



## BulkSms ChapChap

*Your Communication and Marketing tool*

BULK SMS is a marketing and communication tool. It is the most feasible and essential strategy to target a mass audience.

### Advantages of bulk SMS ChapChap

- Short messages and & appealing to targeted customers.
- Instant delivery of message - send sms within 7 seconds.
- Flexible platform since one can send over 10,000sms once.
- The system has a reminder that will notify you of any pending business deals.
- SMS can be stored, easily forwarded and tracked using the delivery reports.
- Lower cost and time to be delivered than a phone call.
- Limitless market potential- its reliable delivery to over 800 networks in more than 200 countries.

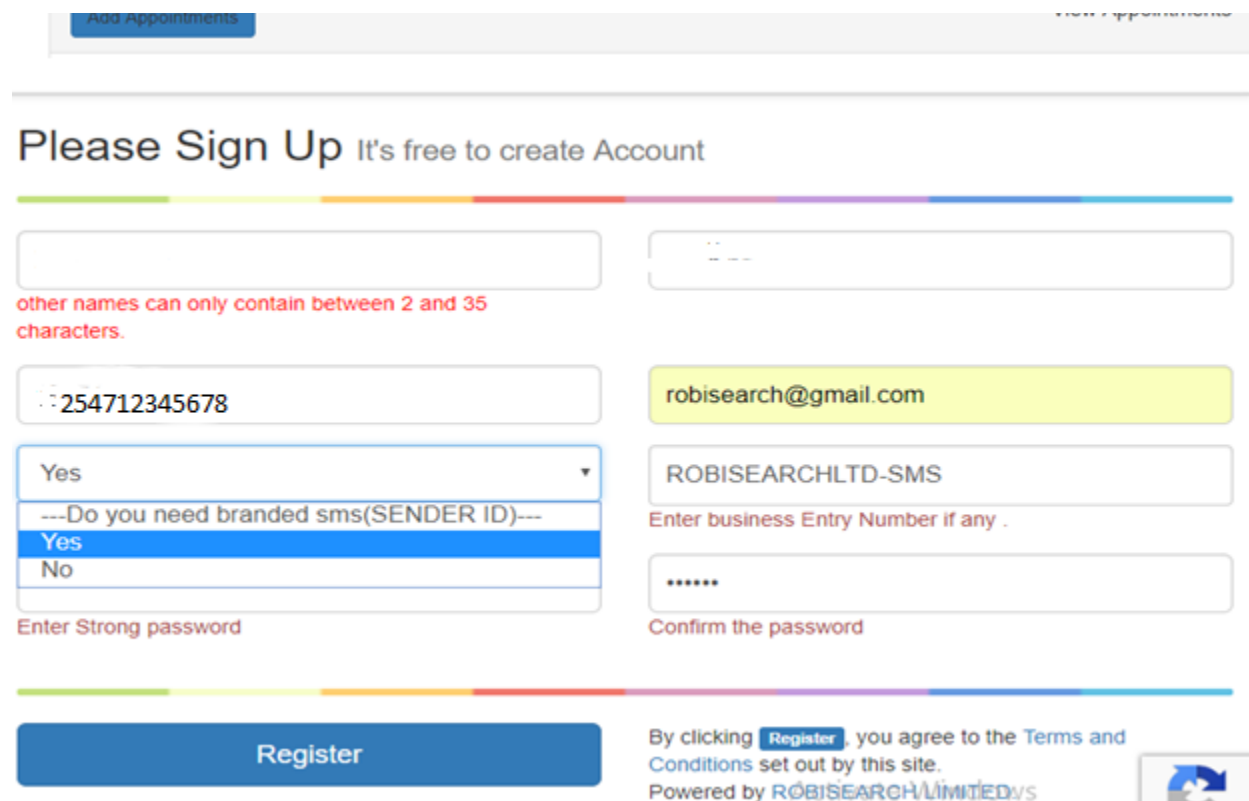
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## How do I Login or Register to Bulksms ChapChap?

Visit the following URL: [www.bulksmschapchap.com](http://www.bulksmschapchap.com). The first page you come across is the Login and Register section. If you are not register fill in the details as shown below:



The screenshot shows a registration form with the following fields and elements:

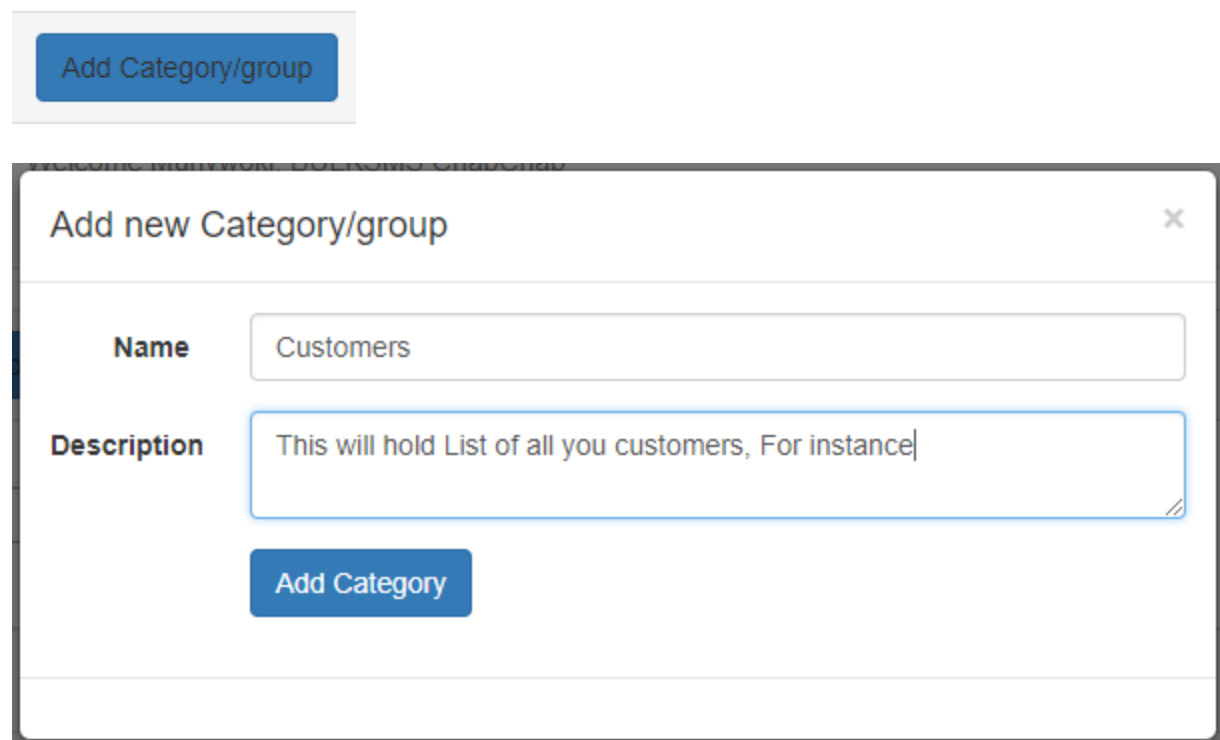
- A header bar with a blue button labeled "Add Appointments".
- A title "Please Sign Up" followed by the text "It's free to create Account".
- A horizontal decorative bar with a rainbow gradient.
- Two input fields for name and phone number. Below the name field is a red error message: "other names can only contain between 2 and 35 characters."
- A dropdown menu for "Do you need branded sms(SENDER ID)---" with options "Yes" and "No". The "Yes" option is selected.
- An input field for email address containing "robisearch@gmail.com".
- An input field for business entry number containing "ROBISearchLTD-SMS" with the label "Enter business Entry Number if any .".
- An input field for password containing "\*\*\*\*\*" with the label "Enter Strong password".
- A second input field for password confirmation containing "\*\*\*\*\*" with the label "Confirm the password".
- A horizontal decorative bar with a rainbow gradient.
- A large blue button labeled "Register".
- Text below the button: "By clicking **Register**, you agree to the [Terms and Conditions](#) set out by this site. Powered by [ROBISearch/LIMITEDvs](#)".
- A small logo in the bottom right corner.

Using your email and the password you have created  
Login to the BulkSms System.

## How do I Create Groups or Categories?

Categories/Group Module is used to add and view specific groups in which each member of an organization/ school/business belongs to. For instance, **Robert** can belong in a category **Customer**.

To create groups Click on the Add Category/Group Button add fill in the fields as follows



The image shows a screenshot of a web application interface. At the top, there is a blue button labeled "Add Category/group". Below this, a modal window titled "Add new Category/group" is displayed. The modal has a close button in the top right corner. It contains two input fields: "Name" with the value "Customers" and "Description" with the text "This will hold List of all you customers, For instance". Below the description field is a blue button labeled "Add Category".

You should see the newly added categories under now the **category/Group** Module

Add Category/group
View category/group

10

records per page
Search:

No#	Name	Old Members	Current Members	more
713	EMMPLOYEE	<a href="#">Old Group</a>	<a href="#">Current Group</a>	<a href="#">More ▾</a>
714	STAFF	<a href="#">Old Group</a>	<a href="#">Current Group</a>	<a href="#">More ▾</a>
715	CUSTOMERS	<a href="#">Old Group</a>	<a href="#">Current Group</a>	<a href="#">More ▾</a>

Showing 1 to 3 of 3 entries

← Previous
1
Next →

## Adding new Members and viewing members.

Under the Members/Contacts modules are details of everyone and their contact details.

Here you can

- ❖ Add New Member
- ❖ Upload Members In Bulk (Member Bulk Upload)
- ❖ Download Bulk members upload Template
- ❖ Bulk Grouping Everyone
- ❖ Download Members

### Add New Member

Click on Add new member button, fill in the details as required in each field. Make all fields are captured correctly and Then Click Add Member Button.

**NB:** Specify the group/Category where the person belongs. See Picture below

**Add new Member/ Contact** ✕

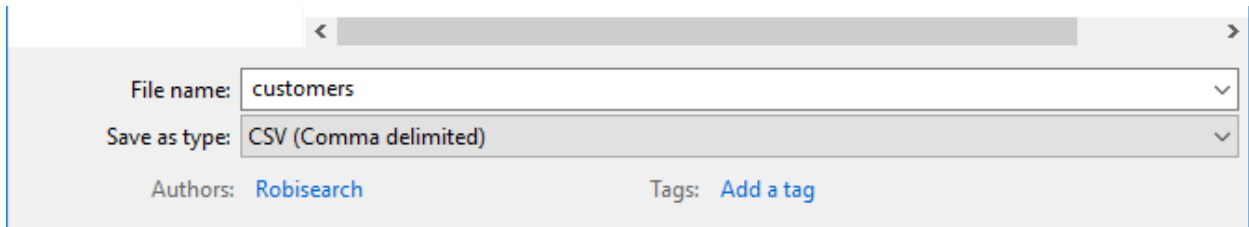
<b>Title</b>	<input type="text" value="Mr"/>
<b>Surname*</b>	<input type="text" value="Denis"/>
<b>Other names*</b>	<input type="text" value="dean"/>
<b>Phone *</b>	<input type="text" value=""/> <small>e.g 254712345678</small>
<b>Phone 2</b>	<input type="text" value="Enter other line e.g 254712345678(Optional)"/> <small>Other Number e.g 254712345678 (Optional)</small>
<b>Gender</b>	<input type="text" value="male"/>
<b>Country?</b>	<input type="text" value="Kenya"/>
<b>Group</b>	<input type="text" value="CUSTOMERS"/>
<b>Email</b>	<input type="text" value="robisearch@gmail.com"/>
<b>Company Name</b>	<input type="text" value="robisearch"/>
<b>ID Number</b>	<input type="text" value=""/>
<b>City</b>	<input type="text" value="NAIROBI"/>
<b>Zip Code</b>	<input type="text" value="1234"/>
<b>Website/Link</b>	<input type="text" value="Enter website if any"/>
<b>Description</b>	<input type="text" value="THE &lt;u&gt;MEMEBER BELONGS&lt;/u&gt; TO CUSTOMER CATEGORY"/>

## Member Bulk Upload

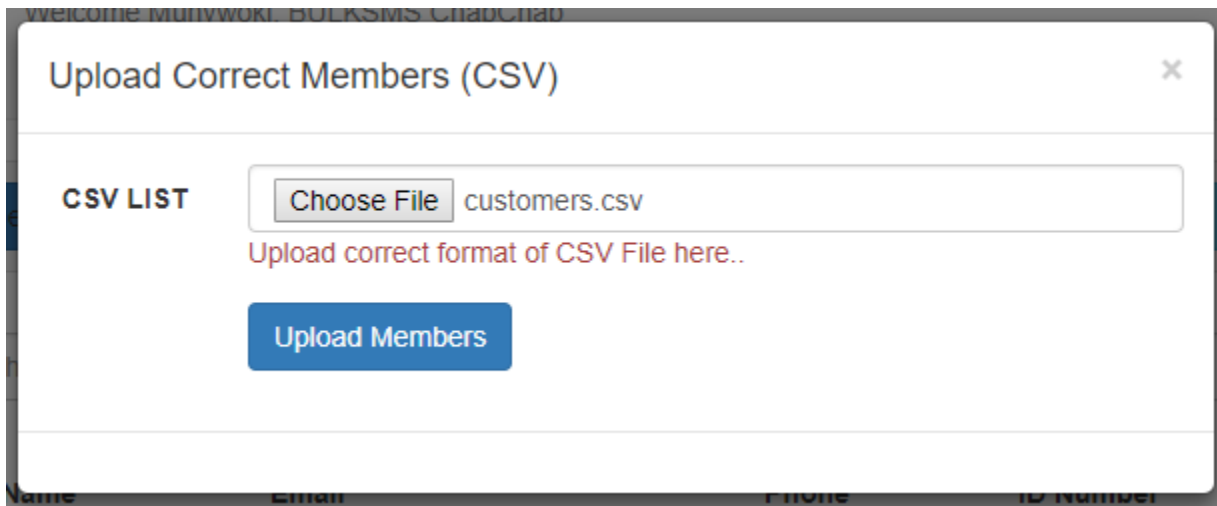
Make sure you Enter the all your members in **excel sheet** in the format shown below. Download a template of the Excel sheet that you can use under the **Download bulk members template**.

	A	B	C	D	E	F	G	H
1	no	names	Phone	Email	country	idno	Gender	categoryNo
2	1		2547122367382	<a href="mailto:robisearch@gmail.com">robisearch@gmail.com</a>	Kenya	12233441	MALE	48
3								
4								

Once Done with Capturing Details In Excel Sheet. Save it in **.CSV** format.



Upload the Saved **.CSV** Excel Sheet and click on **Member Bulk Upload**  
choose the saved .csv file on your device and click upload Members



## Bulk Grouping Everyone

Bulk Grouping(Everyone)

Click on the **Bulk Grouping(Everyone)** button. If you want to group everyone in a single group. Select Group

All Grouping ×

Are you sure you want to add all members to one group?


Group?

Cancel Group All

## Download Members

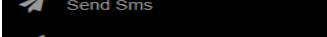
download members

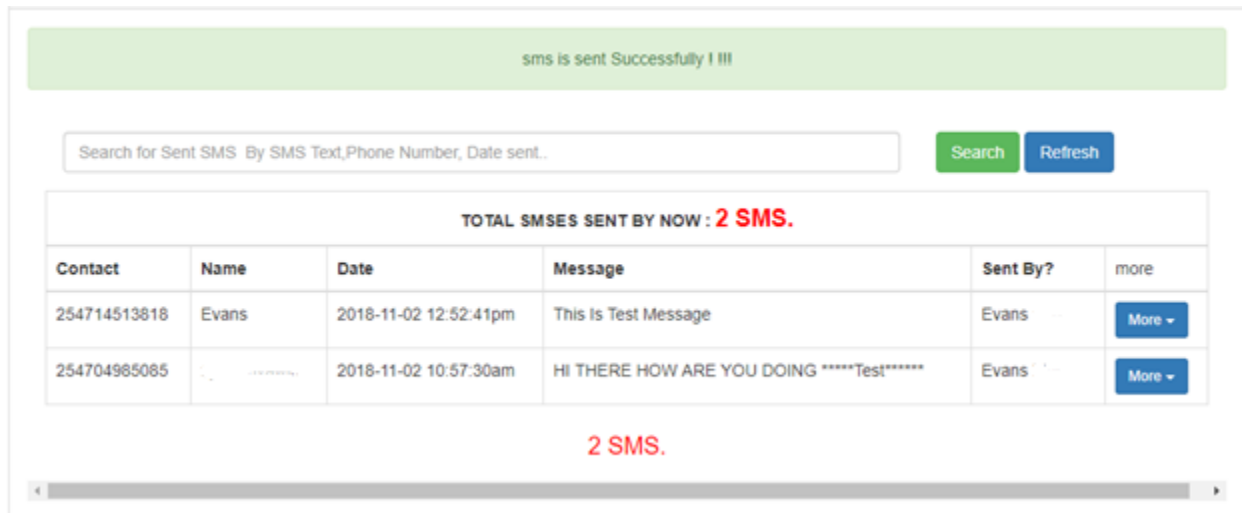
Click on **download members** to download all members in a single .CSV Excel Sheet

 2018-11-02 12\_42....csv



## Sending and SMS To members

On the Dashboard Click . This Lets you view all SMS messages you have sent.



The screenshot displays a dashboard interface for managing SMS messages. At the top, a green banner indicates "sms is sent Successfully | III". Below this is a search bar with the placeholder text "Search for Sent SMS By SMS Text,Phone Number, Date sent..", accompanied by "Search" and "Refresh" buttons. A summary section shows "TOTAL SMSES SENT BY NOW : 2 SMS.". The main content is a table with the following data:

Contact	Name	Date	Message	Sent By?	more
254714513818	Evans	2018-11-02 12:52:41pm	This Is Test Message	Evans	<a href="#">More ▾</a>
254704985085	Evans	2018-11-02 10:57:30am	HI THERE HOW ARE YOU DOING *****Test*****	Evans	<a href="#">More ▾</a>

Below the table, it states "2 SMS." and a scrollbar is visible at the bottom.

## How to send a General Sms?

Click on the **Add General Sms** Button and Enter **Phone Numbers** (254716413286) and the **Messages** Then Click **Send SMS**.

The screenshot shows a web form titled "Add new Sms" with a close button (X) in the top right corner. At the top, a green notification bar displays the text "sms is sent Successfully ! !!!". Below this, the form has two input fields: "Contact" with the value "254716413286" and "Message" with the value "This is the Message". A character count "Characters:20" is shown below the message field. A blue "Send SMS" button is positioned at the bottom of the form.

## How Can I Send Sms by selecting a member in the system?

Click on **Send Sms from Contacts**, select the receiver and add the message. Click On **Send Sms**. See image below

The screenshot shows the "Add new Sms" form with a dropdown menu for "Receiver?". The message field contains "This is test Messages|". A character count "Characters:" is visible below the message field. A blue "Send SMS" button is at the bottom.

## Sending SMS to Group

Click on **Send Group Sms**, then Select the Group Name e.g. Customers and create Messages the Click **Send Sms**

**Add Group Sms**

**Group Name?** CUSTOMERS

**Message** Sending Sms to members in the Customers Group

Characters:


**Send SMS**

## Downloading Sent Sms

Click on the [Download sent sms](#) and view it on your Computer

 2018-11-02 13\_18s....csv

## Where can I get bulk sms Template?

Click on [bulk sms template](#) an Excel File named  contacts.csv will be download and there you can fill each column and save the file as of type **.CSV**

## Uploading Bulk SMS

Click on Upload Bulk Sms, select the SMS type, and Select the .csv file to Upload ensure you have two columns (Contact, Message)

### Upload Correct contacts (CSV) ✕

**SMS type**

**CSV LIST**  contacts.csv  
Upload correct format of CSV File with two columns (Contact,Message)

**Message**

Characters:

## Scheduling Sms Reminder to members

Click **Add a general sms alert** to send a general sms to different people

Fill in the details (alert title, contact, message, due time & date) then click **Save Sms** as shown below.

### Add new Sms alert ✕

**Name/Title**

**Contact**

**Due Date**   
YYY-MM-DD

**Duetime**

**Message**

## Scheduling a group SMS alert

Click on **add group sms alert** make sure to select the group to send sms to e.g. Staff the Click SAVE SMS

Add new Group Sms alert ✕

<b>Name/Title</b>	<input type="text" value="Meeting"/>
<b>Group Name?</b>	<input type="text" value="STAFF"/>
<b>Due Date</b>	<input type="text" value="2018-11-02"/> <small>YYY-MM-DD</small>
<b>Due time</b>	<input type="text" value="04:30"/>
<b>Message</b>	<input type="text" value="We are meeting today "/>

## Adding Appointments



Appointments / Diary

Click on **Appointments / Diary** then click on **Add appointments** and fill in the details of your appointment.

Add new Appointment ×

**Appointments Venue**

**Appointments title**

**Start Date**

**Appointment Date**

**Appointments Host**

**Status?**

**Sms Reminder?**

**Visitors Names**

**Comments/Messages**

## Then View the Appointment

Appointment Title	Appointment Date	To date	Venue	Host	Participants	Description	Status	more
entrepreneurs conference	2017-12-05	2017-12-05	Auditorium	controller			new	<a href="#">More ▾</a>
entrepreneurs conference	2017-12-05	2017-12-05	Auditorium	controller			new	<a href="#">More ▾</a>

We are an ICT company dealing in software development. The company's main aim is to solve society problems through innovations. We have partnership with various institutions like Jomo Kenyatta University of Agriculture and Technology (JKUAT) and Simba-Net among others. We would be delighted to implement our other software solutions listed below if and when needed

## Contact us for enquiries,

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