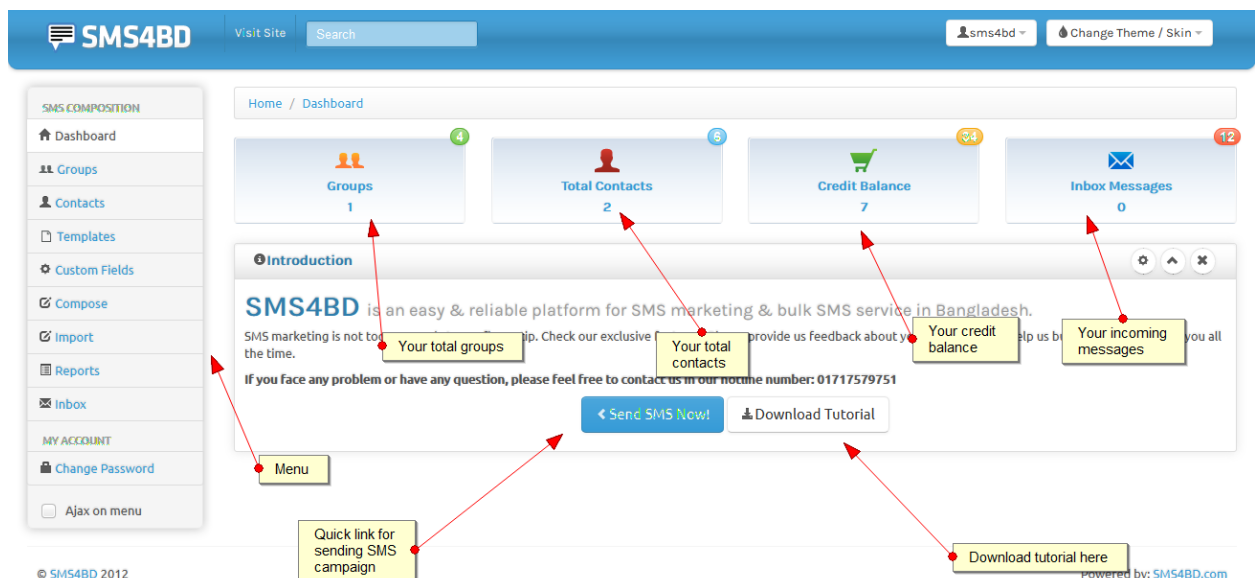
Remember me



The image shows a login form titled 'Welcome User'. It contains a text input field for 'username' and a password input field. Below the password field is a 'Remember me' checkbox and a 'Login' button. Red arrows point from yellow callout boxes to the username field (labeled 'Provide your username') and the password field (labeled '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.



The image shows a dashboard for SMS4BD. The top navigation bar includes the SMS4BD logo, a search bar, and user account options. The main content area features four summary cards: 'Groups' (1), 'Total Contacts' (2), 'Credit Balance' (7), and 'Inbox Messages' (0). Below these is an 'Introduction' section with a 'Send SMS Now!' button and a 'Download Tutorial' button. A left sidebar contains navigation links for 'Dashboard', 'Groups', 'Contacts', 'Templates', 'Custom Fields', 'Compose', 'Import', 'Reports', 'Inbox', and 'MY ACCOUNT' (Change Password, Ajax on menu). Red arrows point from yellow callout boxes to various elements: 'Menu' (sidebar), 'Your total groups' (Groups card), 'Your total contacts' (Total Contacts card), 'Your credit balance' (Credit Balance card), 'Your incoming messages' (Inbox Messages card), 'Quick link for sending SMS campaign' (Send SMS Now! button), and 'Download tutorial here' (Download Tutorial button).

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).

The screenshot shows the SMS4BD Groups management interface. On the left is a sidebar menu with options like Dashboard, Groups, Contacts, Templates, Custom Fields, Compose, Import, Reports, and Inbox. The main content area is titled 'Home / Groups' and features a '+ Create New Group' button. Below this is a table listing groups. The table has columns for Name, Last Modified, Contacts, and Actions. One group, 'Test list', is shown with 2 contacts and options to Edit or Delete. Annotations with red arrows point to the 'Create New Group' button, the 'Groups' section in the sidebar, and the 'Edit' and 'Delete' buttons in the table. A callout box says 'Click here to create a new group'. Another callout box says 'All your groups are listed under the left menu Groups section'. Two more callout boxes say 'Click here to edit this group' and 'Click here to delete this group'.

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Add contacts:

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

The screenshot shows the SMS4BD Contacts management interface. On the left is the same sidebar menu as in the previous screenshot. The main content area is titled 'Home / Contacts' and features a '+ Create New Contact' button. Below this is a 'Select a group:' dropdown menu with 'Test list' selected. There is a search bar and a table listing contacts. The table has columns for Mobile Number and Actions. Two contacts are shown with mobile numbers 01717579732 and 01819197295, each with Edit and Delete options. Annotations with red arrows point to the 'Create New Contact' button and the table. A callout box says 'Click here to add new contact'. Another callout box says 'Your existing contacts'.

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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.

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

	Mobile Number	First Name	Last Name
1			
2	01717579732	Taufiq	Ahmed
3	01819197295	Tazbir	Nibir
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			

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.

Home / Templates

+ Create New Template

Click here to create a new template

Templates

10 records per page Search:

Title	Last Modified	Message	Actions
Test template	11/28/2012 12:17:21 PM	Hello @@First Name@@ @@Last Name@@, Welcome to SMS4BD	Edit Delete

Showing 1 to 1 of 1 entries

← Previous 1 Next →

Your existing templates

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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

Home / Compose

Campaign Information

Please provide following information

Click this menu item to send SMS campaign

Campaign Title

Select Group Test list

Select Template Test template

Select a list/Group, you will need it to send SMS. If you don't have one, first create one from Menu>Groups

Select a template, you will need it to send SMS. If you don't have one, first create one please from Menu > Templates

Send Date/Time 11/30/2012 11:31:07 AM

Preview & Send Cancel

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soon).

Report:

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

Home / Reports

Campaign Reports

Title	Send Time	Template	Cost	Recipients	Success	
Test	11/28/2012 12:32:29 PM	Hello @@First Name@ @@Last Name@@, Welcome to SMS4BD	2	2	2	Cancel Delete
Test 3	11/28/2012 12:58:00 PM	Hello @@First Name@ @@Last Name@@, Welcome to SMS4BD	2	2	2	Cancel Delete
Test 6	11/28/2012 2:55:31 PM	Hello @@First Name@ @@Last Name@@, Welcome to SMS4BD	2	2	2	Cancel Delete

List of all your sent SMS campaigns

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