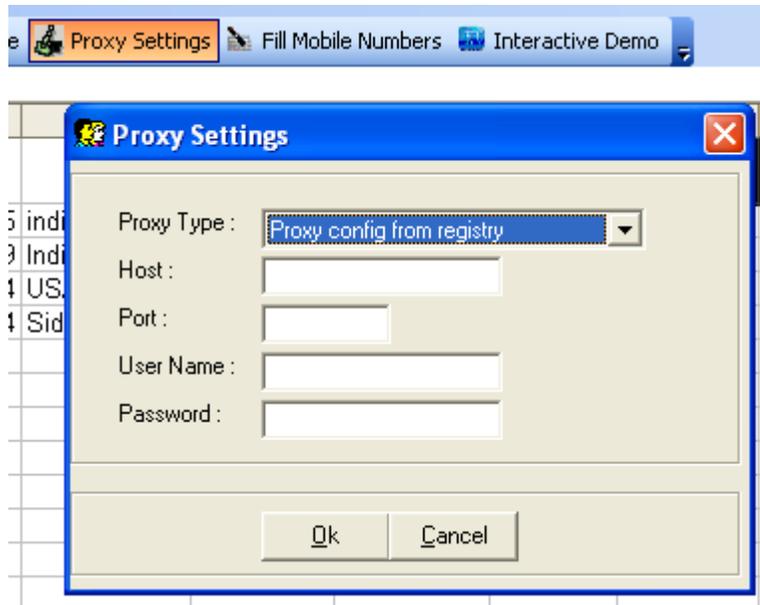
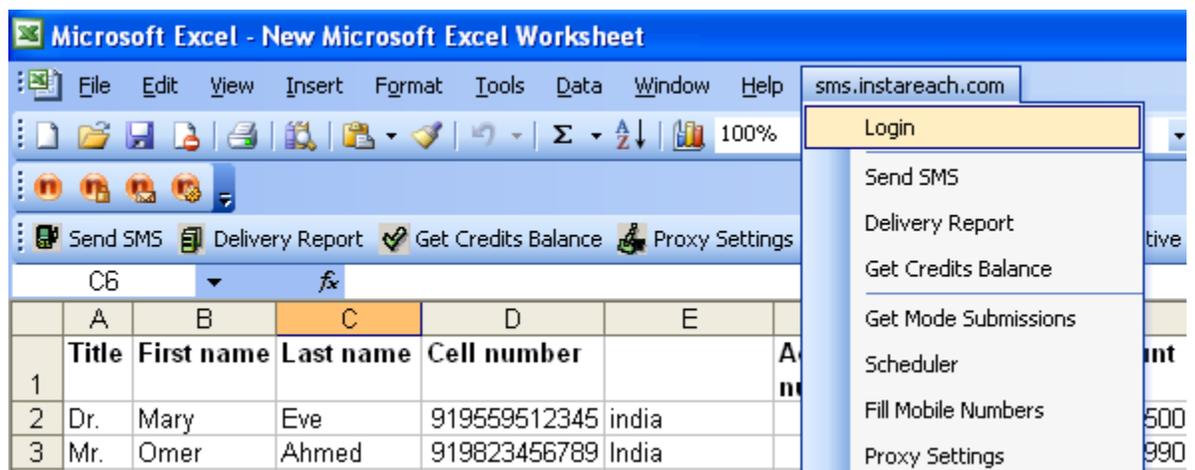


Instructions to use InstaReach Excel Application:

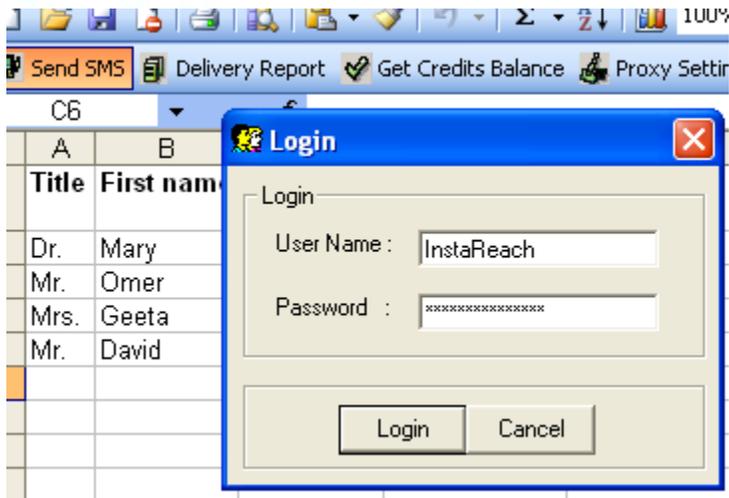
1. After you install InstaReach excel plugin, open an existing Microsoft Excel® file.
2. If there is a firewall in your corporate network then, contact your network administrator.



3. Click on sms.instareach.com in the excel menu bar and click on login



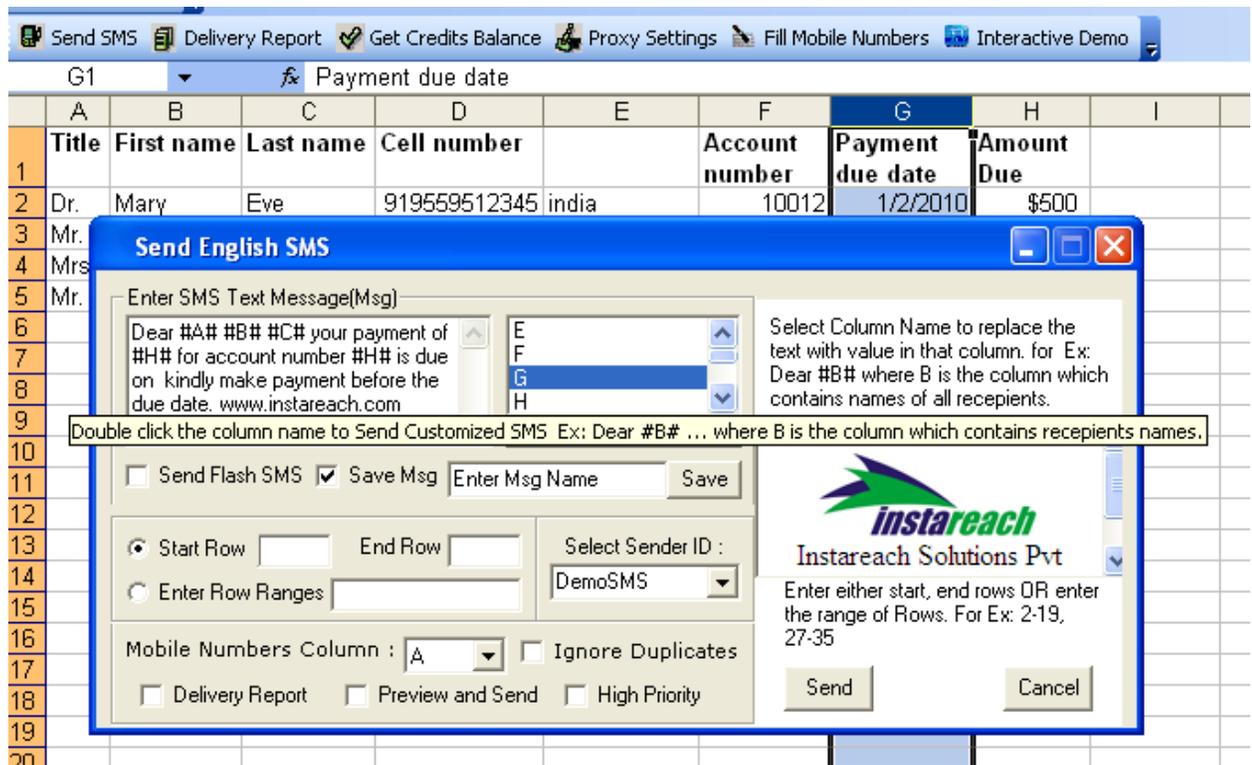
4. Type in your user name and password in the login screen.



5. Click on Send SMS



- As shown in the image below, click on “add column to text” button to select information from the required columns. This way you will be sending a personalized message to each name and number in the excel sheet.



Send SMS | Delivery Report | Get Credits Balance | Proxy Settings | Fill Mobile Numbers | Interactive Demo

	A	B	C	D	E	F	G	H	I
	Title	First name	Last name	Cell number		Account number	Payment due date	Amount Due	
1									
2	Dr.	Mary	Eve	919559512345	india	10012	1/2/2010	\$500	
3	Mr.								
4	Mrs								
5	Mr.								

Send English SMS

Enter SMS Text Message(Msg)

Dear #A# #B# #C# your payment of #H# for account number #H# is due on kindly make payment before the due date. www.instareach.com

Select Column Name to replace the text with value in that column. for Ex: Dear #B# where B is the column which contains names of all recipients.

Double click the column name to Send Customized SMS Ex: Dear #B# ... where B is the column which contains recipients names.

Send Flash SMS Save Msg Enter Msg Name Save

Start Row End Row Select Sender ID : DemoSMS

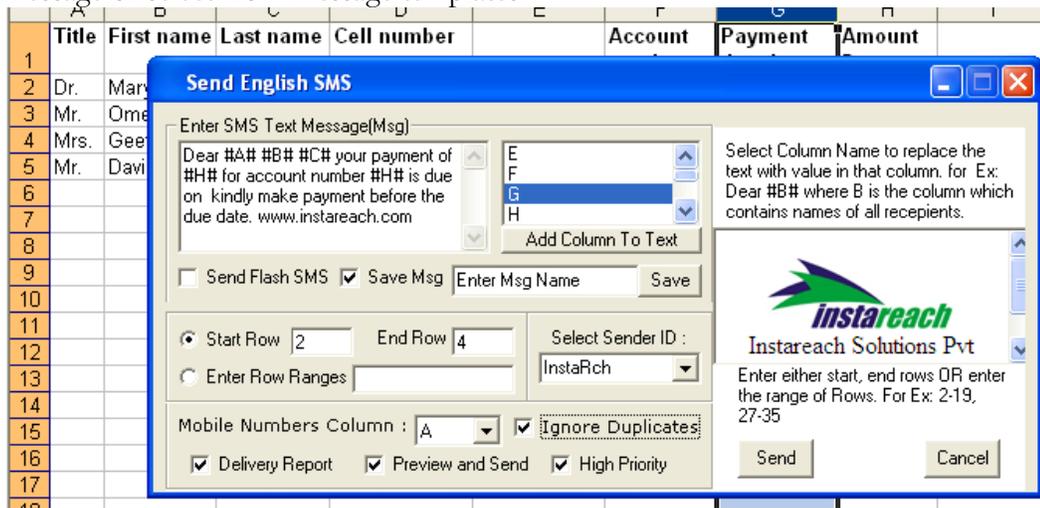
Enter Row Ranges

Mobile Numbers Column : A Ignore Duplicates

Delivery Report Preview and Send High Priority

Send Cancel

- Select the start row and the end row or a row range as explained below the send button. Select the options you would like, for example delivery report, preview and send high priority, ignore duplicates, select sender ID. You can even send as flash message or select from message templates.



	A	B	C	D	E	F	G	H	I
	Title	First name	Last name	Cell number		Account	Payment	Amount	
1									
2	Dr.	Mary							
3	Mr.	Orme							
4	Mrs.	Geer							
5	Mr.	Davi							

Send English SMS

Enter SMS Text Message(Msg)

Dear #A# #B# #C# your payment of #H# for account number #H# is due on kindly make payment before the due date. www.instareach.com

Select Column Name to replace the text with value in that column. for Ex: Dear #B# where B is the column which contains names of all recipients.

Add Column To Text

Send Flash SMS Save Msg Enter Msg Name Save

Start Row 2 End Row 4 Select Sender ID : InstaRch

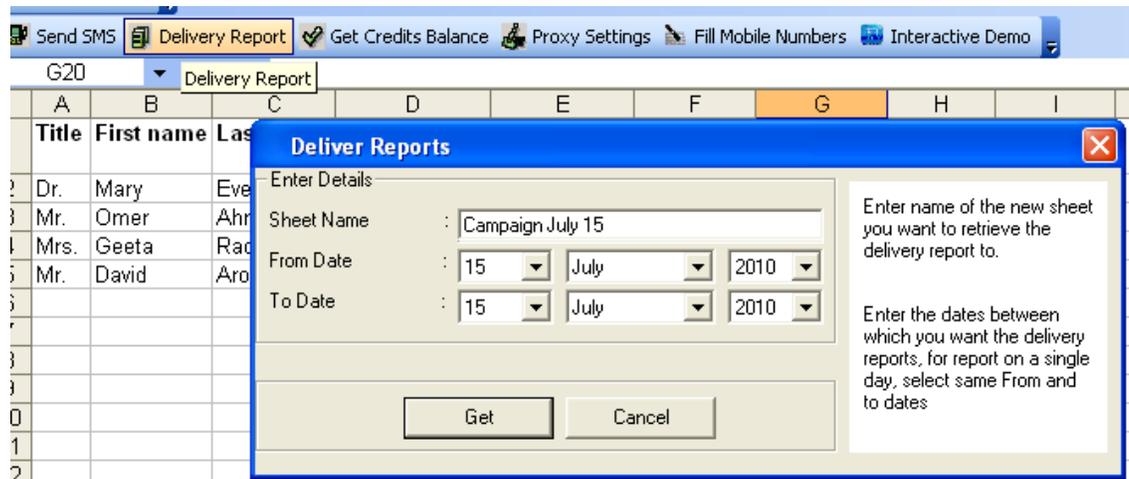
Enter Row Ranges

Mobile Numbers Column : A Ignore Duplicates

Delivery Report Preview and Send High Priority

Send Cancel

8. Click on 'send' to send the message.
9. Once the messages have been sent, click on delivery report in the excel spreadsheet to confirm the success of messages sent. Give a name to the report in the Sheet name box as shown below. Once the report has been downloaded, it will open in a new sheet named Campaign July 15 with the same spreadsheet.



10. The following deliver report shows the messages that were delivered and numbers that had opted out by registering with DND.

	A	B	C	D	E
1	Mobile Number	Status	Job Done Date & Time	Message	Cost Per SMS
2	900212345678	Delivered	7/15/2010 17:48	Hi sample msg fr	0
3	919240986234	Message Sent	7/15/2010 17:48	Hi sample msg fr	1
4	938269626790	Opted Out	7/15/2010 17:48	Hi sample msg fr	1
5	957298267346	Message Sent	7/15/2010 16:45	Dear Mr. David Aron your pa	1
6	976326907902	Message Sent	7/15/2010 12:59	hi Mrs. Mary Aron your acco	6
7	996355548458	Message Sent	7/15/2010 12:55	hi Mrs. Mary Aron your acco	3
8	114384189014	Message Sent	7/15/2010 17:49	hi plz check the site	1
9	133412829570	Message Sent	7/15/2010 17:48	Hi sample msg from InstaRe	1
10	152441470126	Message Sent	7/15/2010 17:48	Hi sample msg from InstaRe	1
11	171470110682	Opted Out	7/15/2010 17:48	Hi sample msg from InstaRe	1
12	109904987523	Delivered	7/15/2010 17:47	Hi sample msg from InstaRe	0