



MobiWeb

Your Software R&D Solutions Specialist

iSMS Guide

Proudly Presented by Mobiweb Sdn Bhd

Date 10 February 2014

New User Register

Step 1

Go to <http://isms.com.my/register.php>

The screenshot shows the ISMS website registration page. The navigation menu includes Home, About, API, ISMS Info, Buy ISMS, Bulk SMS Rate, Resell, Register, SMS Plugin, FAQ, and Contact Us. The main banner reads 'Register As Member quick & easy sms'. Below this is a 'Get Started with the Steps Below' section with a numbered process: 1. Register, 2. Demo Pin, 3. Buy ISMS, 4. Reload. A red arrow points from the 'Register' step to the registration form. The registration form includes fields for User name, Password, Confirm password, D.O.B., Mobile No., Email, Reseller ID, and Auto Code. A checkbox for 'I agree to the Terms and Conditions' is also present.

Step 2
Insert
User Name
password
Date Of Birth
Mobile No
Email
address

Log in

Step 1

Go to <http://isms.com.my/index.php>



The screenshot shows the homepage of the iSMS website. At the top, there is a navigation menu with links: Home, About, API, iSMS Info, Buy iSMS, Bulk SMS Rate, Resell, Register, SMS Plugin, FAQ, and Contact Us. Below the menu is a banner image featuring people using mobile phones and laptops, with the iSMS logo and various icons. A red arrow points from the 'Register' link in the navigation menu to the 'Secure Login' section. The 'Secure Login' section contains a form with two input fields: 'Username' and 'Password', and a 'Login' button. Below the login form, there is a 'WELCOME TO iSMS' message and contact information: '+603-79801388 (KL) +604-6420621 (PG) +6531584888 (S'pore) 1300 88 7389 (M'sia Hotline)'. At the bottom, there is a process flow diagram with four steps: 1. Free Register, 2. Free & Demo Credit, 3. Purchase, and 4. Online Reload. To the right of the flow diagram, there are two promotional banners: 'iSMS Rates We are reliable Click Here' and 'SMS Marketing App Download at Google Play'.

Step 2
Log in by
User
Name
Password

ISMS Main Member Page

Home Rates Profile Address Book SMS SMS Extra Reload

Call our hotline today! 1300-88-7389
Working Hour: Monday-Friday 8:30am - 10:00pm.

3.0 Credits Remaining **TOP UP**

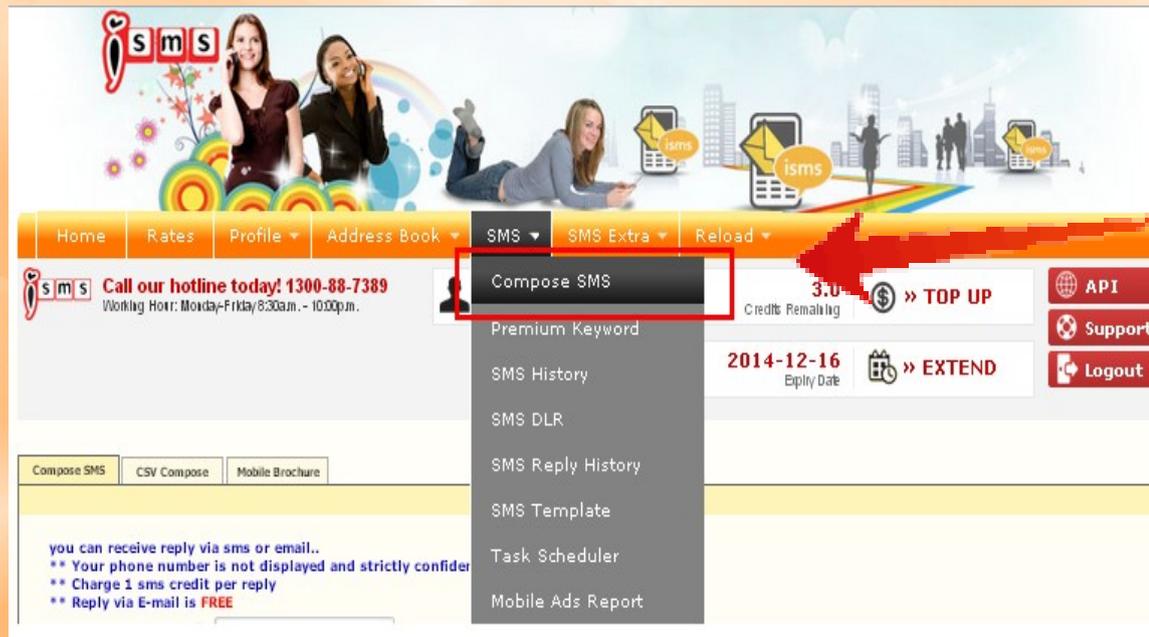
2014-12-16 Expiry Date **EXTEND**

API Logout

- Compose SMS**
Compose and send SMS text messages to more people easily.
- Compose SMS with Upload CSV file**
Compose and send SMS text messages via csv file format. It allows you to customize your own text message.
- Contact Us**
Should you want to know more about us, we would be glad to answer all your queries.
- SMS Credit Reload**
Top up your SMS credit here.
- Profit Sharing Sub-Keyword ^{NEW!}**
Sub Keyword is charged to end users mobile, by sending SMS "AT D BMO" to 38828.
- SMS Subscription Form**
Add SMS subscription form at your web page to get your visitors phone numbers directly into SMS address book.
- iSMS API**
Provide a method of integrating websites & software with our messaging platform.
- Mobile Ads**
Mobile ads is an implementation of Mobile Web advertisement. You can create Picture + unlimited Text advertisement, then send to your users through a link in SMS. You can track stevers too.
- SMS Monthly Report**
You able to view your sms transaction monthly summary with using this feature.
- SMS Prefix Report**
You able to view your sms transaction prefix summary with using this feature.
- Sub Account Report**
You can now view sub-account sms transaction details with using this feature.
- SMS Monthly Summary**
You able to view sms monthly summary report with all your sub account.
- Multi Users**
You can now view sub-accounts sms transaction details with using this feature.
- Task Scheduler**
Using this feature, you can schedule SMS to be sent to anybody at any future.
- Birthday Reminder**
Birthdays and anniversaries really ARE Important! Stay informed of all upcoming

Account Info
- SMS Balance
- Credits Expiry Date

Compose SMS



The screenshot displays the iSMS website interface. At the top, there is a navigation bar with links for Home, Rates, Profile, Address Book, SMS, SMS Extra, and Reload. The SMS menu is open, and the 'Compose SMS' option is highlighted with a red box. A red arrow points from the text on the right towards the 'Compose SMS' option. Below the navigation bar, there is a banner with the iSMS logo and a call to action: 'Call our hotline today! 1300-88-7389'. To the right of the banner, there are buttons for 'TOP UP' and 'EXTEND'. Below the banner, there are tabs for 'Compose SMS', 'CSV Compose', and 'Mobile Brochure'. At the bottom, there is a disclaimer: 'you can receive reply via sms or email.. ** Your phone number is not displayed and strictly confided ** Charge 1 sms credit per reply ** Reply via E-mail is FREE'.

Click the SMS menu, select Compose SMS

Compose SMS

The screenshot shows a web interface for composing an SMS. At the top, there are tabs for 'Compose SMS', 'CSV Compose', and 'Mobile Brochure'. Below the tabs, there is a yellow header bar. The main content area contains the following elements:

- 1:** A checkbox for 'Receive reply via sms' with an input field for a phone number (Example: 60161234567).
- 2:** A checked checkbox for 'Receive reply via email' with an input field for an email address (Example: support@mobiweb.com.my).
- 3:** A dropdown menu for 'Template' with the text '- Select Template -'.
- 4:** A large text area for 'Send To:' with a 'Phone Book' icon on the left. To the right, there is a red note: 'Important: Please use semicolon ; or , to separate each phone number. Please append "00" in front of international numbers in order to send international SMS.'
- 5:** Radio buttons for 'Long Message' set to 'Off'.
- 6:** A text input field for 'Signature' containing '-Test-' and a checkbox for 'Add signature to message'.
- 7:** A large text area for the 'Message' with a character count '(153 characters left)'. To the right, there is a blue note: 'New Personalized SMS Put %name% to be replaced with name in address book.'
- 8:** Two buttons: 'Send Now' and 'Send Later'.
- 9:** Radio buttons for 'Auto Response's Message' set to 'Off'.
- 10:** A text input field for the 'Auto Response's Message'.

At the bottom, there are two red warning messages:

- 'Please do not copy & paste from MS Words file, it may contain invalid characters. SMS will not delivered if invalid characters detected'
- 'Important! Please do not refresh the page should and error ever occurs! If you are wondering whether your messages have been sent, please close your browser and log back in from the home page, and check your history.'

1: Receive reply via SMS.

2: Receive reply via Email.

3: Template: Select Template to send SMS.

4: Send To: Enter your destination number to send, each number need to use semicolon to separate, example : 60195002166;60164502380

5: Long Message:

- If you wish to send long message. (more than 153 characters, you need to select long message)

6: Signature:

- add on signature behind your message, example:- Hi how are you << Company Name

7: Message Type:

- key in your message here and system will auto calculate the characters left for you.
- for Normal message type, maximum 153 characters per SMS credits, for Unicode message type, maximum 63 characters per SMS credits.

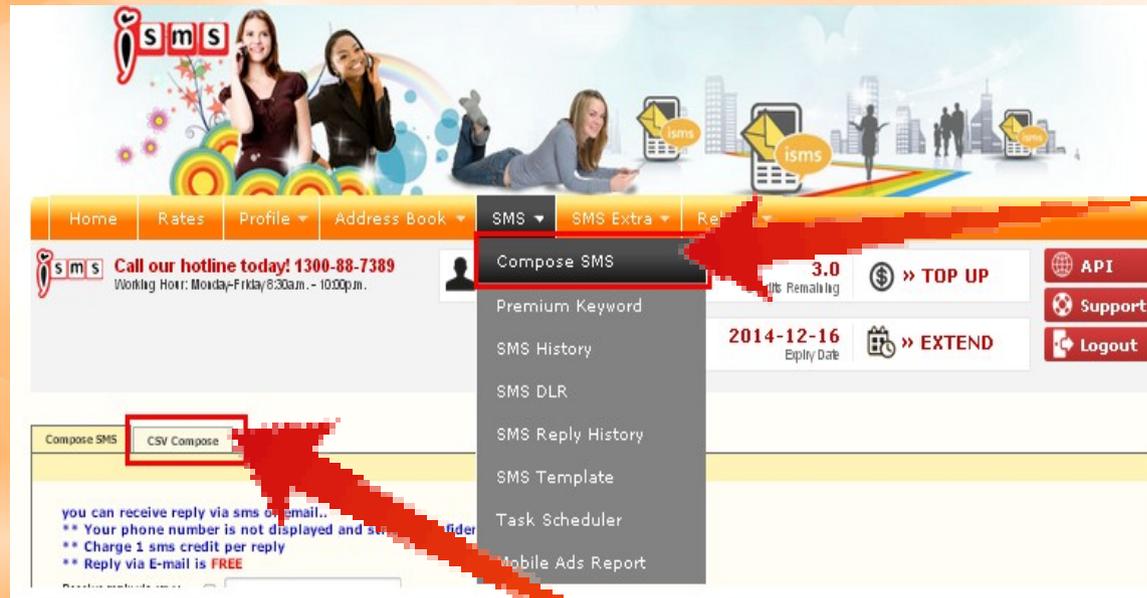
8: Click Send Now to send SMS.

9: Click Send Later for task scheduler.

10: Auto Response's Message

-auto reply after receive SMS from customer.

CSV Compose SMS



Click the SMS menu, select Compose SMS

Click the Compose menu, select CSV Compose

CSV Compose SMS

Compose SMS **CSV Compose**

CSV compose is where you send SMS to a list of users via uploading CSV file
You can receive reply via sms or email.
** Your phone number is not displayed and strictly confidential.
** Charge 1 sms credit per reply
** Reply via E-mail is **FREE**

Receive reply via sms: Example: 60161234567

Receive reply via email: Example: support@mobiweb.com.my

Template:

Message Type: Normal (Eg. English, B. Melayu, etc) Unicode (Eg. Chinese, Japanese, etc)

Upload CSV File : Choose File No file chosen [CSV Sample](#) or [Download CSV Sample](#)
Please upload a csv file with a proper format.
Headers cannot be modified, no other values other than the ones listed are accepted.
(%phoneno%, %name%, %amount%, %address%, %string1%, %string2%, %string3%, %string4%, %string5%)

Duplicate No. Check:

Signature (edit) : Add signature to message

Message :

New! Personalized SMS
Put
%name%, %amount%
to be replaced with
name and amount in
your csv file.

Please do not copy & paste from MS Words file, it may contain invalid characters.
SMS will not delivered if invalid characters detected

Important! Please do not refresh the page should an error ever occurs! If you are wondering whether your messages have been sent, please close your browser and log back in from the home page, and check your history.

example: "Hi, %name%, your balance is %amount%".
Result: "Hi John, your balance is 300"

1: Receive reply via SMS.

2: Receive reply via Email.

3: Template: Select Template to send SMS.

4: Upload CSV File : Select and Upload CSV files to send.

5; Duplicate No. Check:: Option to remove duplicate phone number in CSV Files.

6: Signature:

- add on signature behind your message, example:-
Hi how are you << Company Name

7: Message Type:

- key in your message here and system will auto calculate the characters left for you.
- for Normal message type, maximum 153 characters per SMS credits, for Unicode message type, maximum 63 characters per SMS credits.

8: Click Send Now to send SMS.

9: Click Send Later for task scheduler.

How to Compose CSV File

Compose SMS CSV Compose

CSV compose is where you send SMS to a list of users via uploading CSV file
You can receive reply via sms or email.
** Your phone number is not displayed and strictly confidential.
** Charge 1 sms credit per reply
** Reply via E-mail is **FREE**

Receive reply via sms: Example: 60161234567

Receive reply via email: @yahoo.com
Example: support@mobiweb.com.my

Template: - Select Template - ▾

Message Type: Normal (Eg. English, B. Melayu, etc) Unicode (Eg. Chinese, Japanese, etc)

Upload CSV File : No file chosen [CSV Sample or Download CSV Sample](#)

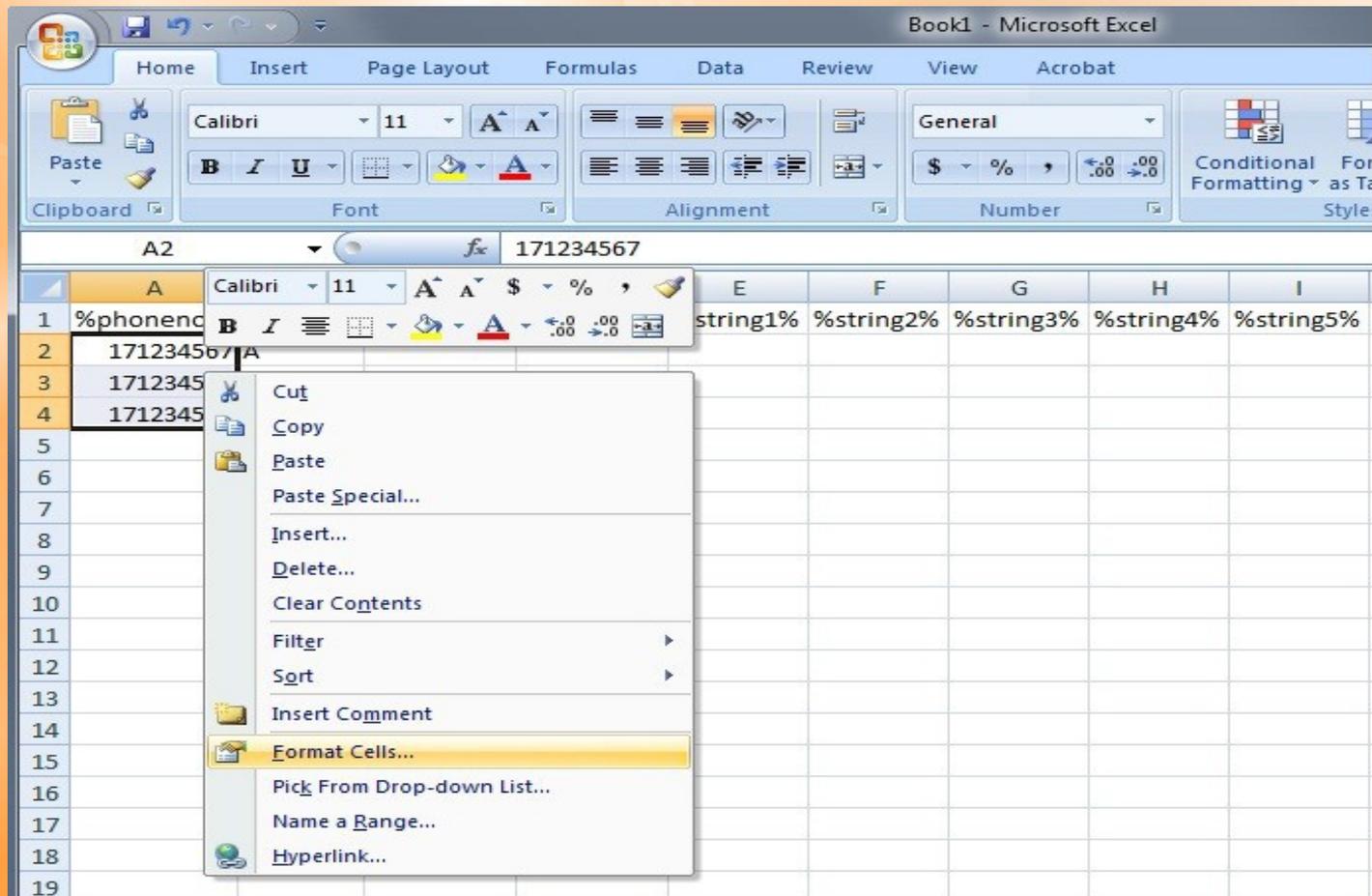
Please upload a csv file with a proper format.
Headers cannot be modified, no other values other than the ones listed are accepted.
(%phoneno%, %name%, %amount%, %address%, %string1%, %string2%, %string3%, %string4%, %string5%)

Click the **CSV Sample or Download CSV Sample** and download the CSV file

How to Create CSV File in Excel

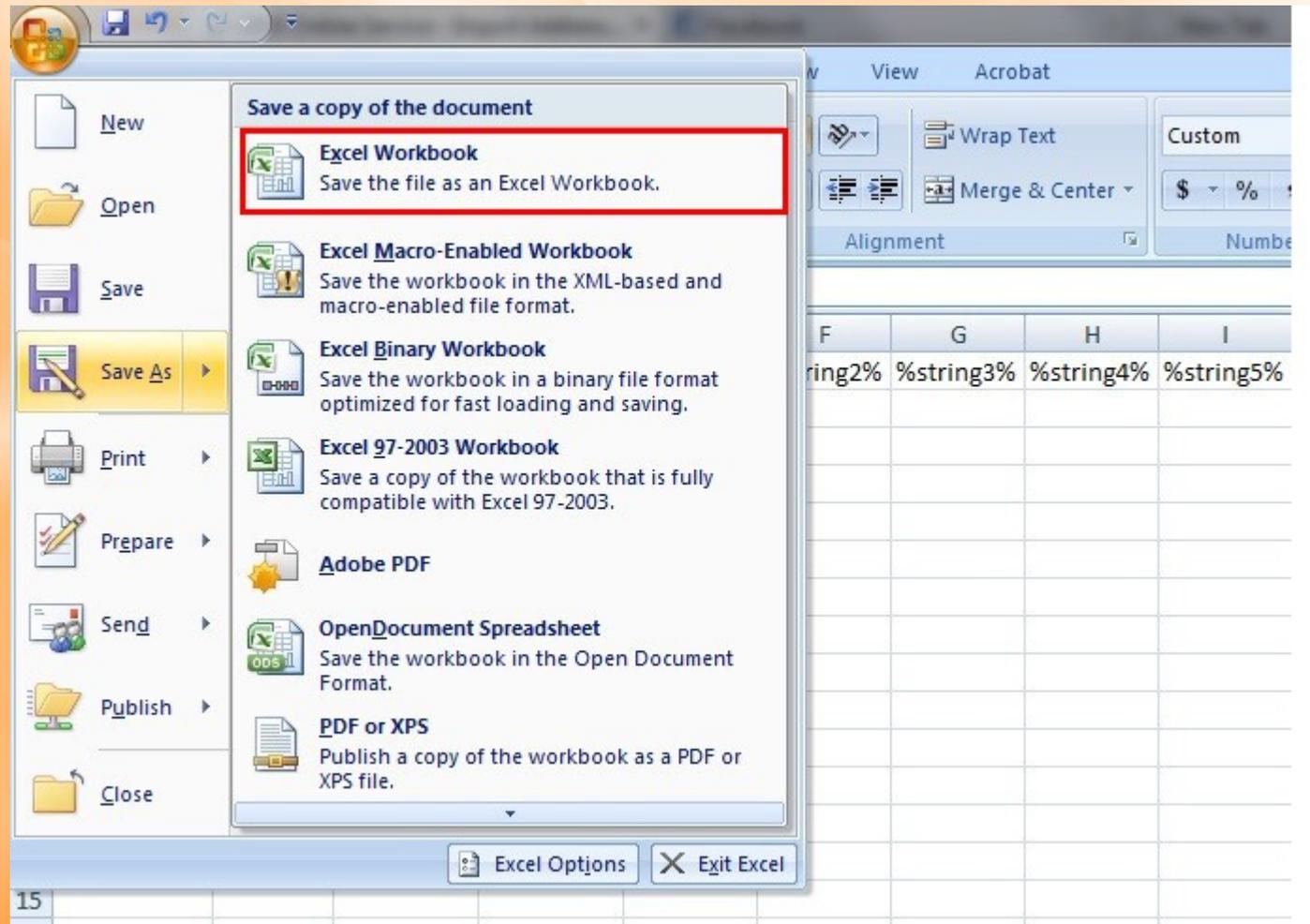
How to change the phone no to prefix 60:-

- Highlight all the phone no which copied from Service
- Reminder database
- Right click the selected phone no, and click format cells



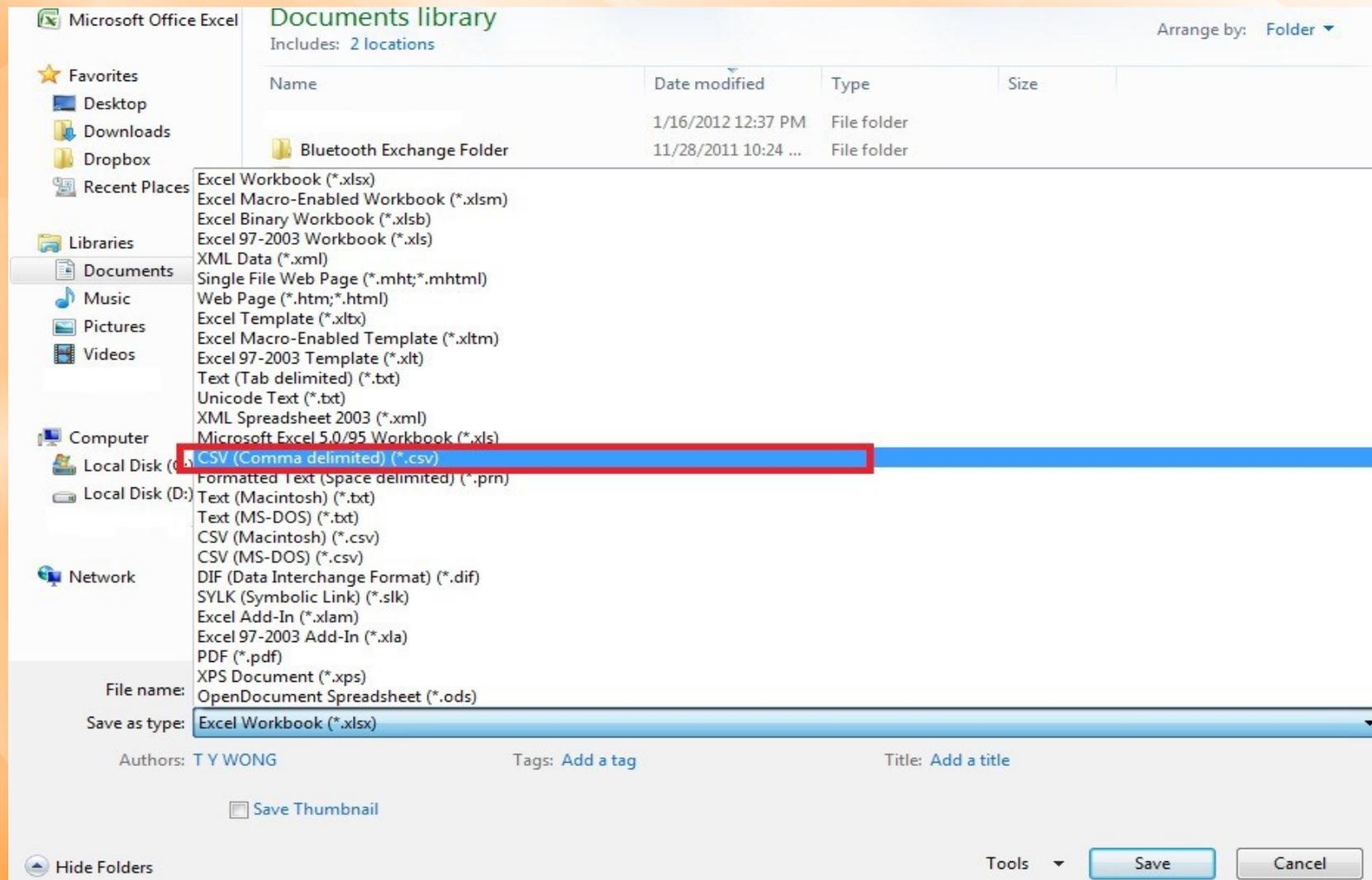
How to Create CSV File in Excel

Save as .csv format



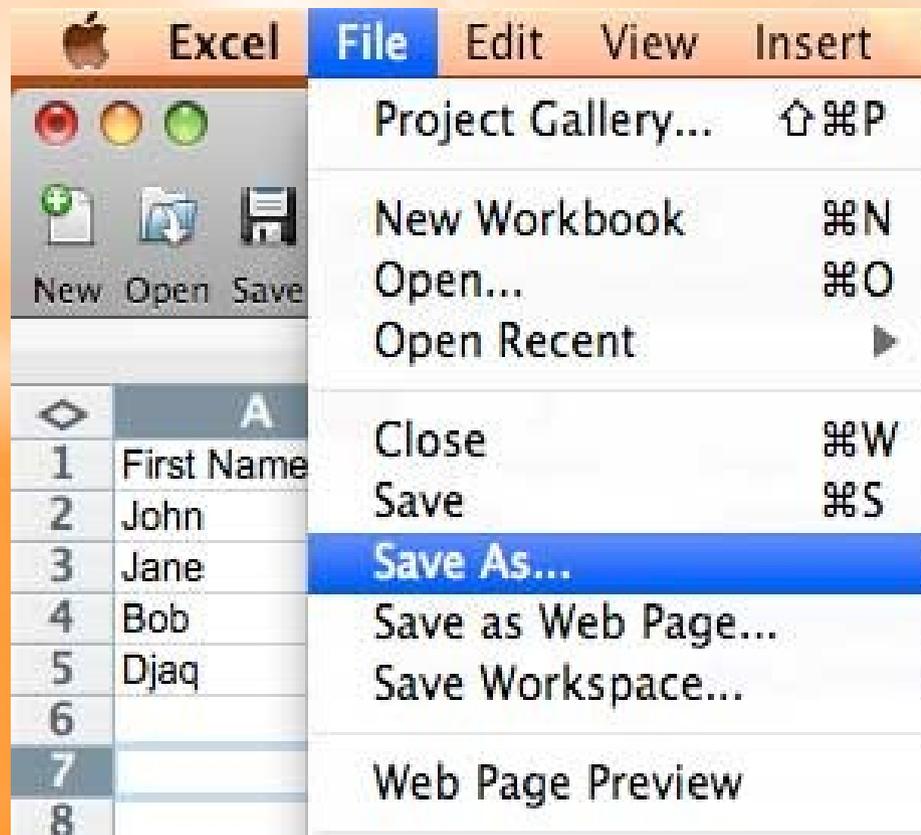
How to Create CSV File in Excel

Save as .csv format



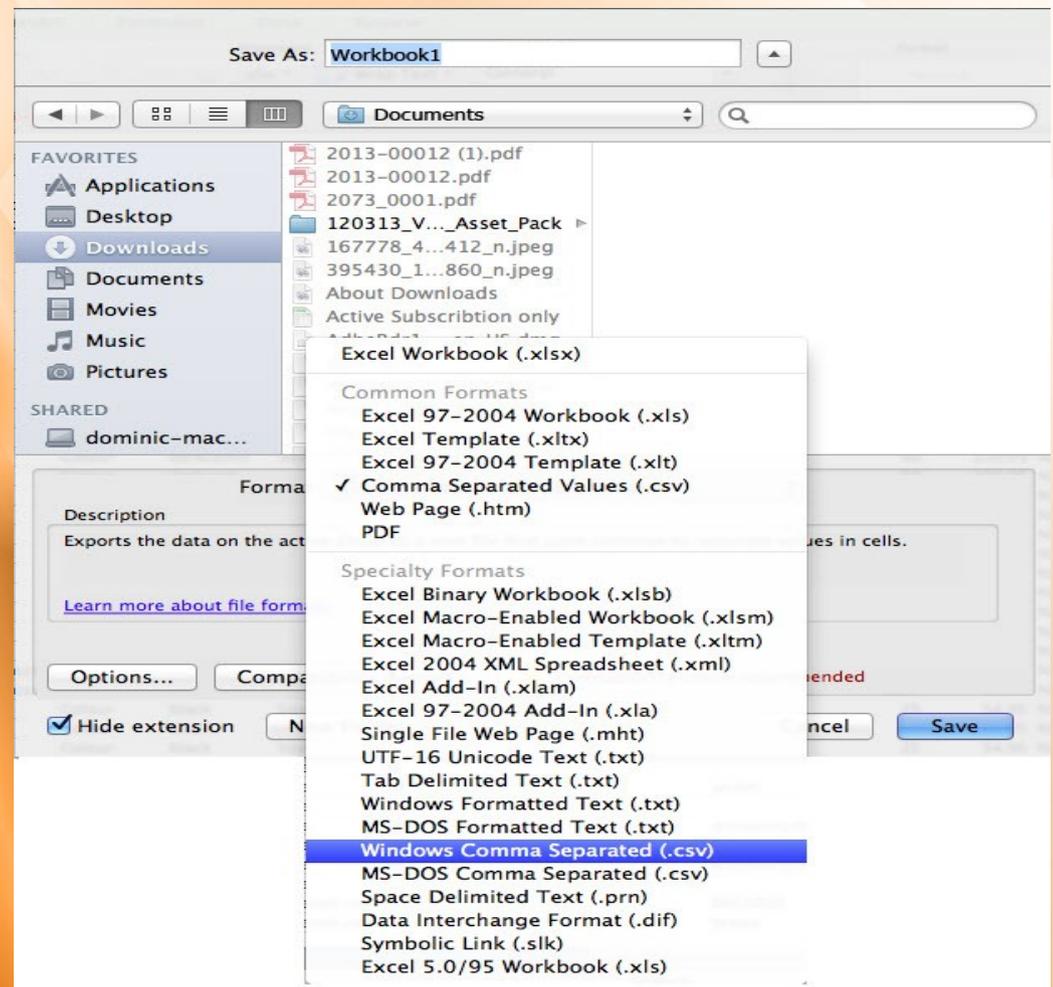
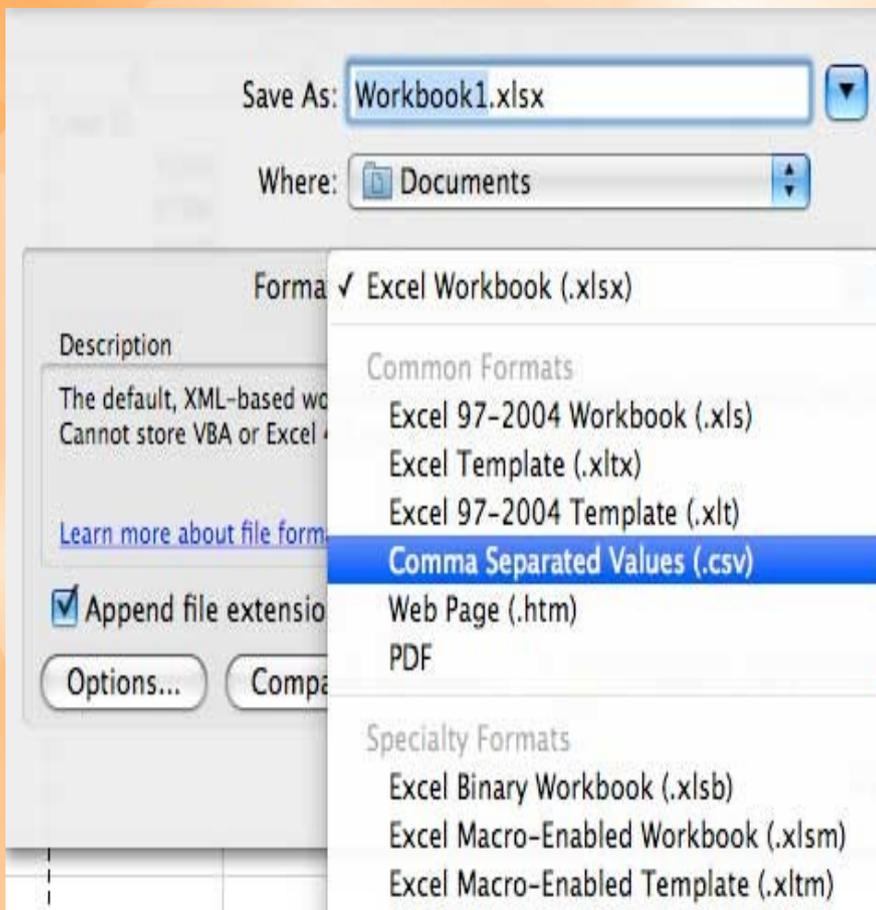
How to Export Microsoft Excel (2008) to CSV in Mac OS

1. Open / Create your Excel spreadsheet, select File > Save As... from your Menu Bar:



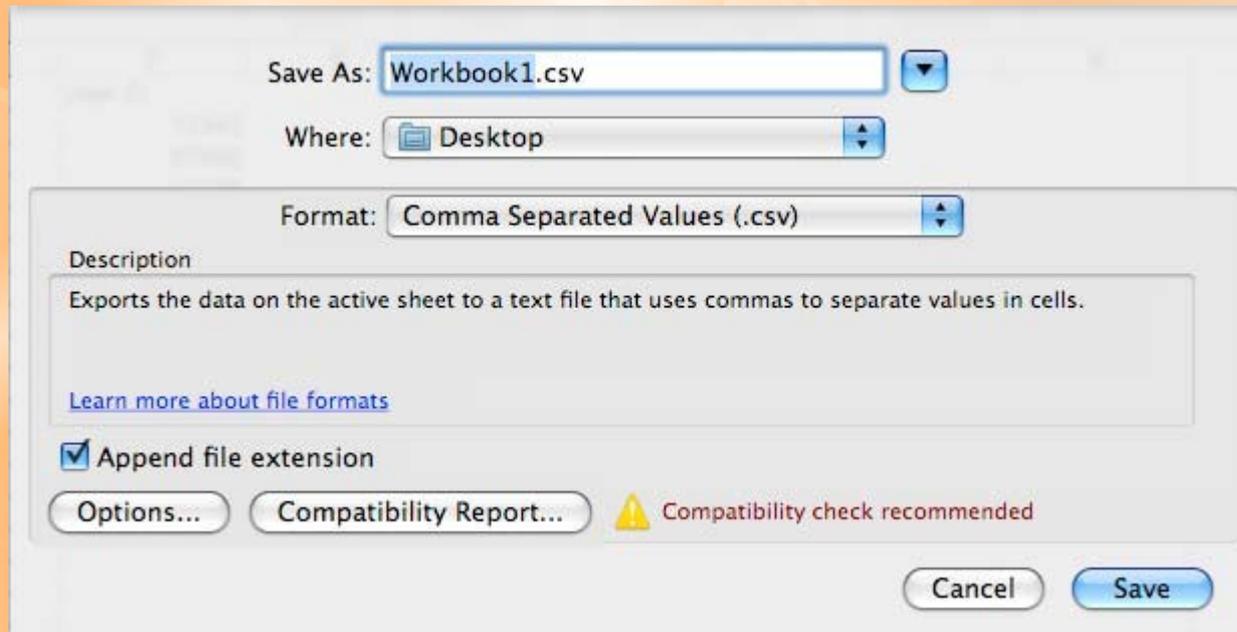
How to Export Microsoft Excel (2008) to CSV in Mac OS

2. A new window will appear and select Format from the drop down menu. Then select Comma Separated Values (.csv) from the list as shown below.



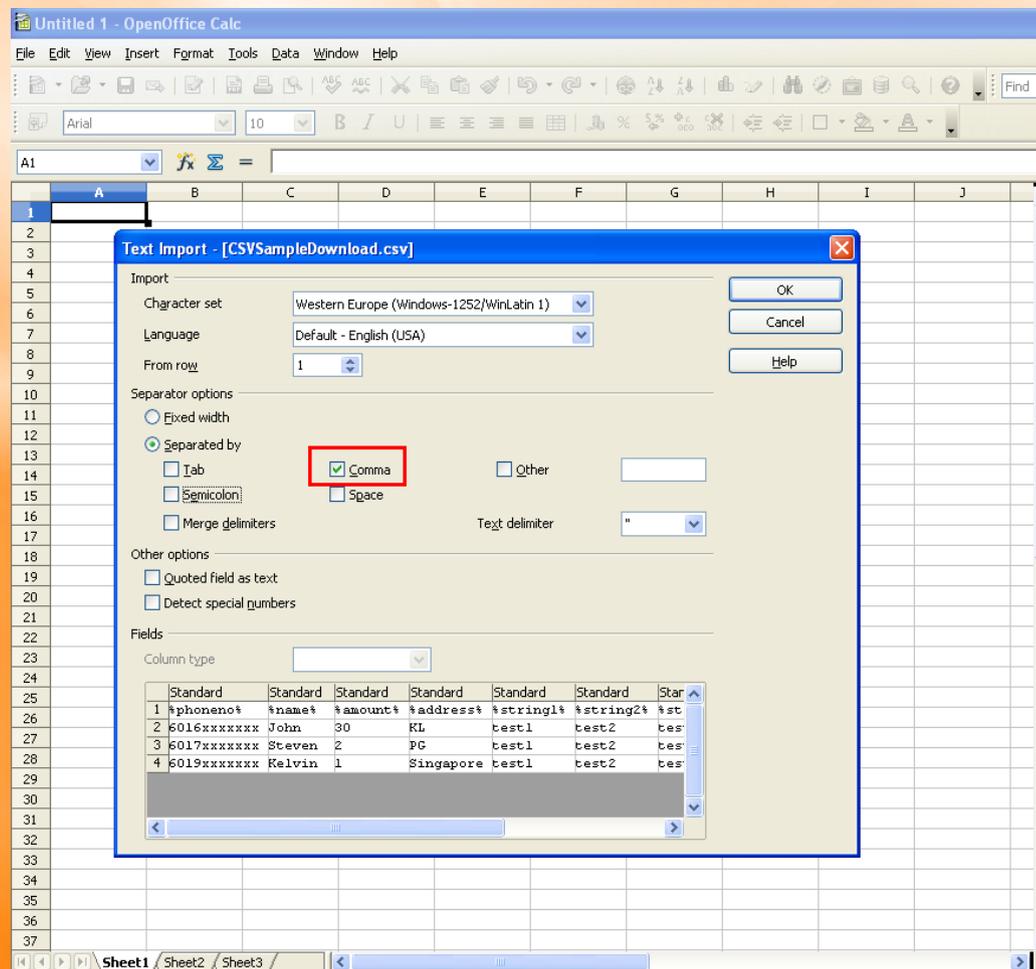
How to Export Microsoft Excel (2008) to CSV in Mac OS

3. When "Save As", you may choose to rename or pick another location to store your file. Click "Save" at the bottom right of your screen.



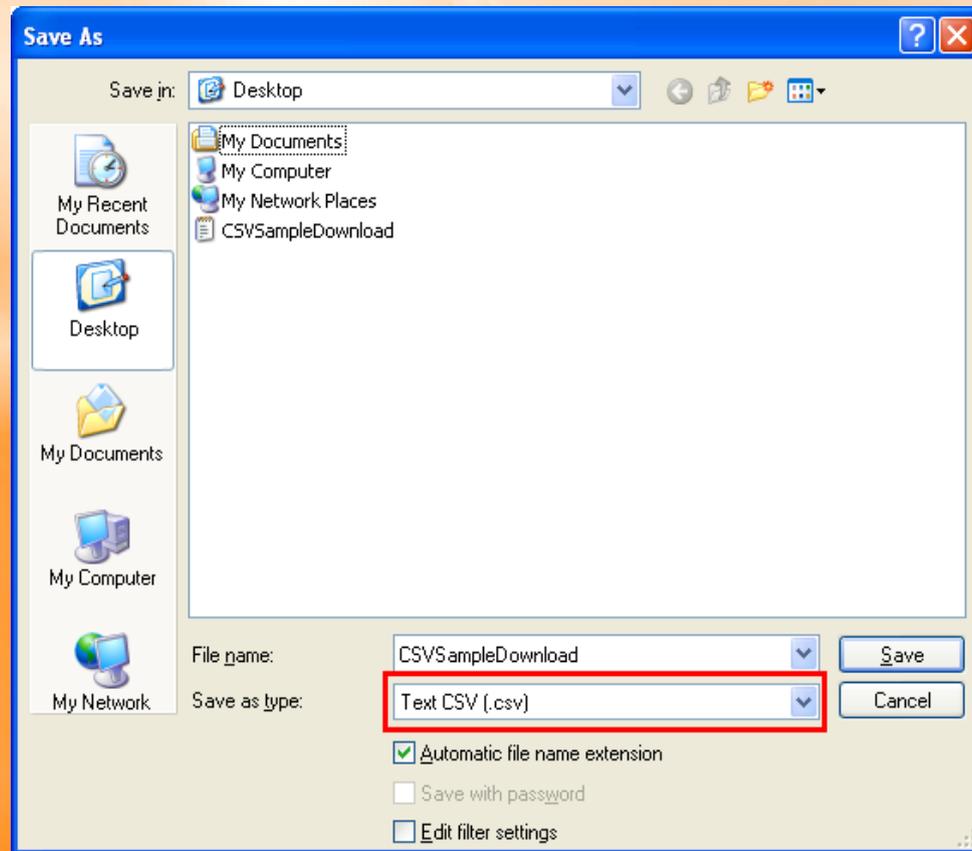
How to Create CSV File in OpenOffice

1. Open .csv with OpenOffice Calc.
2. Select "Separated by Comma".



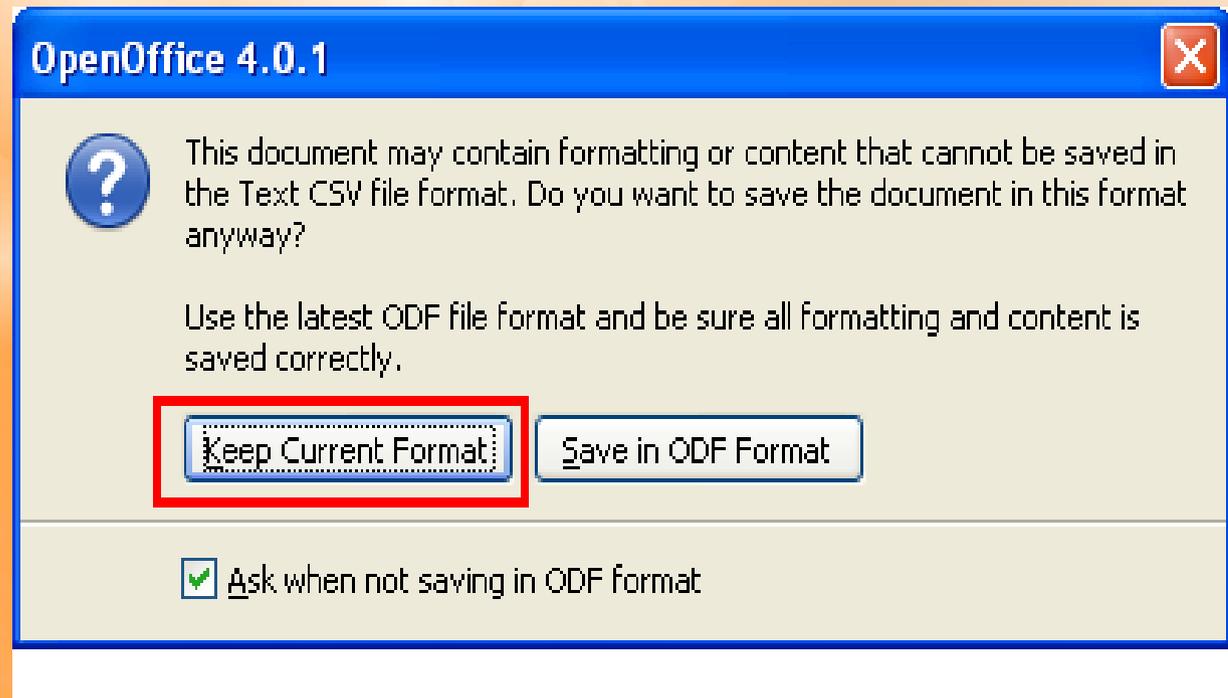
How to Create CSV File in OpenOffice

5. After complete formatting the files. At the top menu, select File > Save as
6. Select Save As Type > Text CSV(.csv)



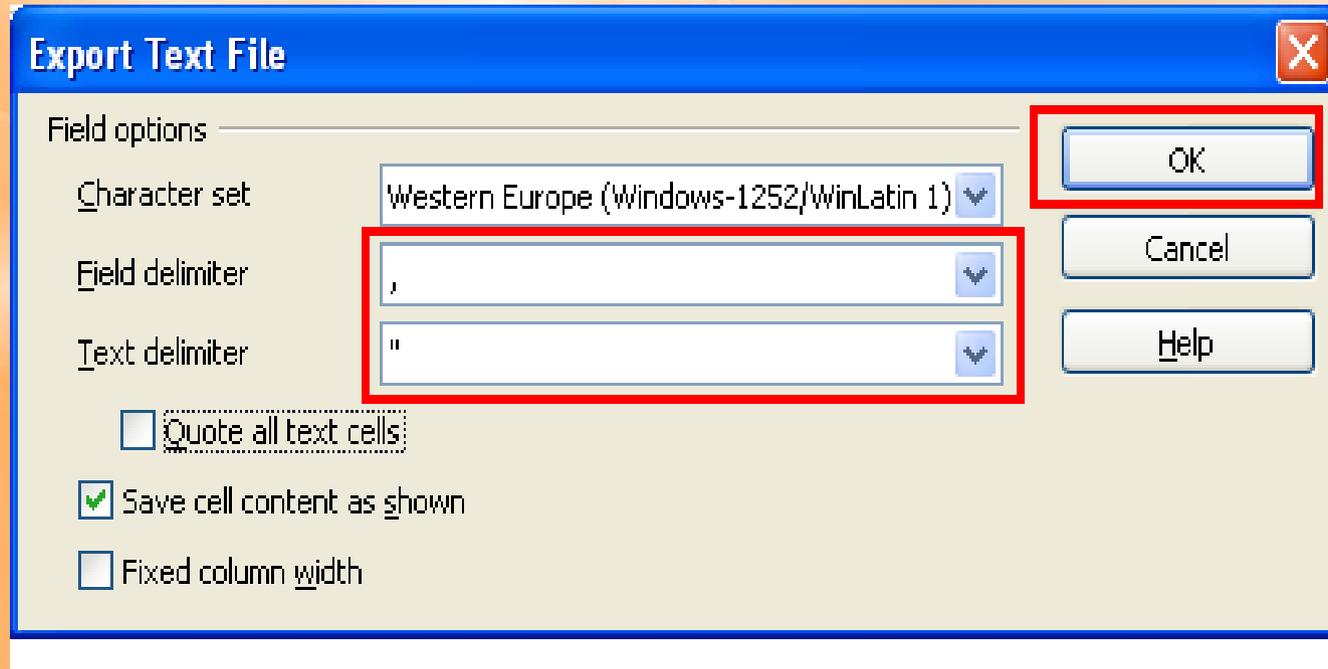
How to Create CSV File in OpenOffice

7. Select keep Current format when save.



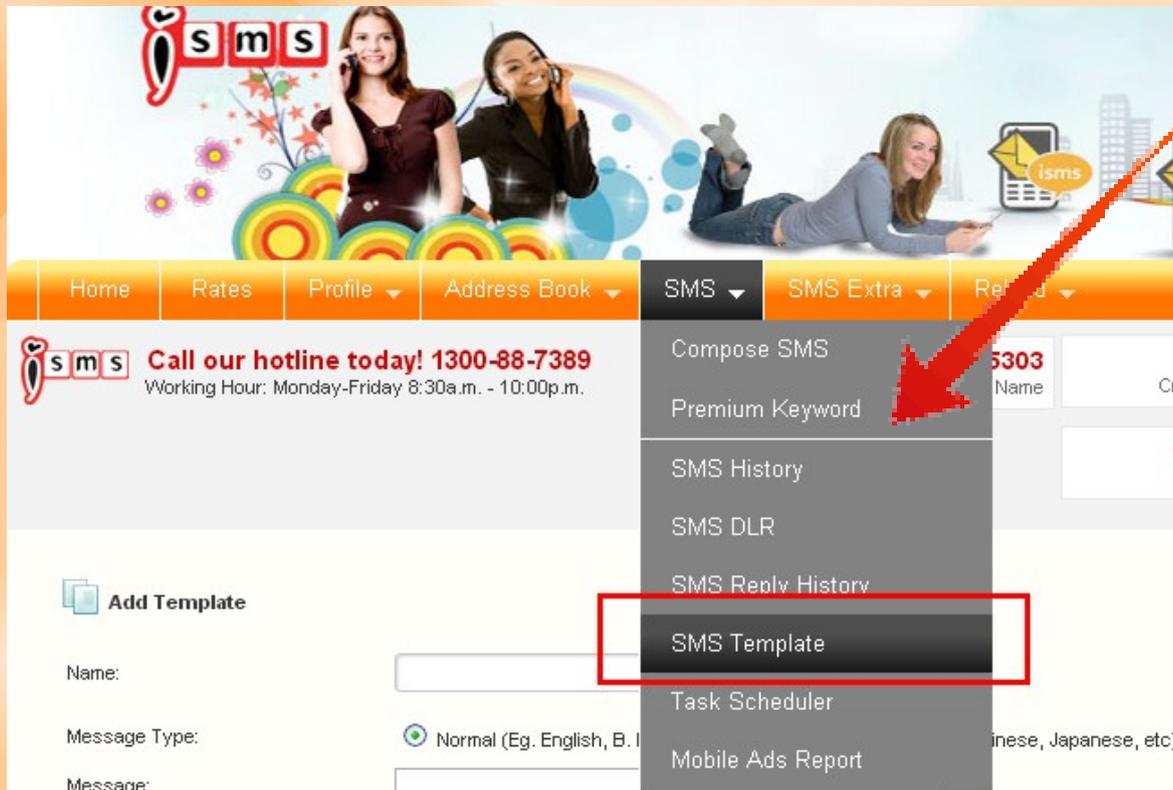
How to Create CSV File in OpenOffice

8. Select Fields delimiter (,) and text delimiter (“)
9. Select OK to save the CSV file.



SMS Template

Click the SMS menu, select SMS Template



The screenshot shows a web interface for SMS management. At the top, there is a banner with the 'sms' logo and three women. Below the banner is a navigation bar with tabs: Home, Rates, Profile, Address Book, SMS, SMS Extra, and Related. The 'SMS' tab is selected, and a dropdown menu is open, listing several options: Compose SMS, Premium Keyword, SMS History, SMS DLR, SMS Reply History, SMS Template, Task Scheduler, and Mobile Ads Report. A red arrow points to the 'SMS' tab, and a red box highlights the 'SMS Template' option in the dropdown menu. Below the navigation bar, there is a section with the 'sms' logo and the text 'Call our hotline today! 1300-88-7389' and 'Working Hour: Monday-Friday 8:30a.m. - 10:00p.m.'. To the right of this section, there is a form with a 'Name' field containing '5303' and a 'Create' button. Below this, there is an 'Add Template' section with a 'Name' field, a 'Message Type' dropdown menu (set to 'Normal (Eg. English, B. I...)' with a radio button), and a 'Message' field.

SMS Template

Add Template

Name: **1**

Message Type: **2** Normal (Eg. English, B. Melayu, etc) Unicode (Eg. Chinese, Japanese, etc)

Message: **3**

(0 characters
Total 1 sms
760 characters left)

Approval Status:

YES = Allow to add template without approval
NO = Allow to add template but need to wait for approval

4

1: Name: Enter your Template Name

2: Message Type:

- Default is Normal

- Select unicode, if you want to send Chinese,Japanese or other special characters

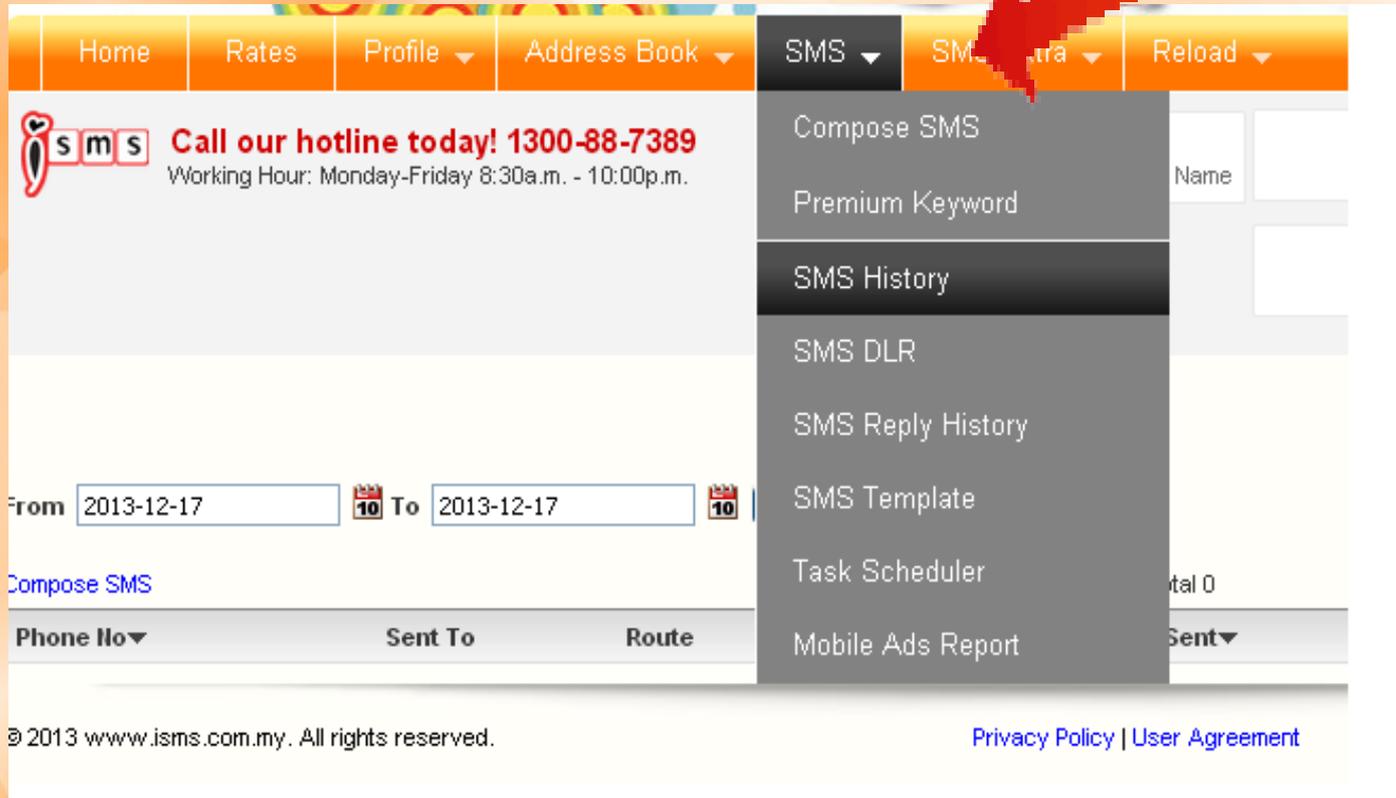
3: Message:

- key in your message here & system will auto calculate the characters left for you.

- for Normal message type, maximum 153 characters per sms credits, for Unicode message type, maximum 63 characters per sms credits.

4: Presss Add to add new template for approval

Generate SMS Report



The screenshot shows the iSMS Member panel interface. At the top, there is a navigation menu with items: Home, Rates, Profile, Address Book, SMS, SMS Extra, and Reload. A red arrow points to the SMS menu item. Below the navigation menu, there is a header section with the iSMS logo and the text "Call our hotline today! 1300-88-7389" and "Working Hour: Monday-Friday 8:30a.m. - 10:00p.m.". Below the header, there is a form with "From" and "To" fields, both containing the date "2013-12-17". Below the form, there is a "Compose SMS" link. Below the "Compose SMS" link, there is a table with columns: Phone No, Sent To, Route, and Sent. Below the table, there is a footer with the text "© 2013 www.isms.com.my. All rights reserved." and links for "Privacy Policy" and "User Agreement".

SMS ▾

- Compose SMS
- Premium Keyword
- SMS History**
- SMS DLR
- SMS Reply History
- SMS Template
- Task Scheduler
- Mobile Ads Report

From: 2013-12-17 To: 2013-12-17

[Compose SMS](#)

Phone No	Sent To	Route	Sent
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Login iSMS Member panel and go to the top menu.

Select SMS > SMS History

Generate SMS Report

From  To  [Submit](#) [Export to Excel](#) **1**

[Compose SMS](#) Records 1 - 2 of Total 2 **2** Goto Page | [Prev](#) | [Next](#)

Phone No▼	Sent To	Route	SMS Sent▼	Sent By	Date▼	3
6016	(1)	Malaysia	1.0		2013-12-16 10:14 AM	Remove View Export
6016	(1)	Malaysia	1.0		2013-12-16 10:11 AM	Remove View Export

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1: To search sms history from date to date and able export sms history to Excel.

2: Credit Deducted / Send Detail:

- Show how many credits you use for this transaction and the date that you sent.

3: To view SMS Sent Summary and Export data to excel

SMS Delivery Details Report

Sent

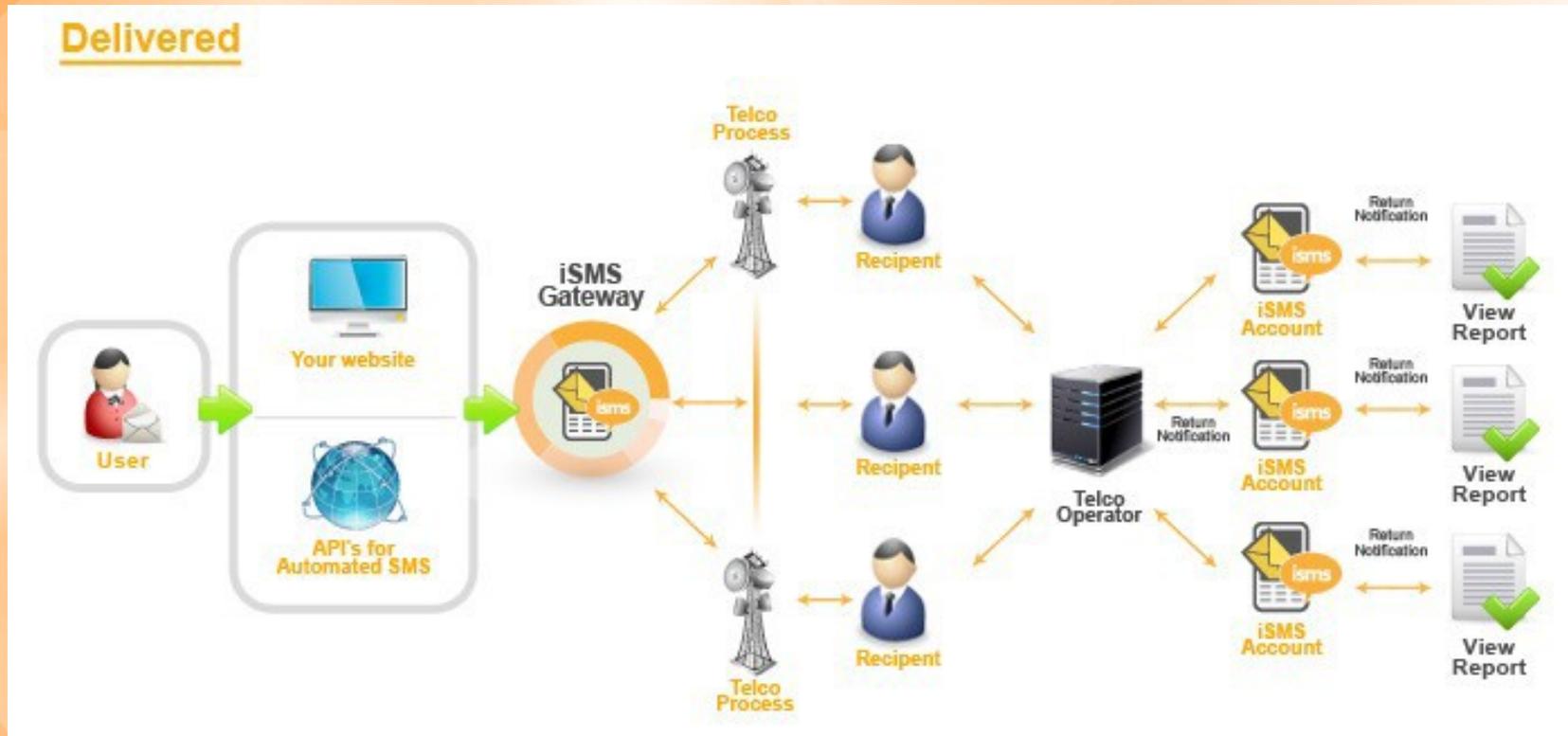
- Your message has been submitted to the Carrier's SMSC (Short Message Service Center) and is waiting for the delivery status confirmation from the Carrier
- The message may be delivered to your destination mobile number but Carrier SMSC fail to return delivery status info.



SMS Delivery Details Report

Delivered:

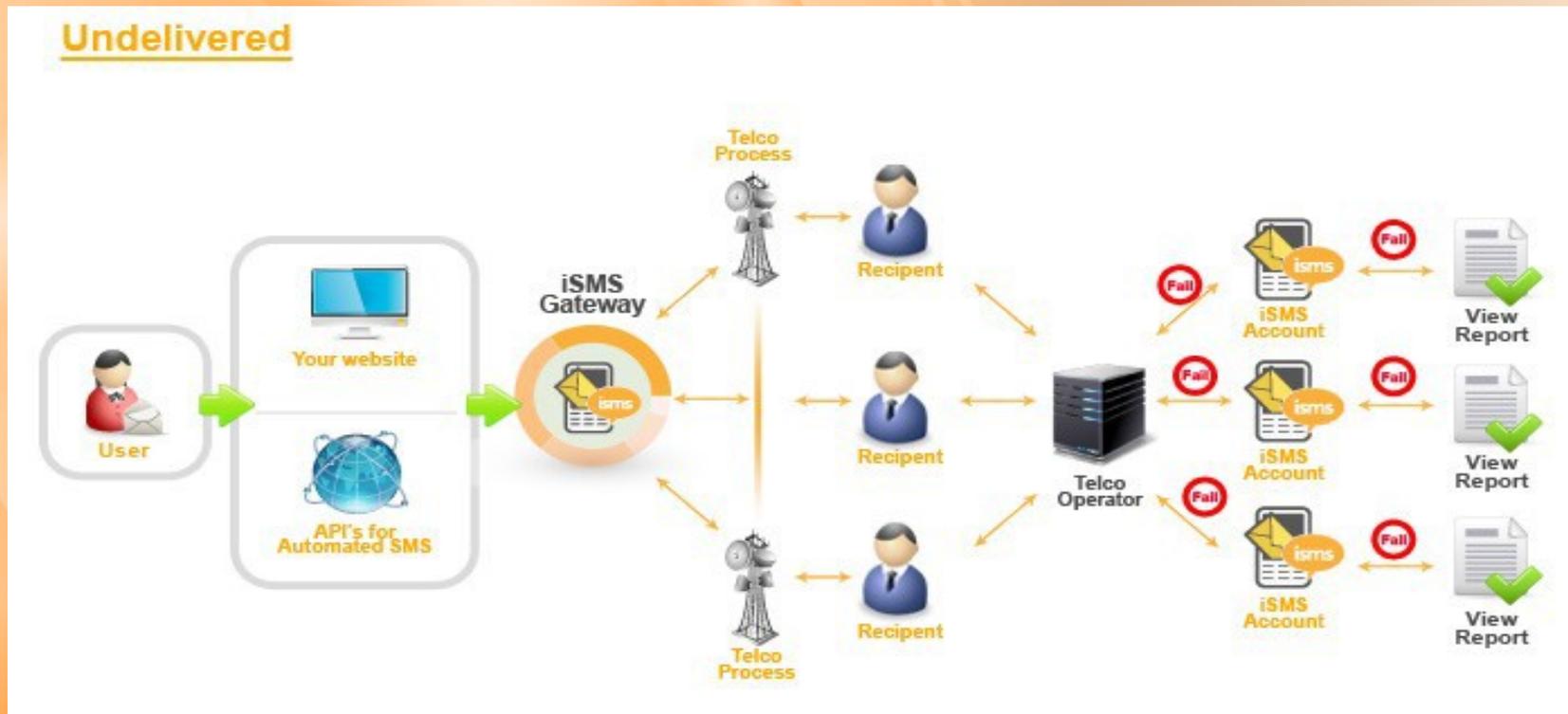
-Your message has been delivered to the destination mobile number



SMS Delivery Details Report

Undelivered:

- Your message validity period has expired. This happens when the destination mobile is either switched off or out of coverage area for a certain period of time. The SMSC failed to deliver even after its final attempt as per its retry scheme
- Your message was not delivered. This happens when the Carrier encounters inactive or unidentified or untraceable destination mobile number mobile handset memory or inbox full.



SMS Delivery Details Report

Pending:

-Our server has accepted your message & is in queue to be submitted to the Carrier (Network Operator)



SMS Delivery Details Report

Fail

- Your message was rejected at the SMSC of the Carrier. This happens when the destination network is not available or blocked to the Carrier.
- The failed SMS will not be charged.

SMS Summary Report

From To

Compose SMS Records 1 - 2 of Total 2 Goto Page | Prev | Next

Phone No▼	Sent To	Route	SMS Sent▼	Sent By	Date▼
6016	(1)	Malaysia	1.0		2013-12-16 10:14 AM Remove View Export
6016	(1)	Malaysia	1.0		2013-12-16 10:11 AM Remove View Export

Phone No: 1
6016

Group ID: 2
546303-0607330001387159897

Total Delivered: 0 (Export) 3
(Messages have been delivered to mobile operators SMSC with a successful delivery status - Your message has been delivered to the destination mobile number)

Total Sent: 1 (Export) 4
(-Your message has been submitted to the Carrier's SMSC (Short Message Service Center) and is waiting for the delivery status confirmation from the Carrier
-The message may be delivered to your destination mobile number but Carrier SMSC fail to return delivery status info.)

Total Undelivered: 0 (Export) 5
(Messages have been delivered to mobile operator's SMSC with a failed delivery status
-Your message validity period has expired. This happens when the destination mobile is either switched off or out of coverage area for a certain period of time.
The SMSC failed to deliver even after its final attempt as per its retry scheme
-Your message was not delivered. This happens when the Carrier encounters
- inactive or unidentified or untraceable destination mobile number
- mobile handset memory or inbox full)

Total Pending: 0 (Export) 6
(Messages are currently being processed - Our server has accepted your message & is in queue to be submitted to the Carrier (Network Operator))

Total Fail: 0 7
(Your message was rejected at the SMSC of the Carrier. This happens when the destination network is not available or blocked to the Carrier)

[Compare and Resend](#)

Message: 8
testing SMS

- 1: Destination number
- 2: Group ID, use to trace sms history by batch
- 3: Total SMS Delivered
- 4: Total SMS Sent
- 5: Total SMS Undelivered
- 6: Total SMS Pending
- 7: Total SMS Fail to send
- 8: SMS Message

SMS Scheduler

Compose SMS CSV Compose Mobile Brochure

you can receive reply via sms or email.
** Your phone number is not displayed and strictly confidential.
** Charge 1 sms credit per reply
** Reply via E-mail is FREE

Receive reply via sms: 6016 Example: 60161234567

Receive reply via email:
Example: support@mobiweb.com.my

Template:

Message Type: Normal (Eg. English, B. Malayu, etc) Unicode (Eg. Chinese, Japanese, etc)

Send To: [Phone Book](#) **Important:** Please use semicolon ; or , to separate each phone number.

Total phone(s): 0
Note: Due to input errors by users, phone count shown here is only an estimated value.
Please append "00" in front of international numbers in order to send international SMS.

Long Messages: Off On

Signature (edit): Add signature to message

Message: (155 characters left) **Hint:** Personalized SMS Put %name% to be replaced with name in address book.

Please do not copy & paste from MS Words file, it may contain invalid characters.
SMS will not delivered if invalid characters detected

Important! Please do not refresh the page should an error ever occurs! If you are wondering whether your messages have been sent, please close your browser and log back in from the home page, and check your history.

 3

1: Send To

- Enter your destination number to send.
- Separate each mobile number using semicolon. e.g 60195002166;60164502380

2: Message Body - message to send

- 3: Click Send Now to send SMS or Click Send Later for Task Scheduler.

SMS Scheduler (One Time/Daily)

Recipient(s): 1

Message Type: Normal (Eg. English, B. Melayu, etc) 2 Unicode (Eg. Chinese, Japanese, etc)

Message Body: 3

Task Name: 4

Description: 5

Trigger Setting: 6

Start From: 7

Enable:

at : p.m

1: Recipient number to send

2: Message Type - Default is Normal. If you want to send Chinese, Japanese or other special characters, you need to select Unicode.

3: Message Body – message to send

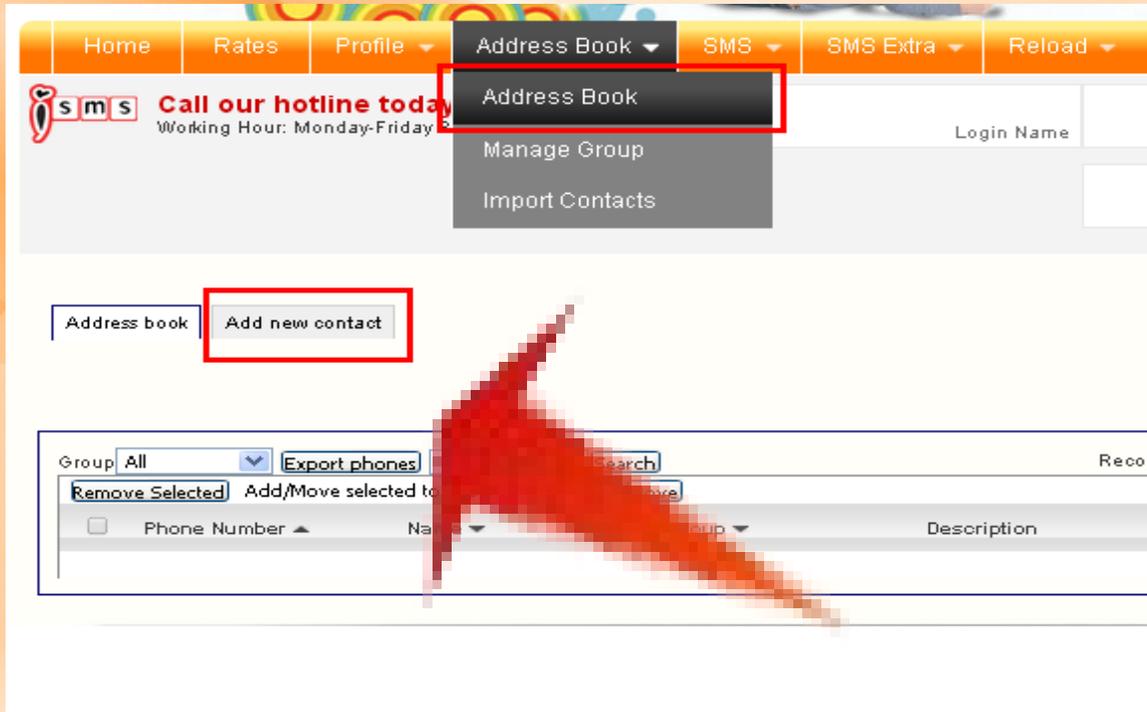
4: Task Name – Enter your task name

5: Description – Enter your task remark

6: Setting – You able to send your start date, start time and timer.

7: Click “Create Trigger” to add new scheduler

Address Book – Add Contact



1. At the iSMS member page, click the "Address Book" menu tab and select "Address Book".

2. Click Add New Contact

Address Book – Add Contact

Address book | Add new contact

 Add Record

Name:

Mobile Number: eg:60123456789

Email:

Company Name:

D.O.B:

Description:

Remind me this birthday 1 day before on

Send him / her a birthday message on

Birthday Greeting :

Message Type : Normal (Eg. English, B. Melayu, etc) Unicode (Eg. Chinese, Japanese, etc)

Active:

Group:
 Group A
 Group B
 Group C

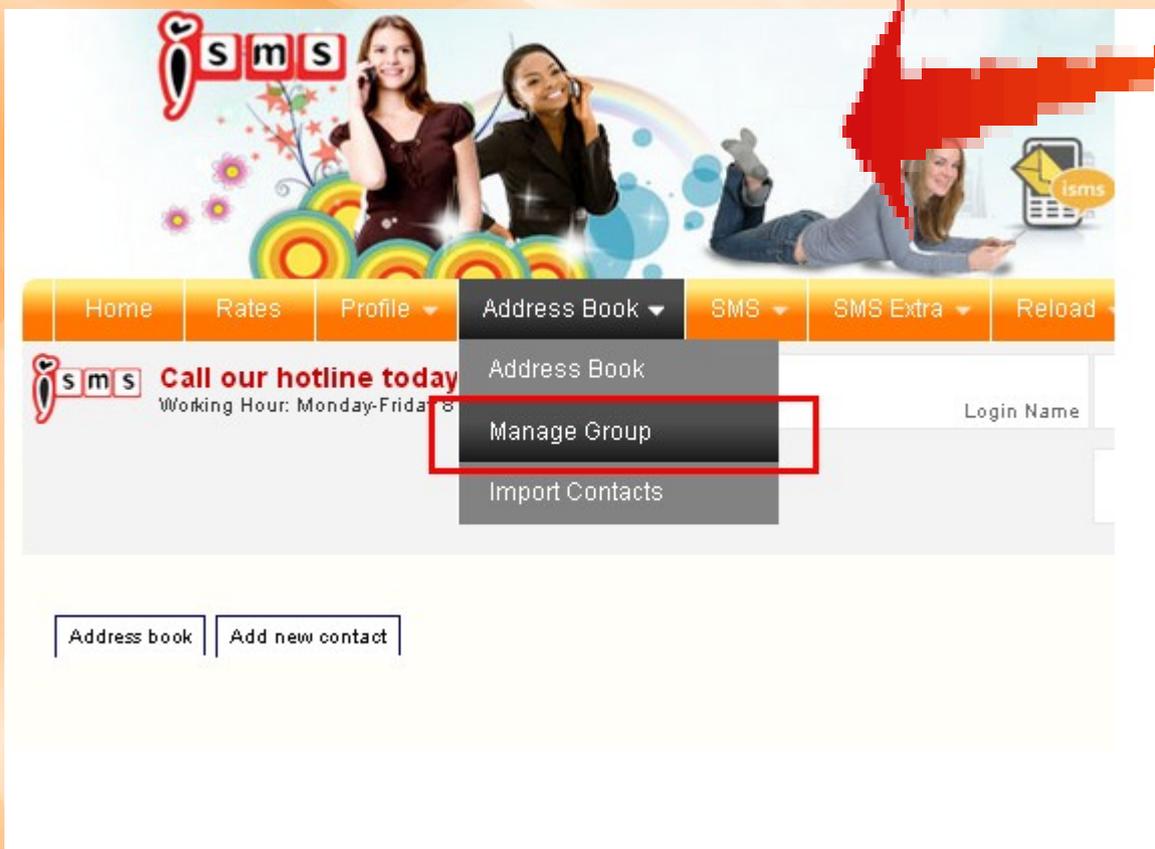
1: Contact Information

2: Birthday Remind and Birthday Message – auto send Birthday Message to customer.

3: Birthday Message Type - Default is Normal, if you want to send Chinese, Japanese or other special characters, you need to select unicode)

4: Group – Customer Group

Address Book – Manage Group



At the iSMS member page, click the “Address Book” menu tab. Select "Manage Group".

Address Book – Manage Group

 Add Group & Keyword

Group: **1** (Your group name.)

Keyword: **1** (Keyword for group broadcast, everyone in a group will received the message.)

2

Now you can send sms to your group anytime,anywhere with your mobile phone, kindly follow steps below:

step 1: Add your Group and Keyword
step 2: go to [Address Book](#) to add your contacts (You must be in the same group to send this SMS)
Keynote: As owner of this account, your mobile no. must also be in the group to use the keyword
step 3: send <MV KEYWORD MESSAGE> to 36828 with your mobile phone, replace MESSAGE with any text (english only).

Format:
send <MV KEYWORD MESSAGE> to 36828 with your mobile phone, you can replace MESSAGE with any text (english only).

All your group members will receive your sms almost immediately.

Note:
1: you must make sure have enough credit to send.
2: only support ENGLISH message in this moment.
3: maximum 160 characters per message.
Keynote: As owner of this account, your mobile no. must also be in the group to use the keyword

Group	Keyword	Sample	Total Group Member	3	4
Group A		send " MV TEST MESSAGE " to 36828	0	Edit Remove Remove with contacts	
Group B		send " MV TEST MESSAGE " to 36828	0	Edit Remove Remove with contacts	
Group C		send " MV TEST MESSAGE " to 36828	0	Edit Remove Remove with contacts	

1: Group Information

2: Click to "Add" save the group.

**3: Edit | Remove – Edit and delete contact group.
(**Only the group is deleted but contacts remain intact.)**

4: Remove with contacts – remove the group with contact.

Address Book – Import Contact

The screenshot shows the iSMS member page. At the top, there is a navigation bar with tabs: Home, Rates, Profile, Address Book, SMS, SMS Extra, and Reload. The Address Book tab is selected, and a dropdown menu is open, showing options: Address Book, Manage Group, and Import Contacts. The Import Contacts option is highlighted with a red box and a red number '1'. To the right of the navigation bar, there is a login area with fields for Login Name and Credits Remaining (3.0), and a button for TOP UP. Below the login area, there is an expiry date section showing 2014-12-16 and a button for EXTEND. Below the navigation bar, there is a section for importing contacts. It starts with a heading 'Import address book with CSV (click [HERE](#) for manual import)'. Below this, there is a form with the following elements: 'Upload CSV File : 2' followed by a 'Choose File' button and 'No file chosen' text, and a '3 CSV Sample' link. Below this, there is a 'Select group : 4' dropdown menu with '--Select one--' selected. At the bottom of the form, there is a '5 >> Submit' button. A red number '2' is placed next to the 'Upload CSV File' label, a red number '3' is next to the 'CSV Sample' link, a red number '4' is next to the 'Select group' label, and a red number '5' is next to the 'Submit' button.

- 1: At the iSMS member page, click the Address Book tab menu. Select Import Contact.
- 2: Choose Files – Select CSV files to import.
- 3: CSV Sample – Download CSV sample.
- 4: Select Group – Select Group to import customer.
5. Click Submit to upload the Import Contact

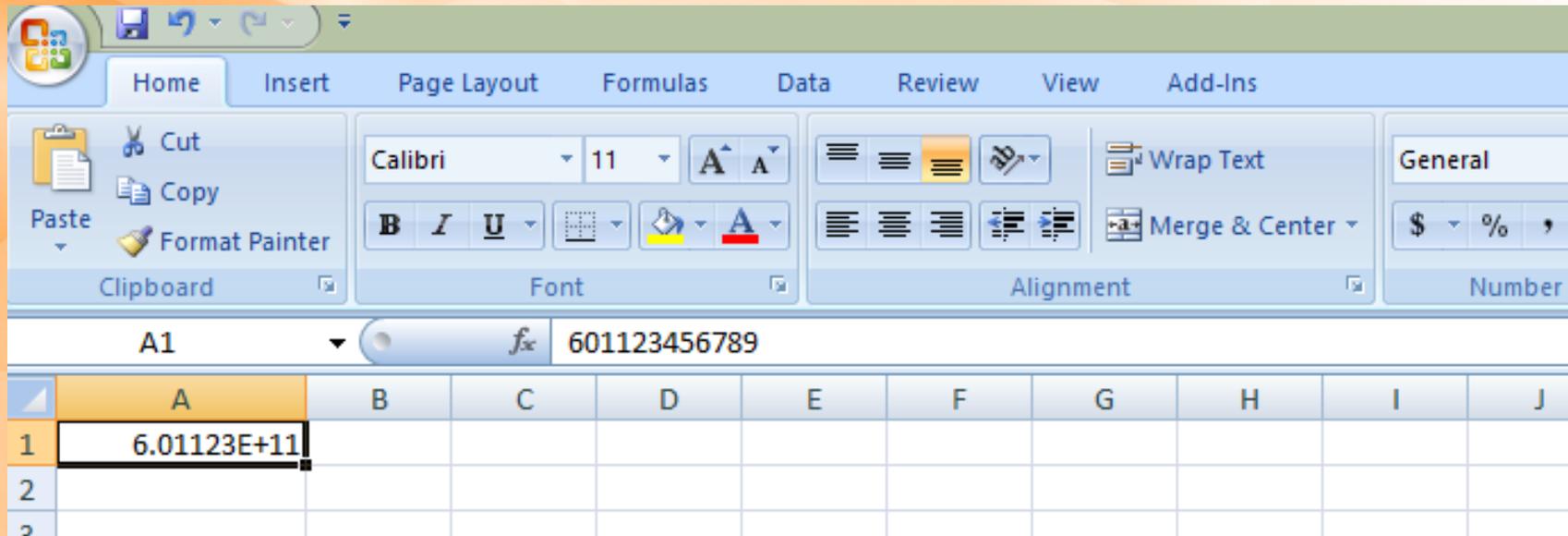
Address Book – Import Contact

	A	B	C	D	E	F	G	H	I	J	K	L
1	Name A	6016xxxxxxx	description	email	company	1983-01-14	N	14000	12pm	1	hi happy birthday	Y
2	Name B	6019xxxxxxx	description	email	company	1983-01-14	N	14000	12pm	1	hi happy birthday	Y
3	Name C	6017xxxxxxx	description	email	company	1983-01-14	N	14000	12pm	1	hi happy birthday	Y
4												
5												

Parameters in CSV File

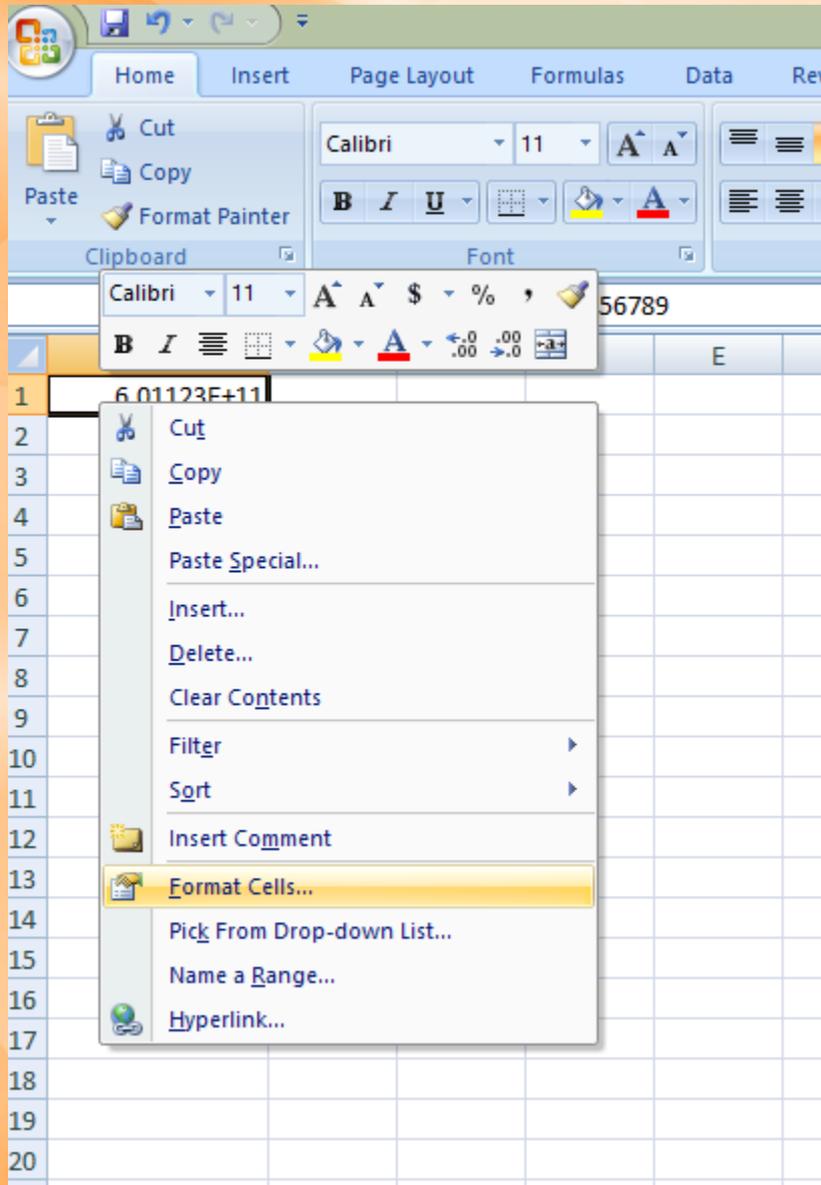
- Column A* Name of your client, please enter phone number as name if you do not have records
- Column B* Phone Number
- Column C Description
- Column D Email Address
- Column E Company Name
- Column F Date of Birth
- Column G Enable Birthday Reminder to account owner, Y = YES, N = NO
- Column H Group, you must enter group name same as your group list
- Column I Time to send birthday greeting, example: 12am or 12pm
- Column J Message Type = 1
- Column K Greeting message (only support English / Malay in this moment)
- Column L Enable Birthday Greeting Message , Y = YES, N = NO

Convert E+11 to Number in Excel



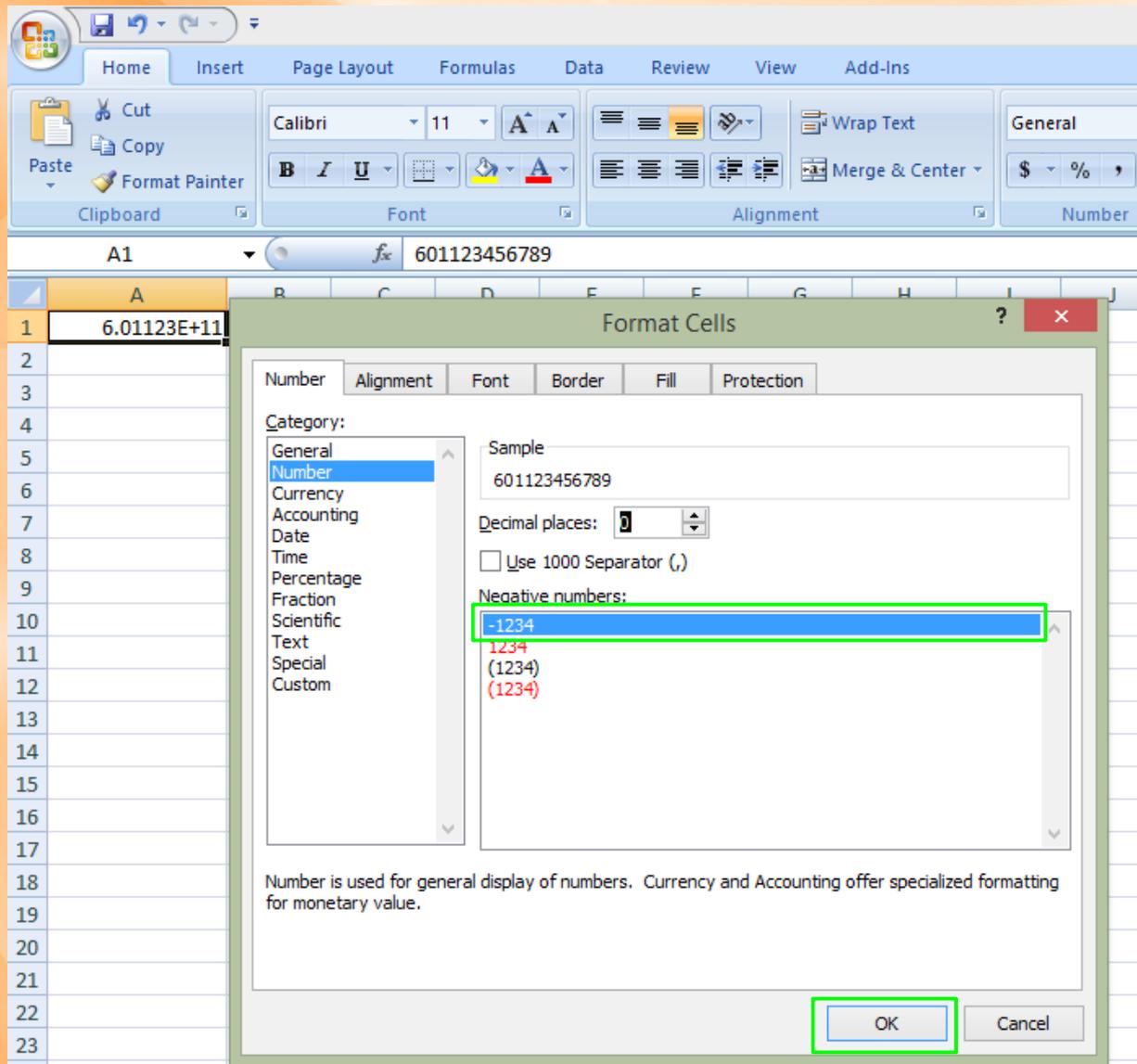
1. Open **CSV file** at Microsoft Excel.
2. When Text Import Wizard prompts, tick the “**Comma**” option and click “**Next**”.
3. Your CSV file will be opened and displayed as shown above.

Convert E+11 to Number in Excel



4. To remove the E+11, right click on the cell.
5. Select **“Format Cell”**

Convert E+11 to Number in Excel



6. Select the highlighted format.
7. Click **“OK”**.
8. Finally, save the file.

Thank You