

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.

e 👍	Proxy Settings 🗽 Fill Mobile Numbers 👪 Interactive Demo 🥊	
	🥵 Proxy Settings	
5 indi 3 Indi 1 US. 1 Sid	Proxy Type : Proxy config from registry Host :	
	<u>O</u> k <u>C</u> ancel	

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

1	Kicrosoft Excel - New Microsoft Excel Worksheet											
1	Eile Edit View Insert Format Tools Data Window Help sms.instareach.com											
🗄 🗋 🚔 🛃 🎒 鑬 隆 τ 🚀 🔊 τ Σ τ 🤰 🛍 100% 🛛 Login												
Send SMS												
: 8	Send 9	SMS 🗐 Delive	Settinas		Delivery Report	tive						
	C6		fx					Get Credits Balance				
	A B C D E							Get Mode Submissions				
1	Title	First name	Last name	Cell number		Α		Scheduler	int			
2	Dr Mary		Evo	919559510375	india	n		Fill Mobile Numbers	500			
3	Mr.	Omer	Ahmed	919823456789	India			Proxy Settings	990			
2	Dr. Mr.	Mary Omer	Eve Ahmed	919559512345	India India			Proxy Settings				

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



Simpler - Smarter - Faster -

]		a 👌 😂	🕰 🛅 ▼ 🗇 🤊 ▼ Σ 👻 ≩↓ 🛄 100%
Þ	Send S	iMS 🗐 Deliv	ery Report 🛛 😵 Get Credits Balance 👍 Proxy Settir
	C6	-	
	A	В	🥵 Login 🛛 🔀
	Title	First nam	-Login
	Dr.	Mary	User Name : InstaReach
	Mr.	Omer	
	Mrs.	Geeta	Password : xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
	Mr.	David	
_			Login Cancel

5. Click on Send SMS





6. 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.



7. 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		D	U			F	6		
	Title	First	name	Last name	Cell number		Account	Payment	Amount	
1							-	1	1-	
2	Dr.	Mary	Ser	rd English Si	MS					
3	Mr.	Ome	Enter	CHC Task Mar						
4	Mrs.	Gee	Enter	ISMS Lext Mes	sage(msg)			Calaat Calum	n Mana ta canl	and the
5	Mr.	Davi	Dear ####	r #A# #B# #C# : for account nu	your payment of both the second se	≙ È	^	text with valu	n Name to repi e in that colum	ace the n. for Ex:
6			on k	kindly make pay	ment before the	G		Dear #B# wh	iere B is the co	lumn which
7			due	date, www.insta	areach.com	H	<u> </u>	contains nam	es of all recept	ents.
8					1	Add Colum	in To Text			<u>~</u>
9			🗆 🗆 S	end Flash SMS	Save Msg F	nter Msg Name	Save			
10					- 1-					
11			0.0	tart Baux	End Bow	Select	Sender ID -		nstarcac	
12				tait how j2	Lind How [4	Jelect	Jenderid .	Instarea	ch Solutions	s Pvt 💊
13			0 E	nter Row Rang	es	linstanc	· ·	Enter either	start, end rows	OR enter
14								27-35	I HOWS. FOILEX	: 2-19,
15			Mobi	le Numbers (Column : A	✓ Ignore	Duplicates	2.00		
16			v	Delivery Repor	t 🔽 Preview ar	nd Send 🔽 Hig	h Priority	Send		Cancel
17									-	
40										



- 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.

9	Send S	5MS 🗐 Deliver	ry Re	port 🔗 🤇	Set Credits Balan	ce 👍 Pro:	xy Settin	gs 🚵 Fill I	Mobile	Numbers		Interactive D	emo 🥃
	G20 G20 G20 G20 G20 G20 G20 G20												
	Α	в —		С	D	E	-	F		G		Н	
	Title	First name	Las	Deliv	ver Reports								
2	Dr.	Mary	Eve	-Enter De	etails						_		
}	Mr.	Omer	Ahr	Sheet N	ame : [Campaign Ju	Jv 15				En	ter name of th	e new sheet
ŀ	Mrs.	Geeta	Rac	From Dia	to i				Land.		del	livery report to	,
5	Mr.	David	Aro	FIUITDa	·e · [15 💌	July	-	201				
ì				To Date	: -	15 🔽	July	-	201	0 💌	En	ter the dates t	petween
_											wh	ich you want l	the delivery
}											rep dar	orts, for report uselect same	ton a single From and
1											to	y, select same dates	, riomana
U.						iet	Ua	ncel					
1													

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

	Send SMS 🗿 Delive	ry Report 🛭 🔗 Get	Credits Balance 👍 Proxy Sett	ings ` Fill Mobile Numbers 👪 I	interactive Demo 💂
	A1 🔻	🗾 🎜 Mobile N	lumber		
	A	В	С	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	995355548458	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 msq from InstaRe	0
H	🕞 🕨 🛝 Campaign	n July 15 / Shee	et2 / Sheet3 /	<	