



BulkSms ChapChap guide

Go to www.bulksmschapchap.com

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.

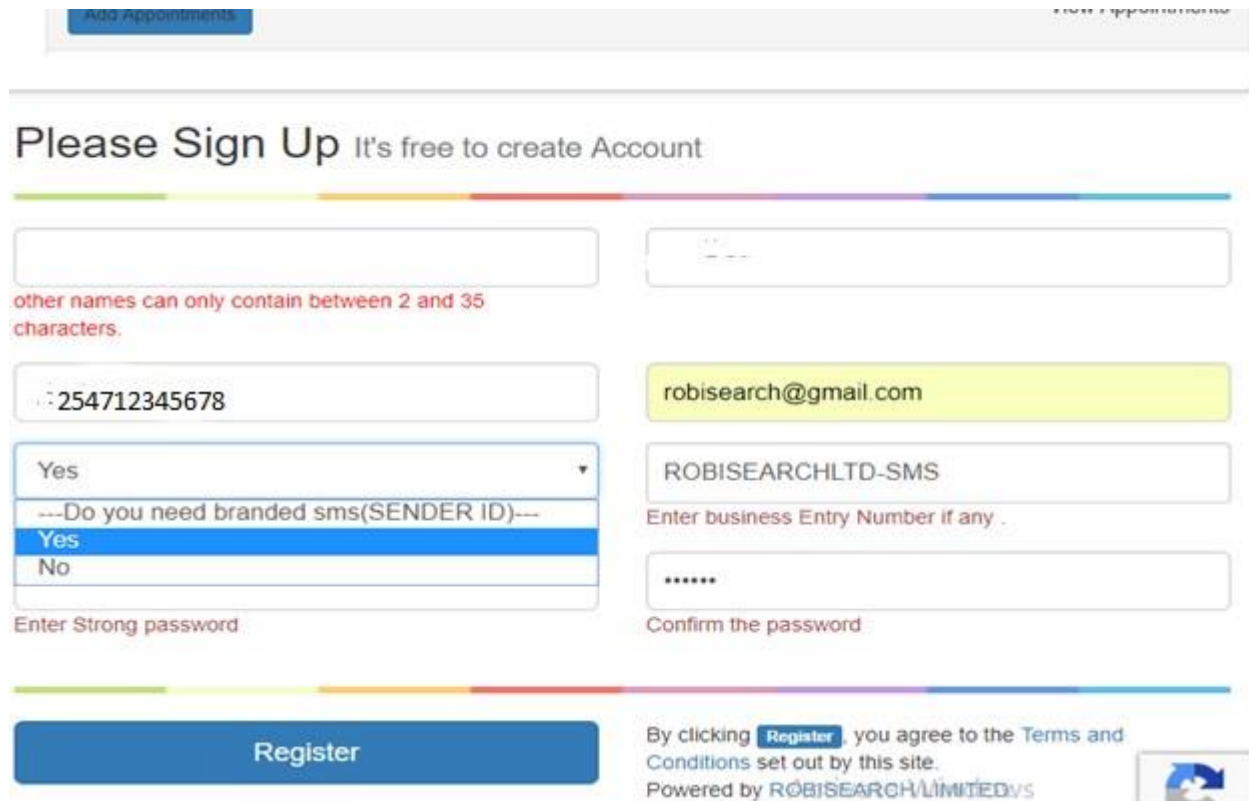
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Contact us for enquiries,	Error! Bookmark not defined.

How do I Login or Register to Bulksms ChapChap?

Visit the following URL: 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:



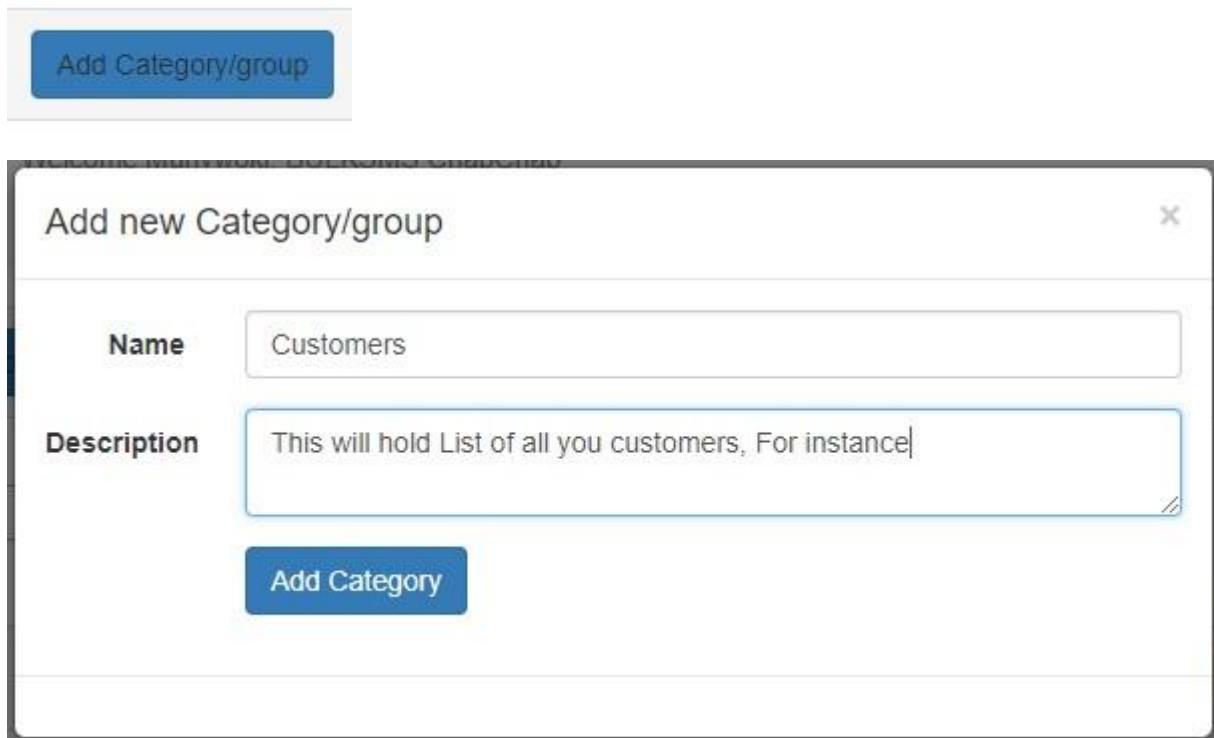
The screenshot shows a registration form titled "Please Sign Up It's free to create Account". The form is divided into two columns. The left column contains a name input field with a note "other names can only contain between 2 and 35 characters.", a phone number input field containing "254712345678", a dropdown menu for "Do you need branded sms(SENDER ID)?" with "Yes" selected, and a password input field with the label "Enter Strong password". The right column contains an email input field containing "robisearch@gmail.com", a business entry number input field containing "ROBISEARCHLTD-SMS" with the label "Enter business Entry Number if any .", and a confirm password input field with the label "Confirm the password". At the bottom, there is a blue "Register" button, a disclaimer "By clicking Register you agree to the Terms and Conditions set out by this site.", and the text "Powered by ROBISEARCHLIMITEDVS" next to a small logo.

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

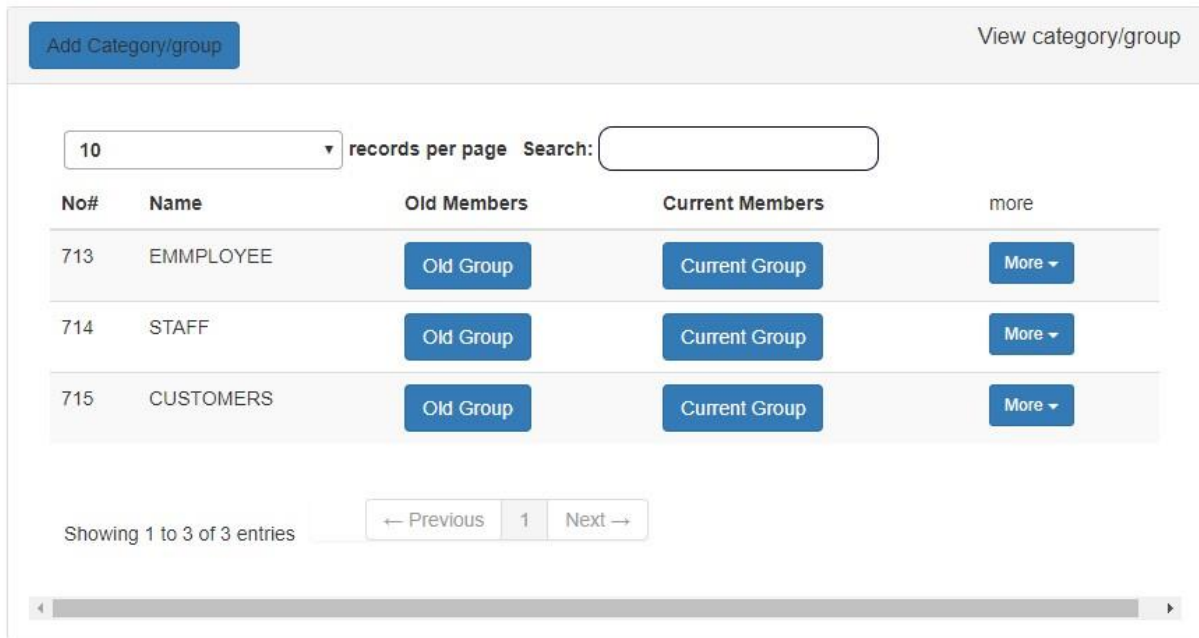


The image shows a button labeled "Add Category/group" and a modal window titled "Add new Category/group". The modal window contains the following fields:

- Name:** Customers
- Description:** 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



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

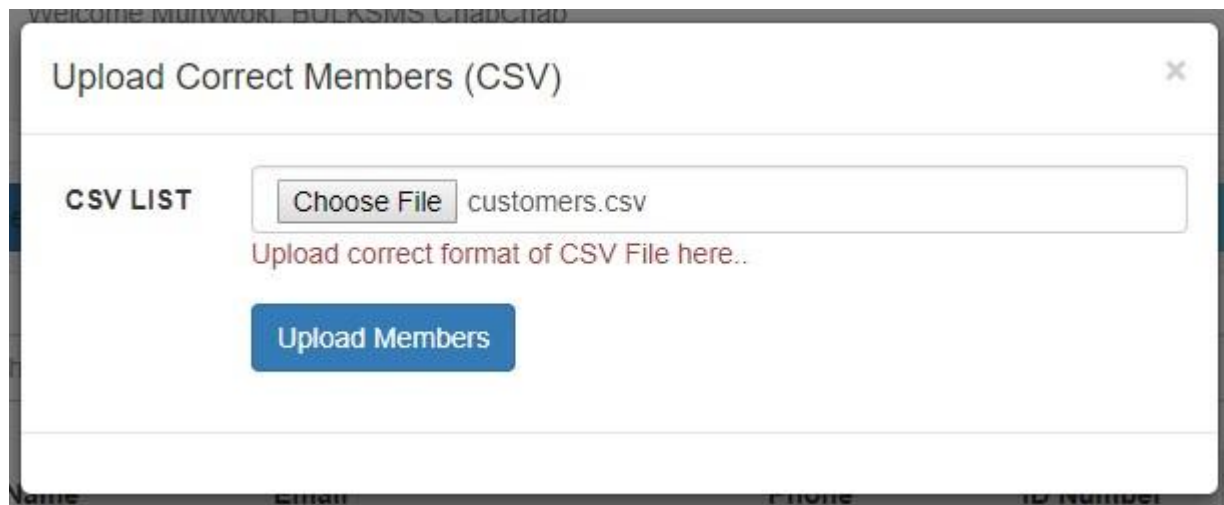
Click on Add new member button, fill in the details as required in each field. Make all fields are captured correctly and Then Click Add Member Button.

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

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



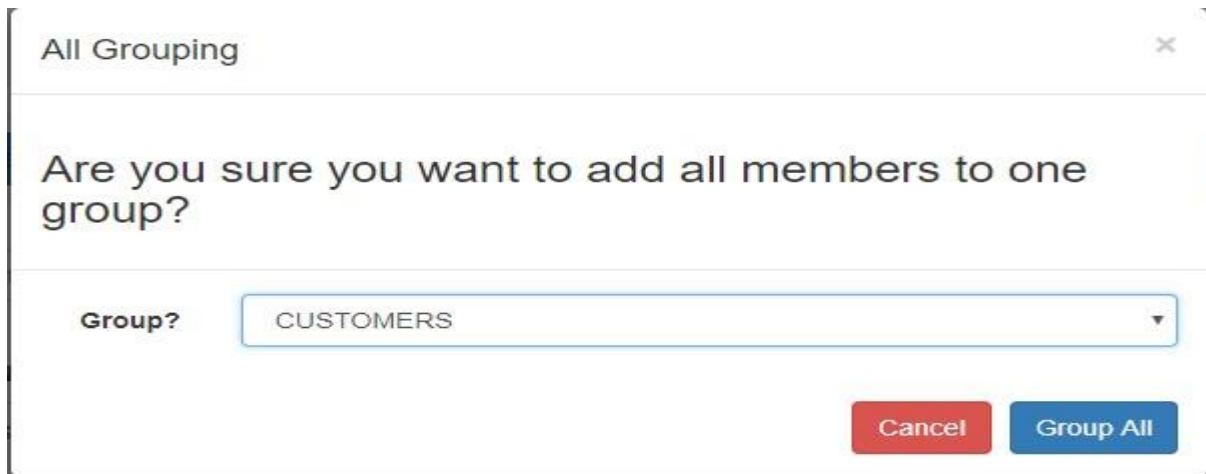
Upload the Saved **.CSV** Excel Sheet and click on **Member Bulk Upload**
choose the saved .csv file on your device and click upload Members



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? CUSTOMERS

Cancel Group All

Download Members

download members

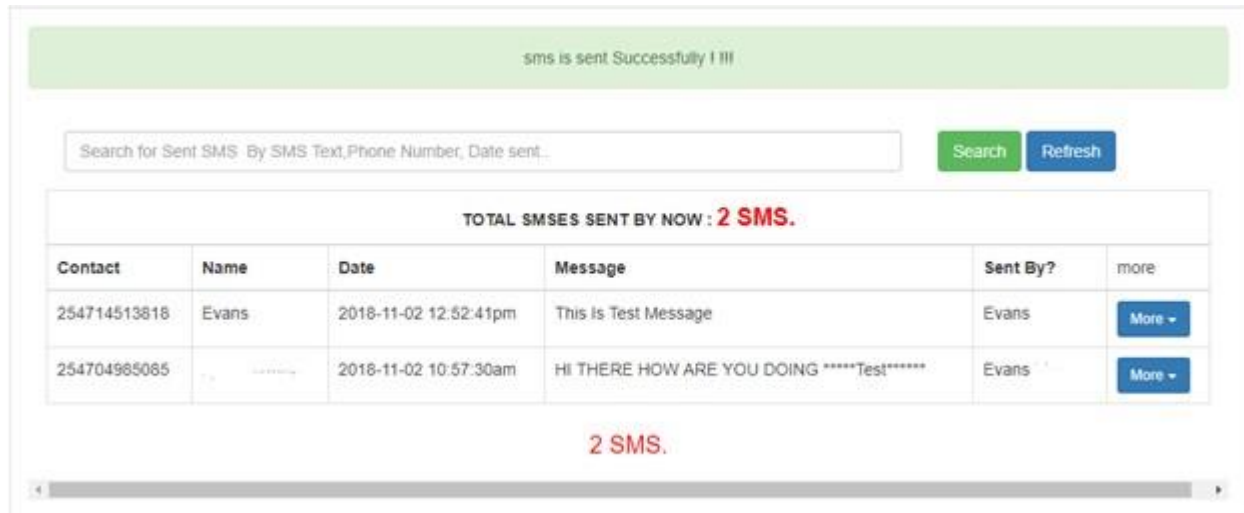
Click on

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

download all members in a single .CSV Excel Sheet

Sending and SMS To members

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



The screenshot displays a dashboard for managing sent SMS messages. At the top, a green banner indicates "sms is sent Successfully !!!". Below this is a search bar with the placeholder text "Search for Sent SMS By SMS Text,Phone Number, Date sent..", a green "Search" button, and a blue "Refresh" button. A summary bar 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	More ▾
254704985085		2018-11-02 10:57:30am	HI THERE HOW ARE YOU DOING *****Test*****	Evans	More ▾

At the bottom of the table area, it displays "2 SMS." with a scrollbar below it.

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 dialog box titled "Add new Sms" with a close button (X) in the top right corner. A green notification bar at the top displays the text "sms is sent Successfully ! !!!". Below this, there are two input fields: "Contact" containing the number "254716413286" and "Message" containing the text "This is the Message". A character count "Characters:20" is shown below the message field. At the bottom, there is a blue button labeled "Send SMS".

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 a dialog box titled "Add new Sms" with a close button (X) in the top right corner. It features a "Receiver?" dropdown menu, a "Message" text area containing "This is test Messages|", and a character count "Characters:". A blue button labeled "Send SMS" is positioned 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

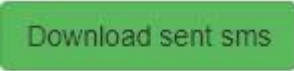
Group Name? CUSTOMERS

Message Sendng Sms to members in the Customers Group

Characters:

Send SMS

Downloading Sent Sms

Click on the 



and view it on your Computer

Where can I get bulk sms Template?

Click on  an Excel File named  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)

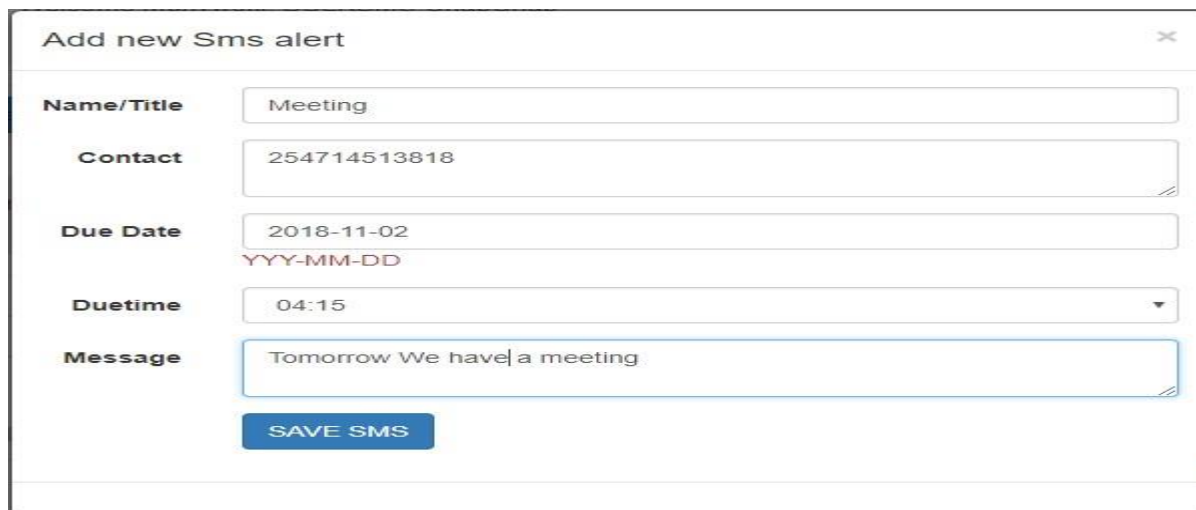


The screenshot shows a web form titled "Upload Correct contacts (CSV)". It features a dropdown menu for "SMS type" set to "Different SMS to different people". Below it is a file upload section for "CSV LIST" with a "Choose File" button and the filename "contacts.csv". A note specifies: "Upload correct format of CSV File with two columns (Contact,Message)". There is a large text area for "Message" which is currently empty. Below the text area, it says "Characters:" followed by a blue "Send SMS" button.

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.

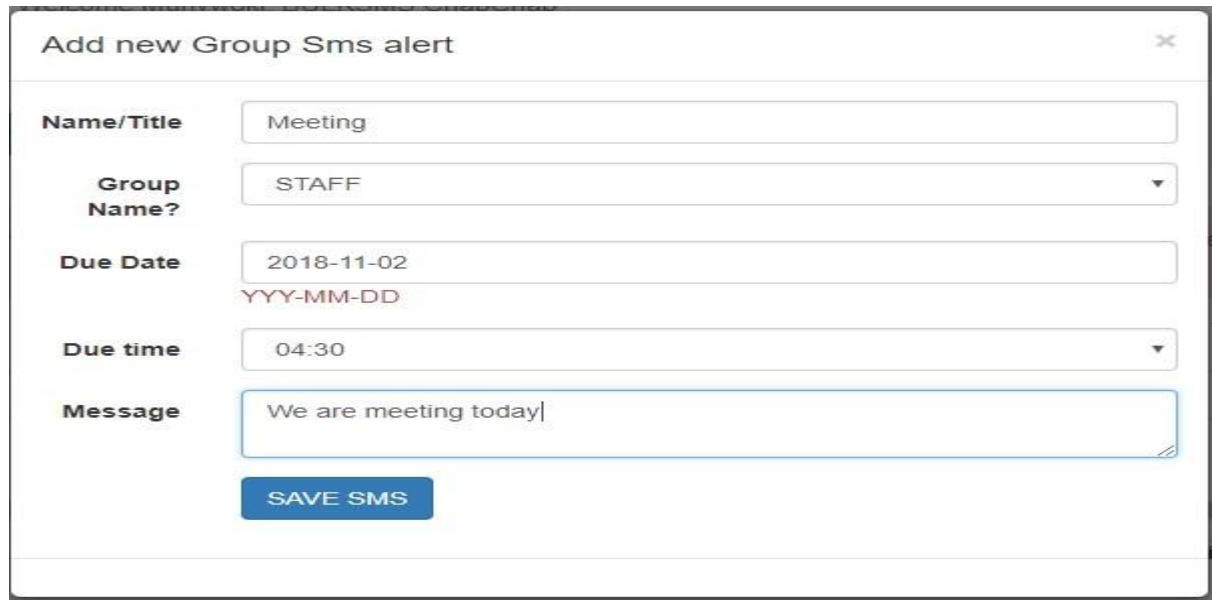


The screenshot shows a web form titled "Add new Sms alert". It contains several input fields: "Name/Title" with the value "Meeting", "Contact" with "254714513818", "Due Date" with "2018-11-02" and a sub-label "YYY-MM-DD", "Duetime" with "04:15", and "Message" with "Tomorrow We have a meeting". A blue "SAVE SMS" button is located at the bottom of the form.

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




The screenshot shows a web form titled "Add new Group Sms alert" with a close button (X) in the top right corner. The form contains the following fields:

- Name/Title:** A text input field containing "Meeting".
- Group Name?:** A dropdown menu with "STAFF" selected.
- Due Date:** A date input field containing "2018-11-02". Below the field is the text "YYY-MM-DD".
- Due time:** A dropdown menu with "04:30" selected.
- Message:** A text area containing "We are meeting today|".

At the bottom of the form is a blue button labeled "SAVE SMS".

Adding Appointments

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

Add new Appointment ×

Appointments Venue Nairobi

Appointments title Meeting

Start Date 11/01/2018

Appointment Date 11/03/2018

Appointments Host

Status? new

Sms Reminder? Yes

Visitors Names Office Staff

Comments/Messages Be punctua

Add Events

Then View the Appointment

Appointment Title	Appointment Date	To date	Venue	Host	Participants	Description	Status	more
enterpreneurs conference	2017-12-05	2017-12-05	Auditorium	controller			new	More ▾
enterpreneurs conference	2017-12-05	2017-12-05	Auditorium	controller			new	More ▾

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