



Thank you for registering with **ALTECH AUTOPAGE CELLULAR**.

This is a guide to getting starting with the main functions of the website.

Once you have registered with Autopage, you will be required to use your **Username and Password** every time you want to log onto the site. The **Username is the one chosen by you when registering, and your Password will be sent to you via sms.**

There are **3 main functions** to get familiar with on smsguys:

- 1. Creating your database / address book**
- 2. Sending a message**
- 3. Checking your message logs**

This tutorial will take you through all the tabs on the top of your screen, and explain to you how to make the most effective use of this website.

NAVIGATING YOUR HOMEPAGE

Your Homepage is the first screen that you are taken to upon entering your Login Name and Password.

ALTECH AUTOPAGE CELLULAR

LOG OUT

send to contacts send to groups address book message logs administration

Get more Credits 0.0 credits left

Logged in as: demo

"...the real Short Message Solution"

Stay in Touch
Allows you to send SMS messages from the Web to Individuals or Groups . Allows recipients to reply !!

Stay Informed
Send "personalised" marketing , communication , administration SMS's . See delivery reports and receive replies.

Stay in Control
Schedule messages, create groups , upload and download names to the system You are in total control !

Quick SMS

To: *Mobile number*

TIP: separate multiple numbers with a ,

Select a saved Message:

Message:

Character Countdown:

Send now

Send on:


time :

date

[sms code of practice](#)

Powered by [Mobile Internet Gateway](#)

All sms will be charged to your Autopage Cellular account monthly. SMS credits can be used anytime.

Pressing the  button on any page will take you back to this homepage.

Next to the this button is text that will show you what you are logged in as. Eg. **Logged in as: demo**

The home page also shows you how many credits are available to you. Please note that you will only be allowed to send as many sms's as you have credits. Eg. If you want to send a message to a group of 11 people and you only have 10 credits available, the message will not be sent.

1. SEND TO CONTACTS



Clicking on this tab will allow you to send an sms to a single contact, or to selected contacts within your address book.

- Click on this tab, and select the contact / contacts to which your message will be sent. You can select multiple contacts by holding down the **"CTRL"** key on your keyboard, and clicking on the contacts you wish to send to.
- Click on the "Send SMS" tab, and you will be taken to a screen similar to your **Quick SMS** box that appears on Startup.
- Type your message in the message block, or choose one of your saved messages (See **"SAVING MESSAGES"**) and select either the "Send Now" or "Send Later" option. (See **"MESSAGE SCHEDULING"**)

2. SEND TO A GROUP



Clicking on this tab will allow you to send an sms to a group as setup by you in your address book (See **"ADDRESS BOOK"**)

- Click on this tab, and you will be taken to a screen similar to your **Quick SMS** box that appears on Startup.
- In the box marked **"To"**, select the group that you wish to send an sms to.
- Type your message in the message block, or choose one of your saved messages (See **"SAVING MESSAGES"**) and select either the "Send Now" or "Send Later" option. (See **"MESSAGE SCHEDULING"**)

❖ MESSAGE SCHEDULING

- This option allows you to schedule a message to be sent at a later date and time. To access this feature:
 - When you have typed your message, either to a group or to a single contact, instead of selecting the **"SEND NOW"** option, choose the **"SEND ON"** option.
 - This will allow access to the now highlighted options at the bottom of the screen.
 - Select the time and date that you require the sms to be sent, and click on the **"SEND NOW"** button.

The screenshot shows a mobile interface titled "Compiling a Message". At the top, it displays "To: 27832883514,". Below this is a dropdown menu for "Select a saved Message:" with the text "[---- Choose a saved message ----]" and a "Delete" button. A warning message states: "A Message may only consist of a maximum of a 160 characters." Below this is a large text input area. To the right of the input area is a "Save" button and a help icon. Below the input area is a "Character Countdown: 160" with a help icon. At the bottom left, there are two radio buttons: "Send now" (selected) and "Send on:". Below "Send on:" are fields for "date" (2005-05-04) and "time" (09:00). A red arrow points to the "Send on:" radio button. At the bottom is a "Send sms" button and the text "sms code of practice". On the right side, there is a "TIP" box with the following text: "TIP: If you are sending to more than one contact, try typing [name] or [surname] in your message. NB. USE Square Brackets !! For Example: Dear [name], please remember our great specials this month!. The sms message engine will then personalise each message and replace [name] with the persons unique name. Neat hey!"

❖ SAVED MESSAGES

This feature allows you to save messages and use them as a preset message.

TO SAVE A MESSAGE

- Type your required message in the message block provided
- Click on the **"SAVE"** button
- Your message will now be available under your **"CHOOSE A SAVED MESSAGE"** option.

Compiling a Message

To:
27832883514,

Select a saved Message:
[---- Choose a saved message ----] [v] [Delete] [?]

A Message may only consist of a maximum of a 160 characters.

Character Countdown: 160 [?]

Send now
 Send on:

[?] date 2005-05-04 [calendar]
time 09 [v] : 00 [v]

[Send sms] sms code of practice

TIP: If you are sending to more than one contact, try typing [name] or [surname] in your message. NB. USE Square Brackets !!

For Example: Dear [name], please remember our great specials this month!

The sms message engine will then personalise each message and replace [name] with the persons unique name.

Neat hey!

TO INSERT A SAVED MESSAGE

- o When in your **"COMPILING A MESSAGE"** screen, click on the arrow next to the **"SELECT A SAVED MESSAGE"** block, and select the pre-saved message that you wish to send

Compiling a Message

To:
27832883514,

Select a saved Message:
[---- Choose a saved message ----] [v] [Delete] [?]

A Message may only consist of a maximum of a 160 characters.

Character Countdown: 160 [?]

Send now
 Send on:

[?] date 2005-05-04 [calendar]
time 09 [v] : 00 [v]

[Send sms] sms code of practice

TIP: If you are sending to more than one contact, try typing [name] or [surname] in your message. NB. USE Square Brackets !!

For Example: Dear [name], please remember our great specials this month!

The sms message engine will then personalise each message and replace [name] with the persons unique name.

Neat hey!

TO DELETE A SAVED MESSAGE

- When in your **"COMPILING A MESSAGE"** screen, click on the arrow next to the **"SELECT A SAVED MESSAGE"** block, and select the pre-saved message that you wish to delete.
- Click on the **"DELETE"** box next to the **"SELECT A SAVED MESSAGE"** block.

Compiling a Message

To:
27832883514,

Select a saved Message:
[---- Choose a saved message ----] [v] [Delete] [?]

A Message may only consist of a maximum of a 160 characters.

[Text Area] [Save] [?]
[name]
[surname]

Character Countdown: 160 [?]

Send now
 Send on:
[?] date 2005-05-04 [calendar icon]
time 09 : 00 [v] [v]

[Send sms] sms code of practice

TIP: If you are sending to more than one contact, try typing [name] or [surname] in your message. NB. USE Square Brackets !!

For Example: Dear [name], please remember our great specials this month!

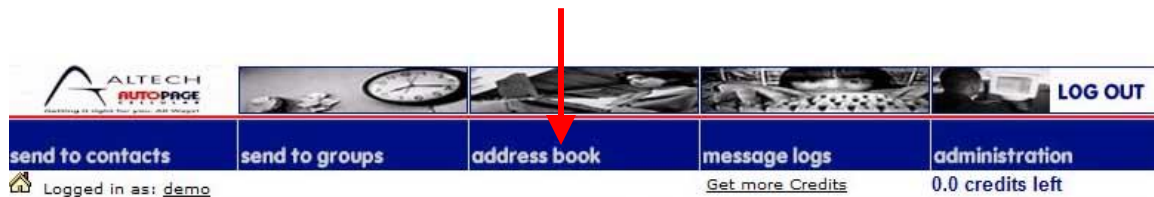
The sms message engine will then personalise each message and replace [name] with the persons unique name.

Neat hey!

TO PERSONALIZE A MESSAGE

You are able to personalize your messages by adding people's names. Please refer to the tip on the **"COMPILING A MESSAGE"** screen.

3. ADDRESS BOOK



Clicking on this tab will allow you to customize your address book by adding contacts, singularly or in a group format.

- Click on this tab, and you will be taken to a screen that will give you a choice between adding a contact (one person) and adding a group (up to 1000 people). You can choose which you want to do by clicking on one of the tabs:



- **TO ADD A SINGLE CONTACT:**

- Click on the **"CONTACTS"** tab
- You will be taken to a screen that requires the contact's: **NAME, SURNAME and CELL NUMBER**
- Once the person's details are filled in, you can then add them to your address book by clicking on the **"ADD CONTACT"** button as shown in the screen shot below:

A screenshot of the 'Add a Contact' form. The form has a blue header with 'Add a Contact' and two tabs: 'Contacts' and 'Groups'. Below the header, there are three input fields: 'Name:', 'Surname:', and 'Mobile number:'. A red arrow points to the 'Name:' field. Below the input fields, there are several buttons: '(11) Add Contact', 'Details', 'Download', 'Upload Contacts', and 'Delete Contacts'. There is also a help icon (question mark) on the right.

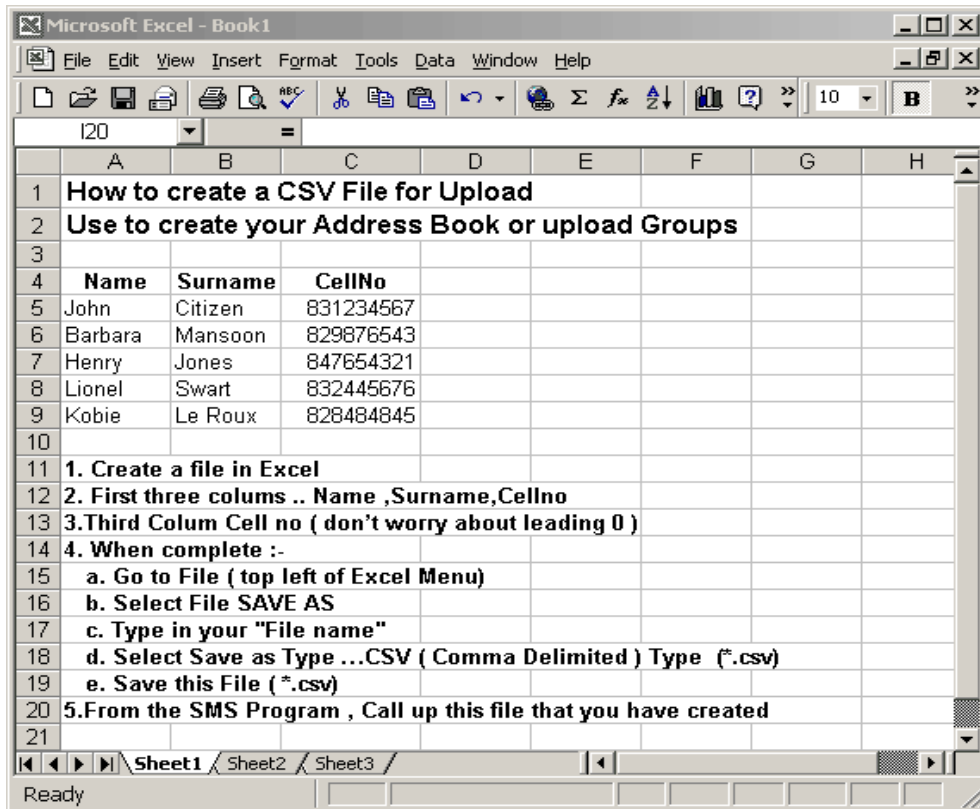
N.B. WHEN ADDING THE CELL NUMBER, LEAVE NO SPACES OR DASHES. EG: 0821234567

- **TO ADD A GROUP:**

- Click on the **"GROUPS"** tab.
- This will take you to a screen that will enable you to add a group from an existing database on your computer.
- Choose a name for the group that you wish to add, e.g.: Database, Loyalty, Christmas, etc. Type it in the black as shown below, and click **"ADD GROUP"**

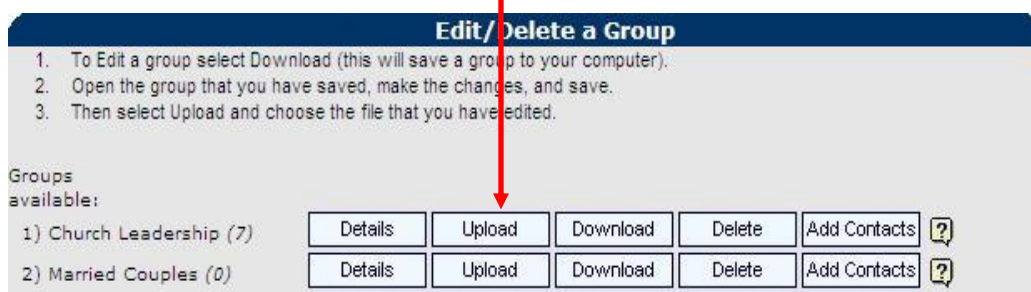
A screenshot of the 'Add a Group' form. The form has a blue header with 'Add a Group' and two tabs: 'Contacts' and 'Groups'. Below the header, there is a 'Group Name:' label followed by an input field. To the right of the input field is an 'Add Group' button with a help icon (question mark). A red arrow points to the 'Add Group' button. Below the input field, there is a small instruction: 'To Add a Group , simply type- your Group Name above and Press the Add Group button'.

- If you have already got a group of numbers in Excel, you can import these details from an Excel spreadsheet directly into your group.
 - ❖ Your database must be in the following format in **Excel:**
 - Column 1 = First Name
 - Column 2 = Surname
 - Column 3 = Cell number (**No Spaces, brackets, etc between numbers**)
- An example of an Excel Database Spreadsheet is set out more fully below:



N.B Your file must be saved in a .CSV format. This can be done in excel by selecting "FILE", "SAVE AS", and then selecting "*.CSV (COMMA DELIMITED)" as the file type.

- Next to your group name, you will see the following options: **Details, Upload, Download, Delete, Add Contacts.**

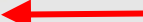


- Click on the **"UPLOAD"** tab and you will be asked to browse and find your excel spreadsheet. Once the name of your file appears in the box, click on the **"UPLOAD"** button, and your database that you have just saved from excel (now in *.CSV format) will appear in your group.

Contacts Groups

Uploading a group from your computer

Data will be uploaded in csv format only.

Select a comma delimited text file to upload (csv) 

The selected file must be in the following format: Name,Surname,Cell number

Note: The uploaded file will update the existing data if the mobile number already exists!

How to make a .CSV file. (EXCEL FORMAT EXAMPLE) Append to group

Feature Notice: If the above check box is ticked, then all contacts in your *upload will be appended* to your group, removing the tick will tell the website to wipe out all your prior contacts and populate your destination group with the contacts you are uploading.

Please note that this process could take a few minutes , a uploaded file should not contain more than 1000 contacts per file!

- The number of contacts in the group will be shown in brackets next to the group name
- Note that the **"APPEND TO GROUP"** block is ticked. This means that when adding contacts to this group (to update your database at a later stage) will be added to the existing list. Unchecking this box will delete all current contacts from this group, and add only the numbers from your new Excel spreadsheet.

- **TO DELETE A CONTACT:**

- Click on the **"CONTACTS"** tab
- You will be taken to the **"ADD A CONTACT"** screen.
- Click on the **"DELETE CONTACTS"** tab and select the contact / contacts to be deleted. You can select multiple contacts by holding down the **"CTRL"** key on your keyboard, and clicking on the contacts you wish to delete.

Contacts Groups

Add a Contact

Adding Single Contacts

Name:

Surname:

Mobile number: (eg.. 0831234567)

(11) 

- **TO DELETE A GROUP**

- Click on the **"GROUPS"** tab
- This will take you to the screen that enables you to add a group from an existing database on your computer.
- Click on the **"DELETE"** tab next to the group that you wish to delete.

Edit/Delete a Group

1. To Edit a group select Download (this will save a group to your computer).
2. Open the group that you have saved, make the changes, and save.
3. Then select Upload and choose the file that you have edited.

Groups available:

| | | | | | |
|--------------------------|---------|--------|----------|--------|----------------|
| 1) Church Leadership (7) | Details | Upload | Download | Delete | Add Contacts ? |
| 2) Married Couples (0) | Details | Upload | Download | Delete | Add Contacts ? |

TO ADD A SINGLE CONTACT TO A GROUP

- Click on the "**GROUPS**" tab
- This will take you to the screen that enables you to add a group from an existing database on your computer.
- Click on the "**ADD CONTACTS**" button and select the contacts you wish to add to that group.

4. MESSAGE LOGS

Clicking on this tab will allow you to view all your Sent, Received, and Scheduled Messages. Clicking on any tab on this screen will take you to the required list. This enables you to keep track of your messages and their delivery status.

- ❖ **SENT MESSAGES** - you can check the time and date they were sent and what the delivery status of the message is.
- ❖ **RECEIVED MESSAGES** - if any of the people you have sent an sms to replies to your message, it will be accessible via this tab. You can also delete contacts and messages in this screen
- ❖ **SCHEDULED MESSAGES** - This shows any messages that have been scheduled to be sent at a later stage.

Clicking on any of these messages will bring up a screen with an example of that message.

5. ADMINISTRATION



Clicking on this tab will allow you to change your personal information as entered by you during the Registration Process.

6. APPLYING FOR MORE CREDITS



Clicking on this link will take you to a screen that will enable you to apply for more credits. 1 Credit = 1 SMS (160 Characters). An email with your request will be sent to Autopage Cellular.

Fun Lingo **SMS Code of Practice** **Details** **Contact**

Need more CREDITS / make contact with us?

Name and Surname: **Email Address :**

Company: **Cell/Contact Number :**

Subject:

Message:

Do you require?
Integration to databases / Email 2 SMS functionality / Triggers & Event driven SMS Alerts
Total control over your own sensitive data info@mig.co.za

So remember, once you have your database and you have applied for your credits, you are ready to send. Have fun.

FROM THE AUTOPAGE TEAM, GOOD LUCK!!!!!!!!!!

Site Designed , Managed and Powered by :-



Corporate SMS / MMS Solution Specialists