



User Guide

Table of Content

I.	Logging in	3
II.	Changing your Password.....	4
III.	Creating a new Contact.....	5
IV.	Creating a new Group	6
V.	Sending SMS to contacts / group	8
VI.	Useful information.....	9

I. Logging in

- 1) Go to "www.ebeirut.net"
- 2) Click on "**SMS Pro**" button on the top right of the page
- 3) Enter your **Username** & **Password**




Login to your account

USERNAME

PASSWORD [FORGOT YOUR PASSWORD?](#)

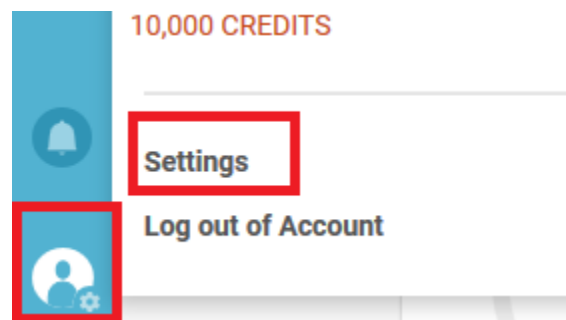
LOGIN

 English ▾

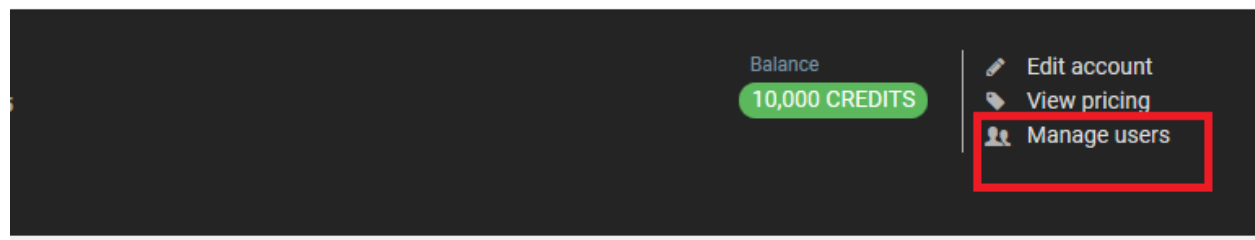
- 4) In case you forgot your password, kindly call us on 76 - 69 30 50 or send an email to info@ebeirut.net

II. Changing your Password

- 1) Click on the lower left corner on the profile settings icon, select **Settings**, then **manage** users on the top right



NOTIFICATIONS AUDIT SERVICES



- 2) Click on your **Username** button then **change password**
- 3) Enter your **Old Password**, then the **New Password** twice
- 4) Click the **Save** button on the right side

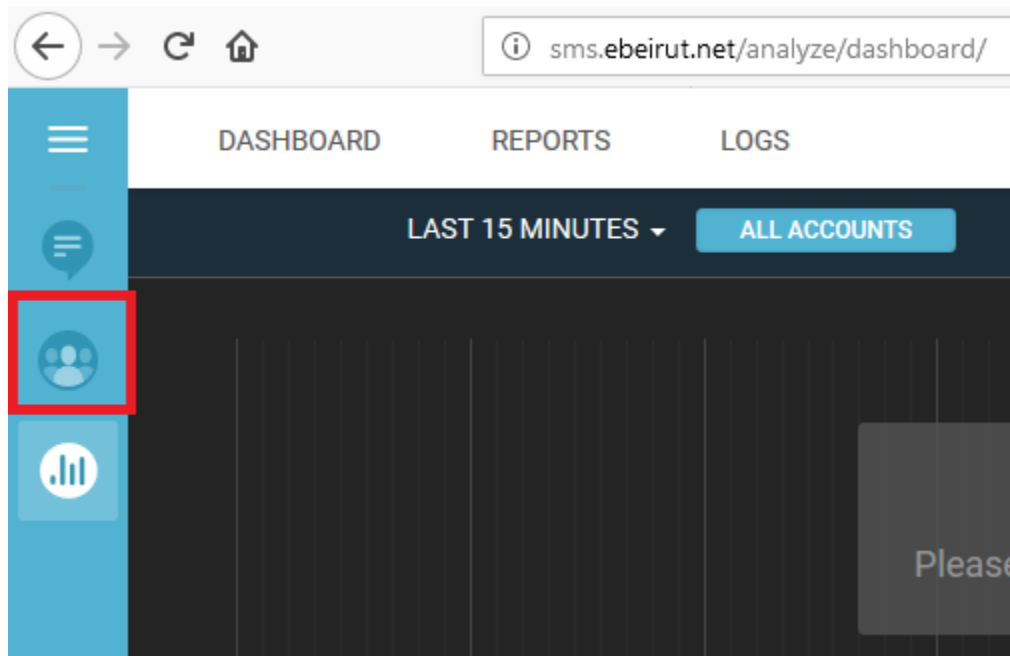
PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

III. Creating a new Contact

- 1) Click on the people logo (you can find it on the top left on main page)



- 2) Click on the **ADD Person** button then enter mobile number under destination

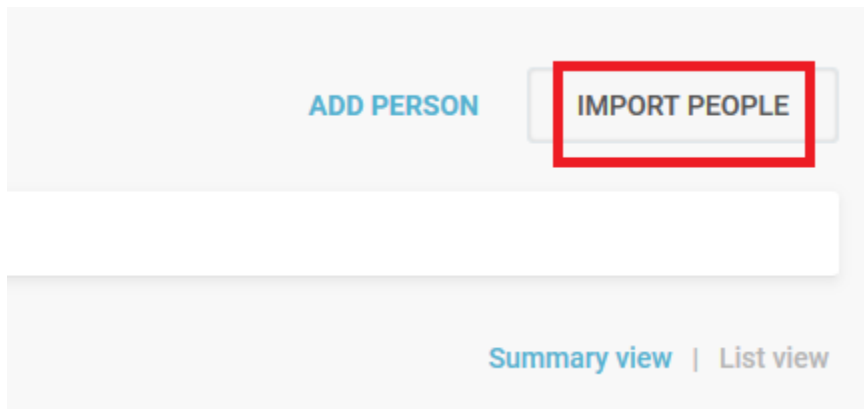
- 3) Enter Contact details under attributes (optional), and select the group name under tag
→ manage tags
- 4) Note that the GSM (mobile number), should be entered complete as seen in the picture below

GSM

9613123456

IV. Creating a new Group

- 1) Click on **import people** button



- 2) Select the excel file
- 3) After importing the file, you will have to select the field type for each column

Map Your Data
1 of 3 columns are currently mapped.

File Column	File Preview	Portal Field	Options
Column 1	Michel	Unmatched	▼
Column 2	Gedeon	Unmatched	▼
Column 3	96176693050	Number	▼ Add a country prefix

Map Your Data
3 of 3 columns are currently mapped.

File Column	File Preview	Portal Field	Options
Column 1	Michel	First Name	▼
Column 2	Gedeon	Last Name	▼
Column 3	96176693050	Number	Lebanon (961) x ▼

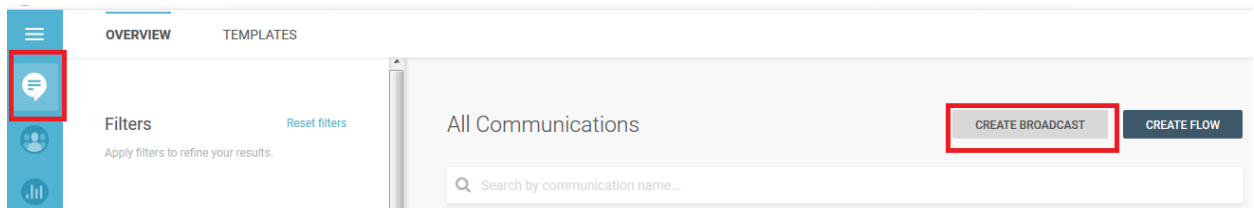
- 4) Click on analyze
- 5) Select the group name if already exist in **Apply tags** or enter a new group name
- 6) Then click **Import** button

We suggest that the excel file format to be as in the picture below

	A	B	C	D
1	Name	Family	Mobile	
2	Name 1	Family 1	9613900101	
3	Name 2	Family 2	9613900102	
4	Name 3	Family 3	9613900103	
5	Name 4	Family 4	9613900104	
6	Name 5	Family 5	9613900105	
7	Name 6	Family 6	9613900106	
8	Name 7	Family 7	9613900107	
9	Name 8	Family 8	9613900108	
10	Name 9	Family 9	9613900109	

V. Sending SMS to contacts / group

- 1) On the top left of the main page, click on **Message** logo, then **Create Broadcast**

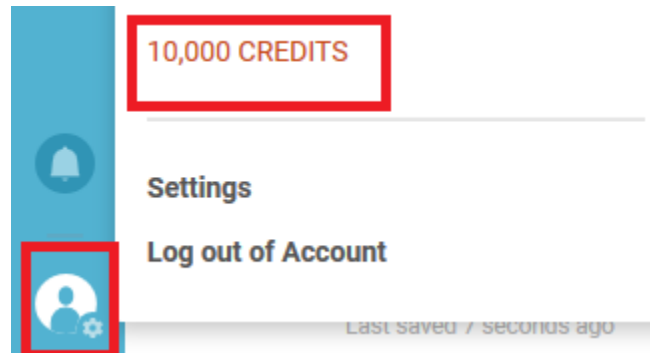


- 2) Enter value in the Broadcast name
- 3) In the **TO**, you can select a GSM number or enter a **Group name**, or even import an excel file
- 4) In the **From**, select the sender name desired
- 5) Enter the text message and then press **Analyze**
- 6) Then you can **send a test** message to your phone, or else **Launch** the broadcast

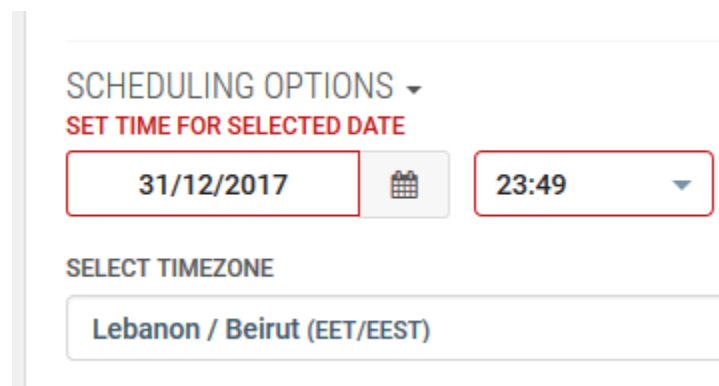
Note that you can save your campaign as a template then use it each time you want to send a new SMS for your contacts

VI. Useful information

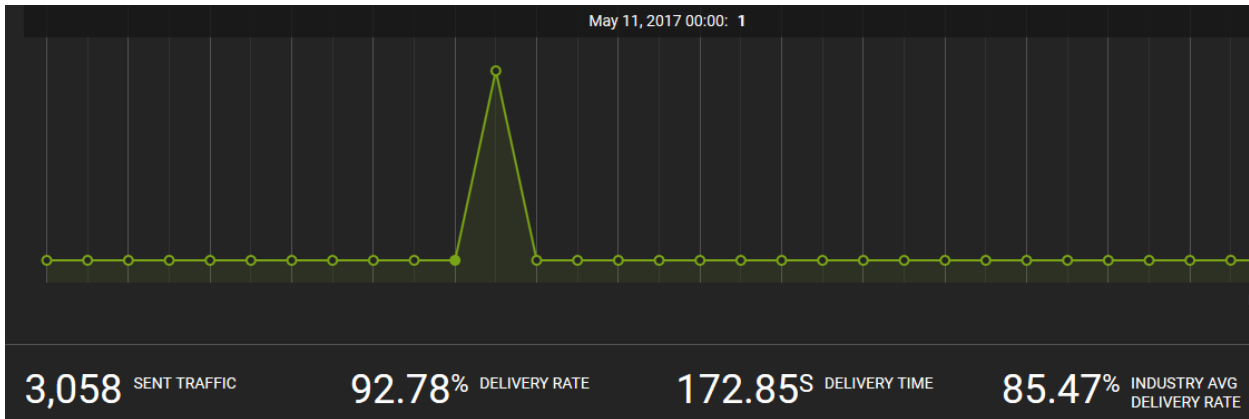
- 1) Your balance is always on the lower left corner



- 2) Remember to always logout from the website as seen in the photo above [Log out of Account](#)
- 3) You can schedule an SMS from the [scheduling options](#) below the message text



- 4) You can check the log of your sent SMS immediately after sending your campaign in the dashboard page



Thank you

For choosing 

SMS services