

# How To Send Personalized SMS

## Step1:

- A) Click **Personalized SMS**

The screenshot shows a web interface for sending personalized SMS. On the left is a navigation menu with options: Phone Book, Send SMS, Scheduled SMS, Personalised SMS (highlighted with a bracket and a box labeled 'A'), Schedule SMS Report, SMS Delivery Report, DIY Webpage, Text Advertisement, Banner Advertisement, and Biz Card. The main content area is titled 'Personalised SMS' and has sub-tabs for 'Schedule SMS Report' and 'SMS Delivery Report'. It is divided into two steps: Step 1 and Step 2. Step 1 shows 'Credit Balance' as 161249, a 'Campaign' dropdown menu with 'Select Campaign' and an 'Add / Edit Campaign' button, and a 'Sender ID' dropdown menu with '(Blank)' and an 'Add / Edit Sender ID' button. Step 2 includes a 'Personalised' checkbox (checked), a 'Select Phone Book' button, and an 'Upload Text File For Personalized SMS' button. Below these are instructions: '1. Open your Excel file, go to File->Save As...', '2. On the Save As... window, select Text (Tab delimited) (\*.txt) for the [Save as Type].', and '3. Maximum 3mb or 1000 records.' There is a 'Handphone No.' text area, a 'Total Mobile No.' input field with '0', and an 'Enter Mobile No.' section with a dropdown for 'MALAYSIA 60' and an input field with '60', followed by an 'Add Mobile No.' button and an example '(examples 60127779999)'.

## Step 2:

- A) Select your “Campaign ID” (Optional), sending message will attach to this Campaign ID folder, it convenience for user to trace back SMS sending record. User also can edit New Campaign ID.
- B) Select your “Sender ID”(Optional), this Sender ID will auto display in front of the message, user also can edit new Sender ID

This is a close-up screenshot of the 'Step 1' section of the interface. It shows a table-like structure with three rows: 'Credit Balance' with the value '777', 'Campaign' with a dropdown menu showing 'Select Campaign' and an 'Edit Campaign' button, and 'Sender ID' with a dropdown menu showing '(Blank)' and an 'Edit Sender ID' button. Brackets on the right side of the 'Edit Campaign' and 'Edit Sender ID' buttons point to boxes labeled 'A' and 'B' respectively.

### Step 3:

- A) Prepare your Text file and choose” **Upload to Text File for Personalized SMS**”

**Step 2**

Personalised  **Select Phone Book** **Upload Text File For Personalized SMS** } **A**

Handphone No.

Total Mobile No.

Enter Mobile No. MALAYSIA 60  **Add Mobile No.** (examples 60127779999)

**Step 3**

Message

[SMS Samples]

English / Malay  Chinese Language **Save As Template**

Each [ENTER] counted as 2 characters

character(s) left  SMS(s)

ONLY a-z, A-Z, 0-9, !@#%&\*0-\_-+;,!<>./ characters are supported  
If sending LONG SMS (more than 1 SMS), it will be delivered in 7-Bit Encoding SMS. Some phones do not support this.  
SMS sent through our gateway will be charged regardless of delivery status

- B) Once successful upload, the system will display the “**header of the excel file**”: , choose the “**hp no**” as header, system will auto send the message to this field hand phone number

**Step 3**

Handphone No. Select Mobile No. Column  } **B**

**Step 4**

Message

[hp no]  
[hp no]  
[name]  
[car no]  
[due date]  
[amount]

- A) Key in your message
- B) Click “Preview”

**Step 4**

**Message** Dear [Name] your vehicle no [car no] insurance due on [due date] kindly prepare [amount] call 0123456789 for renewal

English / Malay  Chinese **Save As Template**

The available field name: [hp no] [name] [car no] [due date] [amount]  
Each [ENTER] counted as 2 characters

37 character(s) left 1 SMS(s)

ONLY a-z, A-Z, 0-9, !@#\$%&\*()-\_+=:;<>.,?/ characters are supported  
If sending LONG SMS (more than 1 SMS), it will be delivered in 7-Bit Encoding SMS. Some phone SMS sent through our gateway will be charged regardless of delivery status

**Step 5**

**Preview**

- A) The system will show the sending message content, once user confirm the message content, it can “**Send out directly**” OR
- B) “**Schedule the Personalized SMS**” in advance.
- C) If user want to change the message content, click “**Back**”

**Send SMS**

Current Credit Balance : 777  
Total SMS : 2  
Total Credit : 2  
Balance : 775

	Mobile No.	Message
1	60193815715	RM0.00 Dear victor your vehicle no wlv1166 insurance due on 23-6-13 kindly prepare RM560 call 0123456789 for renewal
2	60137749909	RM0.00 Dear YP SIOW your vehicle no JKL1234 insurance due on 18-6-13 kindly prepare RM769 call 0123456789 for renewal