

# Manual [text.campaigntool.app](https://text.campaigntool.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 to be added in international format and without "+", for example 31612345678. In case you are inserting multiple numbers, please make sure these are comma separated. 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 address**.

Send a Message

Home / Messaging Centre / Send a Message

Send a Message

You may use this form to send a one off message to up to 50 destinations.

Destinations (You may enter up to 50 numbers separated by commas)

31612345678

Phone numbers: 1

Message: (640 chars max, 160 per sms)

Some message

1 / 4 messages [ 12 characters, 628 left. ]

Send this message on:

2022-03-21 17:01

Source Address

Sender

Send Message Clear

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



## 2. Campaign manager

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 message to the contact. You can remove the contact with the trash-can icon.

Contacts

New ContactImport Contacts

Show 50 entries

CopyCSVExcelPDFPrint

Client	First Name	Last Name	Cell #	Group(s)	Created	Action
Message To The Moon (reseller)	Some first name	some last name	31612345678	Test group	21 Mar 2022	 

Showing 1 to 1 of 1 entries

FirstPrevious1NextLast

Search Contacts

Created From ...Created To ...

First Name ...Last Name ...Cell # ...

City ...State ...Country ...

Email Address ...Company ...Comments ...

--- Any Client --- --- Any Group --- --- Any Import Source --- --- Opted In / Out ---

Clear FiltersApply Filter

### 2.1.2. Adding multiple contacts

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

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

Import Contacts

See file upload format and instructions

Follow the instructions below carefully before you upload the file.

CSV File Format: Download sample CSV file

First Name, Last Name, Contact Cell #, Salutation, Contact Home #, Contact Work #, Email, DOB (YYYY-MM-DD), Company, Address 1, Address 2, City, State, Country, Zip/Postal, Comments, Action

Action can be either of:  
"A" (for adding an entry) - this is the default or  
"D" (for deleting an entry)

To update contact information, you will have to delete and re-add the contact.

All fields are optional except **Contact Cell #**.

The maximum file size allowed is 20MB, which is roughly 200,000 contacts at a time.



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.

Select one or more groups from this list. The uploaded contacts will be assigned to the selected group(s)

-- None -- (0)

Root Group

Unassigned (0)

Test group (1)

Upload CSV File

Click here to browse and upload a CSV file here without any headers.

You may only upload \*.csv files)

The file is uploaded and processed immediately upon selection.

Import Progress:

Waiting for file upload ...

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.

### Did we process everything correctly?

You should see at least 3 columns here if your contacts file has more than 3 contacts.

Salutation	18761234	18761234	18760001
First Name	John	Tyler	Ashley
Last Name	Brown	Reid	Simpson
Cell #	18761234567	18761234567	18760001122
Email Address	90-01-01	90-01-03	90-01-04
Date of Birth	0000-00-00	0000-00-00	0000-00-00
Company	1 Street Lane	3 Street Lane	4 Street Lane
City	Kingston	Kingston	Kingston
Country	0	2	3
Comments			
Action			

Let's try it again

Looks good, let's do it!

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



## 2.2. Create a template

A template can be used to send 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**.

Message Templates

Home / Campaign Manager / Message Templates

Message Templates New Message Template

Show  entries Search:  Copy CSV Excel PDF Print

Showing 1 to 1 of 1 entries

Client	Template	Text	Created	Times / Last Used	Action
HDConcepts - Test	test template	Hi SMS	22 Feb 2022	1 / 22 Feb 2022	

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

Message Template

All fields are mandatory.

Template Name

Message Template Text: (640 chars max, 160 per sms)

18 characters, 622 left

Close Save changes

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.

The screenshot shows the 'Step 1: Campaign' form. At the top, there are four tabs: 'Step 1: Campaign' (active), 'Step 2: Options', 'Step 3: Target Market', and 'Step 4: Summary'. The form is titled 'Campaign Details' and contains the following fields:

- Campaign Name:** A text input field.
- Description:** A text area with the placeholder 'Enter a few words about this campaign (Optional)'.
- Campaign Type:** A dropdown menu with 'Marketing' selected.
- Message:** A dropdown menu with '-- Select From Message Template --' selected. Below it is a 'Promo Message' text area.
- Source Address:** A text input field with the placeholder 'Sender Address'.

At the bottom right of the message area, it says '0 / 4 messages [ 0 characters, 640 left. ]'. At the bottom of the form, there are two buttons: 'Next: Campaign Options' (green) and 'Back to Campaigns List' (white).

Press on the button **Campaign Options**. Enter when you want to end the campaign. Additionally, you can schedule the campaign to run every day/week/month/year to a certain date.

The screenshot shows the 'Step 2: Options' form. At the top, there are four tabs: 'Step 1: Campaign', 'Step 2: Options' (active), 'Step 3: Target Market', and 'Step 4: Summary'. The form is titled 'Campaign Options' and contains the following fields:

- Schedule campaign to run at:** A date and time picker showing '2022-03-21 17:34'.
- Enable Recurring Options:** A checkbox that is checked.
- Frequency:** A dropdown menu with 'Day' selected. Below it is a time picker showing '8'.
- End by:** A date and time picker showing '2022-12-31 23:59'.
- Notify me via the following when the campaign has finished running:** A checkbox that is checked, with the email 'fleur@messagestothemoon.nl' and 'SMS' selected.
- Route Plan:** A dropdown menu with '-- Coming Soon --' selected.

At the bottom of the form, there are three buttons: 'Previous: Campaign Details' (white), 'Next: Target Market' (green), and 'Back to Campaigns List' (white).

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





Target Market


Select one or more groups from this list

-- None -- (0)

**Root Group**

Unassigned (0)

**Test group (1)**

 Process

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