

CONTACTS

View All Contacts

All your customer contacts can be viewed easily here.
Search for individual contacts or add new contacts.

Main System Tabs

CONTACTS:
Import, Manage and
Configure your Contact List

Search For Contact

Search for Individual
customer contacts either by
name or cell number if
known.

Existing Contacts

Listed alphabetically, your
customers' data details are
displayed. You can order
these lists by 'clicking' on
the header above each
column. Depending upon
the amount of data your
account holds, you can
progress page by page
selecting either 'Previous'
or 'Next' link.
By double clicking on a
particular data record you
will be shown this in more
detail.

Send Message | SMS Keywords | **Contacts** | Inbox

Contacts Total: 3,584

Find someone by typing their name or number:

Name	Cell Phone	Signed Up	Unsub
Angelica Collins	1-802-xxx-2106	12/19/2008	
Angelica Connell	1-605-xxx-8126	12/04/2008	
Angelica Connell	1-201-xxx-6114	12/15/2008	
Angelica Connell	1-303-xxx-4112	12/07/2008	
Angelica Connell	1-308-xxx-1112	11/30/2008	
Angelica Connell	1-319-xxx-4111	12/18/2008	
Angelica Coulson	1-239-xxx-7113	01/04/2009	
Angelica Coulson	1-276-xxx-0117	01/01/2009	
Angelica Coulson	1-203-xxx-9110	01/01/2009	
Angelica Coulson	1-218-xxx-9111	12/02/2008	
Angelica Donnelly	1-262-xxx-5119	12/07/2008	
Angelica Donnelly	1-605-xxx-3119	01/08/2009	
Angelica Jackson	1-307-xxx-0129	12/01/2008	
Angelica Jameson	1-304-xxx-8120	01/02/2009	
Angelica Jameson	1-304-xxx-9104	12/12/2008	
Angelica Jameson	1-405-xxx-3122	01/07/2009	
Angelica Jameson	1-503-xxx-1128	12/20/2008	
Angelica Johnson	1-302-xxx-7121	12/04/2008	
Angelica Johnson	1-215-xxx-8124	01/03/2009	
Angelica Langan	1-203-xxx-4102	12/27/2008	
Angelica Langan	1-802-xxx-7114	01/04/2009	
Angelica McAlister	1-319-xxx-1130	12/10/2008	

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Add Contacts

[Add Contact](#)
[Import Excel File](#)
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Account Stats

Total Mobile Numbers: 3,480
Last 30 days: 2,513
Last 3 months: 3,480
Last 6 Months: 3,480
Male: 574 | Female: 417

Please Note...

If you are using the search field to
look up a contact do not include
any hypens (-) in the search
string.

Upload New Contacts

Import new lists of client
data using these links:

- Individually
- Bulk import using
excel data file
- Using a simple copy
and paste command

Stats



Easy to view real time
account status showing
total number of data
records in your account

View A Person

Select a subscriber record and view their details in full, including text messages received and sent from their mobile number

Send Message SMS Keywords Contacts Inbox

View Person

First Name:	Angelica	Last Name:	McAlister
Cell phone:	12064141100	Carrier:	Unknown
Gender:	Female	D.O.B:	7/14/1983 (25)
Email:	Angelica.2064.McAlister@yahoo.com		

Address

Address 1:	2420 calle contenta	Address 2:	
City:	Westfield	State:	WI
ZIP:	54990		

Extra Fields

Fav Drink:	Monsoon Blue
Fav Night:	Friday

Extra Fields

Text Messages:	<input type="button" value="Unsubscribe"/>	Email:	<input type="button" value="Unsubscribe"/>
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Text Messages Sent » 2 [Order by date sent](#)

From: 77007	Message Status: Delivered	Wed Jan 7 2009 06:15
This Friday nite, get 25% off a Monsoon Blue b4 10pm only with this txt msg! Live PA & great music frm DJ PJ & myPhone only @ Blue Rooms! Txt STOP 2 STOP		
From: 77007	Message Status: Delivered	Wed Dec 31 2008 06:15
This week only: 25% off ALL marked DESIGNER clothes in the BLUE X SALE, only at your local RETAIL FASHION outlet! Hurry, ends 6pm next Friday! Ps Stop 2 Stop		

View Contact Record

After opening the individual data record you can view a full report on a specific data record.

Extra Data Fields

As you have set up custom data fields, you can view the data held in this category.

Amend this data by selecting the 'Edit' icon

Suppress/Subscribe

You can manually subscribe or unsubscribe a contact by selecting the appropriate button. Please note that if you select unsubscribe the client information remains in the account but is suppressed from receiving any messages.

They will be resubscribed automatically if they respond to a keyword in an account

Edit Contact Record

You can edit a contact by clicking on the notepad icon. After you have finished editing the contact click the Update button

Message Stats

Incoming and Outgoing

View previously sent text messages to data records.

If this record has responded to a keyword, this will also be displayed.

Delivery status of each message is also illustrated

Add A Person

Simply add a new customer to your database via this simple Interface. Complete the fields with as much information as possible including any special data fields

Send Message SMS Keywords Contacts **Inbox**

Add A New Person

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
cell phone:	<input type="text"/>	Carrier:	Unknown <input type="button" value="v"/> Optional
Gender:	Unknown <input type="button" value="v"/>	D.O.B:	<input type="text"/> (MM/DD/YYYY)
Email:	Unknown Female Male	<input type="text"/>	

Address

Address 1:	<input type="text"/>	Address 2:	<input type="text"/>
City:	<input type="text"/>	State:	-- Unknown -- <input type="button" value="v"/>
ZIP:	<input type="text"/>		

Extra Fields

Fav Drink:	<input type="text"/>
Fav Night:	<input type="text"/>

Adding A Contact

Use this interface to add new data records into your account individually.

Complete as many fields as required.

Remember when entering a cell number to add '1'

Select gender if known and also enter email address.

By completing a postal address the ZIP code can be used for future location based services

Additional Fields

These Extra Fields contain data which as the account holder, you have set up previously.

If you wish to set up new additional custom fields, open the 'Account Profile' link in the navigation tool bar. There you can set up and configure your custom fields.

Optional Data

Select from the drop down list the contact's cell carrier service if known

Save

When you are ready to save your contact details, click on the 'Save Person' button

Excel Import

For importing large amounts of data, use this facility to upload Excel files

Send Message SMS Keywords Contacts **Inbox**

Import Excel File

Select the Excel file to upload: No file chosen

File must end with .XLS or .XLSX (Excel 1997-2007)

Match Columns & Click Go Change Worksheet:

First Name:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Sheet1"/>
Last Name:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Sheet2"/>
Cell Number:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Sheet3"/>
Carrier:	<input type="text" value="-- Ignore --"/>	<input type="text" value="-- Ignore --"/>
Email:	<input type="text" value="-- Ignore --"/>	<input type="text" value="-- Ignore --"/>
DOB:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Address1"/>
Gender:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Address2"/>
Address 1:	<input type="text" value="-- Ignore --"/>	<input type="text" value="City"/>
Address 2:	<input type="text" value="-- Ignore --"/>	<input type="text" value="County"/>
City:	<input type="text" value="-- Ignore --"/>	<input type="text" value="DOB"/>
State:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Email"/>
ZIP:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Firstname"/>
Fav Drink:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Gender"/>
Fav Night:	<input type="text" value="-- Ignore --"/>	<input type="text" value="Misc1"/>

Large files may take up to 5 minutes to import so go get a cup of coffee and relax.

Bulk Data Importing

Using a prepared Excel spreadsheet you can easily import large databases into your account.

Selecting A File

By clicking on the 'Choose File' button, browse your computer disk for the data source.

Data Mapping

After your data source has been uploaded a list of data fields is displayed.

By selecting the dropdown menu, map the data headers from your working data source to the data fields already present in your account settings.

To add additional data fields such as 'Fav Drink' or 'Fav Night' as illustrated here or venue names, go to 'Account Profile' settings to configure new fields.

Upload

Once you have located the source file to upload the data, select this button

Select Worksheet

If your data source is contained on several worksheets, ensure that you select the correct sheet to work with when uploading data.

Field Mapping

This drop down menu will appear after successfully selecting your data worksheet. Map the data from your source file to the data fields on display by simply selecting

Import

When you are ready to import your data after mapping all fields, select this 'GO' button to commit.

If you are uploading a large amount of data this may take a while.

Copy and Paste Data

For more simple data uploads, just Copy & Paste your data into the text box. Only mobile phone numbers and email addresses can be uploaded in this format.

Send Message SMS Keywords **Contacts** Inbox

Copy and Paste Data

Paste mobile data below

eg: 17123123123

Import

Bulk Data Importing Copy and Paste

Copy and Paste data records: Simply 'Copy' from one document, spreadsheet or similar and then 'Paste' into the text box

Data Format

Using Copy and Paste you may only import cell numbers or email addresses.

Cell phone numbers and email addresses can be mixed together. Put only one phone number per line. No need to delineate the numbers with commas or semicolons.

You cannot add additional data such as DOB, Gender or use any of your custom fields.

To do this – you need to use the **excel data import** option.

When importing cell numbers remember they must be in international format i.e.
17131231234
DO NOT ADD THE '+' SIGN

Adding Data

Select your data source: a spreadsheet, word document, notepad or other similar source.

Select the cell numbers and/or email addresses you wish to upload.

Either use 'Ctrl +C' or right click > Copy to copy the data.

Select the Text Box displayed on the page and then use 'Ctrl+V' or right click > Paste to then add the data.

Import

When you are ready to upload your data select 'Import' button to commit.

Please ensure that your data is OPT IN and that you have a copy of the clients' permission on hand