

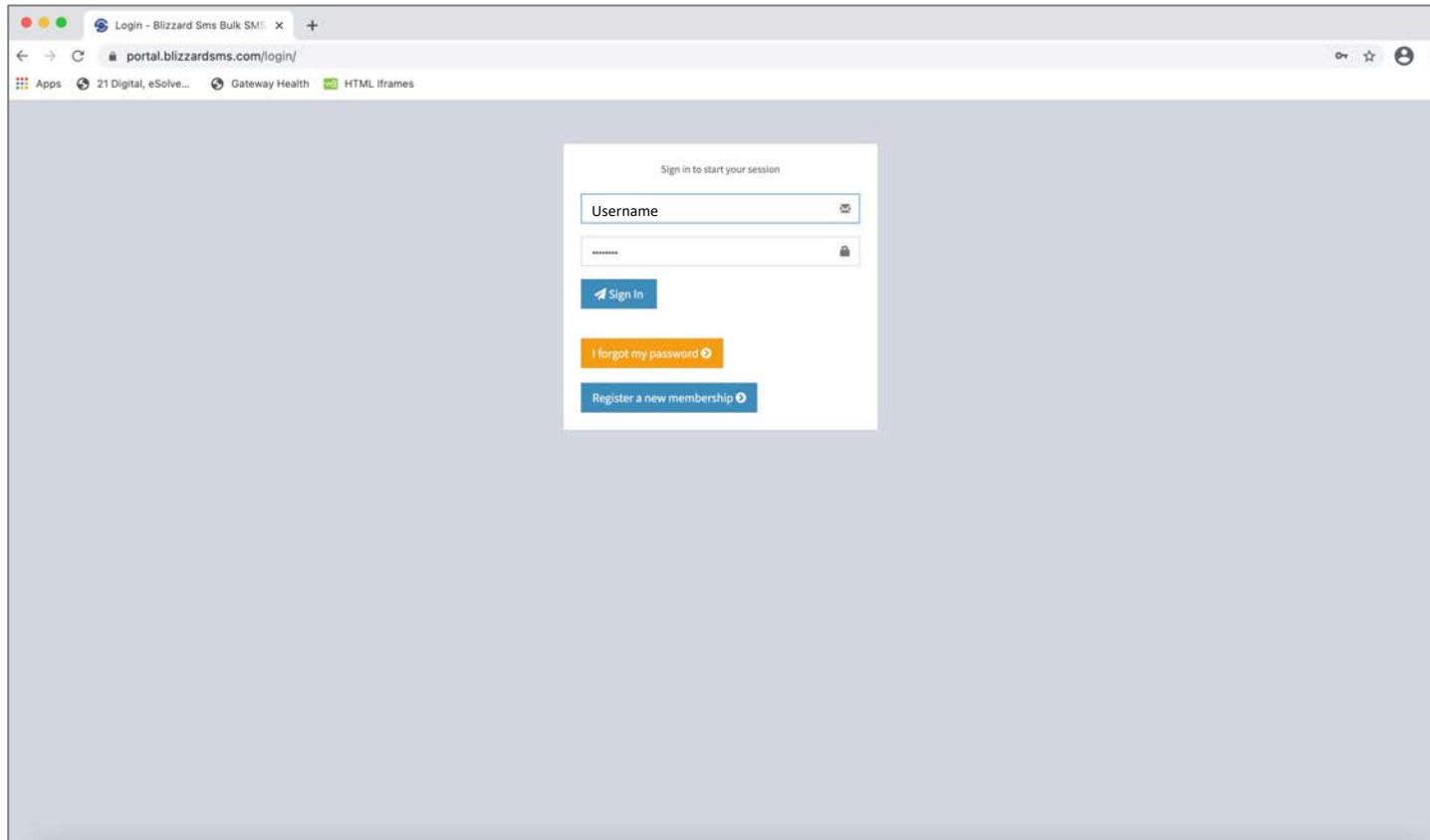


**YOUR TRUSTED BULK SMS SERVICE PROVIDER**

**USER MANUAL : HOW TO COMPOSE AN SMS**



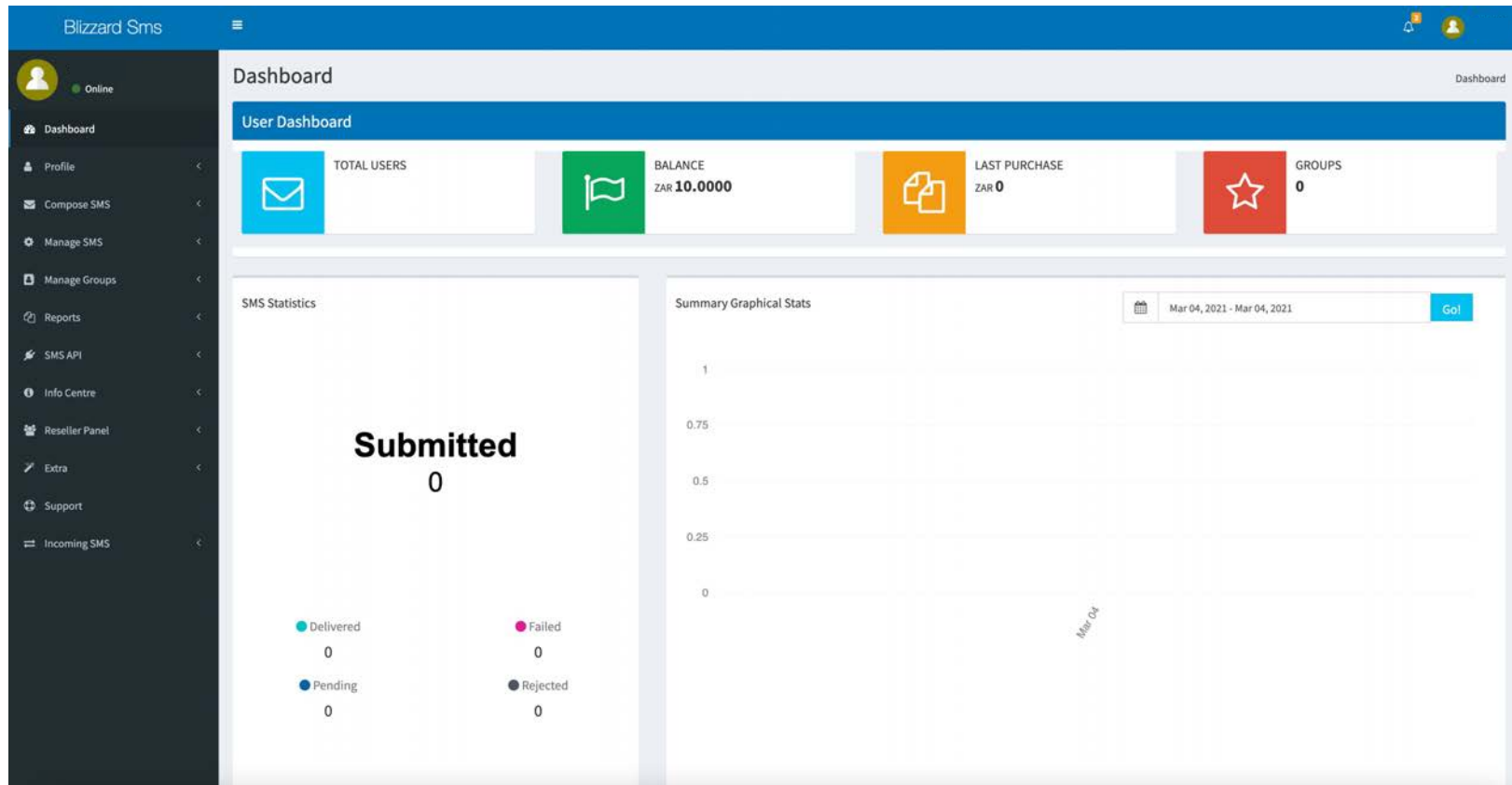
# LOGIN



Please Login with your username and password. Blizzard SMS Portal link below:

Link: <https://portal.blizzardsms.com>

# YOUR DASHBOARD



You will then see your dashboard.

# COMPOSE SMS

The screenshot displays the 'Blizzard Sms' web application interface. On the left is a dark sidebar menu with options: Dashboard, Profile, Compose SMS (expanded), Quick SMS, Group SMS, File Upload only Mobile, File Upload with Message (highlighted with a blue arrow), File Upload Custom, Manage SMS, Manage Groups, Reports, SMS API, Info Centre, Reseller Panel, Extra, Support, and Incoming SMS. The main content area is titled 'Send File Upload SMS (Mobile with Message)' and includes a 'Reset' button. The form contains the following fields and controls:

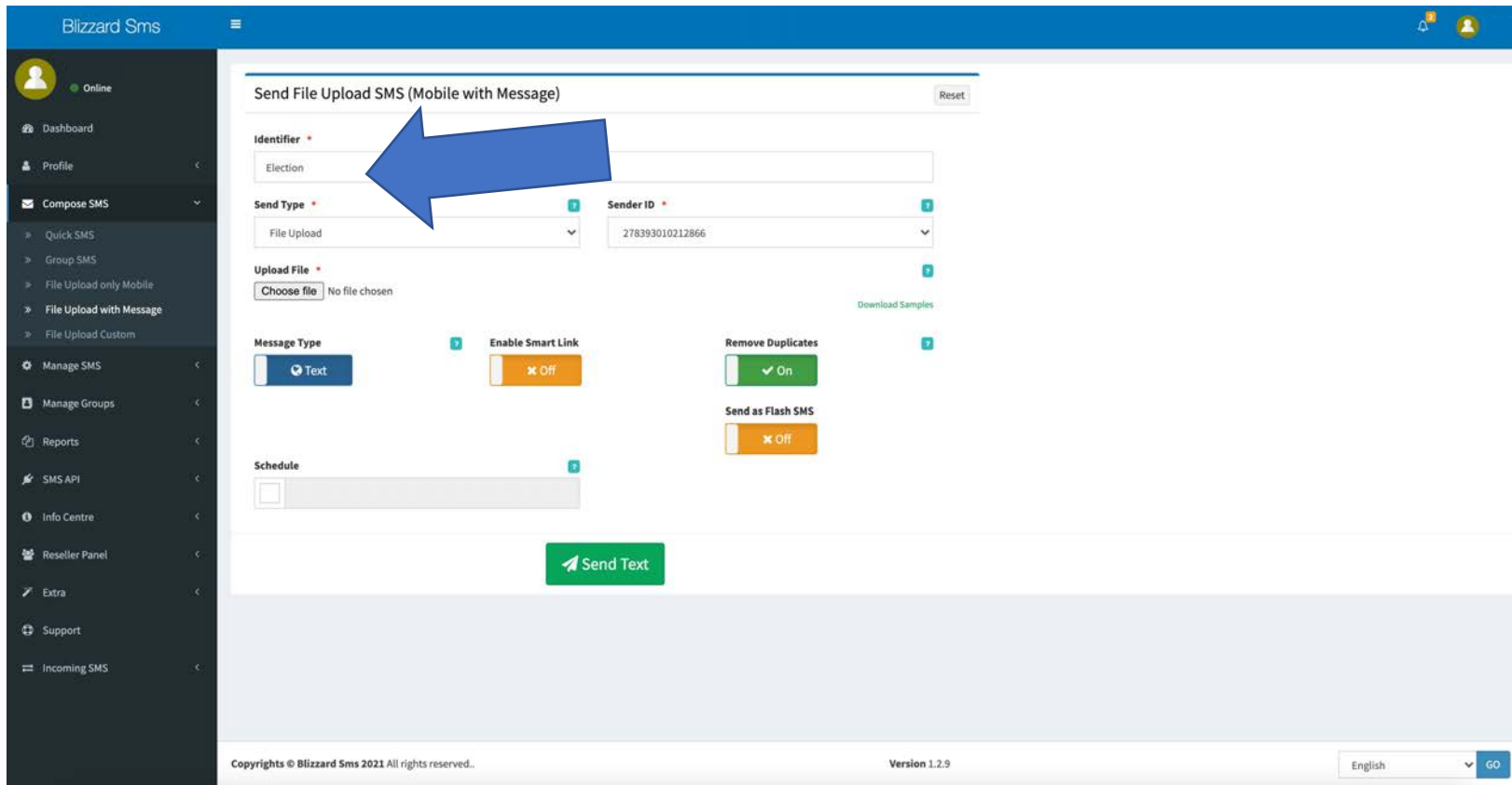
- Identifier \***: A text input field.
- Send Type \***: A dropdown menu currently set to 'File Upload'.
- Sender ID \***: A dropdown menu currently set to '278393010212866'.
- Message Type**: A radio button group with 'Text' selected.
- Enable Smart Link**: A toggle switch currently set to 'Off'.
- Remove Duplicates**: A toggle switch currently set to 'On'.
- Send as Flash SMS**: A toggle switch currently set to 'Off'.
- Schedule**: A checkbox and a text input field.
- Download Samples**: A link.
- Send Text**: A green button.

At the bottom of the interface, there is a footer with 'Copyrights © Blizzard Sms 2021 All rights reserved..', 'Version 1.2.9', and a language selector set to 'English' with a 'GO' button.

Please navigate Compose SMS on the side menu and then click one File upload with Message.

The File Upload SMS screen will then open.

# ADD IDENTIFIER/CAMPAIGN NAME



The screenshot displays the 'Blizzard Sms' web application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile, Compose SMS (with sub-links for Quick SMS, Group SMS, File Upload only Mobile, File Upload with Message, and File Upload Custom), Manage SMS, Manage Groups, Reports, SMS API, Info Centre, Reseller Panel, Extra, Support, and Incoming SMS. The main content area is titled 'Send File Upload SMS (Mobile with Message)' and includes a 'Reset' button. The form contains several fields and controls: an 'Identifier' field with the value 'Election' (highlighted by a large blue arrow), a 'Send Type' dropdown menu set to 'File Upload', a 'Sender ID' field with the value '278393010212866', an 'Upload File' section with a 'Choose file' button and the text 'No file chosen', a 'Message Type' section with a 'Text' button, an 'Enable Smart Link' toggle set to 'Off', a 'Remove Duplicates' toggle set to 'On', a 'Send as Flash SMS' toggle set to 'Off', and a 'Schedule' section with a calendar icon. At the bottom of the form is a green 'Send Text' button. The footer of the page includes copyright information 'Copyrights © Blizzard Sms 2021 All rights reserved..', the version 'Version 1.2.9', a language dropdown set to 'English', and a 'GO' button.

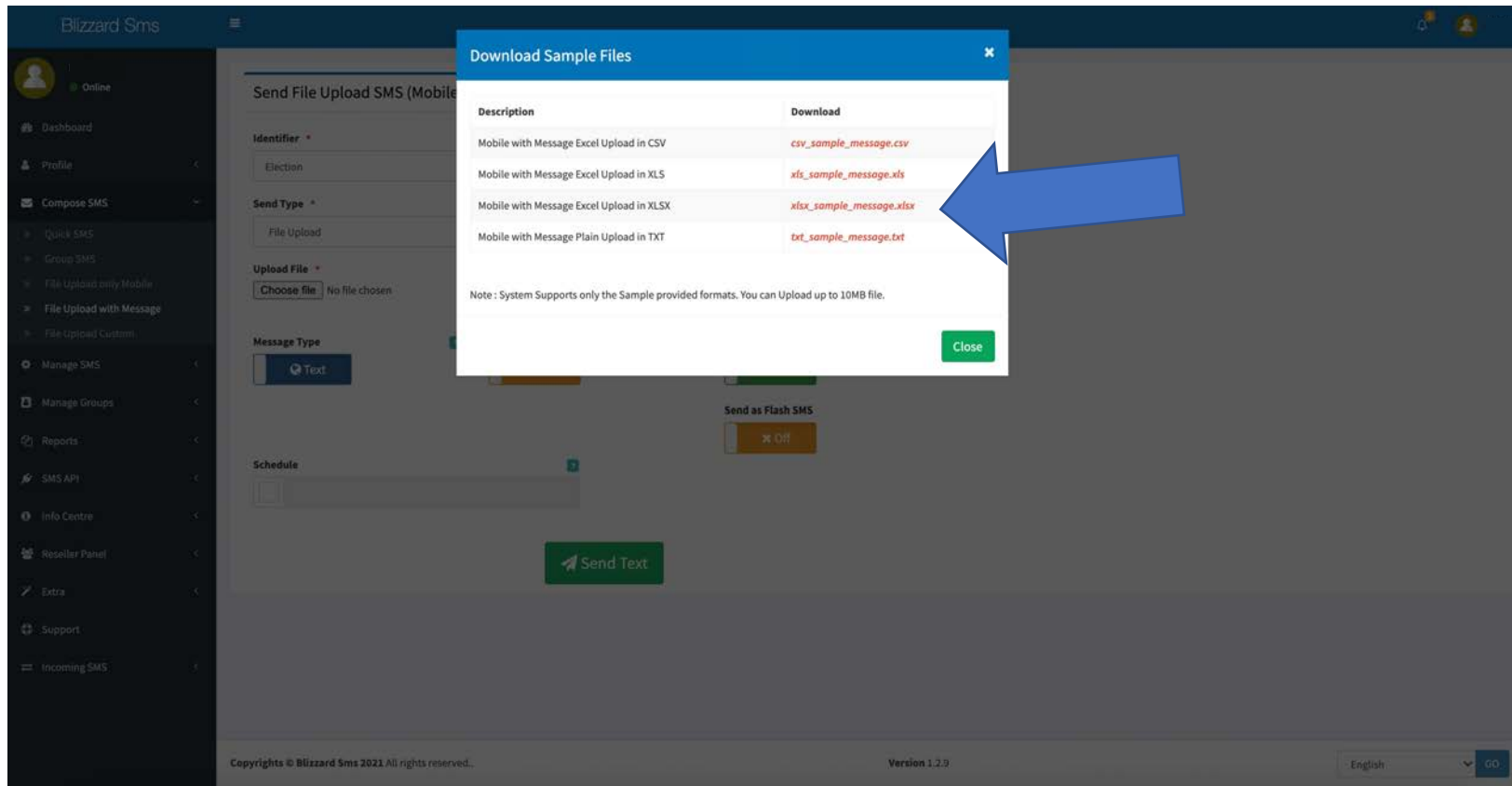
Add an Identifier/Name for the campaign.

# SELECT IMPORT FORMAT

The screenshot shows the 'Send File Upload SMS (Mobile with Message)' interface in the Blizzard SMS application. The interface includes a sidebar with navigation options like Dashboard, Profile, Compose SMS, and Manage SMS. The main content area contains fields for Identifier (Election), Send Type (File Upload), Sender ID (278393010212866), and Upload File (Choose file). There are also toggle switches for Message Type (Text), Enable Smart Link (Off), Remove Duplicates (On), and Send as Flash SMS (Off). A 'Schedule' section is at the bottom. A large blue arrow points to the 'Download Samples' link, which is highlighted in green. The footer shows copyright information, version 1.2.9, and a language selector set to English.

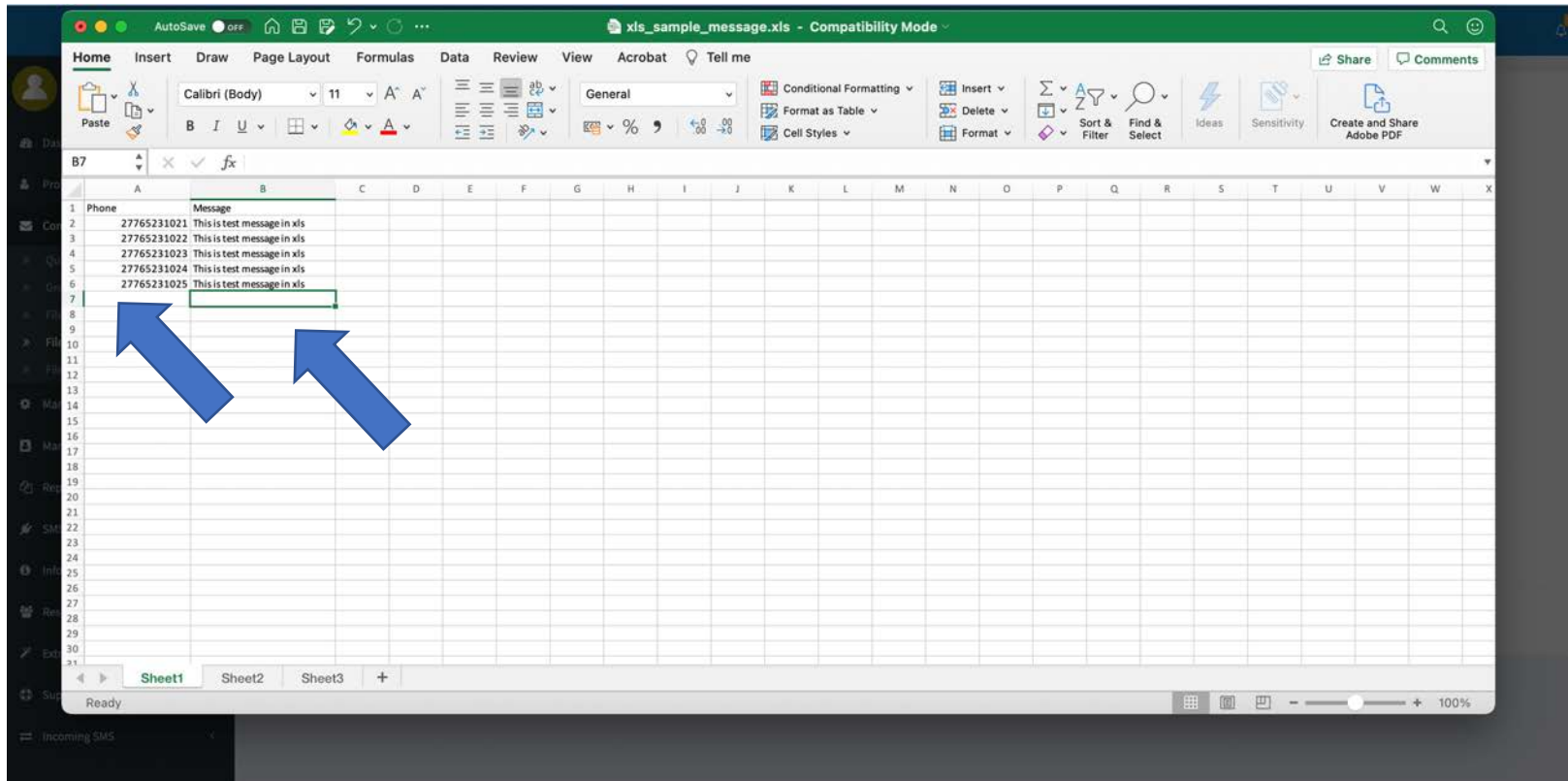
Then Click on the Download samples option.

# SELECT IMPORT FORMAT



Click on one of the options to download the format.  
In this case XLSX for Excel.

# ADD CONTACT NUMBERS AND MESSAGE

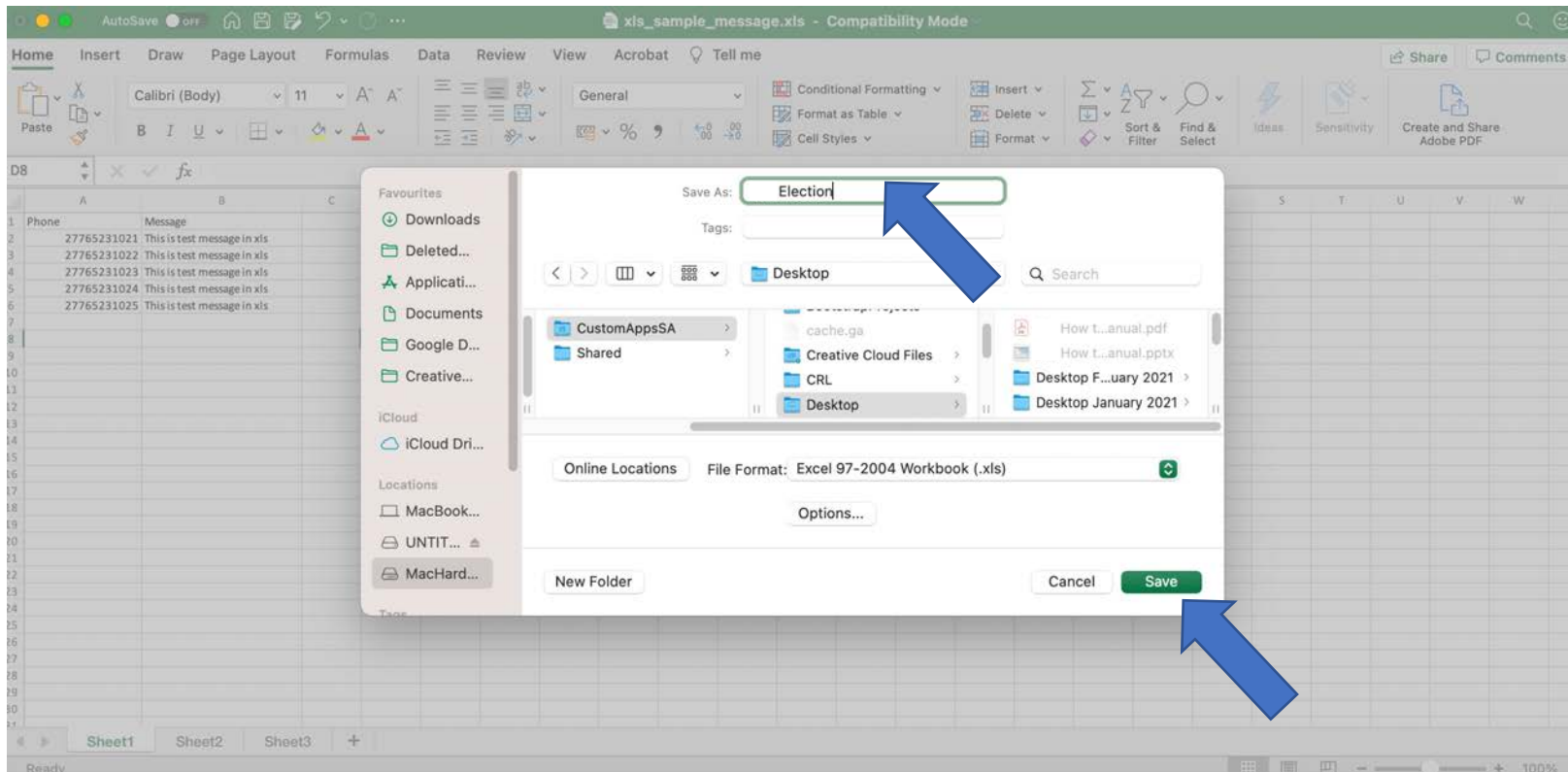


Once downloaded, navigate to the file and open it.

You can then add the contact numbers. Please note that you will need to add the 27 code before the number as shown. Then add the message next to the number on the next row.



# SAVE FILE



Once done, please save the file on your device.

# CHOOSE FILE

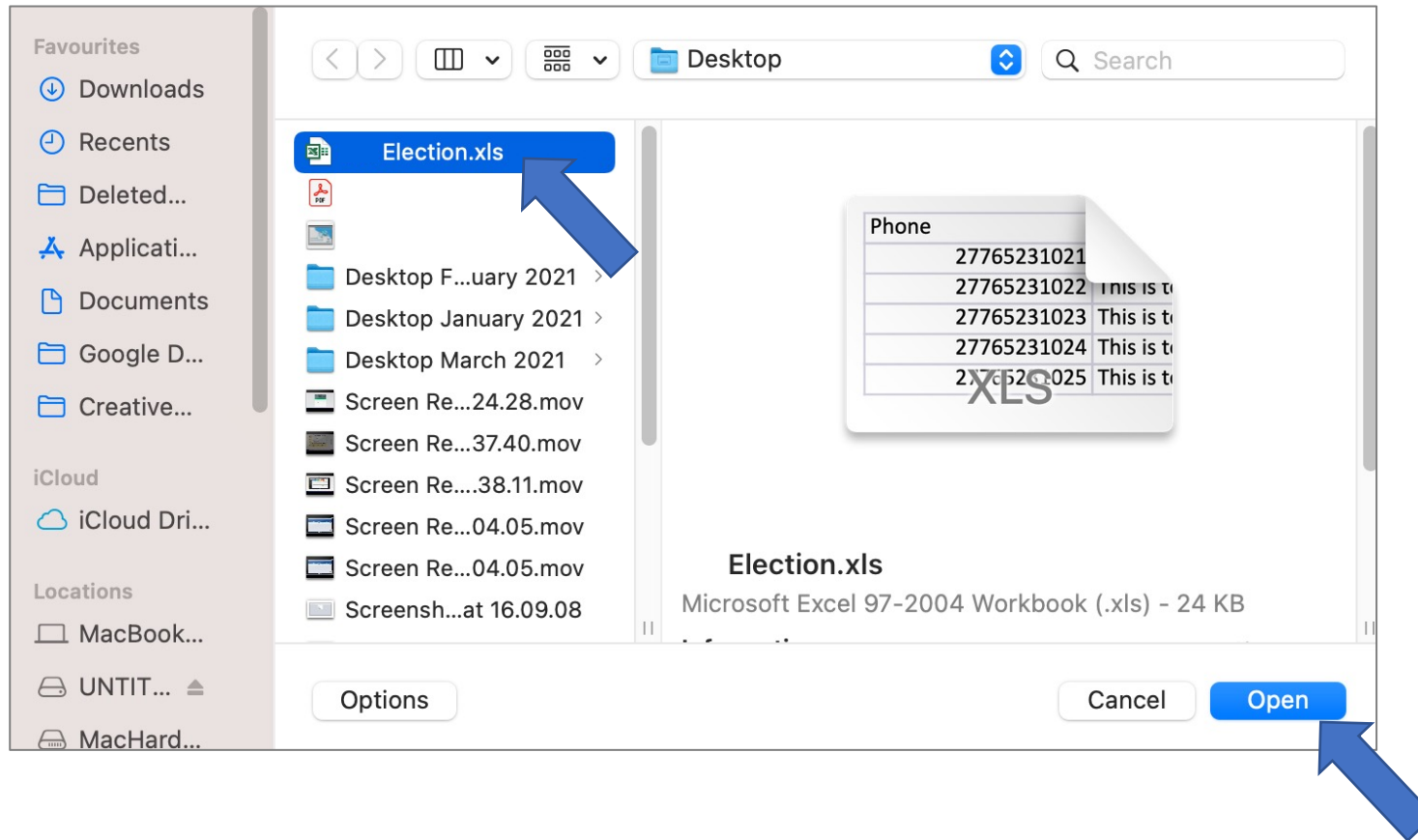
The screenshot shows the 'Send File Upload SMS (Mobile with Message)' interface in the Blizzard SMS portal. The interface includes a sidebar with navigation options like Dashboard, Profile, Compose SMS, and Manage SMS. The main content area contains the following fields and controls:

- Identifier:** A text field containing 'Election'.
- Send Type:** A dropdown menu set to 'File Upload'.
- Sender ID:** A text field containing '278393010212866'.
- Upload File:** A section with a 'Choose file' button (highlighted by a blue arrow) and a 'No file chosen' status.
- Message Type:** A dropdown menu set to 'Text'.
- Enable Smart Link:** A toggle switch set to 'Off'.
- Remove Duplicates:** A toggle switch set to 'On'.
- Send as Flash SMS:** A toggle switch set to 'Off'.
- Schedule:** A section with a calendar icon and a date/time picker.
- Buttons:** A 'Send Text' button at the bottom and a 'Reset' button at the top right.

At the bottom of the page, there is a footer with the text 'Copyrights © Blizzard Sms 2021 All rights reserved..', 'Version 1.2.9', and a language selector set to 'English' with a 'GO' button.

Go back to the portal and click on choose file.

## UPLOAD FILE



Navigate to the saved file and click open.

# SCHEDULE SMS

The screenshot shows the 'Send File Upload SMS (Mobile with Message)' interface. The left sidebar contains navigation options: Dashboard, Profile, Compose SMS (with sub-options: Quick SMS, Group SMS, File Upload only Mobile, File Upload with Message, File Upload Custom), Manage SMS, Manage Groups, Reports, SMS API, Info Centre, Reseller Panel, Extra, Support, and Incoming SMS. The main form includes fields for Identifier (Election), Send Type (File Upload), Sender ID (278393010212866), and an Upload File section with a 'Choose file' button and the filename 'Election.xls'. Below these are toggle switches for Message Type (Text), Enable Smart Link (Off), Remove Duplicates (On), Send as Flash SMS (Off), and Enable Campaign Manager (Off). A 'Schedule' section shows a date and time picker set to 2021-03-04 16:40:46, with a calendar view open showing the date 4th of March. Blue arrows point to the 'Choose file' button, the date/time picker, and the 'Apply' button. A 'Download Samples' link is also visible. The bottom right corner shows 'Version 1.2.9'.

The file will be uploaded.  
Then click on the schedule option to set a date and time for delivery.  
Then click on the apply button.

# SEND TEXT

The screenshot displays the 'Blizzard Sms' web application interface. On the left is a dark sidebar with navigation links: Dashboard, Profile, Compose SMS (with sub-links for Quick SMS, Group SMS, File Upload only Mobile, File Upload with Message, and File Upload Custom), Manage SMS, Manage Groups, Reports, SMS API, Info Centre, Reseller Panel, Extra, Support, and Incoming SMS. The main content area is titled 'Send File Upload SMS (Mobile with Message)' and contains the following fields and controls:

- Identifier:** A text input field containing 'Election'.
- Send Type:** A dropdown menu set to 'File Upload'.
- Sender ID:** A dropdown menu set to '278393010212866'.
- Upload File:** A 'Choose file' button next to the filename 'Election.xls'. A 'Download Samples' link is also present.
- Message Type:** A radio button group with 'Text' selected.
- Enable Smart Link:** A toggle switch set to 'Off'.
- Remove Duplicates:** A toggle switch set to 'On'.
- Send as Flash SMS:** A toggle switch set to 'Off'.
- Enable Campaign Manager:** A toggle switch set to 'Off'.
- Schedule:** A checkbox checked and a date/time input field showing '2021-03-04 16:37:00'.

At the bottom of the form is a green button labeled 'Send Text' with a paper plane icon. A large blue arrow points to this button. The footer of the page contains the text 'Copyrights © Blizzard Sms 2021 All rights reserved..' and 'Version 1.2.9'.

Once this is done, you may click on the green send button and it will be scheduled for delivery.