



Group Text Messages

User Guide

Group Text Messages application lets you send short messages (SMS) to a whole list of contacts at once. You can also send individual messages to each contact in the agenda.

The service is accessible from the SIM card and also from the WEB and you can see a history of all of your actions.

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1. SIM card access

Group Text Messages service can be accessed directly from the phone if you have a Smart SIM card. Orange Menu -> Grup SMS

The application from the SIM card allows sending of a text message to lists of contacts, adding a new list (with new contacts or contacts from SIM agenda), modifying an existing list or deleting a list.

To add a new list you can follow the path: **"Add List"** -> **"List name"** then select the method for entering contacts (**"Manual"** for entering new contacts and **"PhoneList"** for SIM agenda contacts). After adding the contacts use **"Save"** option to save the list.

To edit a list use **"Edit List"** option, select the list and the type of modification: **"Name"** or **"Add contact"** . To finalize the operation use **"Update"** option, so the changes will be visible also on the web page.

To delete a list use **"Delete List"** option and then select the desired list.

To send text messages to lists, select **"Send"** option, enter message text and then select the list.

For synchronizing lists from SIM card and from WEB use **"Synchronize"** option.

If you need information about your current lists to be sent by SMS use the **"Info List"** option.

2. WEB acces

2.1 Login

For security reasons, the access to Group Text Messages web application is restricted through a one time password (OTP) mechanism.

Each time you want to log in, you will receive another password via SMS on your mobile phone.

This password is usable for one session only. If you log out, close the browser or your session will expire (there are more than 30 minutes of inactivity), and you will need another password to use the application.

2.2 Agenda

Agenda is the place where the user will have all his contacts gathered. The contacts are stored in secure and confidential conditions.



This Agenda is the use by SIM Agenda Back-up and Anniversary Messages services. Thus, regardless of the service used for uploading phone numbers, they will be found in either of these services.

You can manage your agenda by adding, deleting or editing contacts and easily copy contacts to the current list. When you delete a contact from agenda, that contact will be deleted from all lists too.

To add a contact in the Agenda click **"add contact"** , enter **"name"** , **"surname"** , **"phone"** , optionally select the date of birth and then click on **"save"** .

If you want to edit a contact from the Agenda click on **"edit"** button and all 4 fields will become editable. After modifying the fields, finalize the operation by pressing **"save"** .

To delete a contact from the Agenda, check the corresponding box, press **"delete"** button and then click **"delete"** for confirmation .

2.2.1. Import agenda

Application allows you to import contacts from a CSV (Comma Separated Values) file. Creating a CSV file allows you to upload several contacts at once.

2.2.2. Create a CSV file

If you want to enter more contacts in the agenda at the same time, use the CSV import option clicking on the **"Import CSV agenda"** link.

Using programs such as Microsoft Excel, the CSV files creation is very simple. CSV file should have 3 columns containing in this order surname, name and phone contact's number. Optionally, you can add a fourth column with the birth date. After entering all the contacts in the table, please save the document in the CSV (Comma Separated Values *.csv) format. Then, click Yes or Ok.

To create a CSV file using a text file, enter the surname, name, phone number and optionally the birth date in a text file, in one line, separated by "," or ";" character, as in the example below:

```
Popescu ; Ion ; 0744xxxxxx ; 23/04/1979
```

Warning: when entering birth date in its format, please check the character used as separator.

In all the cases, we recommend that you to enter also the birth date of the contacts in order to improve service's operation.



2.2.3. Export agenda

If you want to export the agenda you can use the "export agenda" option by checking the data you desire and then click "export".

2.3. Lists

To create a list of contacts, click on "add list" link, enter the name of the list and then click on "save" .

For adding contacts in the list, click on the list and click on "add contacts from agenda" . After selecting the contacts click on "copy to" button. To add contacts in any other list, just simply select the list you want and click on "copy to" .

Adding contacts to lists can be done also directly from the agenda. After selecting the contacts, choose the list and click on "copy" button.

2.4. Sending the message

To send a message to a list click on "**send message**" button from the left side, select the list, enter the text and then press "**send**" button.

Also, sending a message can be done also directly from the "**list**" option, by clicking on "**send message**" button near each list. .

2.5. History

To see the actions done via Group Text Messages service you can access "**history**" link. Select the type of action, start date, end date and then press "**filter**" button.