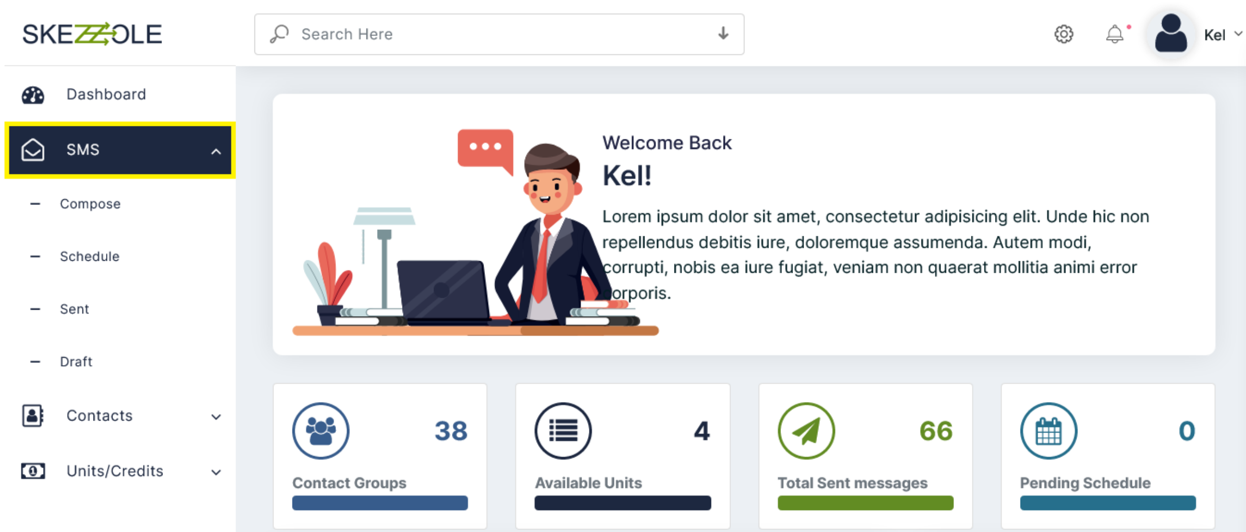
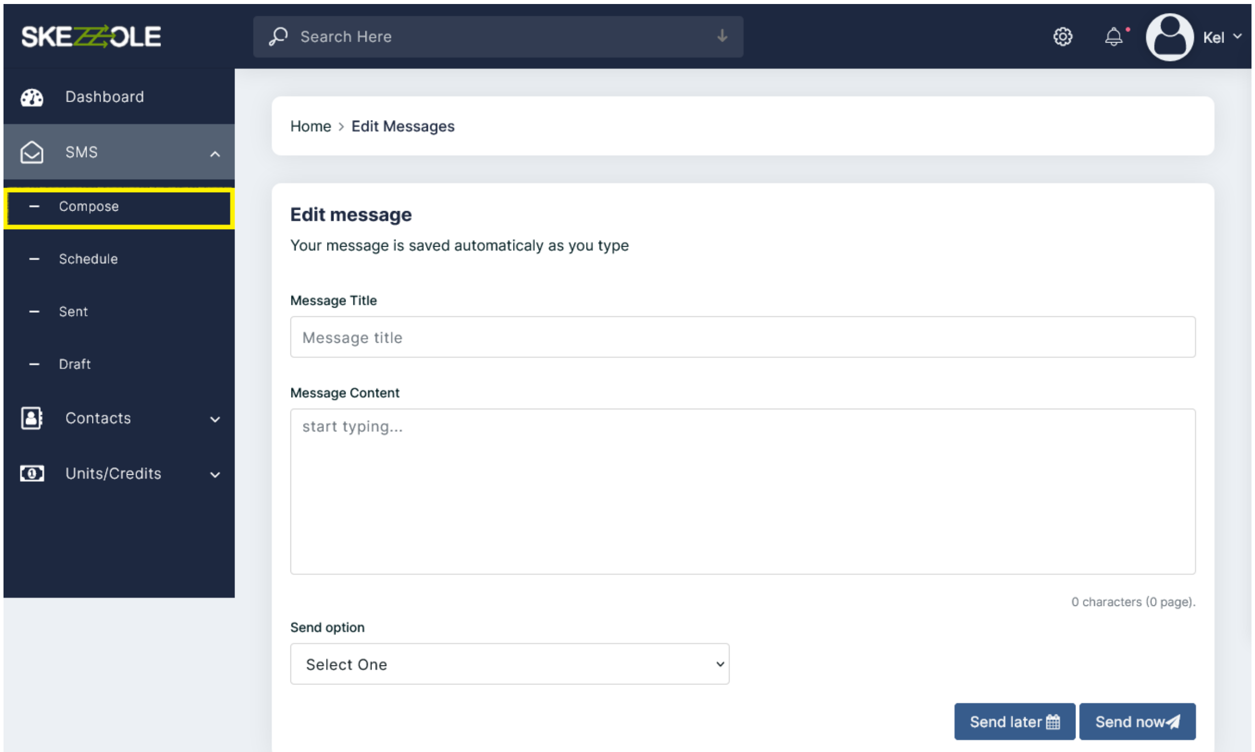
Send Bulk SMS

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



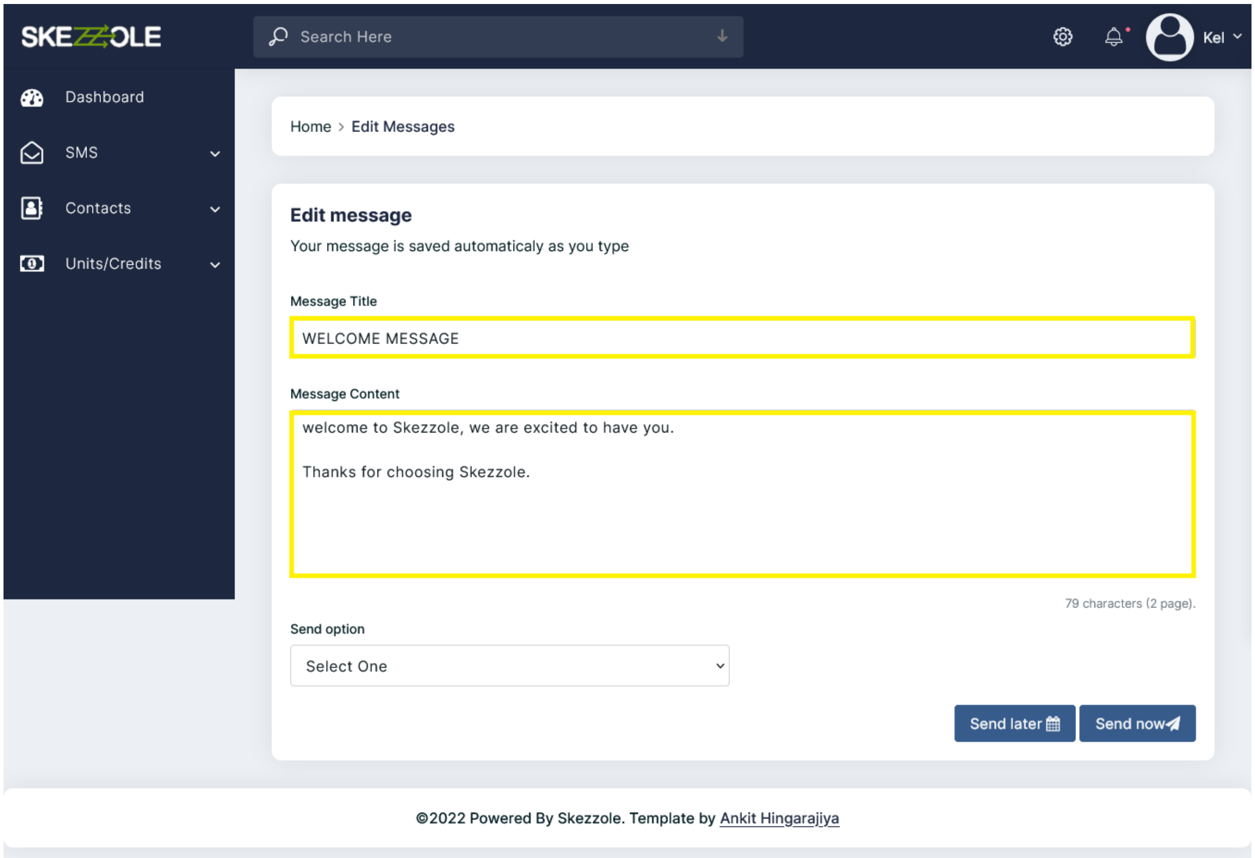
Click on ***Compose*** the first option in the drop-down list as highlighted with a yellow rectangle in the screenshot below.

That will automatically bring you to an input test area.



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.

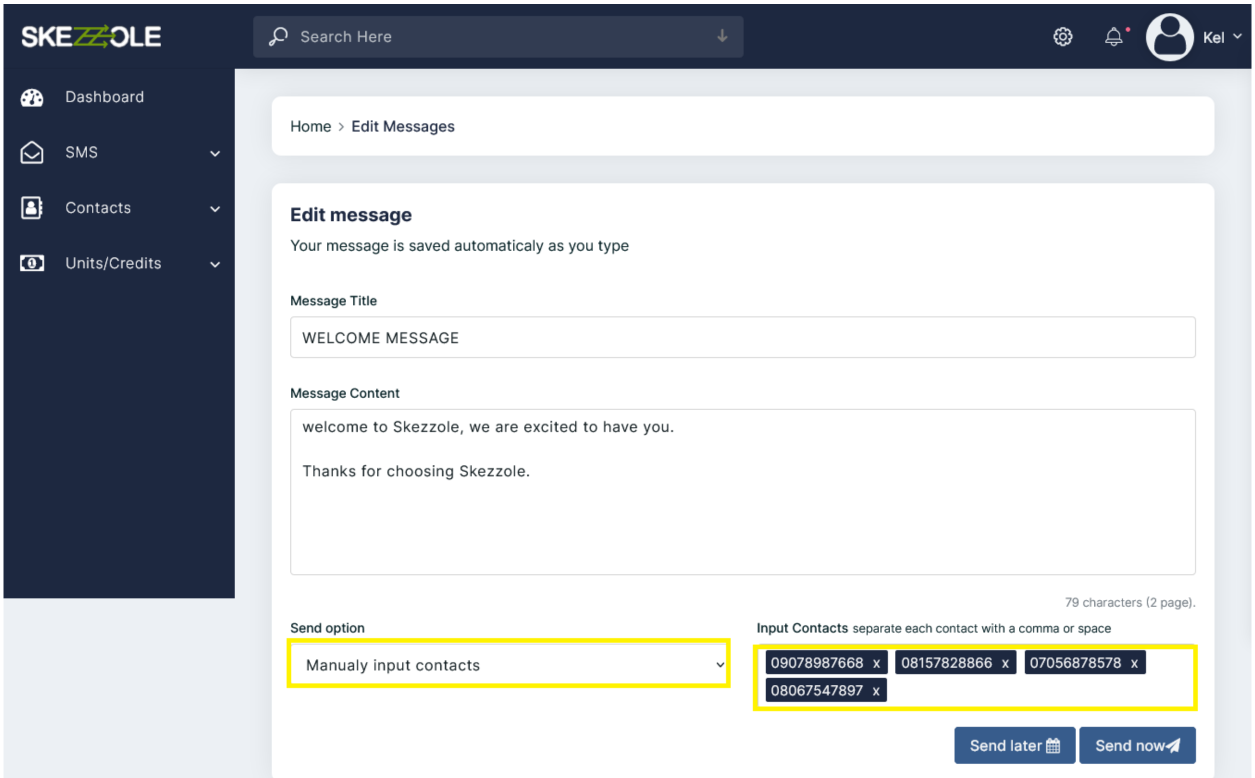
[*This is a required field*, *it will enable Skezzole to save your message against a title for easy search, although the title isn't part of the message to be sent*]



Inputting Recipient(s) Phone Number(s)

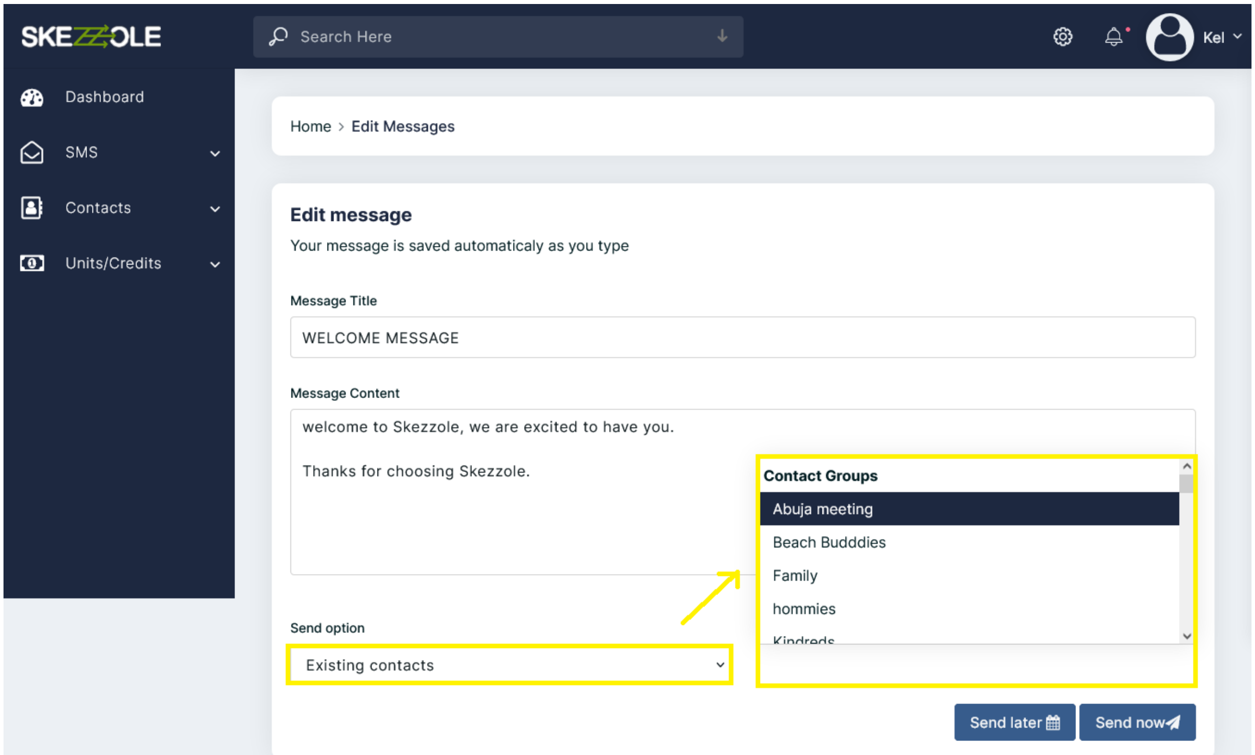
Click on the ***Select Contact*** field, just below the message body and select any contact input option of your choice among the two available options.

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.*

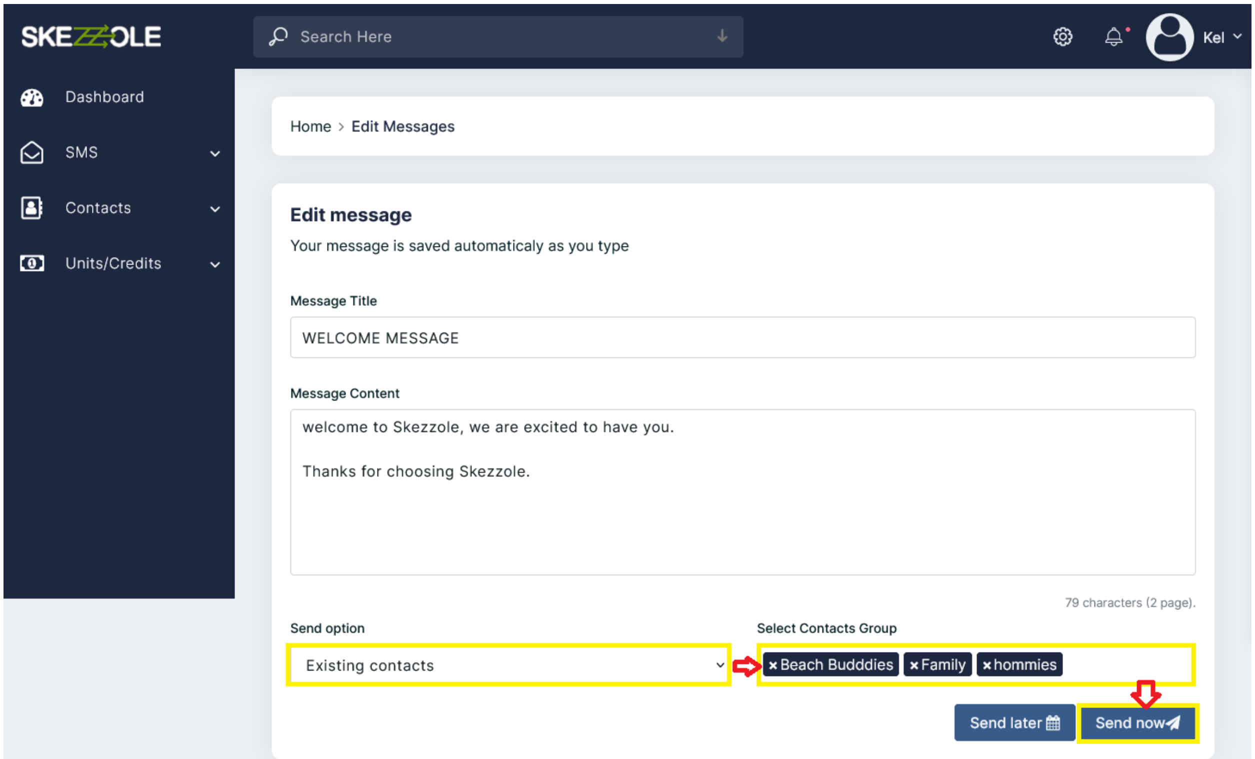


2. Existing Contacts

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



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.



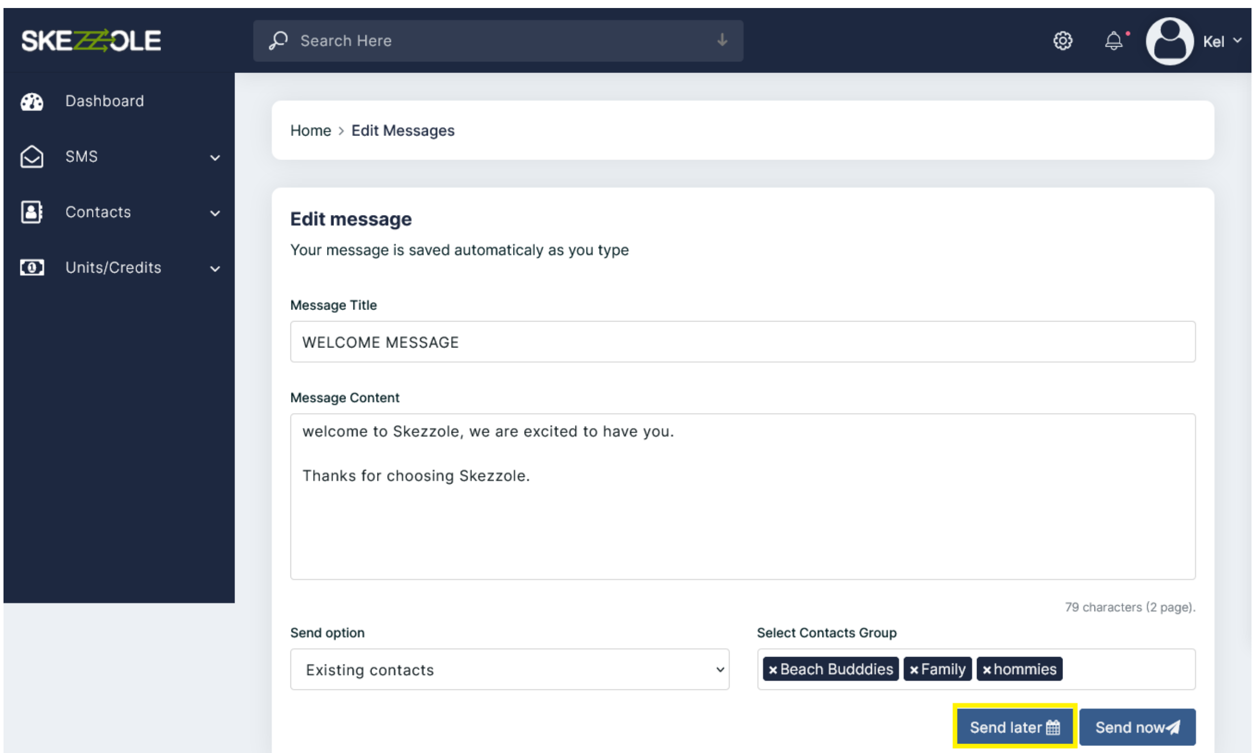
Hint! *you can check and monitor your message status on the* ***Sent*** *and* ***Draft*** *page in your dashboard.*

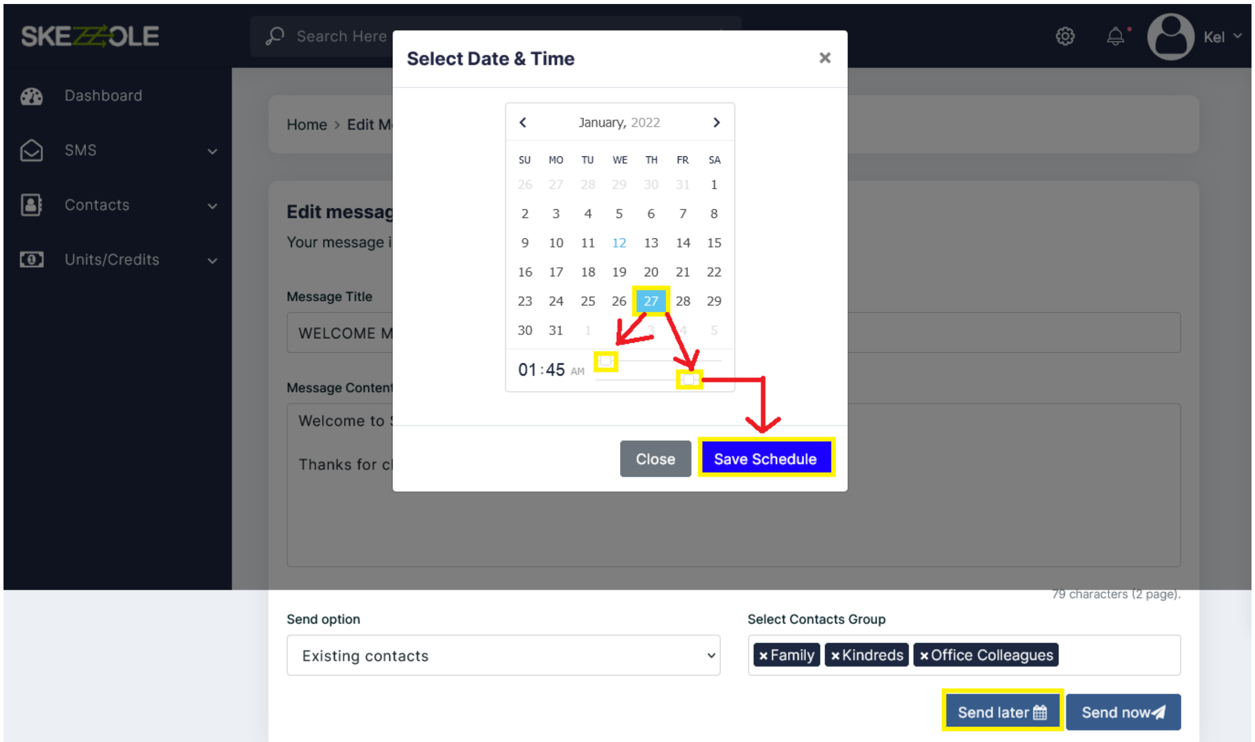
Scheduling Bulk SMS

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**.

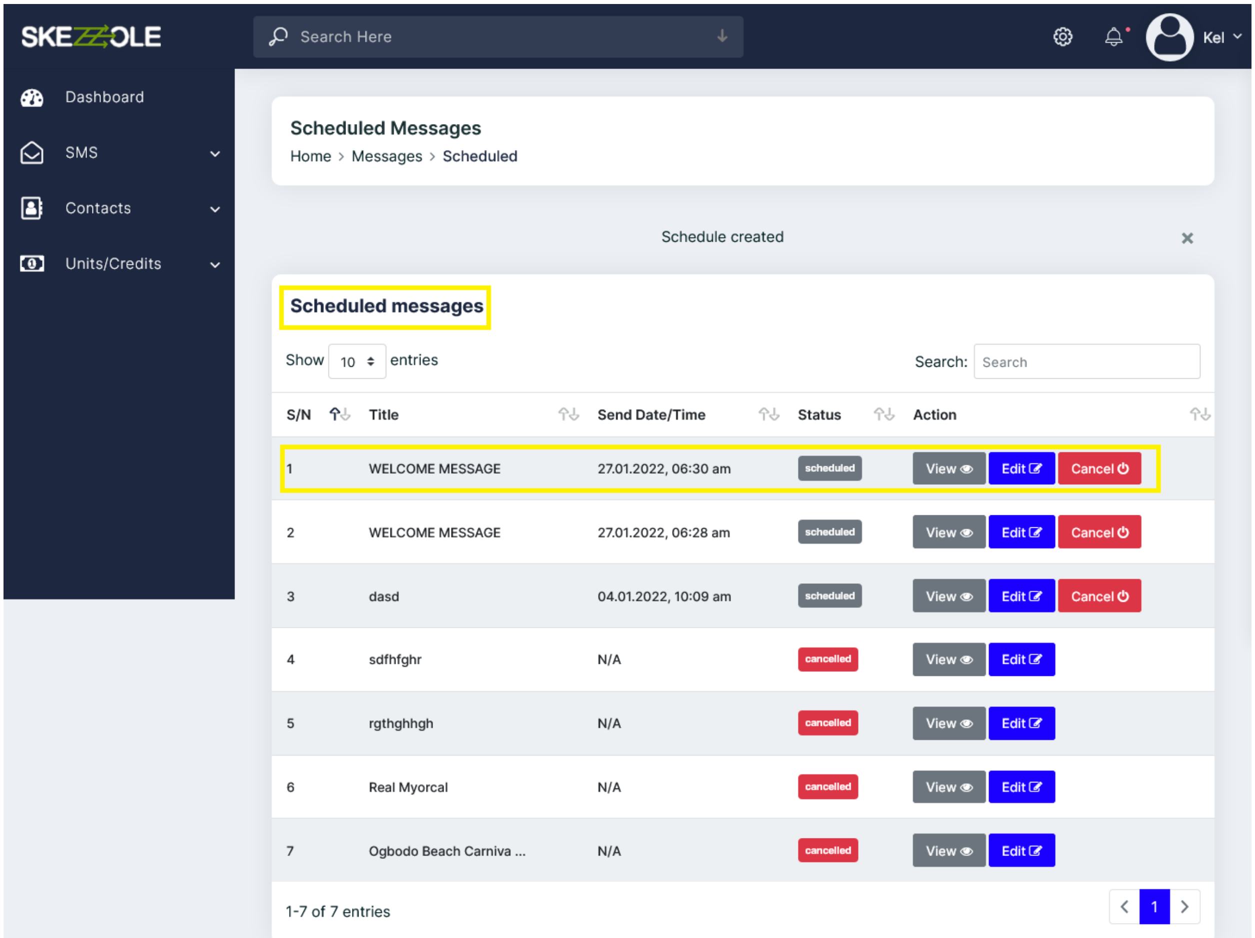
Choose a prefered date and time in the calendar pop up, then click ***Save Schedule*** for Skezzole to automatically send your message at your designated time.

Check out the screenshots below.



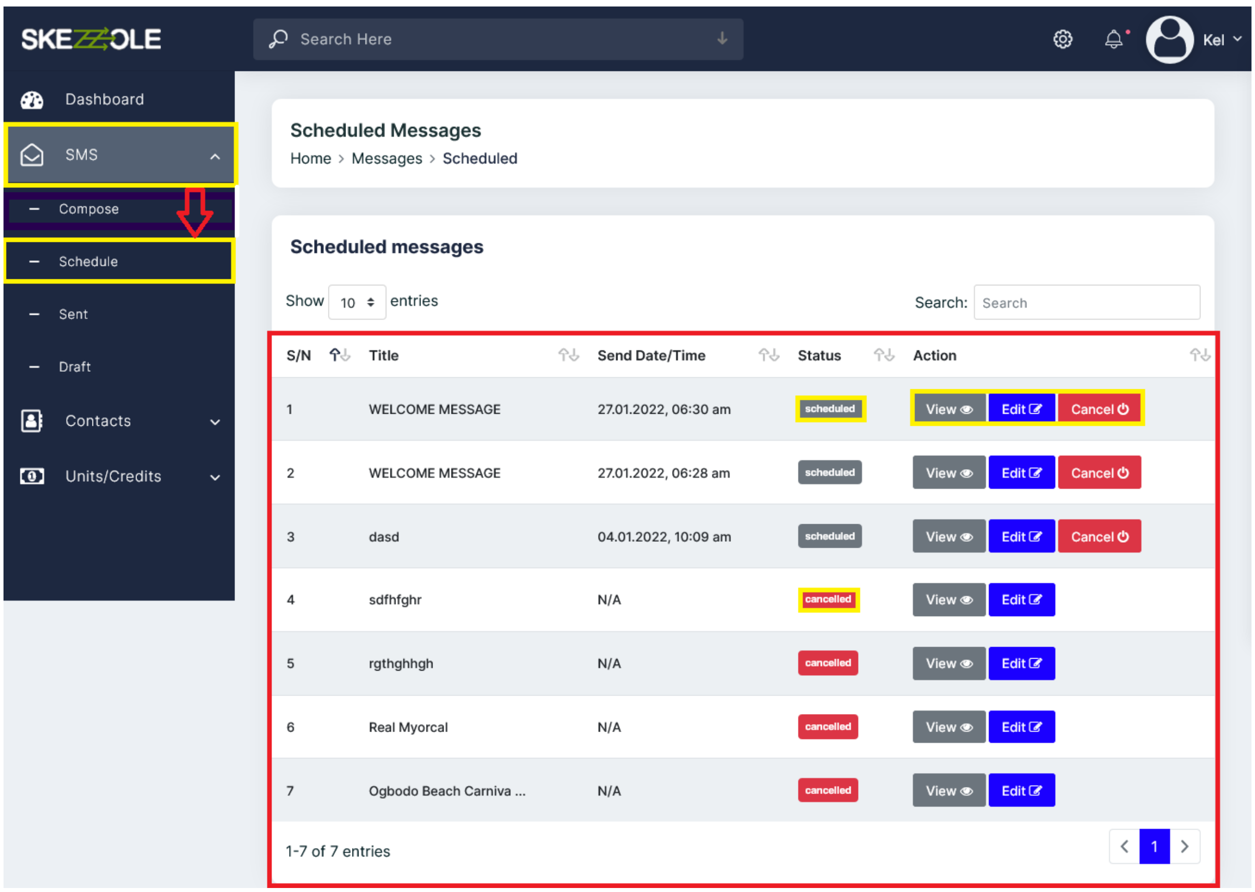


Scheduled messages will appear in a table as shown in the screenshot below, giving you a holistic view and flexibility to make changes.


SKEZZOLE
Search Here
Kel
Dashboard
SMS
Contacts
Units/Credits
Scheduled Messages
Home > Messages > 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 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 sdfhfghr 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
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.

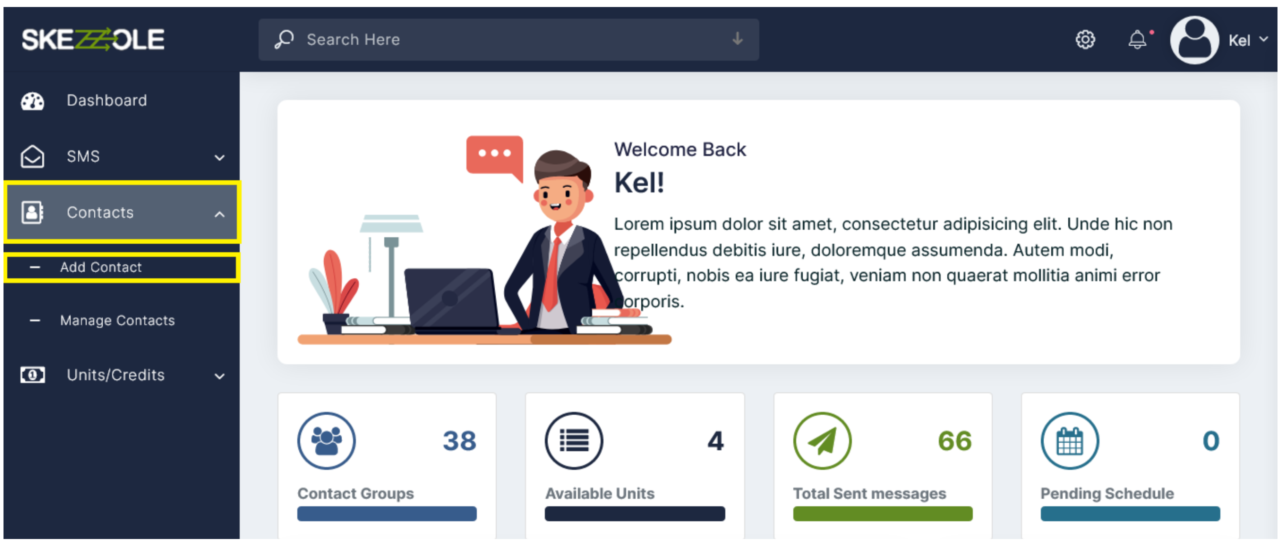


Adding Contacts

- **Manual Input**

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

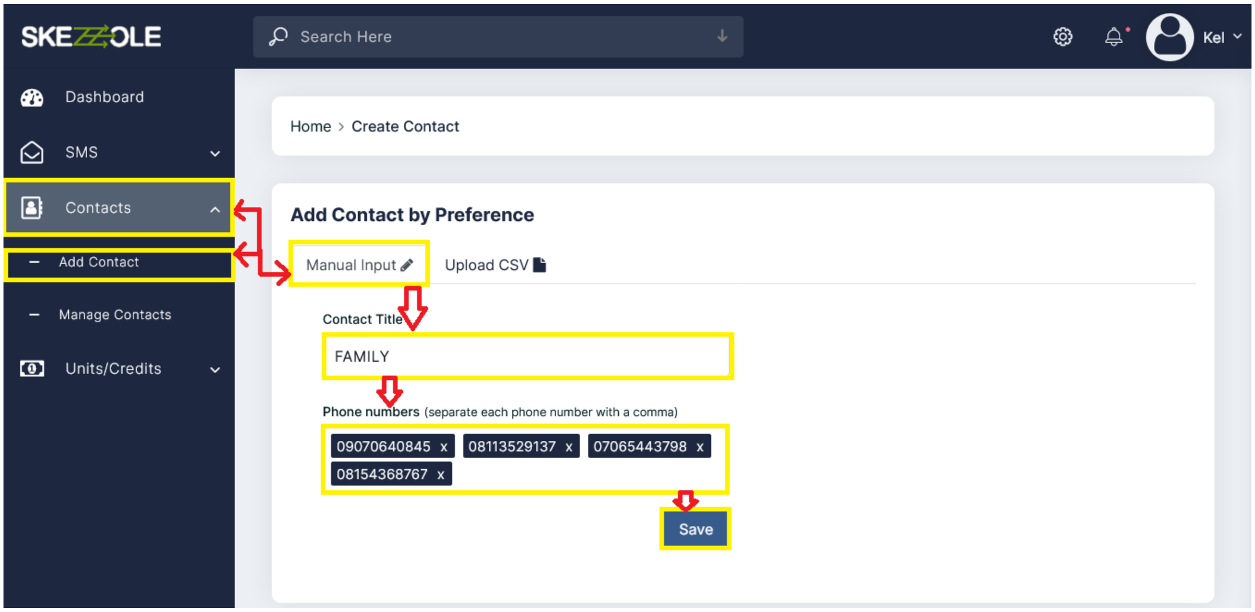
In your dashboard, click on ***Contacts*****,** click on ***Add Contact*** which is the first item on the drop-down list. *Check out the screenshot below*



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



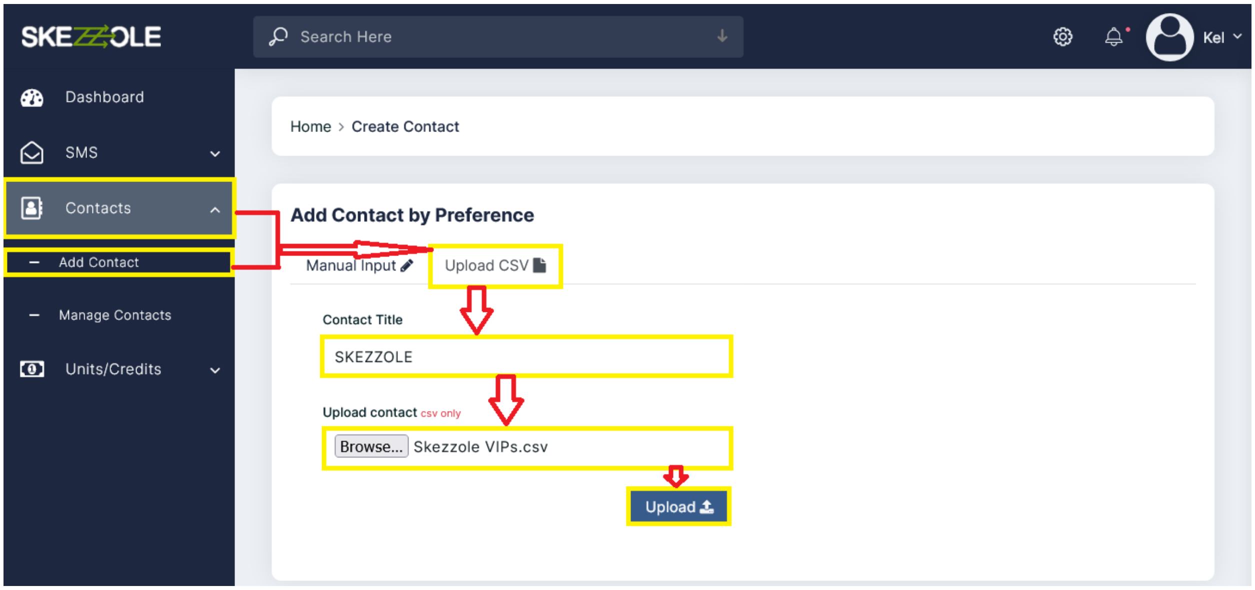
- **Contact Upload(CSV)**

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***.

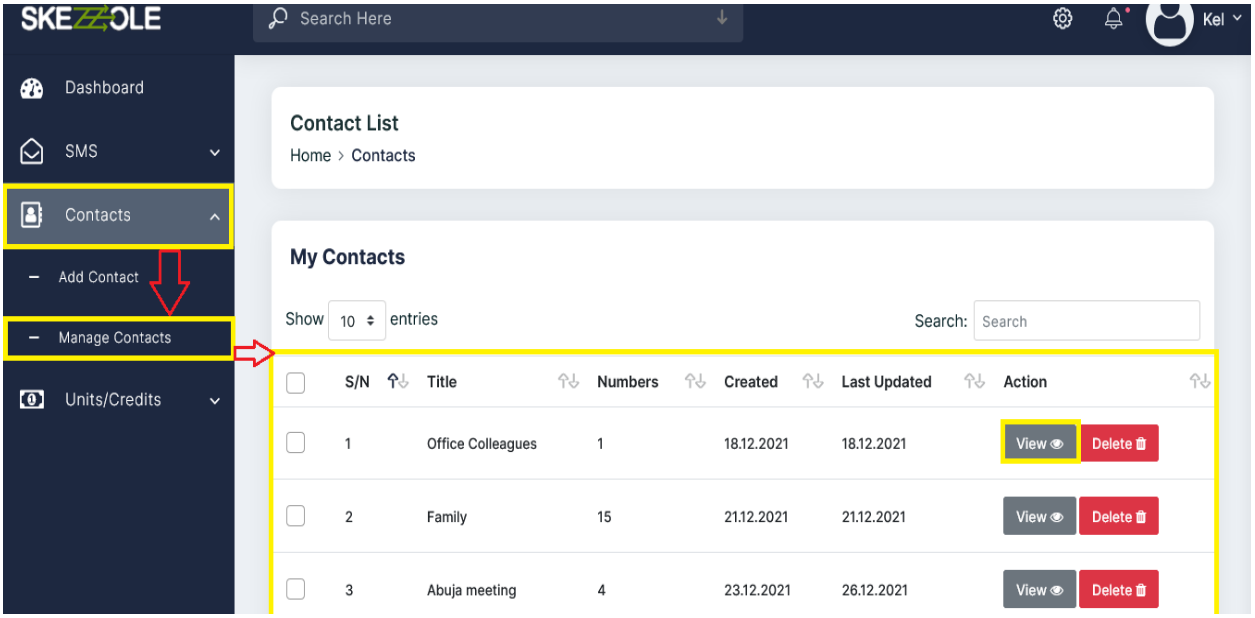
Check out the screenshot below



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.

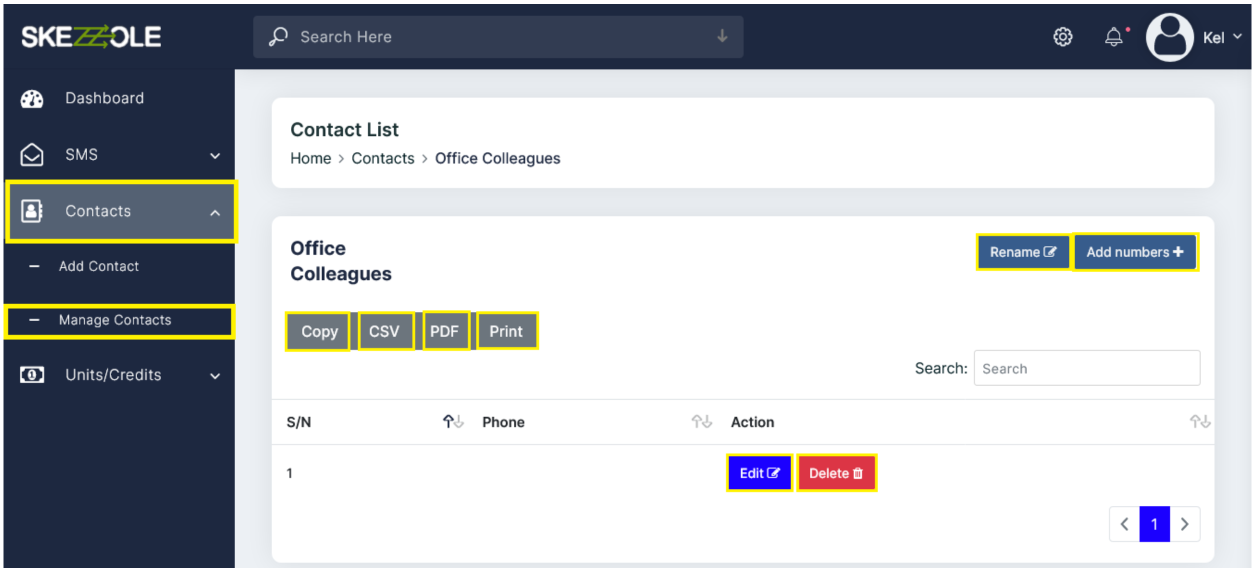


To **view** or **modify** your contacts, click on the ***View*** button.

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)

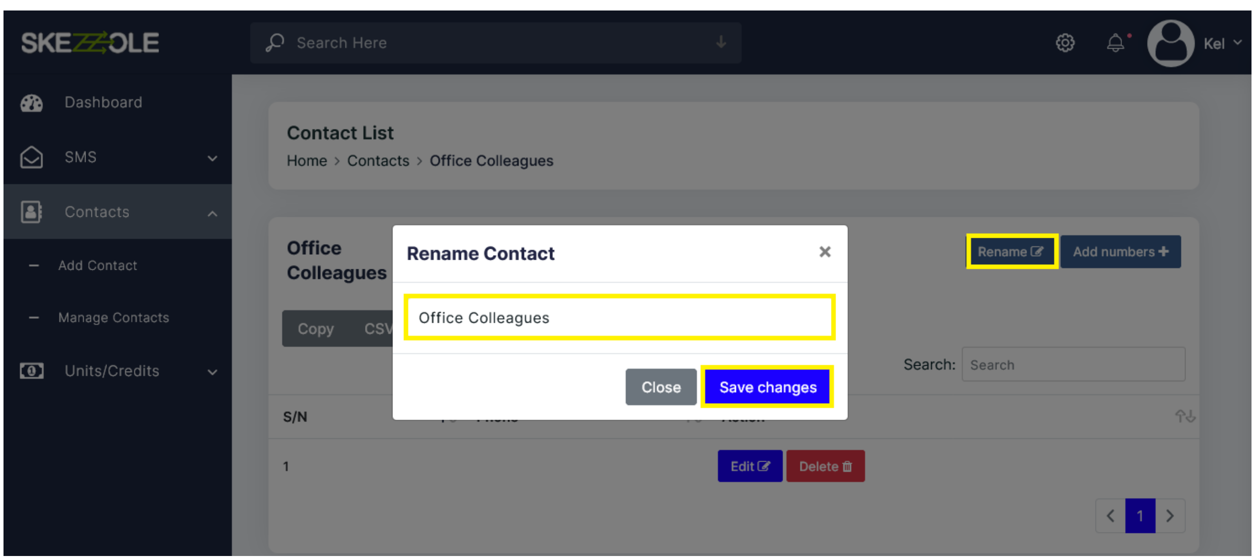
Also, additional functions like to **copy** contact list, view contact list in **CSV** format**,** view in **pdf** or **print** a particular contact list are available.

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



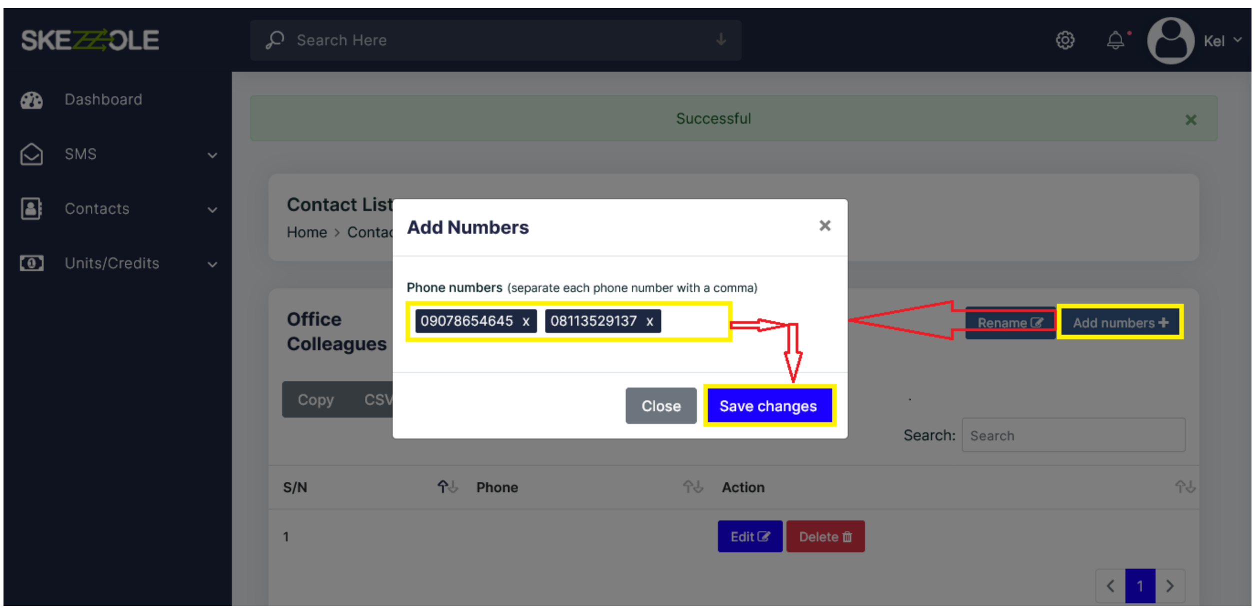
To ***Rename*** a **Contact title**, click on the ***Rename*** button while in the **Manage Contact** page, type in the new name in the pop-up input field. Then click on ***Save Changes*** to implement the changes you have made.

Check out the screenshot below.



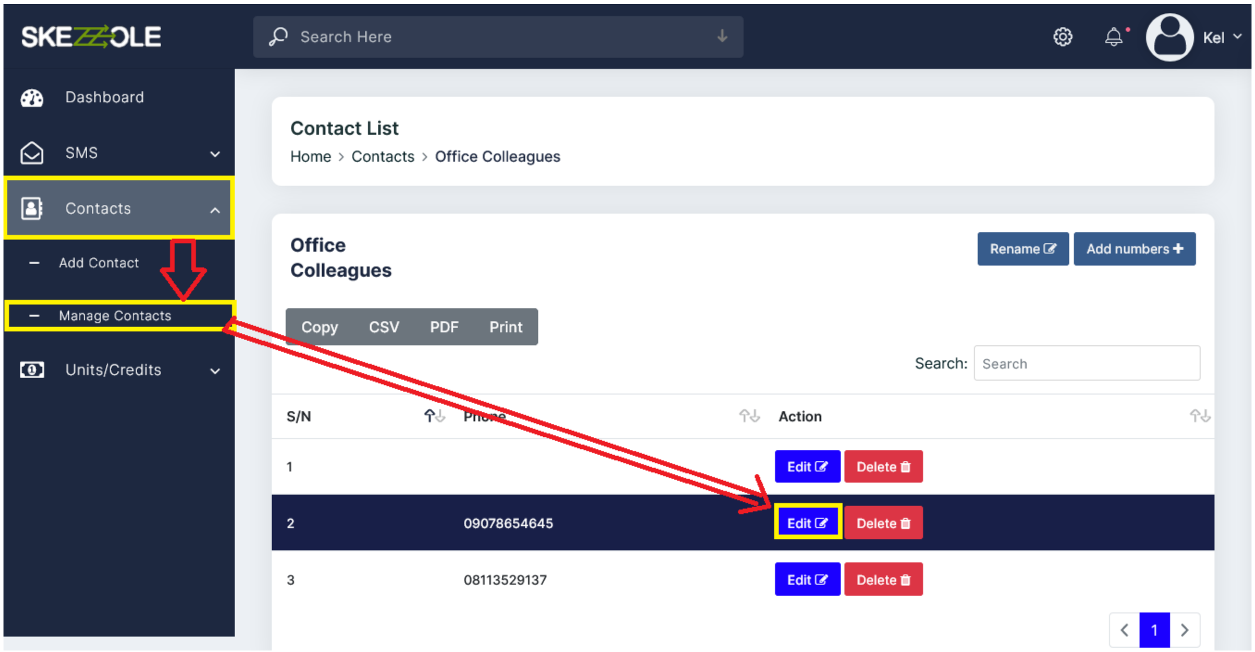
To **add numbers,** click on the ***Add number*** and type in the additional numbers as intended. Click on ***Save changes*** for the modifications you have made to take effect.

Check out the screenshot we have provided to help you.

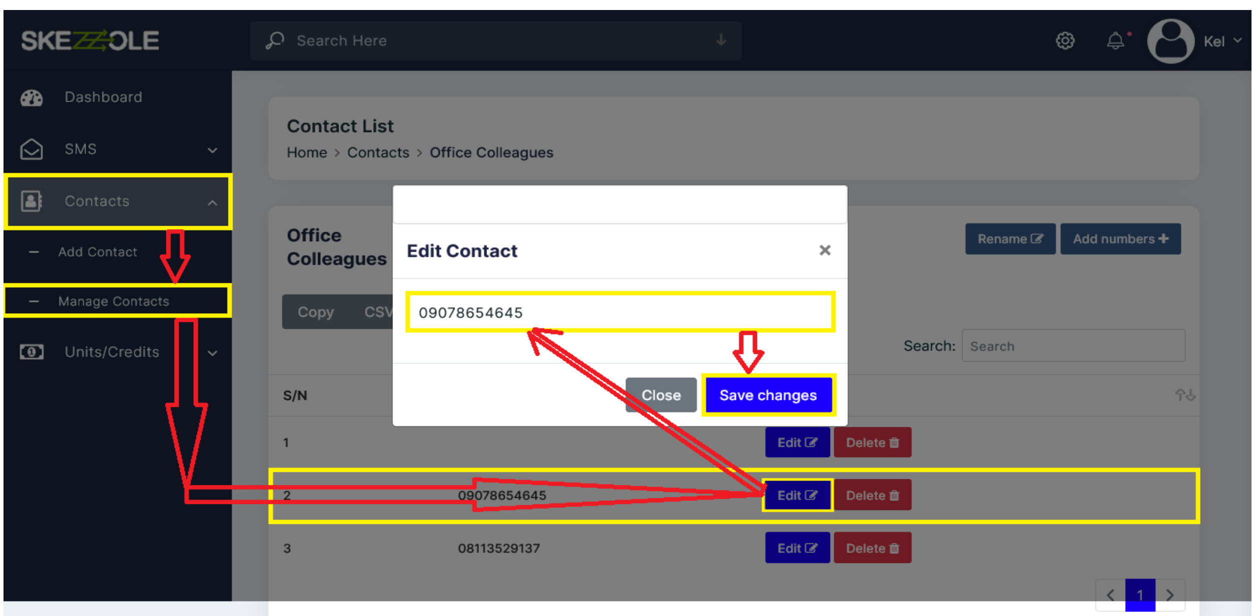


To **edit** a **single number** in a **contact list**, click on the ***Edit*** button while in the **Manage Contact**. This will trigger a pop-up, make your changes in the **phone number** input field and click on ***Save Changes*** to implement your edit.

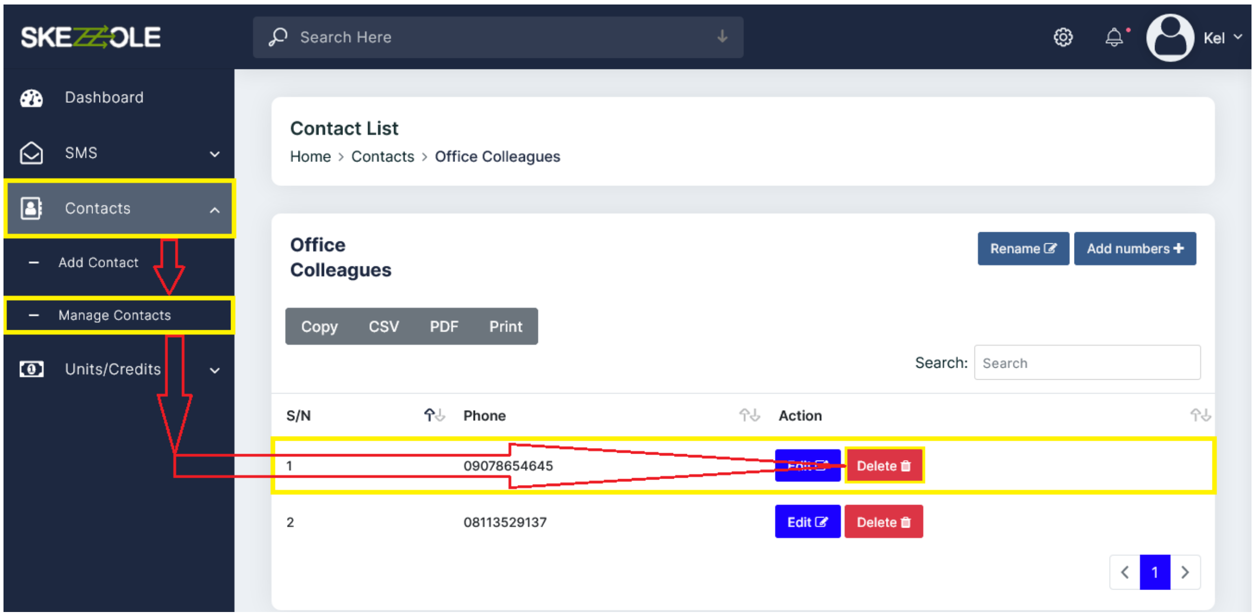
Check out the screenshots below.



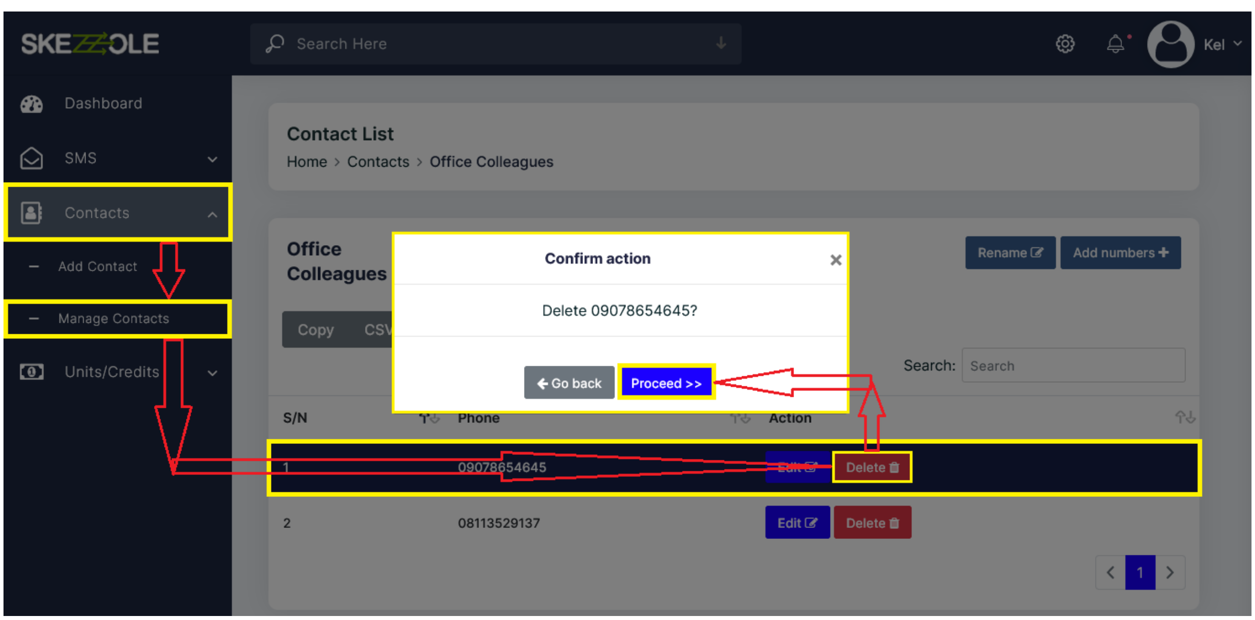
Hint! *Pay attention to the highlighted parts in the screenshots.*



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.

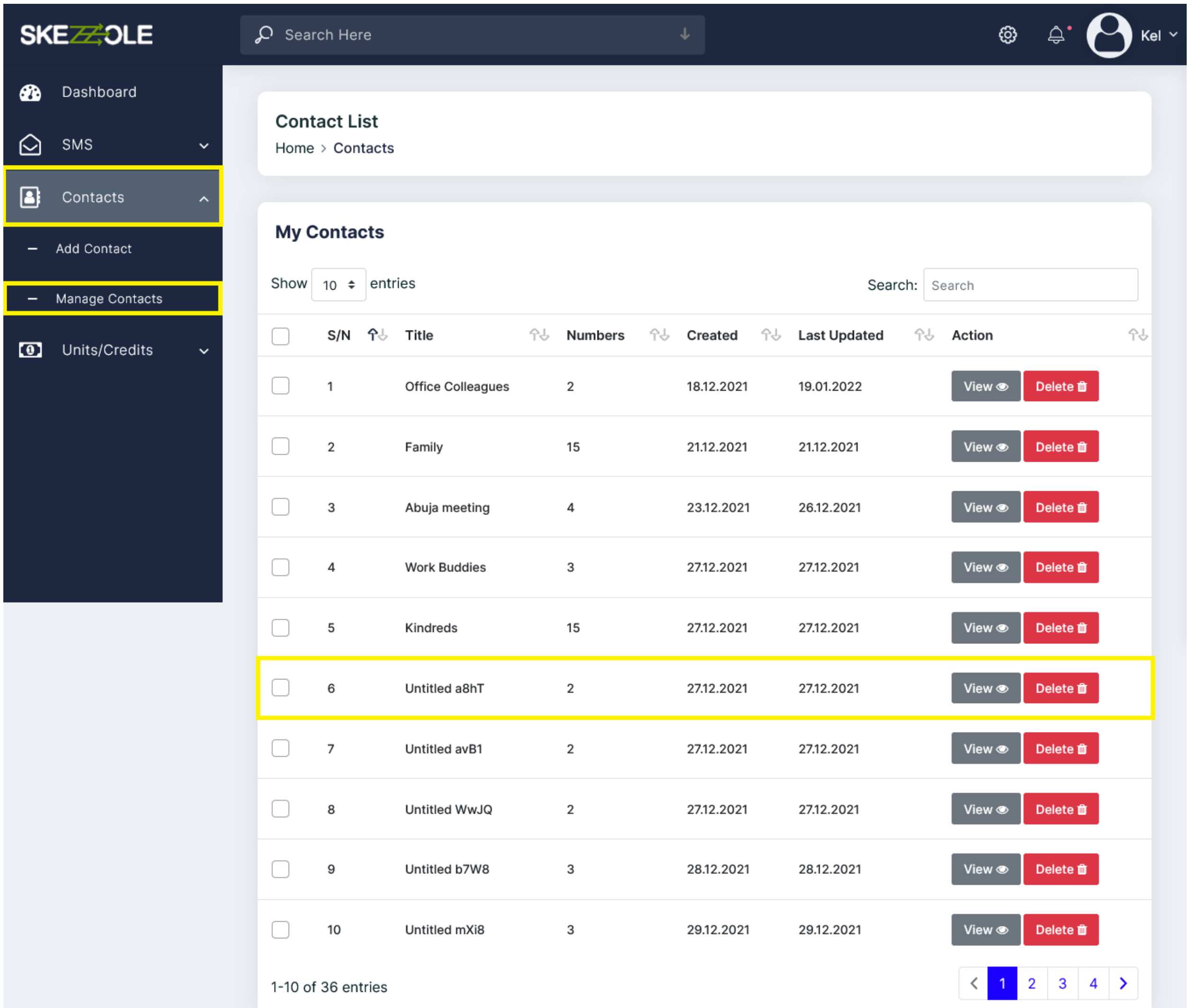


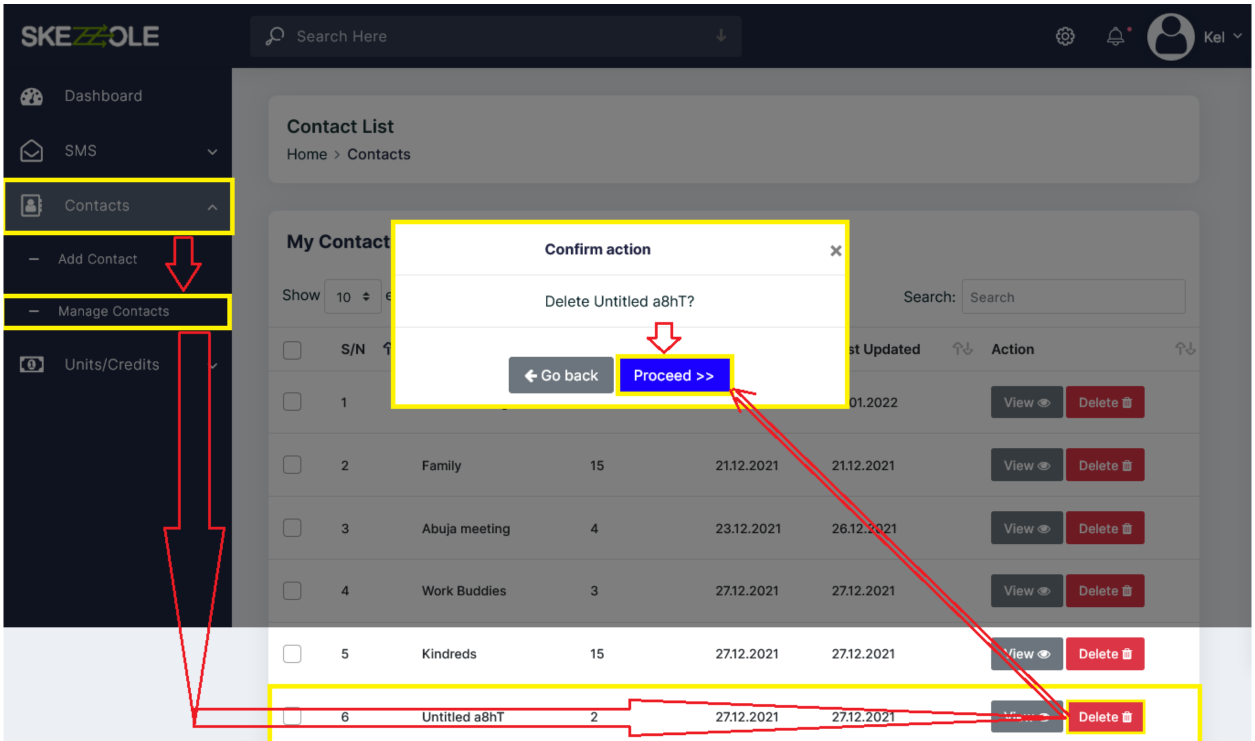
Deleting A Contact Group [An Entire Contact List]

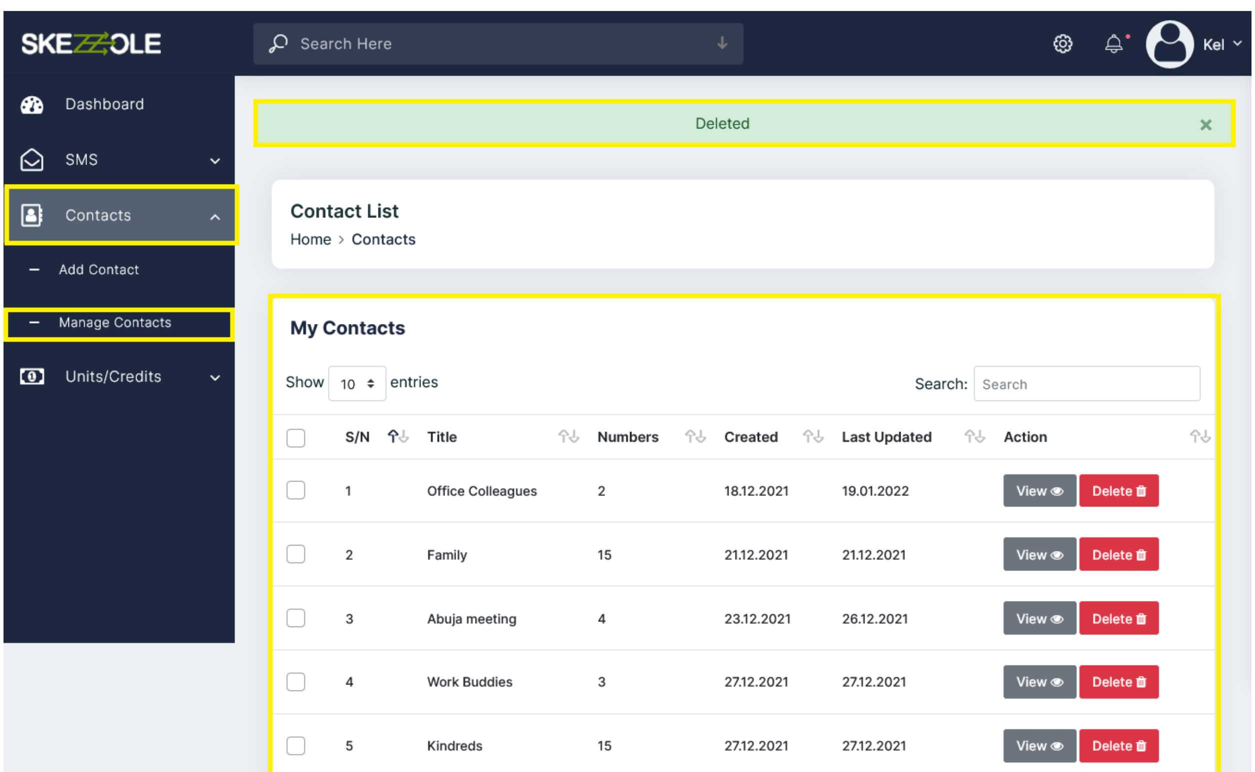
By clicking on **Manage Contact**, a table opens up, containing every available contact group with their titles.

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.


SKEZZOLE
Search Here
Kel
Dashboard
SMS
Contacts
Add Contact
Manage Contacts
Units/Credits
Contact List
Home > Contacts
My Contacts
Show 10 entries
Search: Search
S/N Title Numbers Created Last Updated Action
1 Office Colleagues 2 18.12.2021 19.01.2022 View Delete
2 Family 15 21.12.2021 21.12.2021 View Delete
3 Abuja meeting 4 23.12.2021 26.12.2021 View Delete
4 Work Buddies 3 27.12.2021 27.12.2021 View Delete
5 Kindreds 15 27.12.2021 27.12.2021 View Delete
6 Untitled a8hT 2 27.12.2021 27.12.2021 View Delete
7 Untitled avB1 2 27.12.2021 27.12.2021 View Delete
8 Untitled WwJQ 2 27.12.2021 27.12.2021 View Delete
9 Untitled b7W8 3 28.12.2021 28.12.2021 View Delete
10 Untitled mXi8 3 29.12.2021 29.12.2021 View Delete
1-10 of 36 entries
1 2 3 4


SKEZZOLE
Search Here
Kel
Dashboard
SMS
Contacts
Add Contact
Manage Contacts
Units/Credits
Contact List
Home > Contacts
My Contact
Show 10
Search:
Confirm action
Delete Untitled a8hT?
Go back
Proceed >>
S/N
Action
1
2 Family 15 21.12.2021 21.12.2021
3 Abuja meeting 4 23.12.2021 26.12.2021
4 Work Buddies 3 27.12.2021 27.12.2021
5 Kindreds 15 27.12.2021 27.12.2021
6 Untitled a8hT 2 27.12.2021 27.12.2021
View
Delete


SKEZZOLE
Search Here
Kel
Dashboard
SMS
Contacts
Add Contact
Manage Contacts
Units/Credits
Deleted
Contact List
Home > Contacts
My Contacts
Show 10 entries
Search:
S/N Title Numbers Created Last Updated Action
1 Office Colleagues 2 18.12.2021 19.01.2022
2 Family 15 21.12.2021 21.12.2021
3 Abuja meeting 4 23.12.2021 26.12.2021
4 Work Buddies 3 27.12.2021 27.12.2021
5 Kindreds 15 27.12.2021 27.12.2021
View
Delete

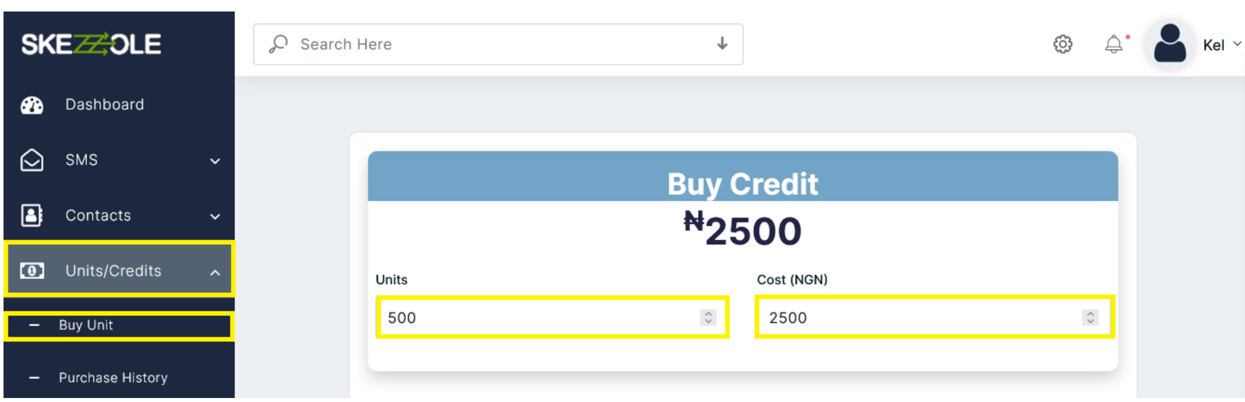
Buying SMS Unit/Credit

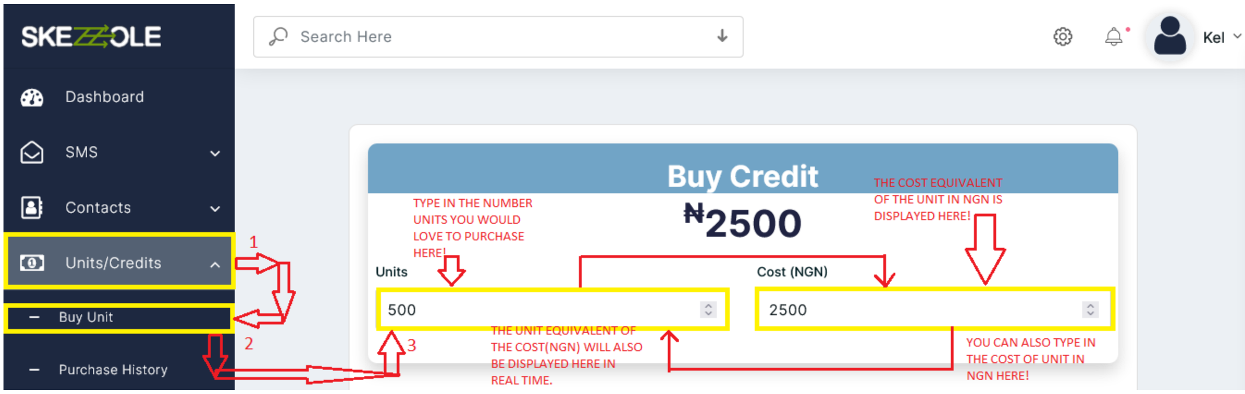
To purchase an **SMS unit**, click on the ***Unit/Credit*** button on your dashboard, then select **Buy Unit** on the drop-down below.

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





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 p**urchase 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.

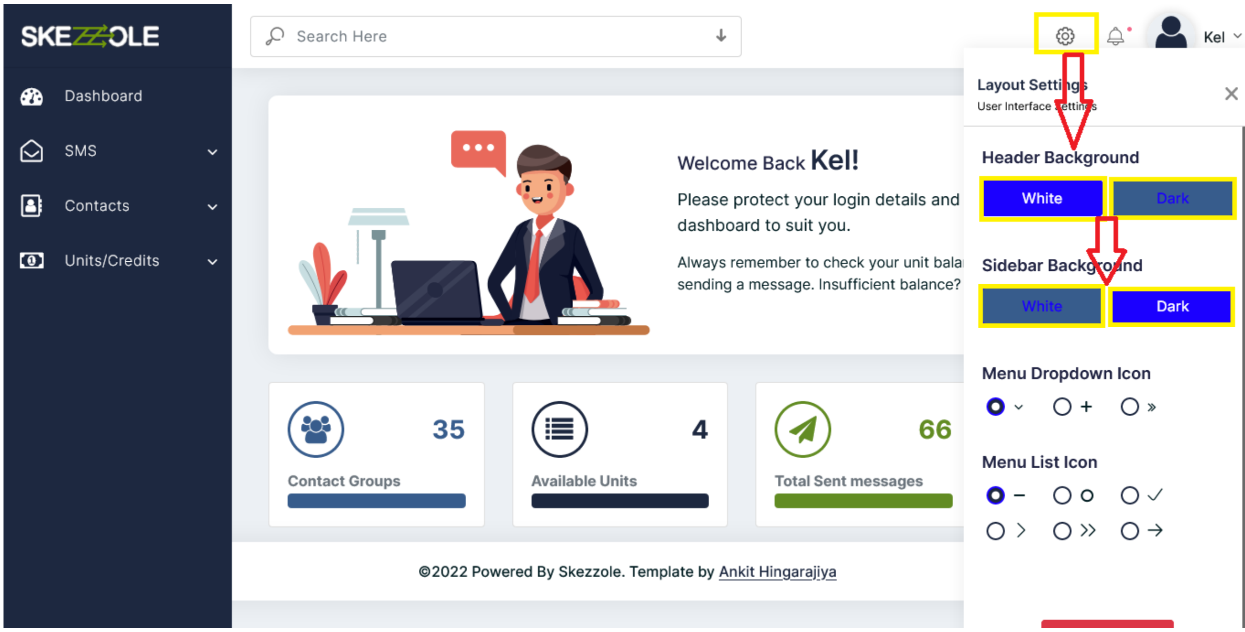
This will enable you to track the total amount spent you or the company spent on bulk SMS over a period as an individual or a company.

Dashboard Customization

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

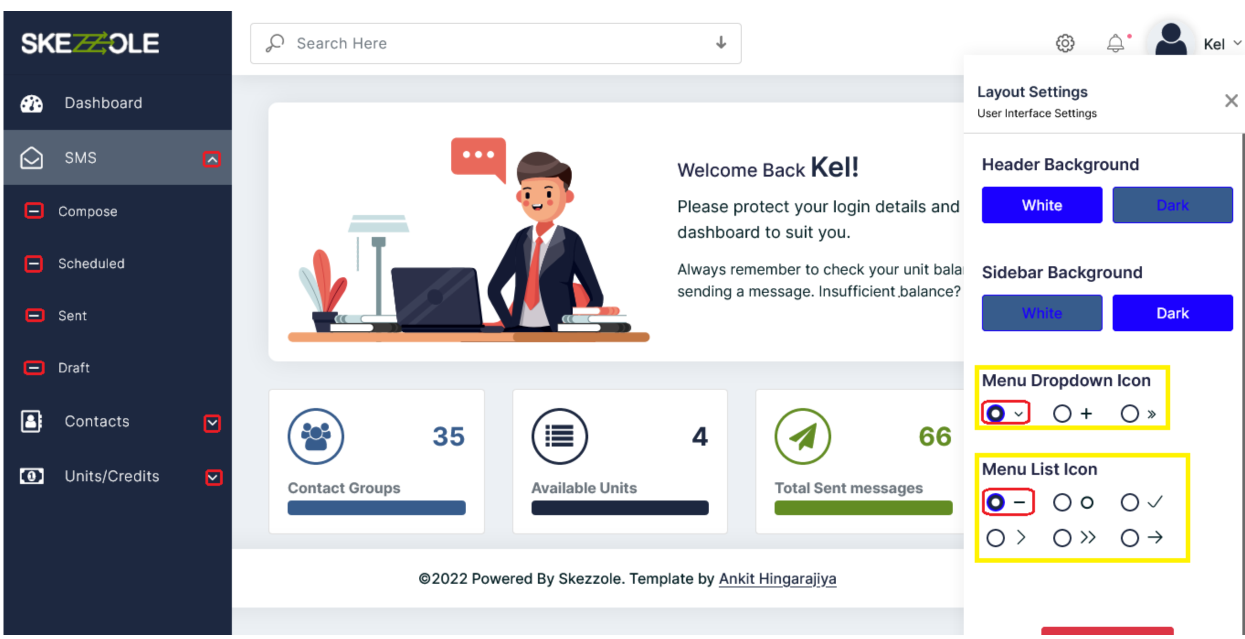
Click on the **gear(settings)** icon at the top right of your screen. Toggle between the **White** and **Dark** buttons to customize the **Header** and **Sidebar Background.** Click on the **Save** button afterwards. Although we recommend the dark mood since it helps protect your eyes.

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