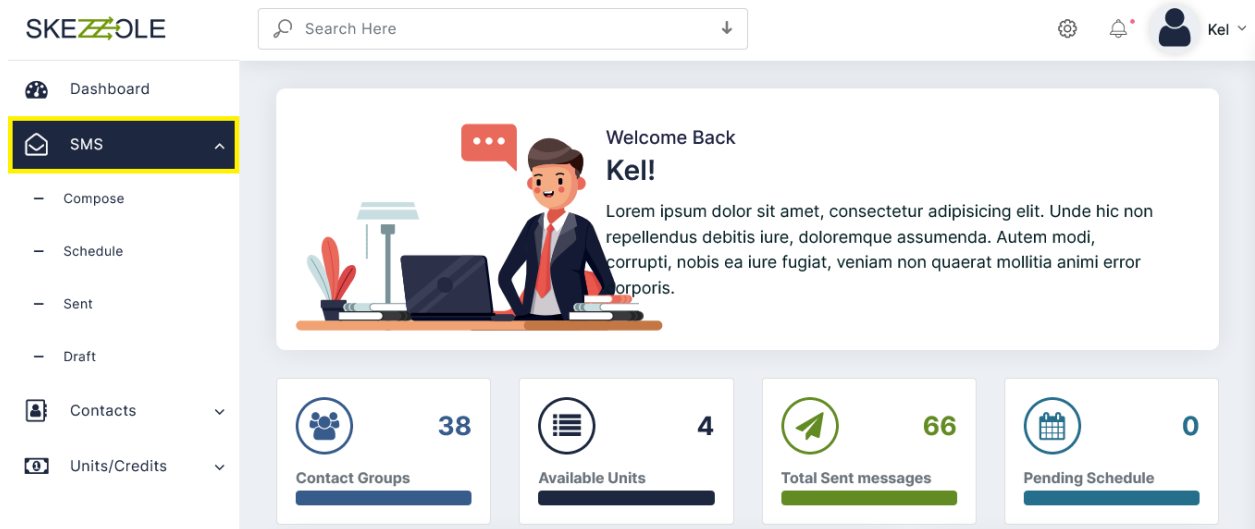


## Send Bulk SMS

Click on the **SMS** button on the left-hand side of your dashboard.  
as shown in the screenshot below.



Click on **Compose** the first option in the drop-down list as highlighted with a yellow rectangle in the screenshot below.

That will automatically bring you to an input test area.

The screenshot shows the 'Edit message' interface in the Skezzole application. The left sidebar contains a menu with 'Compose' highlighted. The main content area is titled 'Edit message' and includes a breadcrumb 'Home > Edit Messages'. Below the title, a message is saved automatically as the user types. The form consists of a 'Message Title' input field, a 'Message Content' text area, a 'Send option' dropdown menu, and two buttons: 'Send later' and 'Send now'. The 'Message Title' field is currently empty, and the 'Message Content' area shows a placeholder 'start typing...'. The 'Send option' dropdown is set to 'Select One'. The 'Send later' button has a calendar icon, and the 'Send now' button has a paper plane icon. The bottom right corner indicates '0 characters (0 page)'.

Click on the input field named **Message Title** and type in the title of the message you intend to compose. Then proceed to the input field or text area called **Message Content**. Type in all you want to send carefully and expressively. An example is given in the screenshot below.

*[This is a required field, it will enable Skezzole to save your message against a title for easy search, although the title isn't part of the message to be sent]*

**SKEZZOLE** Search Here

Home > Edit Messages

### Edit message

Your message is saved automatically as you type

Message Title

WELCOME MESSAGE

Message Content

welcome to Skezzole, we are excited to have you.

Thanks for choosing Skezzole.

79 characters (2 page).

Send option

Select One

Send later Send now

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## Inputting Recipient(s) Phone Number(s)




Click on the **Select Contact** field, just below the message body and select any contact input option of your choice among the two available options.

### 1. Manually Input Contact

This feature enables you to manually type in recipient(s) phone numbers. Type in the phone numbers, separating each with a comma. *See the screenshot below.*

**SKEZZOLE**

Search Here

Kel

Dashboard

SMS

Contacts

Units/Credits

Home > Edit Messages

**Edit message**

Your message is saved automaticaly as you type

Message Title

WELCOME MESSAGE

Message Content

welcome to Skezzole, we are excited to have you.

Thanks for choosing Skezzole.

79 characters (2 page).

Send option

Manually input contacts

Input Contacts separate each contact with a comma or space

09078987668 x 08157828866 x 07056878578 x

08067547897 x

Send later




Send now

## 2. Existing Contacts

This unique feature allows you to make use of already saved contact groups like family, friends, classmates etc. *check out the screenshot below.*

**SKEZZOLE**

Search Here

Kel

Dashboard

SMS

Contacts

Units/Credits

Home > Edit Messages

**Edit message**

Your message is saved automaticaly as you type

Message Title

WELCOME MESSAGE

Message Content

welcome to Skezzole, we are excited to have you.

Thanks for choosing Skezzole.

Send option

Existing contacts

**Contact Groups**

Abuja meeting

Beach Buddies

Family

hommies

Kindreds




Send later


Send now


Click on the **Send Now** button below the contact field. Please make sure you have a stable internet connection and sufficient SMS units to encode the total number of messages.


**SKEZZOLE**


Search Here

Kel

Dashboard

SMS

Contacts

Units/Credits

Home > Edit Messages

**Edit message**

Your message is saved automaticaly as you type

Message Title

WELCOME MESSAGE

Message Content

welcome to Skezzole, we are excited to have you.  
  
Thanks for choosing Skezzole.

79 characters (2 page).

Send option

Existing contacts

Select Contacts Group

✕ Beach Buddies

✕ Family

✕ hommies

Send later

Send now

**Hint!** you can check and monitor your message status on the **Sent** and **Draft** page in your dashboard.

## Scheduling Bulk SMS

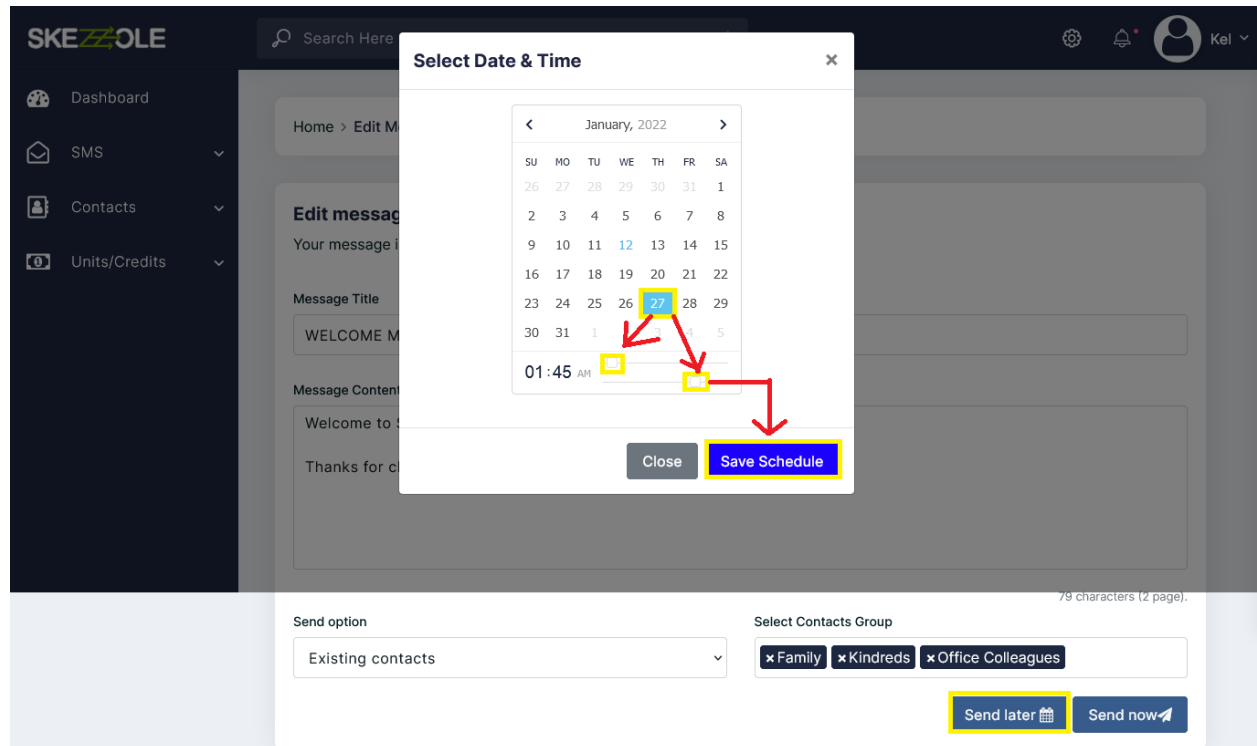
This feature has the same steps as sending bulk SMS but differs at the last step.

After **composing** and **inputting contacts**, Click on **Send Later** instead of **Send Now**.

Choose a preferred date and time in the calendar pop up, then click **Save Schedule** for Skezzole to automatically send your message at your designated time.

*Check out the screenshots below.*

The screenshot displays the 'Edit message' interface in the Skezzole dashboard. The left sidebar contains navigation links for Dashboard, SMS, Contacts, and Units/Credits. The main content area shows the 'Edit message' form with fields for 'Message Title' (containing 'WELCOME MESSAGE') and 'Message Content' (containing 'welcome to Skezzole, we are excited to have you.' and 'Thanks for choosing Skezzole.'). Below the content field, there is a 'Send option' dropdown set to 'Existing contacts' and a 'Select Contacts Group' section with buttons for 'Beach Buddies', 'Family', and 'hommies'. At the bottom right, the 'Send later' button is highlighted with a yellow box, and the 'Send now' button is also visible. A character count '79 characters (2 page)' is shown at the bottom right of the message content area.



**Scheduled** messages will appear in a table as shown in the screenshot below, giving you a holistic view and flexibility to make changes.



- Dashboard
- SMS
- Contacts
- Units/Credits

## Scheduled Messages

Home &gt; Messages &gt; Scheduled

Schedule created

✕

## Scheduled messages

Show 10 entries

Search: 

S/N	Title	Send Date/Time	Status	Action
1	WELCOME MESSAGE	27.01.2022, 06:30 am	scheduled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Cancel</a>
2	WELCOME MESSAGE	27.01.2022, 06:28 am	scheduled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Cancel</a>
3	dasd	04.01.2022, 10:09 am	scheduled	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Cancel</a>
4	sdfhghr	N/A	cancelled	<a href="#">View</a> <a href="#">Edit</a>
5	rgthghgh	N/A	cancelled	<a href="#">View</a> <a href="#">Edit</a>
6	Real Myorcal	N/A	cancelled	<a href="#">View</a> <a href="#">Edit</a>
7	Ogbodo Beach Carniva ...	N/A	cancelled	<a href="#">View</a> <a href="#">Edit</a>

1-7 of 7 entries

[<](#) 1 [>](#)

To **View, Edit or Cancel** previously **Scheduled SMS**, click on **Scheduled**, the second item on the **SMS** drop-down list on your dashboard.

An illustration is shown in the screenshot below.

**SKEZZOLE** Search Here

Dashboard

SMS

Compose

Schedule

Sent

Draft

Contacts

Units/Credits

**Scheduled Messages**  
Home > Messages > Scheduled

**Scheduled messages**

Show 10 entries Search: Search

S/N	Title	Send Date/Time	Status	Action
1	WELCOME MESSAGE	27.01.2022, 06:30 am	scheduled	View Edit Cancel
2	WELCOME MESSAGE	27.01.2022, 06:28 am	scheduled	View Edit Cancel
3	dasd	04.01.2022, 10:09 am	scheduled	View Edit Cancel
4	sdfhfgghr	N/A	cancelled	View Edit
5	rgthghhgh	N/A	cancelled	View Edit
6	Real Myorcal	N/A	cancelled	View Edit
7	Ogbodo Beach Carniva ...	N/A	cancelled	View Edit

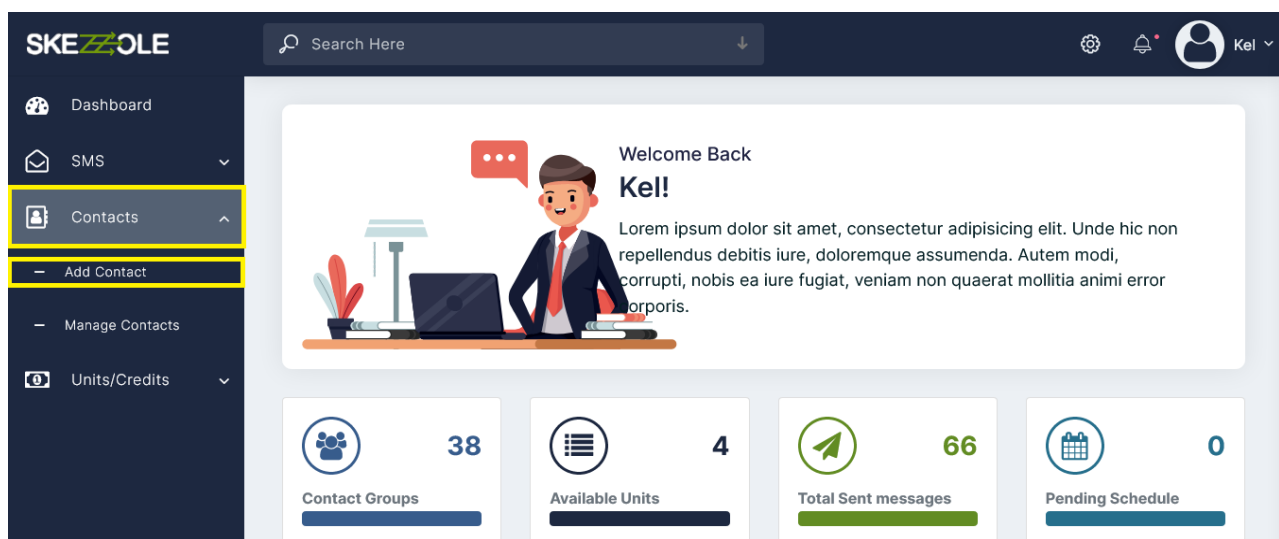
1-7 of 7 entries

## Adding Contacts

- **Manual Input**

We recommend that you add recipients' contacts before proceeding to **compose** and **send** messages. Here is how!

In your dashboard, click on **Contacts**, click on **Add Contact** which is the first item on the drop-down list. *Check out the screenshot below*



By clicking on **Add Contact**, a new window opens which allows you to either **Manually Input Contact** or to **Upload CSV**.

Click on the **Manual Input** assuming that's your choice option, type in **Contact Title** (this becomes your **Contact Group Title**. For example family, friends etc.)

Finally, type in the recipients in the **Phone numbers** into the field and then click **Save**.  
*Check out the screenshot below*

**SKEZZOLE** Search Here

Home > Create Contact

### Add Contact by Preference

Manual Input Upload CSV

Contact Title

FAMILY

Phone numbers (separate each phone number with a comma)

09070640845 x 08113529137 x 07065443798 x  
08154368767 x

Save

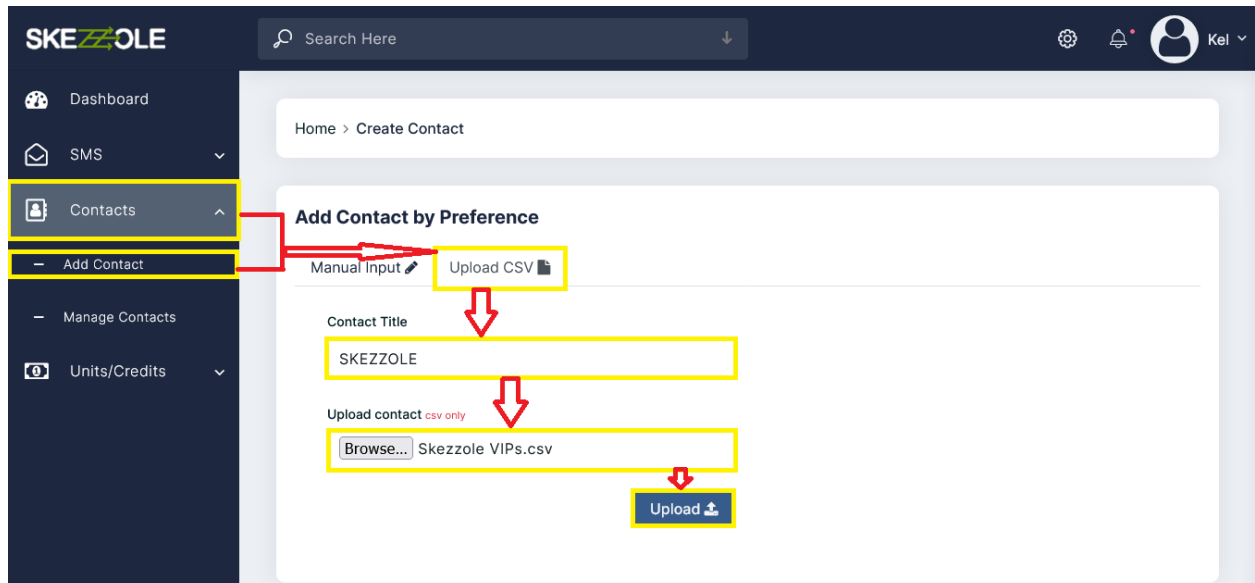
- **Contact Upload(CSV)**

You can alternatively **Add Contact** by uploading a **CSV file format** that contains your recipients' contacts. The file must contain a column titled, **"Phone number "** or **"Phone"**. Here is how to pull this off.

Instead of clicking on **Manual Input**, click on **Upload CSV** and type in the contact title.

Click on the **Browse** button in the upload contact field, select the file containing your recipient contacts which are in a **CSV format** and then click on **Upload**.

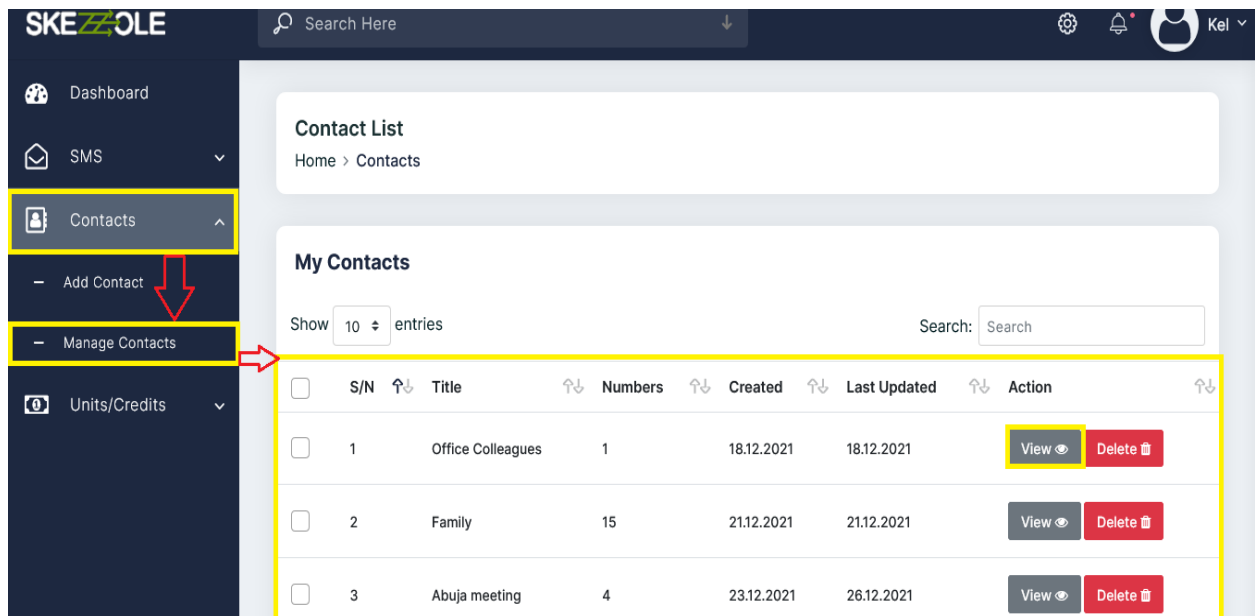
*Check out the screenshot below*



## Manage Contacts

In contact management, we've provided you with flexibility that will enable you to make relevant changes to existing contacts. You can **View**, **Edit** and **Delete** single numbers in your contact list, depending on your preference. You can also **Rename Contact Groups**.

To **Manage Contact**, click **Contacts** on your dashboard. Proceed to click on the **Manage Contact** on the dropdown list. This action will reveal a six-column table titled my contact which contains all your existing contacts and possible modification options, as shown in the screenshot below.

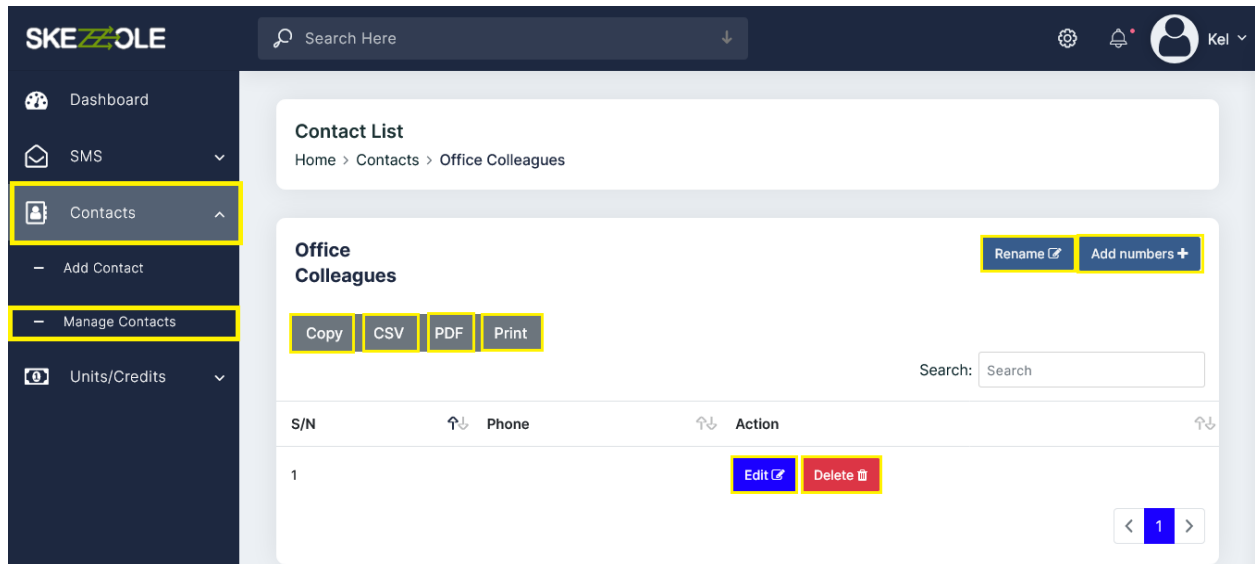


To **view** or **modify** your contacts, click on the **View** button.

Let's say you intend to review a contact group called **Office Colleagues** in the screenshot above, by clicking on the corresponding **View** button in the same row, you have a new window that affords you a variety of functions and modifications such as **Rename** (contact title), **Add Number(s)**, **Edit** and **Delete** contact(single numbers in a contact list or a whole contact group)

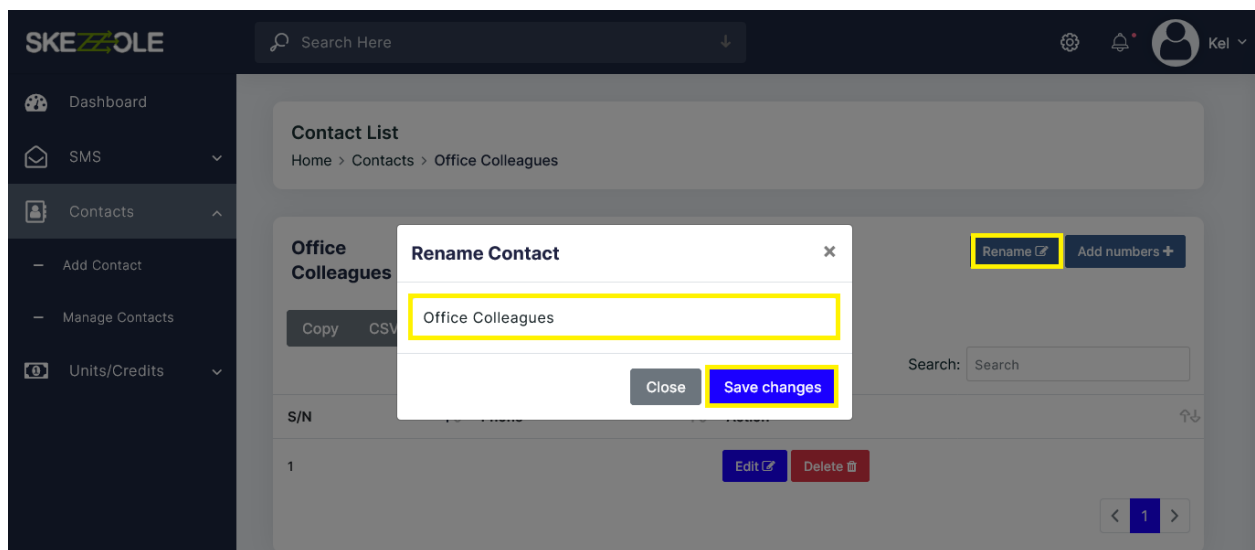
Also, additional functions like to **copy** contact list, view contact list in **CSV** format, view in **pdf** or **print** a particular contact list are available.

*Check out the screenshot below. **Hint!** Pay attention to the highlighted parts in the screenshot.*



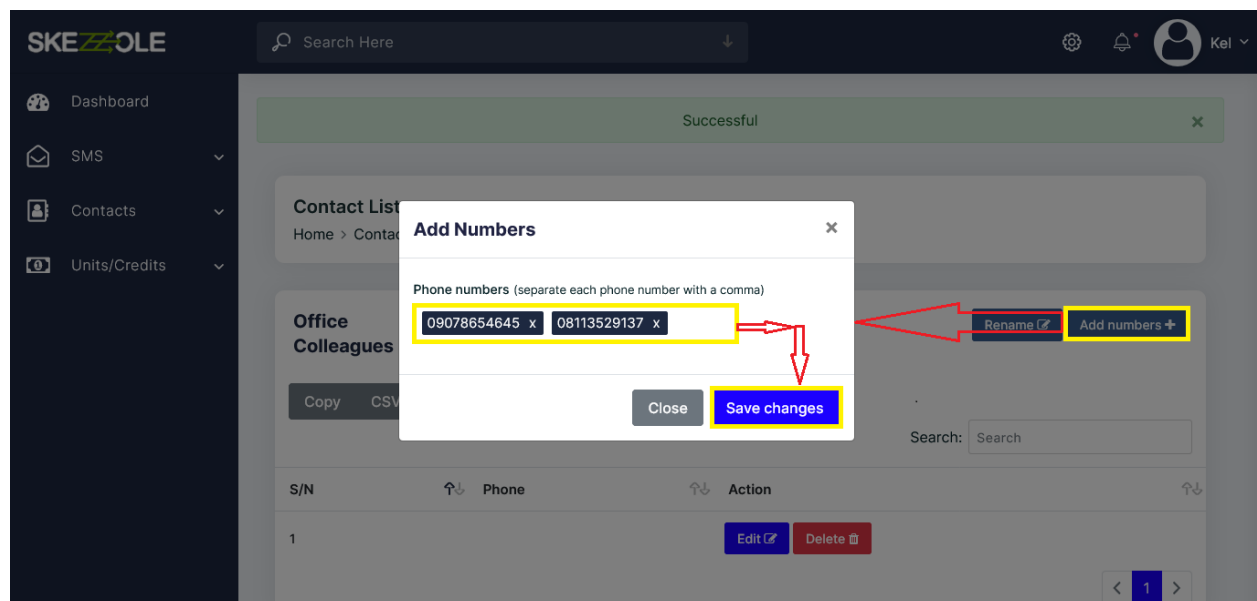
To **Rename** a **Contact** title, click on the **Rename** button while in the **Manage Contact** page, type in the new name in the pop-up input field. Then click on **Save Changes** to implement the changes you have made.

*Check out the screenshot below.*



To **add numbers**, click on the **Add number** and type in the additional numbers as intended. Click on **Save changes** for the modifications you have made to take effect.

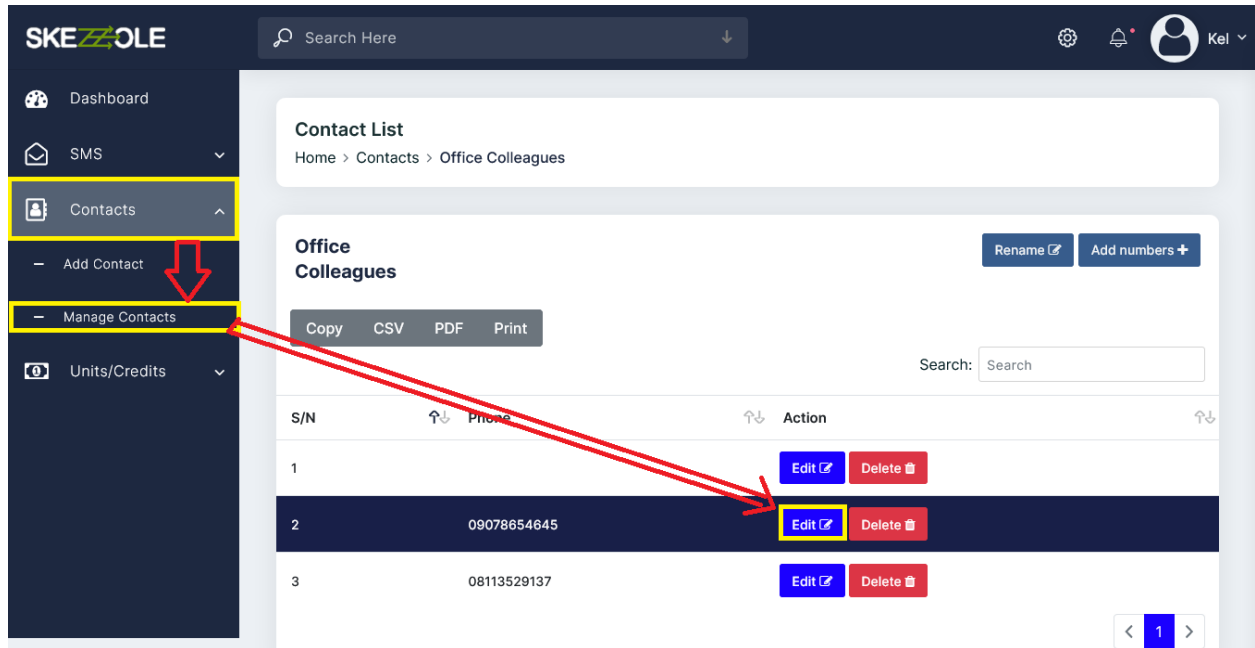
*Check out the screenshot we have provided to help you.*



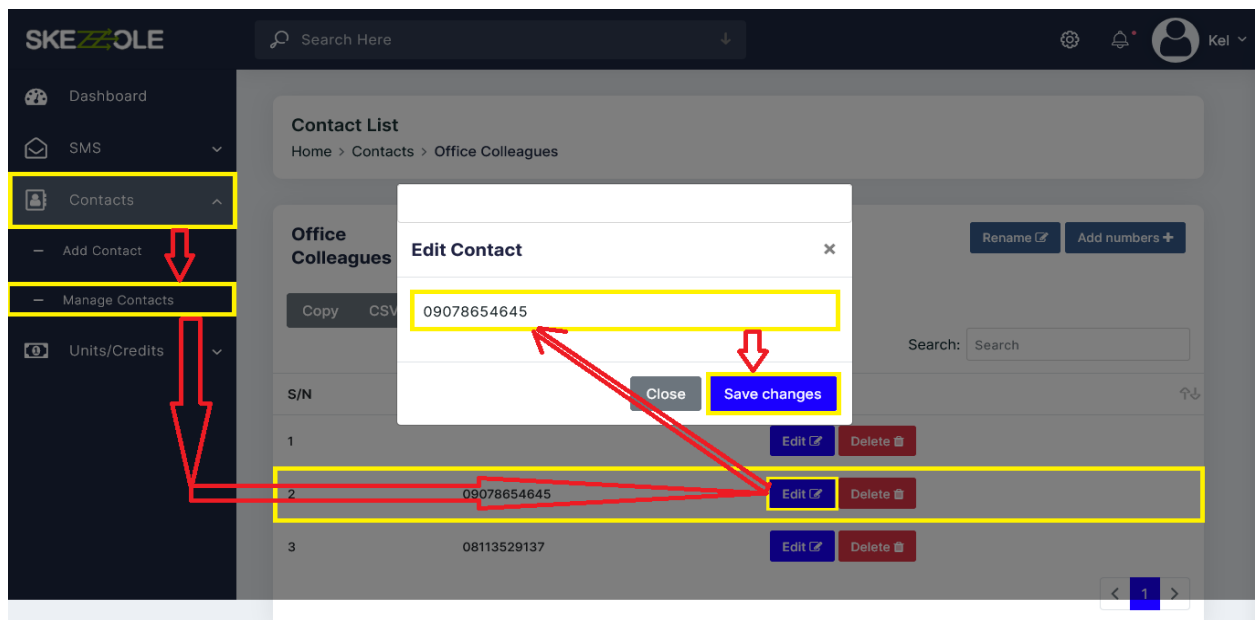
To **edit a single number** in a **contact list**, click on the **Edit** button while in the **Manage Contact**. This will trigger a pop-up, make your changes in the **phone number** input field and click on **Save Changes** to implement your edit.

*Check out the screenshots below.*

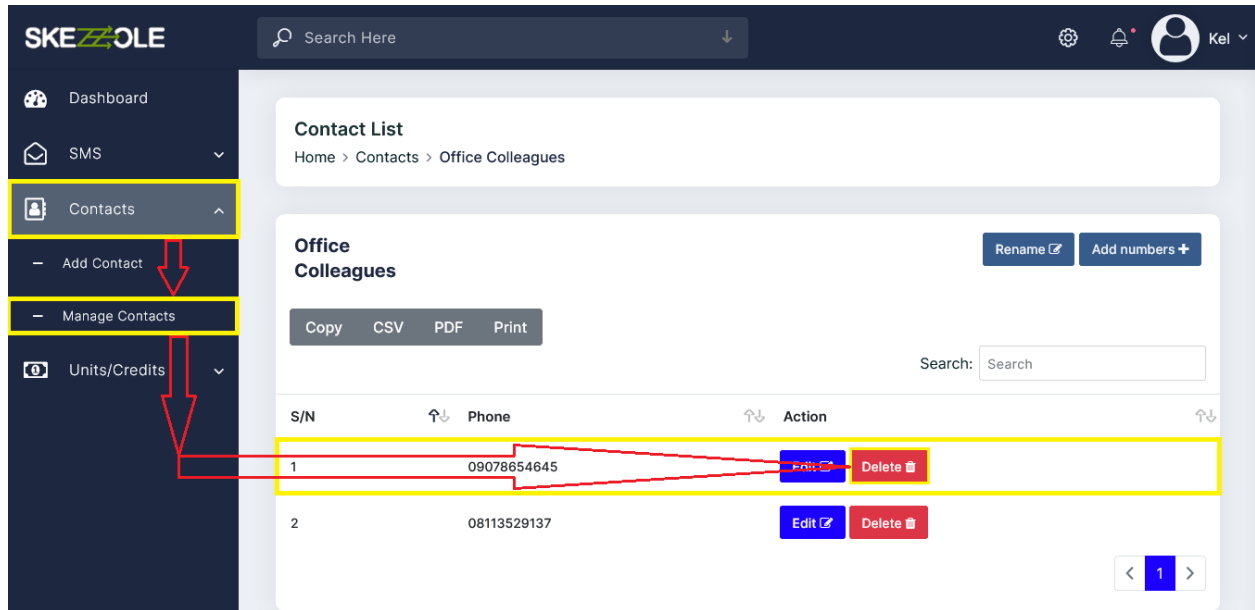




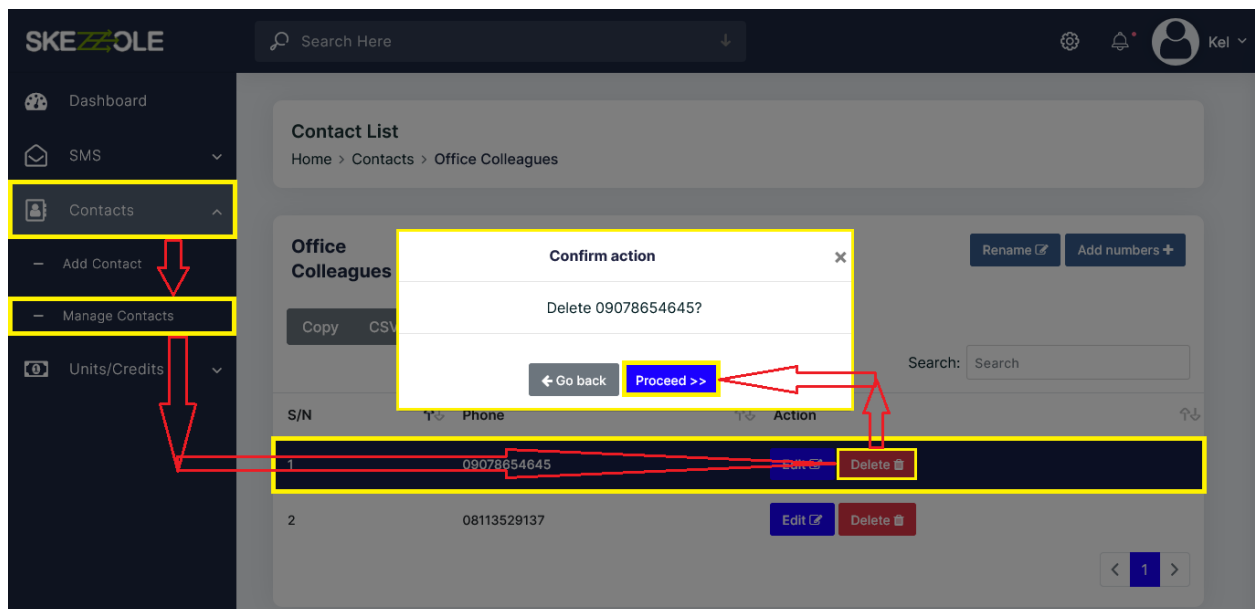
*Hint! Pay attention to the highlighted parts in the screenshots.*



To **delete** a **single number** from a **contact list**, click on the **Delete** button in the **contact list** table. This will trigger a confirmation pop up– a sort of action intentionality check. Click on **Proceed** if you truly want to get rid of the number. otherwise, click the **Go back** button to cancel.



*Hint! Pay attention to the highlighted parts in the screenshots.*



## Deleting A Contact Group [An Entire Contact List]

By clicking on **Manage Contact**, a table opens up, containing every available contact group with their titles.

To **delete** an entire **contact group**, click on the red coloured **Delete** button, respond to the confirmation message with the **Proceed** or **Go back** button.

On clicking the **Proceed** button, a success message titled **Deleted** appears at the top of your dashboard, confirming your action.

Dashboard

SMS

Contacts

- Add Contact

- Manage Contacts

Units/Credits

## Contact List

Home &gt; Contacts

## My Contacts

Show 10 entries

Search: 

<input type="checkbox"/>	S/N	Title	Numbers	Created	Last Updated	Action
<input type="checkbox"/>	1	Office Colleagues	2	18.12.2021	19.01.2022	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	2	Family	15	21.12.2021	21.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	3	Abuja meeting	4	23.12.2021	26.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	4	Work Buddies	3	27.12.2021	27.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	5	Kindreds	15	27.12.2021	27.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	6	Untitled a8hT	2	27.12.2021	27.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	7	Untitled avB1	2	27.12.2021	27.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	8	Untitled WwJQ	2	27.12.2021	27.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	9	Untitled b7W8	3	28.12.2021	28.12.2021	<a href="#">View</a> <a href="#">Delete</a>
<input type="checkbox"/>	10	Untitled mXi8	3	29.12.2021	29.12.2021	<a href="#">View</a> <a href="#">Delete</a>

1-10 of 36 entries

**SKEZZOLE** Search Here

Dashboard  
SMS  
Contacts  
Add Contact  
Manage Contacts  
Units/Credits

**Contact List**  
Home > Contacts

**My Contact**

Confirm action  
Delete Untitled a8hT?  
Go back Proceed >>

Search: Search

	S/N	Title	Numbers	Created	Last Updated	Action
<input type="checkbox"/>	1			01.2022		View Delete
<input type="checkbox"/>	2	Family	15	21.12.2021	21.12.2021	View Delete
<input type="checkbox"/>	3	Abuja meeting	4	23.12.2021	26.12.2021	View Delete
<input type="checkbox"/>	4	Work Buddies	3	27.12.2021	27.12.2021	View Delete
<input type="checkbox"/>	5	Kindreds	15	27.12.2021	27.12.2021	View Delete
<input type="checkbox"/>	6	Untitled a8hT	2	27.12.2021	27.12.2021	View Delete

**SKEZZOLE** Search Here

Dashboard  
SMS  
Contacts  
Add Contact  
Manage Contacts  
Units/Credits

**Contact List**  
Home > Contacts

Deleted

**My Contacts**

Show 10 entries Search: Search

	S/N	Title	Numbers	Created	Last Updated	Action
<input type="checkbox"/>	1	Office Colleagues	2	18.12.2021	19.01.2022	View Delete
<input type="checkbox"/>	2	Family	15	21.12.2021	21.12.2021	View Delete
<input type="checkbox"/>	3	Abuja meeting	4	23.12.2021	26.12.2021	View Delete
<input type="checkbox"/>	4	Work Buddies	3	27.12.2021	27.12.2021	View Delete
<input type="checkbox"/>	5	Kindreds	15	27.12.2021	27.12.2021	View Delete

## Buying SMS Unit/Credit

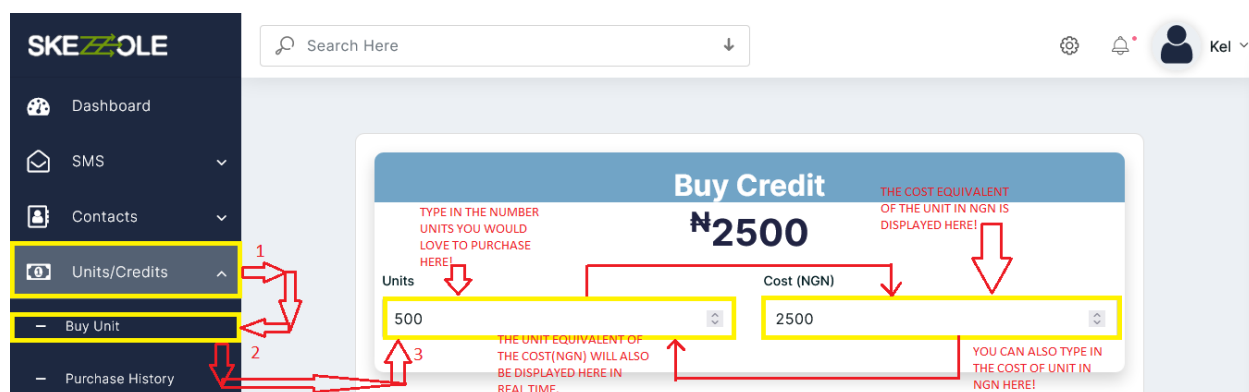
To purchase an **SMS unit**, click on the **Unit/Credit** button on your dashboard, then select **Buy Unit** on the drop-down below.

On the two-way **Unit-price Calculator**, input the number of units you intend to purchase on the left-hand side of the calculator, the equivalent in NGN will be automatically calculated and displayed on the right-hand side.

If you also intend to purchase based on the available naira at hand, type in the amount in NGN, on the right side of the calculator. The unit equivalent will also be calculated and displayed for you on the left-hand side.

*Check out the two screenshots below*

The screenshot displays the SKEZZOLE dashboard interface. On the left, a dark sidebar contains navigation links: Dashboard, SMS, Contacts, Units/Credits (highlighted with a yellow box), Buy Unit (highlighted with a yellow box), and Purchase History. The main content area features a 'Buy Credit' calculator. The calculator has a blue header with the text 'Buy Credit' and a large display showing 'N2500'. Below this, there are two input fields: 'Units' with the value '500' and 'Cost (NGN)' with the value '2500', both highlighted with yellow boxes. The top of the dashboard includes a search bar, settings, notifications, and a user profile icon labeled 'Kel'.



You may proceed to payments with any payment option of your choice. **Flutter wave** is a **recommended payment option** but you can use any option, be sure to screenshot which may come in handy. However, you can also explore other payment options.

## Purchase History

An additional benefit of using the Skezzole bulks SMS app is that it gives you a comprehensive unit **purchase history**. To view your unit **purchase history**, select the **purchase history** button on the second drop-down list and a detailed history page comes up.

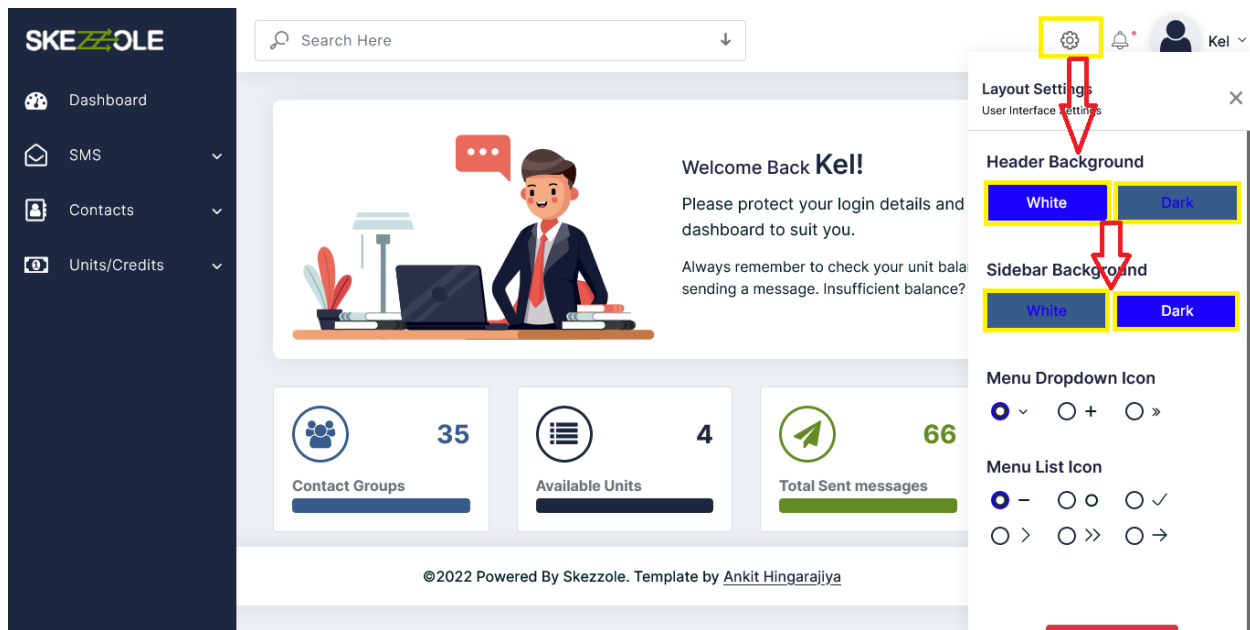
This will enable you to track the total amount spent you or the company spent on bulk SMS over a period as an individual or a company.

## Dashboard Customization

The **header** and **sidebar background** of your **dashboard** can be set to suit your preference.

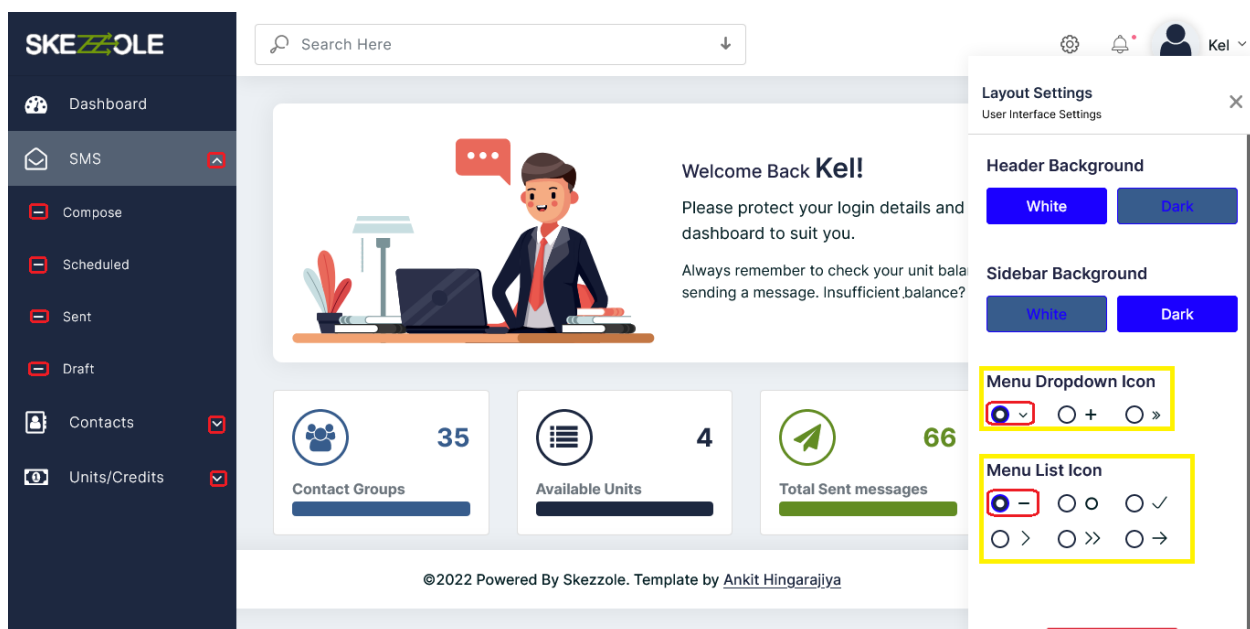
Click on the **gear(settings)** icon at the top right of your screen. Toggle between the **White** and **Dark** buttons to customize the **Header** and **Sidebar Background**. Click on the **Save** button afterwards. Although we recommend the dark mood since it helps protect your eyes.

*Check out the screenshot below*



Additionally, you can also change your dashboard **menu dropdown** and **menu list icons** just by toggling on any icon of your choice.

Check out the screenshot below. ***Hint!** Pay attention to the red and yellow part of the screenshot.*





## Checking Your Unit/Credit Balance

The following information is constantly displayed on your dashboard for easy monitoring, A total number of **contact groups**, **available units**, the total number of **sent messages** and the Number of **pending scheduled SMS**.

Check out the screenshot below

