

# How To Send Personalized SMS

1. A) Open an Excel file, must put a **“Title”** for each field (eg: hp no, name & etc), The Excel file must save as (**“Txt -Tab Delimited”**) format

	A	B
1	hp no	name
2	60127771899	MR HO
3	60147879199	MR LAM

2. Log in to [www.gbs2u.com](http://www.gbs2u.com)
3. Click IMS
4. Click **“Send personalized SMS”**
5. Click **“Upload Text File For Personal SMS”**

Step 2

Personalised

Handphone No.

Total Mobile No.

Select Phone Book

Upload Text File For Personalized SMS

1. Open your Excel file, go to File->Save As...  
2. On the Save As... window, select Text (Tab delimited)

6. Click **“Browse”** to choose file from your desktop, select the **“Text file”** you want to upload for sending message, after the file display on the tool bar, click **“Upload Now”** to attach the file

Cancel

**Step 1 - Get ready your TXT file, or convert Excel to TXT file.**

- Open your Excel file, go to File->Save As...
- On the Save As... window, select Text (Tab delimited) (\*.txt) for the [Save as Type].
- For chinese character please select Unicode UTF-8 under Character set.
- Then choose the location you want to save your file and provide a filename.
- Press Save button.
- A Text File has been generated.

Download sample TXT file here. (Sample.txt)

**Step 2 - Upload the TXT File**

- Please browse for your TXT file with the following Browse button.

Select File Choose File PERSONAL S... FILE.txt

Upload now

7. The excel file “**header content**” will display in the system, make sure the hand phone number is in the column

The image shows two steps of a web interface. **Step 2** is titled "Personalised" and has a checked checkbox. It features a blue button labeled "Upload Text File For Personalized SMS". Below the button are two numbered instructions: "1. Open your Excel file, go to File->Save As..." and "2. On the Save As... window, select Text (Tab delimited) (\*.txt) for the [Save as:...]". A "Handphone No." label is followed by the text "Select Mobile No. Column" and a dropdown menu. The dropdown menu is open, showing three options: "[hp no]", "[hp no]", and "[name]". An arrow points from the text "hand phone number" in the instruction above to the first "[hp no]" option in the dropdown. **Step 3** is titled "Message" and shows a large text input area. Below the input area are two radio buttons: "English / Malay" (selected) and "Chinese Language". A blue button labeled "Save As Template" is on the right. At the bottom, it says "The available field name: [hp no] [name]".

8. Write your message content in the message box, select the field name from bottom part of the message box, and click “**Preview**”

The image shows two steps of a web interface. **Step 3** is titled "Message" and shows a text input area containing "Dear [name] wish you happy birthday". Below the input area are two radio buttons: "English / Malay" (selected) and "Chinese Language". A blue button labeled "Save As Template" is on the right. Below the radio buttons, it says "The available field name: [hp no] [name]". Below that, there is a line of text: "ONLY a-z, A-Z, 0-9, !@#%&\*()-\_+ =; \<> . ? / characters are supported" and another line: "If sending LONG SMS (more than 1 SMS), it will be delivered in 7-Bit Encoding SMS. SMS sent through our gateway will be charged regardless of delivery status". **Step 4** is partially visible at the bottom, showing a blue button labeled "Preview". An arrow points from the text "Preview" in the instruction above to the "Preview" button.

9. After confirm the message content and total SMS credits sending, click **“Send Now”** to send the Personalized message immediately OR Click **“Schedule it”** to schedule the personal message on your desire date and time

Current Credit Balance : 162525  
Total SMS : 2  
Total Credit : 2  
Balance : 162523

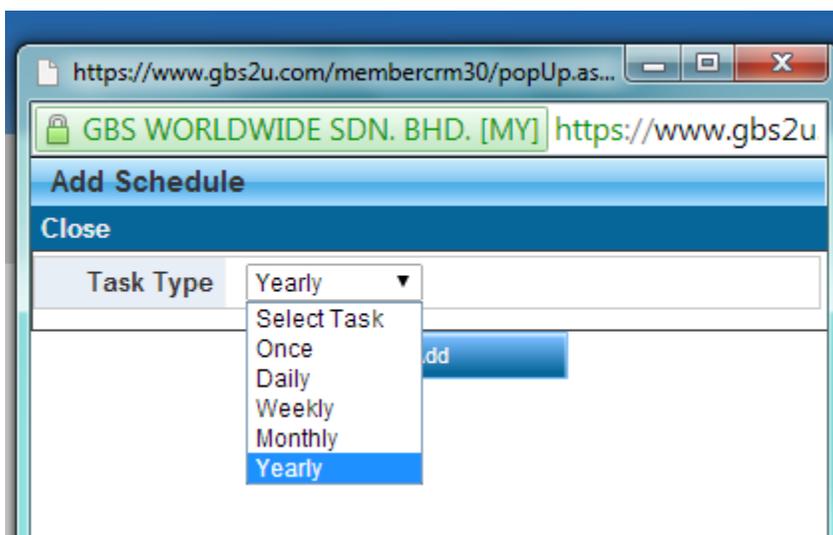
Loading Mobile No.

	Mobile No.	Message
1	60127771899	RM0.00 Dear MR HO wish you happy birthday
2	60147879199	RM0.00 Dear MR LAM wish you happy birthday

To:

Send Now Schedule It Back

10. If user Click **“Schedule it”** to schedule the personal message on their desire date and time. User can decide the message sending task type by **“Once, Daily, Weekly, Monthly or Yearly”**



11. Fill up your desire **“Date and Time”**, click **“Add”**

Task Type: Once  
Date: 31-01-2014  
Time: 10:00

Add

12. The schedule task will be show in the table, click **“Save”** and the message will save into the SMS schedule task list, when reach the Date & Time, it will automatic send out (Make sure your account have enough sms credits for sending the message, if your user account don't have sufficient sms credit, the message will not send out.)

Task 1 : One Time on 31-01-2014 10:00 AM

Save Schedule It Back