



# Bulk SMS Messaging


The ability to send bulk SMS messages is available from the Business Planner and when running the End of Day.

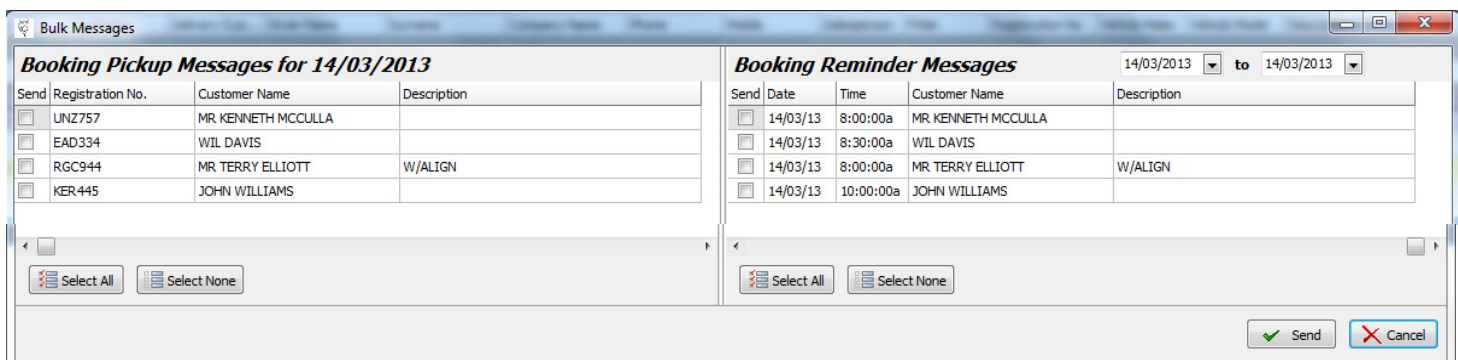
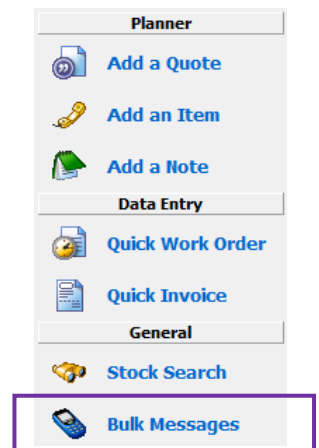
## Business Planner

You can manage and send bulk messages directly from the Business Planner including;

- Customer Vehicle Pickup notification
- Future booking reminders

- **M**ain
- **E**nquiries
- **B**usiness Planner

- Select Bulk Messages from the Planner menu.
- The left hand panel will display all customer Bookings, Work Orders and Invoices where the customer has not been previously contacted via SMS.
- The right hand panel will display customers with a Booking within the date range selected from the Bulk Messages box.
- Use the Select All button or tag individual Customers.
- Select  to automatically send the SMS to all selected Customers.



## End of Period – Day

You can manage and send bulk messages directly from the End of Day including;

- Thankyou messages for today's invoices
- Future booking reminders

- Periodic
- End of Period
- Day

- On the End of Day screen, the **Send Messages** checkbox allows you to choose whether or not to send the Thankyou and Reminder messages.

The screenshot shows the 'End Of Period' window with tabs for Day, Week, Month, and Year. Under the 'Options' section, there are three checked checkboxes: 'Banking Register Report' (6 entries since last printed), 'End of Day Report' (7 entries since last printed), and 'Send Messages' (1 Thank You and 3 Booking Reminders to send). A 'Message List' button is visible next to the 'Send Messages' option. A 'Start' button with a green checkmark is at the bottom.

- Click on the **Message List** button to first view the queued messages and change the selected Customers if necessary.

The screenshot shows the 'Bulk Messages' dialog box. It is split into two panes. The left pane, titled 'Thankyou Messages', contains a table with columns: Send, Date, Customer Code, Customer Name, Registration No., Reference, and Amount. One row is visible with a checked 'Send' checkbox. The right pane, titled 'Booking Reminder Messages', has a date range of 15/03/2013 to 15/03/2013 and a table with columns: Send, Date, Time, Customer Name, and Description. Three rows are visible, all with checked 'Send' checkboxes. At the bottom, there are 'Select All' and 'Select None' buttons for both panes, and 'Ok' and 'Cancel' buttons.

Send	Date	Customer Code	Customer Name	Registration No.	Reference	Amount
<input checked="" type="checkbox"/>	14/03/13	1	JOHN WILLIAMS	KER445	1038409	\$20.00

Send	Date	Time	Customer Name	Description
<input checked="" type="checkbox"/>	15/03/13	8:00:00a	DAVID HALL	4 TYRES @\$336 WITH RACV
<input checked="" type="checkbox"/>	15/03/13	8:00:00a	ROB HAFKENSCHIED	SERVICE H/ CARD
<input checked="" type="checkbox"/>	15/03/13	8:00:00a	MR JIN LI	MINOR SERVICE