

## QUICK TUTORIAL – WEB SMS

**Step 1)** Arrange your data such that **mobile numbers** are placed at the **first column** of the spreadsheet.

Make use of Excel data filtering function to select your target SMS recipients. You may hide those columns in the Excel spreadsheet that are not used in composing SMS message, before doing the copy & paste.

	A	B	C	D	E	F
1	Mobile	Name	Expiry Date	Bonus Pts	Gender	G
2	91111111	Shirley Tan	31-Dec-08	880	F	R
3	92222222	Johnson Lee	30-Nov-08	290	M	R
4	93333333	David de Vink	31-Oct-08	300	M	R
5	94444444	Susan Burney	31-Oct-08	800	F	R
6	95555555	Grace Chia	30-Nov-08	630	F	R
7	96666666	Robert Altino	31-Dec-08	500	M	R
8	97777777	Cindy Siew	31-Dec-08	380	F	R

**Step 2)** Copy and paste data from Excel to the **Recipients** box.

SMS Message:

Char count:

Tips:  
Use field substitute [1] for column-1 data,  
[2] for column-2 data, etc.

Recipients:

99999999	Mark B. Dano	31-Oct-08	680	M
81111111	Henry Crawford	31-Oct-08	960	M
82222222	Philip See	30-Nov-08	620	M
93333333	Sharon Ang	31-Oct-08	710	F
84444444	Richard Seng	31-Dec-08	860	M
85555555	May C. K. Ong	31-Dec-08	980	F
86666666	Patrick Sim	31-Dec-08	188	M
87777777	Denis Cheong	31-Dec-08	570	M
88888888	Ben Alson	30-Nov-08	680	M
89999999	Raymond Brun	31-Dec-08	970	M

Send

logout

Copy & paste

	A	B	C	D	E
1	Mobile	Name	Expiry Date	Bonus Pts	Gender
2	91111111	Shirley Tan	31-Dec-08	880	F
3	92222222	Johnson Lee	30-Nov-08	290	M
4	93333333	David de Vink	31-Oct-08	300	M
5	94444444	Susan Burney	31-Oct-08	800	F
6	95555555	Grace Chia	30-Nov-08	630	F
7	96666666	Robert Altino	31-Dec-08	500	M
8	97777777	Cindy Siew	31-Dec-08	380	F
9	98888888	Doris Teo	31-Dec-08	780	F
10	99999999	Mark B. Dano	31-Oct-08	680	M
11	81111111	Henry Crawford	31-Oct-08	960	M
12	82222222	Philip See	30-Nov-08	620	M
13	83333333	Sharon Ang	31-Oct-08	710	F
14	84444444	Richard Seng	31-Dec-08	860	M
15	85555555	May C. K. Ong	31-Dec-08	980	F
16	86666666	Patrick Sim	31-Dec-08	188	M
17	87777777	Denis Cheong	31-Dec-08	570	M
18	88888888	Ben Alson	30-Nov-08	680	M
19	89999999	Raymond Brun	31-Dec-08	970	M

**Step 3)** Compose your message using square brackets to refer to the column numbers that are residing in the recipients box. For example, use [2] to refer to column-2 of the recipient box, [3] to refer to column-3, etc.

SMS Message: Dear [2], your bonus point is [4], which will expire on [3]

Char count: 59

Tips:  
Use field substitute [1] for column-1 data,  
[2] for column-2 data, etc.

Recipients:

91111111	Shirley Tan	31-Dec-08	880	F
92222222	Johnson Lee	30-Nov-08	290	M
93333333	David de Vink	31-Oct-08	300	M
94444444	Susan Burney	31-Oct-08	800	F
95555555	Grace Chia	30-Nov-08	630	F
96666666	Robert Altino	31-Dec-08	500	M
97777777	Cindy Siew	31-Dec-08	380	F
98888888	Doris Teo	31-Dec-08	780	F
99999999	Mark B. Dano	31-Oct-08	680	M
81111111	Henry Crawford	31-Oct-08	960	M
82222222	Philip See	30-Nov-08	620	M

Send

logout

[1] [2] [3] [4] [5]

	A	B	C	D	E
1	Mobile	Name	Expiry Date	Bonus Pts	Gender
2	91111111	Shirley Tan	31-Dec-08	880	F
3	92222222	Johnson Lee	30-Nov-08	290	M
4	93333333	David de Vink	31-Oct-08	300	M
5	94444444	Susan Burney	31-Oct-08	800	F
6	95555555	Grace Chia	30-Nov-08	630	F

**Step 4)** Press the "Send" button to send your SMS.