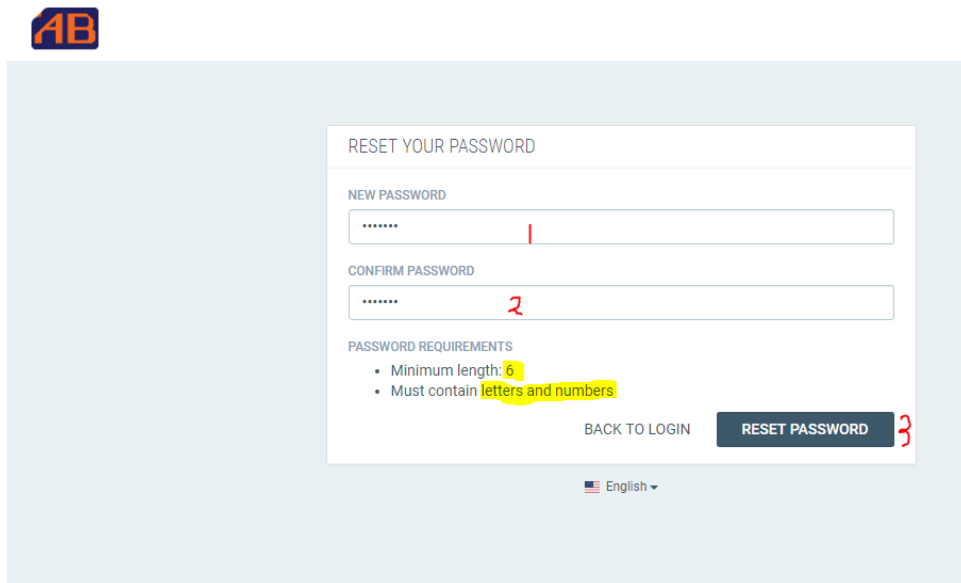
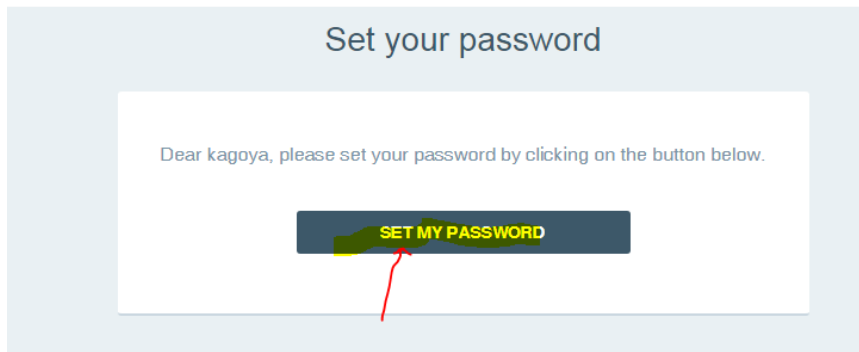
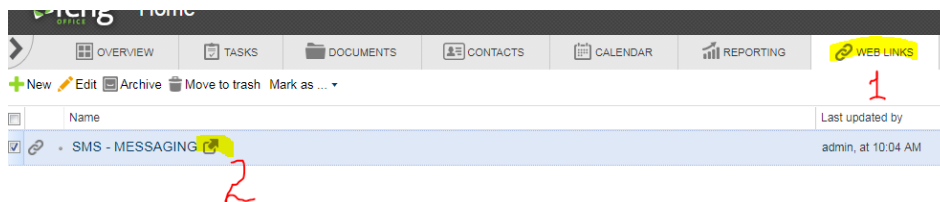


1. Reset your **password** using the link sent to your email:

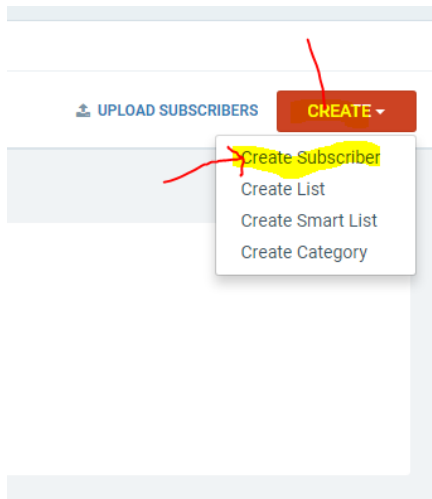
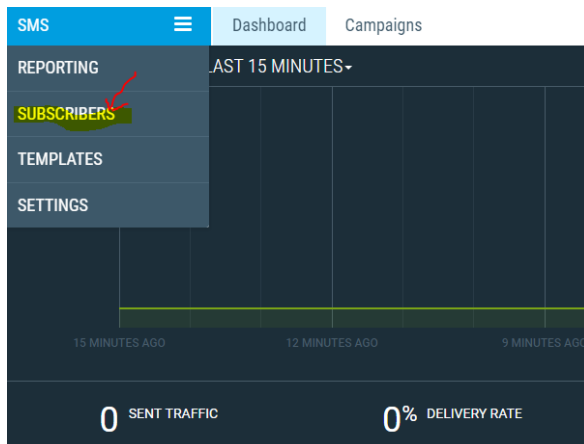
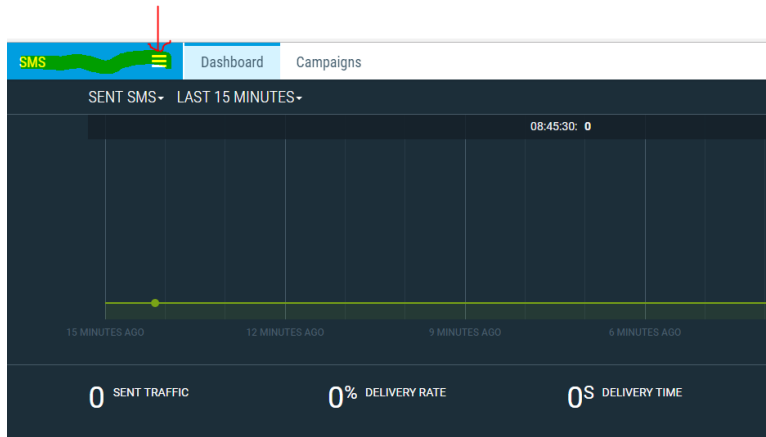


2. Log into [ihmr-ggogonya-SaaS-Database](#)
3. Click on '**Web Links**' as shown in the screenshot below highlighted and labeled '1'. Then click on the **arrow** highlighted and labeled '2' to access the SMS login screen :



4. **Login** using your username and password.

5. Add **subscribers** (or individual contacts) as shown in screenshots below:



MARTHA ACHOLA
256772555000

ITS Information tions

5 **CREATE**

GENERAL

BASIC INFORMATION

FIRST NAME: Martha **1** | LAST NAME: Achola **2** | MIDDLE NAME: Middle Name

GSM: 256772555000 **3** | LANDLINE NUMBER: Landline Number | EMAIL: Email

ADDITIONAL DATA

ADDRESS: Address | CITY: City | COUNTRY: Select Country...

GENDER: FEMALE **4** (dropdown menu) | BIRTHDATE: DD/MM/YYYY | SUBSCRIBER ID: Subscriber ID

CUSTOM DATA: Manage all custom data fields

CUSTOM FIELD	VALUE
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6. Add **lists** (or groups - categories to which you can add subscribers) as shown in the screenshot below:

UPLOAD SUBSCRIBERS **CREATE**

GROUP → Create Subscriber
Create List
Create Smart List
Create Category

CREATE NEW LIST

LIST NAME: Village Friends List **1**

Drag file or click upload button to add subscribers

1 Upload

We support the following file formats: .TXT, .CSV, .XLS, .XLSX, .ZIP

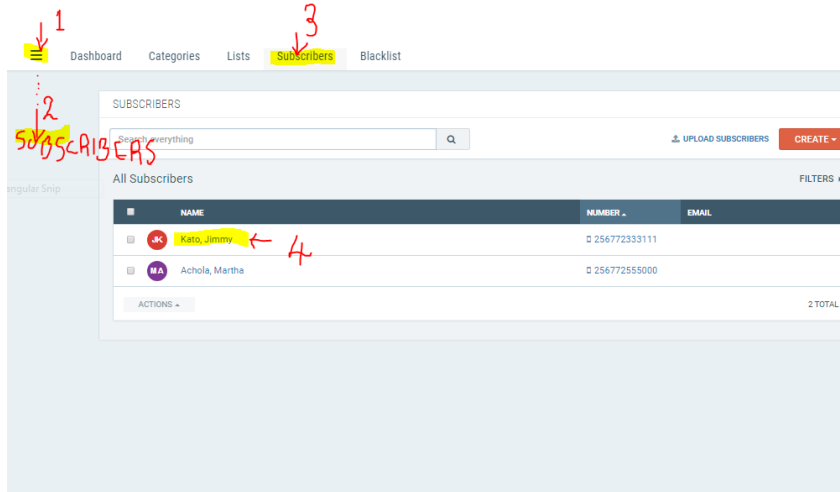
Subscribers in this list **ADD**

SUMMARY

0
TOTAL SUBSCRIBERS

2 **CREATE**

7. Add **subscribers to list(s)** - Select a subscriber and then select a list or lists to add her or him at the bottom of the subscriber page - as shown in the screenshot below:



GSM LANDLINE NUMBER EMAIL

ADDITIONAL DATA

ADDRESS CITY COUNTRY

GENDER BIRTHDATE SUBSCRIBER ID

CUSTOM DATA [Manage all custom data fields](#)

CUSTOM FIELD	VALUE
+ ADD CUSTOM DATA	

LISTS

A subscriber can belong to more than one list.

Dashboard Campaigns

CAMPAIGN NAME
Invitation to Board Meeting

HOW DO YOU WANT TO START YOUR CAMPAIGN?
 SEND A MESSAGE BY A TRIGGER

TO
 BOARD MEMBERS

FROM
 KEDI SS

SCHEDULING OPTIONS

MESSAGE 64 CHARACTERS REMAINING 1 MESSAGE
 You are invited to attend our first board meeting this year on 1 Sep 2017 at 10:00am at KEDI SS.

1 €0.015
 MESSAGE TOTAL MESSAGE COST

SEND TEST LAUNCH

ALERTS & ADVICE
 To use reply triggers for sender
 Detected duplicate message.

8. Send **SMS** (or **Campaigns**) to lists as shown in screenshots below:

SMS Dashboard Campaigns

CAMPAIGNS SCHEDULE 2M 1M 2WK 1WK

No campaigns at the moment

CREATE CAMPAIGN

New Campaign
Use Template

ALL CAMPAIGNS FILTER CAMPAIGNS

NAME	CREATED	STATUS	TOTAL TRAFFIC	EXPENSE
Unnamed campaign SMS	19/08/2017, 18:03	Draft	--	--

1 2 3 4