

Manual text.campagnetool.app



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)

Phone numbers: 1

Message: (640 chars max, 160 per sms)

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

Send this message on:

Source Address

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 phonenummer. (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 Contact](#) [Import Contacts](#)

Show entries [Copy](#) [CSV](#) [Excel](#) [PDF](#) [Print](#)

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	View Delete

Showing 1 to 1 of 1 entries [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

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 Filters](#) [Apply 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 ^ x

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**.

The screenshot shows the 'Message Templates' page in a web application. At the top left, there is a breadcrumb trail: 'Home / Campaign Manager / Message Templates'. The main heading is 'Message Templates'. On the right side, there is a green button labeled 'New Message Template'. Below the heading, there is a 'Show 50 entries' dropdown menu and a search bar. To the right of the search bar are buttons for 'Copy', 'CSV', 'Excel', 'PDF', and 'Print'. Below these elements, it says 'Showing 1 to 1 of 1 entries'. A table with the following columns is displayed: 'Client', 'Template', 'Text', 'Created', 'Times / Last Used', and 'Action'. The table contains one row with the following data: 'HDCConcepts - Test', 'test template', 'Hi SMS', '22 Feb 2022', '1 / 22 Feb 2022', and an action icon (pencil and trash).

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

The screenshot shows a 'Message Template' pop-up form. At the top, it says 'Message Template' and 'All fields are mandatory.'. There is a 'Template Name' field with the text 'Some template name'. Below that is a 'Message Template Text: (640 chars max, 160 per sms)' field with the text 'This is a template'. At the bottom right of the text field, it says '18 characters, 622 left.'. At the bottom of the form, there are two buttons: 'Close' and '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 'Campaign Details' form in Step 1. At the top, there are four tabs: 'Step 1: Campaign' (active), 'Step 2: Options', 'Step 3: Target Market', and 'Step 4: Summary'. The form contains the following fields:

- Campaign Name:** A text input field with the placeholder 'Campaign Name'.
- 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 the placeholder '-- Select From Message Template --'. Below it is a text area for 'Promo Message' with a character count '0 / 4 messages [0 characters, 640 left.]'.
- Source Address:** A text input field with the placeholder 'Sender Address'.

At the bottom, there are two buttons: 'Next: Campaign Options' (highlighted in green) and 'Back to Campaigns List'.

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

- Schedule campaign to run at:** A date and time picker showing '2022-03-21 17:34'.
- Enable Recurring Options:** A checked checkbox.
- Frequency:** A dropdown menu set to 'Day'. Below it are two scrollable lists: the first contains numbers 2-7, and the second contains numbers 0, 5, 10, 15, 20, 25, 30.
- 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 checked checkbox for 'Email (fleur@messagetothemoon.nl)' and an unchecked checkbox for 'SMS'.
- Route Plan:** A dropdown menu with the placeholder '-- Coming Soon --'.

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

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.