

# USER MANUAL

SMS XL v 1.5

...Send SMS directly from Microsoft Excel<sup>®</sup>





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## Introduction

SMS XL is the ultimate Microsoft Excel Plug In for sending SMS from your desktop computer.

The Plug In is designed to facilitate quick group and individual messaging. SMS XL offers speedy, convenient and cost effective means of contacting your customers and provides the ability to personalize each message based upon your requirements. Ability of SMS XL to send any number messages makes it a value for money product.

## Features of SMS XL

- Simple to use user interface forms.
- Send personalized messages.
- Send to random ranges of mobile numbers.
- Set up templates for regular messages from your computer.
- Option to choose not to send duplicate numbers.
- Detailed reporting of all sent messages.

## System Requirements

SMS XL requires active Internet connection to send/receive SMS messages. Internet speed can be any, but DSL with 256kb is recommended.

### Operating Systems

Windows Vista, XP, 2003, 2000 and Windows Me

### Microsoft Office® Versions

Office 2007, Office 2003, Office XP (2002), Office 2000

### Software

Microsoft.NET framework 2.0 (Freely downloadable)

### CPU

300 MHz or higher

### RAM

256 MB or higher

### Disk Space

6 MB or more (depending on your data)

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## How to Install?

Note: Please make sure your system has already .NET Framework 2.0 installed. If you do not have, you can download from internet for free.

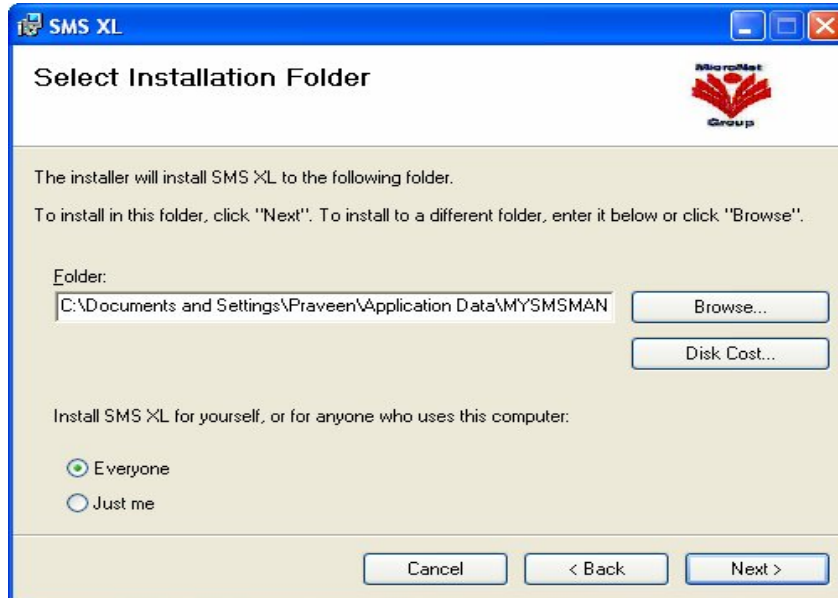
1. Double click on the setup file
2. Click Next button in the window as shown below



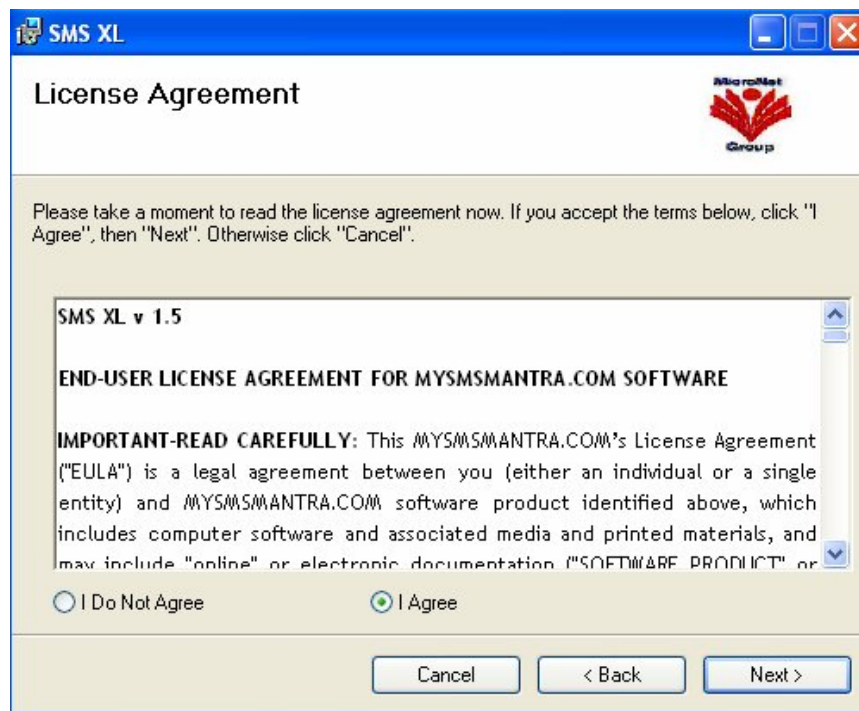
3. Choose the options and click Next

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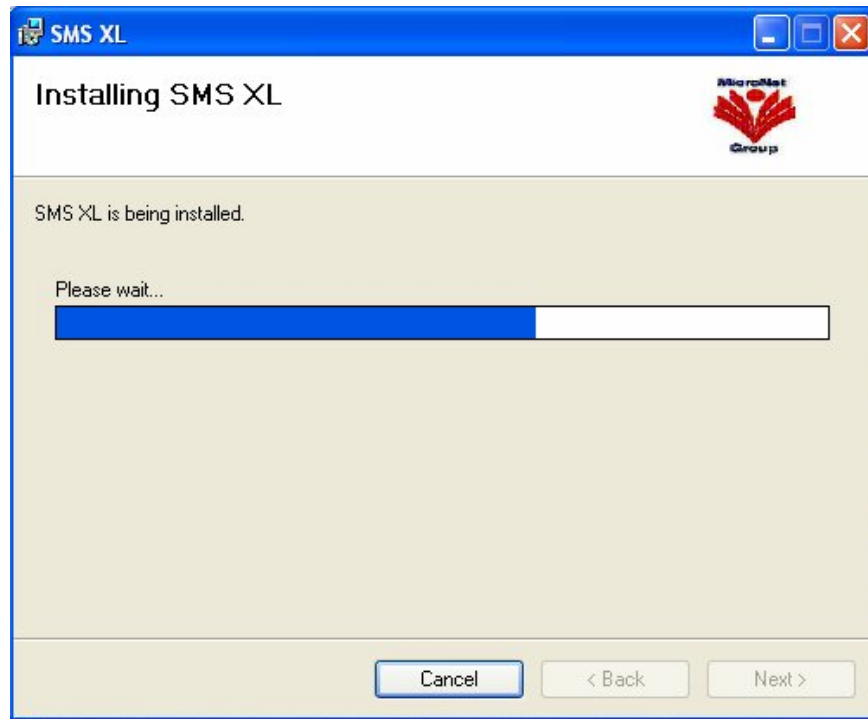
4. Read the end user license agreement carefully and if you agree to all the terms and conditions click on I Agree and click Next else click cancel





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5. Click Next and Next, a window showing installation complete pops up as shown below



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## Settings

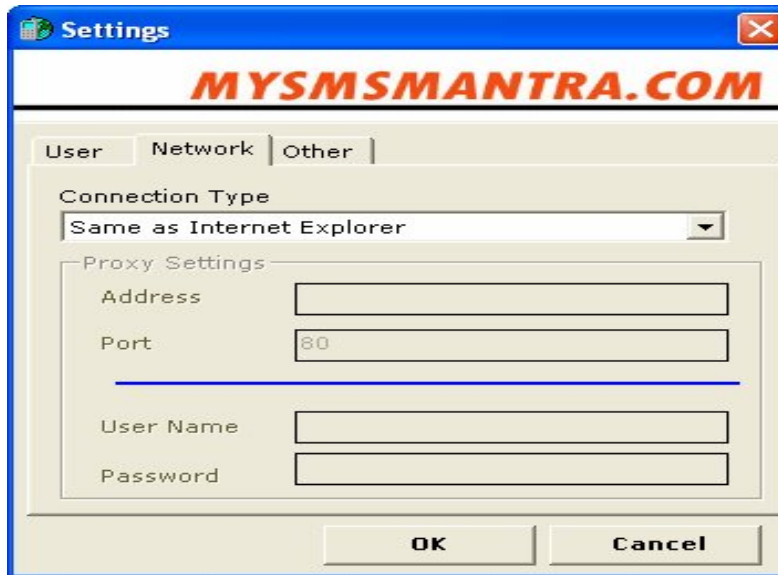
You need to enter your Profile ID and Password here, in order to send messages. You can save your login information in your computer if you don't want to enter login information every time you open Excel..

A screenshot of a Windows-style dialog box titled "Settings" with a blue border. The dialog box has a tabbed interface with three tabs: "User", "Network", and "Other". The "User" tab is selected. Inside the dialog, there are two text input fields: "Profile ID" containing the value "20000513" and "Password" containing "\*\*\*\*\*". Below these fields is a checkbox labeled "Save this information." which is checked. At the bottom of the dialog are two buttons: "OK" and "Cancel". The text "MYSMSMANTRA.COM" is displayed in large, bold, orange letters at the top of the dialog's content area.

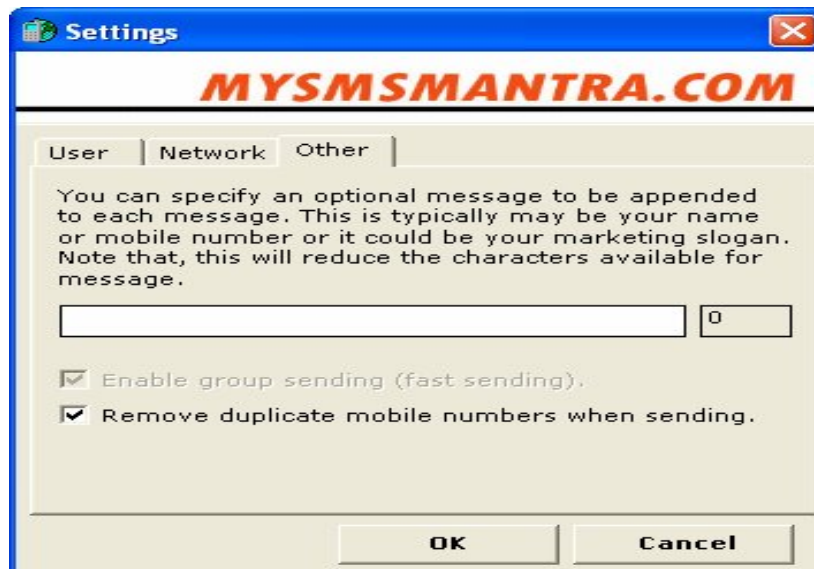
In most cases you need not change anything in the network settings. But if your PC is behind a proxy or firewall you may need to reset the network settings. Please ask your network administrator for help. For network settings go to Account -> Settings. The settings window opens. Select Network button and choose the appropriate option suitable for your network and click Ok as shown below.

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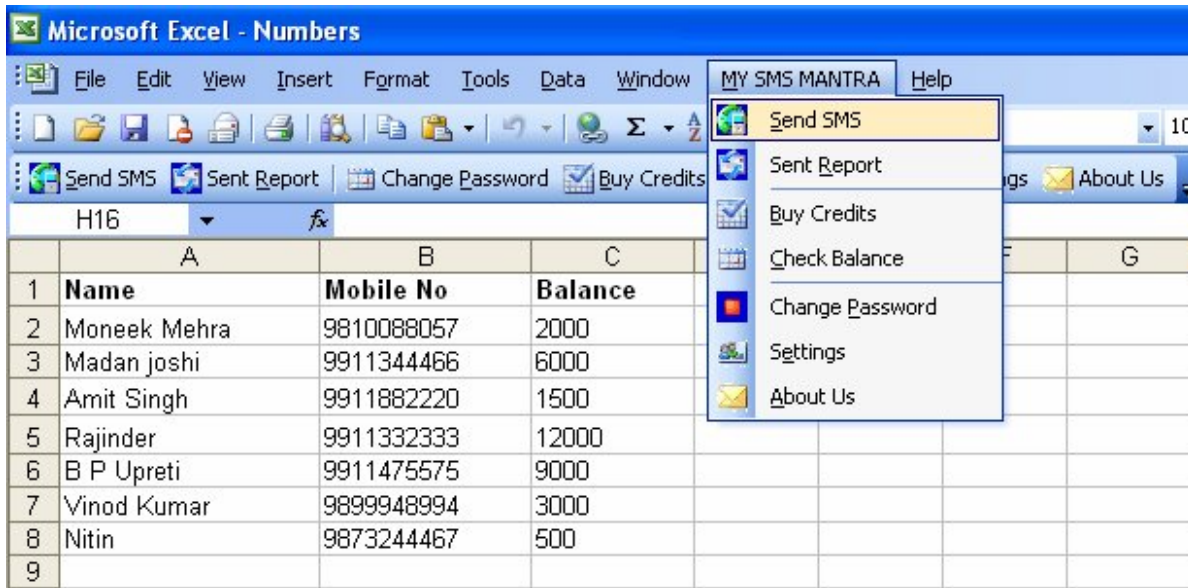


To set other features go to the Settings window like the above and choose Other button and the following window comes up. You can choose a option to remove duplicate numbers while sending.





## Menus and Buttons:



After successfully installed, open the Microsoft Excel. You can see a menu and command bar is added to the Excel. One context menu item "Send SMS" also added to the cell context menu. You can see this context menu by right clicking on a cell.

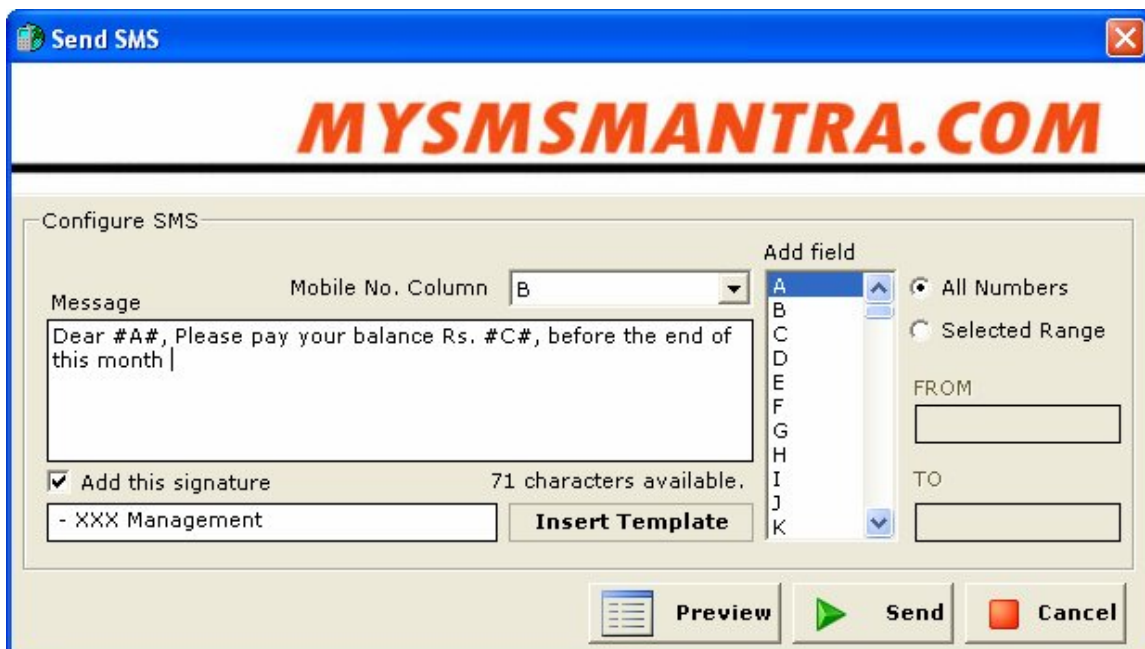
## Create New SMS

Once you have mobile numbers data in Excel you can send SMS as easy as Copy and Paste operations.

Select the range of cell you wish to send the SMS, then right click and choose Send SMS option.

	A	B	C	D	E
1	<b>Name</b>	<b>Mobile No</b>			
2	Moneek Mehra	9810088057			
3	Madan joshi	9911344466			
4	Amit Singh	9911882220			
5	Rajinder	9911332333			
6	B P Upreti	9911475575			
7	Vinod Kumar	9899948994			
8	Nitin	9873244467			
9					
10					
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12					
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17					
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19					
20					

Then following window will open.



**Send SMS**

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Configure SMS

Message: Dear #A#, Please pay your balance Rs. #C#, before the end of this month |

Mobile No. Column: B

Add field: A, B, C, D, E, F, G, H, I, J, K

All Numbers  
 Selected Range

FROM:

TO:

Add this signature 71 characters available.  
 **Insert Template**

**Preview** **Send** **Cancel**



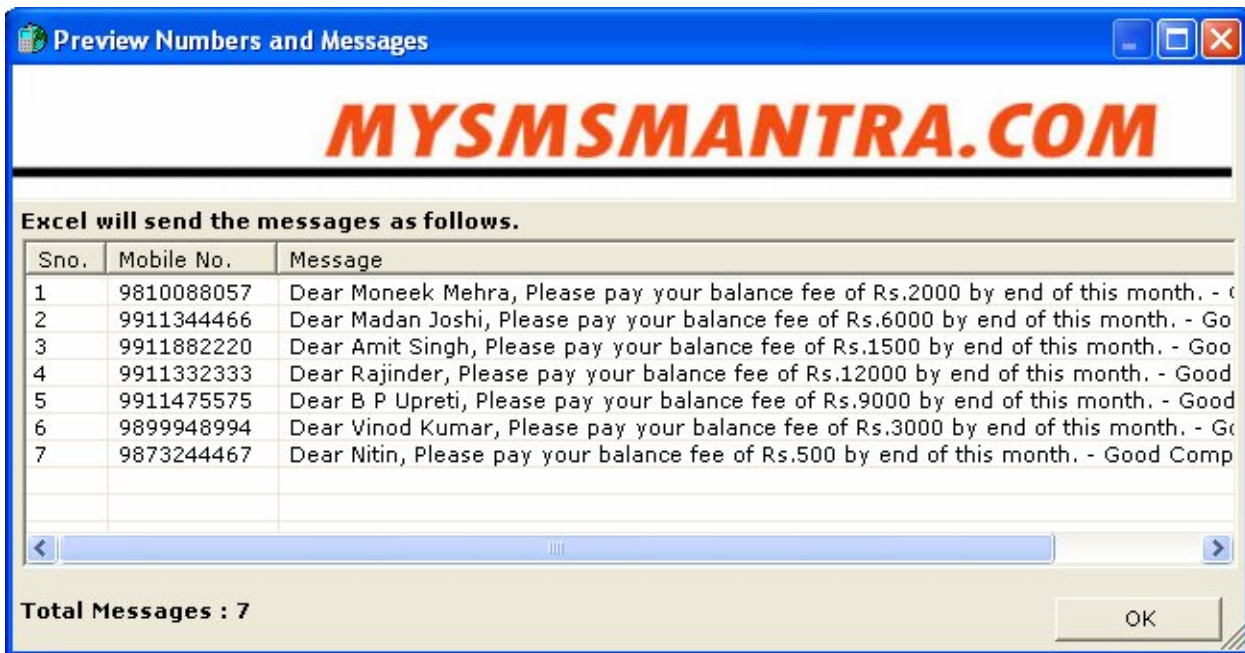
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You will find following options here to customize your SMS. Select language, message type, type the message (Maximum 160 Characters), add signature (optional), click Preview to check your numbers and message and click on send as shown below.

**Add Signature:** This tool lets you add some text at the end of every message you send from the Smart Messenger. It can be your company name or slogan etc.

**Add Field:** This list box will show you the values 'A' to 'IV'. This is useful when you add the column data to the message. For example in your Excel Sheet you have Customers' Names in column 'A' and mobile numbers in column 'B'. If you want to add customer's name in the message you can double click on 'A' to add the field. You can see the Preview of the messages before you start sending.

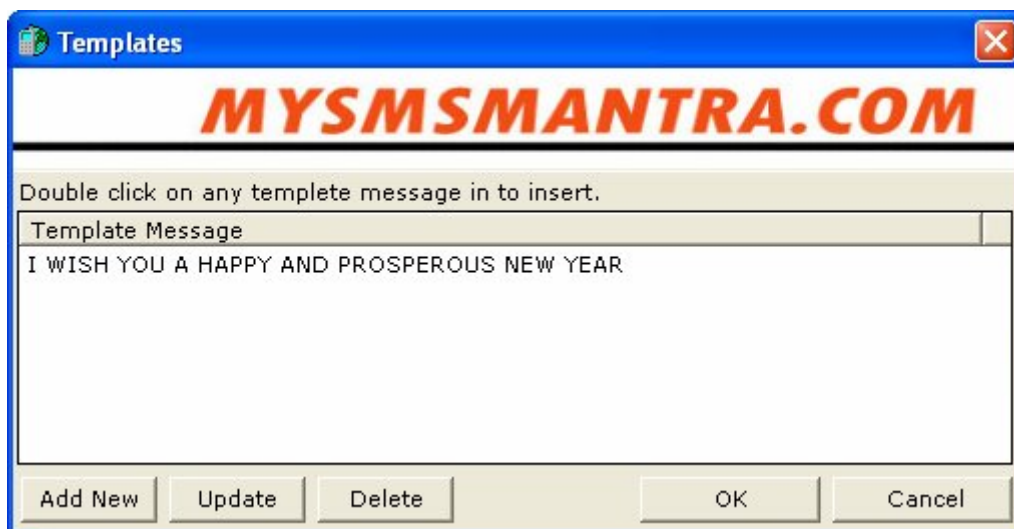
**Preview:** when you click this button you can see the message Preview. It is very useful when you are sending personalized messages.



## Insert Templates

Templates are a static messages used to save and Use at anytime, without typing. To insert a template click on Insert Template button in the Send SMS window.

In this window, you can Create Edit or Delete Templates. To add the template in to Send SMS window just double click in the message.



## Mobile Number Format

Please make sure all your mobile numbers are in the correct format.

Format all your numbers in any one of the ways given below

1. XXXXXXXXXX
2. 91XXXXXXXXXX

**Note:** 10 digit numbers are recommended for Indian mobiles.

## Change Password

You can change your SMS account password any number of times.  
To change the password, go to SMS MANTRA -> Change Password

The following window opens. Type the old password and new password twice and click Change button as shown below.



The screenshot shows a Windows-style dialog box titled "Change Password" with a close button in the top right corner. The dialog has a header bar with the "MYSMSMANTRA.COM" logo. Below the header, there is a section titled "Type Passwords" containing three text input fields: "Old Password" (with asterisks), "New Password" (with asterisks), and "Retype New Password" (with asterisks). At the bottom of the dialog, there are two buttons: "Change" and "Cancel".

We recommend you to change your password frequently.

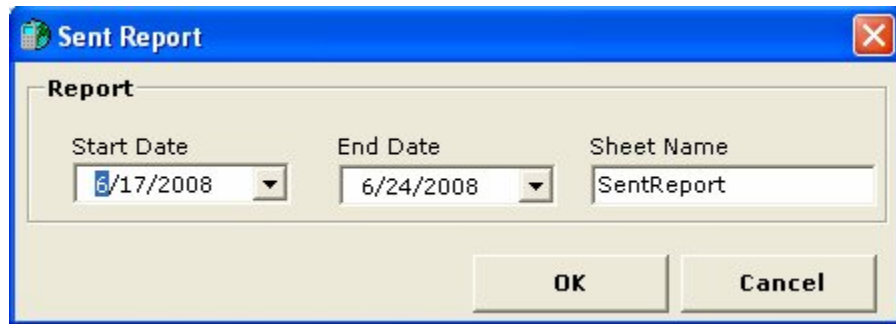
**Note:** We do not take any responsibility if your password is misused by any unauthorized person (s).

## Sent Report

Sent report window will download your sent messages report from server. It contains summary of messages sent date and delivery date.

To view the Sent Report go to SMS MANTRA -> Sent Report

The following window opens where you can check just the detailed report of all the items sent within the specified dates.



Else you can obtain the summary of total items sent within the specified dates as shown below.  
You can export the sent report data into Excel file, XML file or text file directly by clicking on Export button.

	A	B	C	D	E
1	<b>Number</b>	<b>Message</b>	<b>Submit Date</b>	<b>Delivery Date</b>	<b>Status</b>
2	9810088057	Dear Moneek Mehra, Please pay	23-06-2008 11:45:46 AM	23-06-2008 11:46:15 AM	DELIVRD
3	9911344466	Dear Madan Joshi, Please pay y	23-06-2008 11:45:47 AM	23-06-2008 11:46:15 AM	DELIVRD
4	9911882220	Dear Amit Singh, Please pay yo	23-06-2008 11:45:48 AM	23-06-2008 11:46:16 AM	DELIVRD
5	9911332333	Dear Rajinder, Please pay your	23-06-2008 11:45:49 AM	23-06-2008 11:46:16 AM	DELIVRD
6	9911475575	Dear B P Upreti, Please pay yo	23-06-2008 11:45:50 AM	23-06-2008 11:46:16 AM	DELIVRD
7	9899948994	Dear Vinod Kumar, Please pay	23-06-2008 11:45:51 AM	23-06-2008 11:46:16 AM	DELIVRD
8	9873244467	Dear Nitin, Please pay your bal	23-06-2008 11:45:52 AM	23-06-2008 11:46:16 AM	DELIVRD
9	9810088057	Show this message and get a fri	24-06-2008 03:12:46 PM	24-06-2008 03:12:49 PM	DELIVRD
10	9911344466	Show this message and get a fri	24-06-2008 03:12:46 PM	24-06-2008 03:14:12 PM	DELIVRD
11	9911882220	Show this message and get a fri	24-06-2008 03:12:46 PM	24-06-2008 03:14:12 PM	DELIVRD
12	9911332333	Show this message and get a fri	24-06-2008 03:12:46 PM	24-06-2008 03:14:13 PM	DELIVRD
13	9911475575	Show this message and get a fri	24-06-2008 03:12:46 PM	24-06-2008 03:14:14 PM	DELIVRD
14	9899948994	Show this message and get a fri	24-06-2008 03:12:46 PM	24-06-2008 03:14:15 PM	DELIVRD
15	9873244467	Show this message and get a fri	24-06-2008 03:12:46 PM	24-06-2008 03:14:19 PM	DELIVRD
16	9810088057	Confirmation: table for 6 at Rosa	24-06-2008 05:33:15 PM	24-06-2008 05:34:26 PM	DELIVRD
17	9911344466	Confirmation: table for 6 at Rosa	24-06-2008 05:33:15 PM	24-06-2008 05:34:26 PM	DELIVRD
18	9911882220	Confirmation: table for 6 at Rosa	24-06-2008 05:33:15 PM	24-06-2008 05:34:26 PM	DELIVRD
19	9911332333	Confirmation: table for 6 at Rosa	24-06-2008 05:33:15 PM	24-06-2008 05:34:26 PM	DELIVRD
20	9911475575	Confirmation: table for 6 at Rosa	24-06-2008 05:33:15 PM	24-06-2008 05:34:27 PM	DELIVRD
21	9899948994	Confirmation: table for 6 at Rosa	24-06-2008 05:33:15 PM	24-06-2008 05:34:35 PM	DELIVRD
22	9873244467	Confirmation: table for 6 at Rosa	24-06-2008 05:33:15 PM	24-06-2008 05:35:42 PM	DELIVRD
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## Check Balance

To check the available credits go to SMS MANTRA -> Balance

The following window with the available balances and expiry date pops up. If you need more credits click on Claim credits else click Ok.



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