Manual text.campagnetool.app





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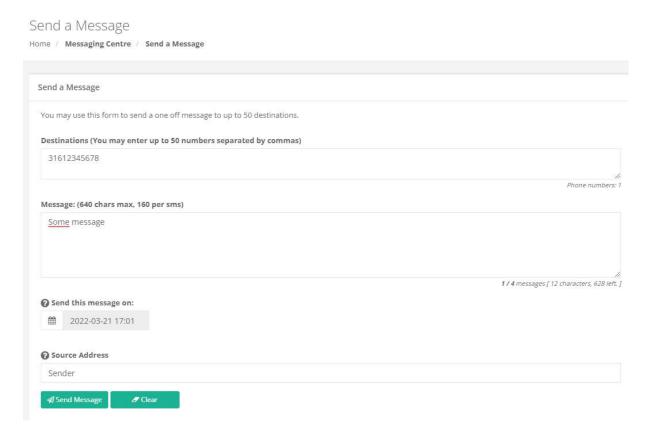
1. Send a single message

Go to the tab **Message Center** in the left sidebar and go to **send a message**. Fill in the destination numbers. Please note that the numbers need tob e added in international format and without "+", for example 31612345678. In case you are inserting multiple numbers, please make sure these are comma seperated. For example 31612345678, 31623456789.

Type the message in the message field.

With the field **Send this message on** another sending time/date can be chosen.

Finally fill in the sender name or number with **Source addres**.



You can now view the send message in the tab Message Center -> Sent messages.

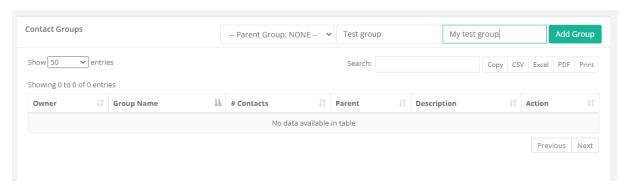


2. Campaign mananger

In the Campaign manager messages towards multiple contacts can be send.

2.1. Adding contacts

To add contacts you'll first need a contact group. To create a contact group go to **Campaign manager** and then to **Contact groups.** Fill in the name and description of the group you're creating and press on the button **Add group**.



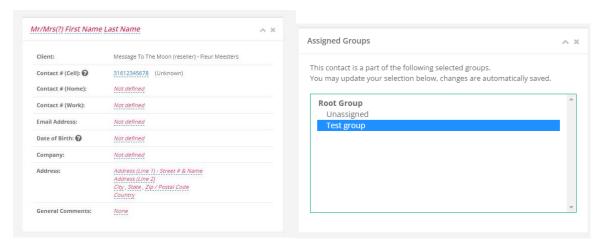
Next you can go to **Campaign Manager -> Contacts**.

Here you can add a single contact with the button **New Contact** or multiple contacts with the button **import contacts**.

2.1.1. Add a single contact

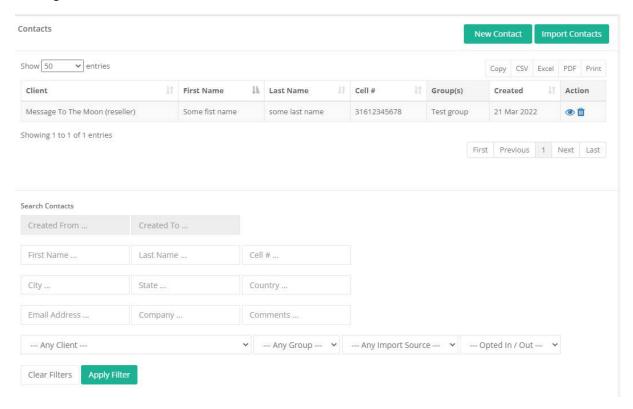
To add a single contact press the button **New Contact**. First fill in the phonenumber. (in international format and without "+", for example 31612345678)

Next you can enter the customer details of this customer. Press on the re tekst to edit the details. Now place a contact in a group so you can easily send messages to contacts in a certain target group.





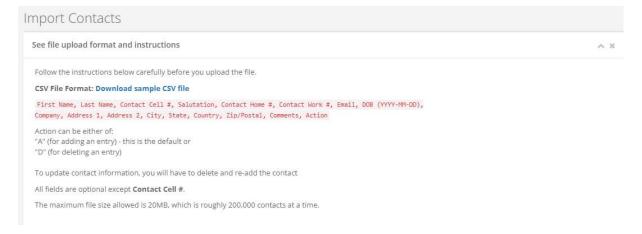
In the contacts screen you now can view your contact. You can also filter to lookup a certain contact/certain contacts. With the eye icon you can change the contact details or send a single messag tot he contact. You can remove the contact with the trash-can icon.



2.1.2. Adding multiple contacts

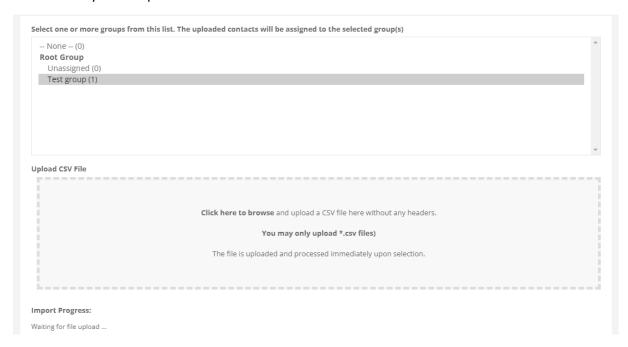
With the import contacts button you can add multuple contacts at the same time from a CSV file.

Downad the example file and fill in their details. Note the format of the mobile number (in international format and without "+", for example 31612345678)

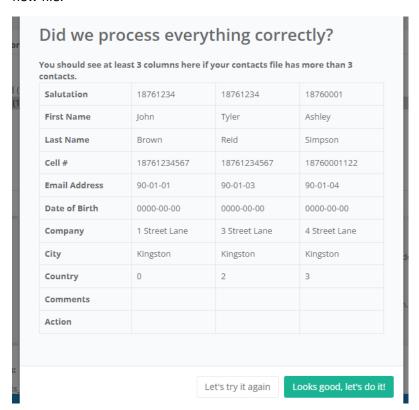




Now select the group where you want to load in your contacts and press on the grew field to select the file from your computer.



There will now be a screen to check the details and see if all details are inserted correctly. If the file is correct press on the button **Looks good**, **let's do it!**, otherwise press **Let's try it again** to upload a new file.



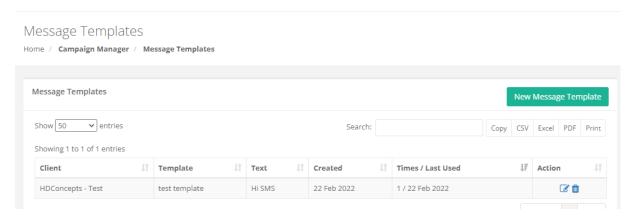
When Looks good, let's do it! the contacts are added to the contact list.



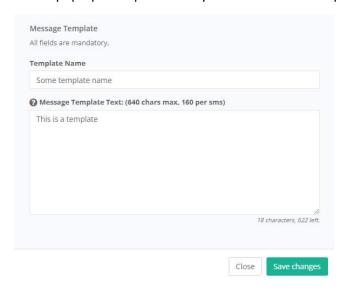
2.2. Create a template

A template kan be used too end a message in a campaign without retyping the same message

To add a template go to **Campaign manager -> Message Templates** and press the button **New Message Template.**



Now a pop-up will open where you can enter the template.



Now press the button **Save changes** to save the template.

The template will now be in the list and can be changed by the pencil icon.

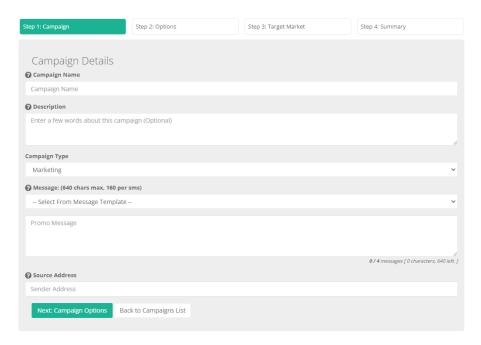


2.3. Send bulk message

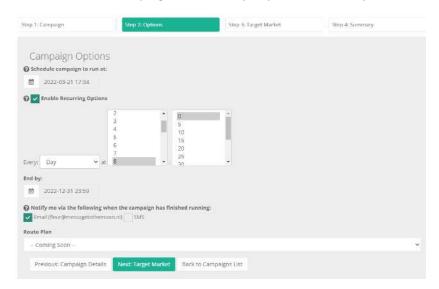
Go to Campaign manager -> campaign and press New Campaign to add a new campaign.

In step 1 add a name for the campaign, add a description, select a template or write a tekst in the campaign itself.

Now enter the sender address.



Press on the buttop **Campaign Options.** Enter when you want tos end the campaign. Additional ou can schedule the campaign to run every day/week/month/year to a certain date.



Press on target market to send the message to the target market you want to send the text to.





Now press the Process button. Your campaign will now be send or scheduled.