

Let's get started

Manage and upload contacts



Create groups and add contacts

(just click on Manage Contacts)

The screenshot shows the FastSMS web interface. At the top, there is a navigation bar with the FastSMS logo, a menu icon, and buttons for 'Purchase Credits' and 'Switch Account'. Below this, account information is displayed: Company, International Sends, Credits Remaining, Sender ID, and Account Number.

The main section is titled 'Manage Contacts'. It features a navigation bar with tabs for 'Message', 'Manage Contacts', 'Manage Contact Groups', 'Utilities', and 'Products'. Under 'Manage Contacts', there are icons for 'New', 'Add', 'Edit', 'Delete', and 'Move to'. Under 'Manage Contact Groups', there are icons for 'Add', 'Edit', 'Delete', and 'Empty'. Under 'Utilities', there are icons for 'Import', 'Export', and 'Refresh'. Under 'Products', there is an icon for 'Purchase'.

Below the navigation bar, there is a search area with a 'Find a Contact:' label, a 'Search here' input field, and a 'Select Contact Group:' dropdown menu set to 'All Contacts'.

The selected contact group is 'All Contacts'. Below this, there is a table of contacts with the following columns: Number, Name, Surname, Company, Email, City, Country, Custom1, Custom2, and C. The table contains four rows of data:

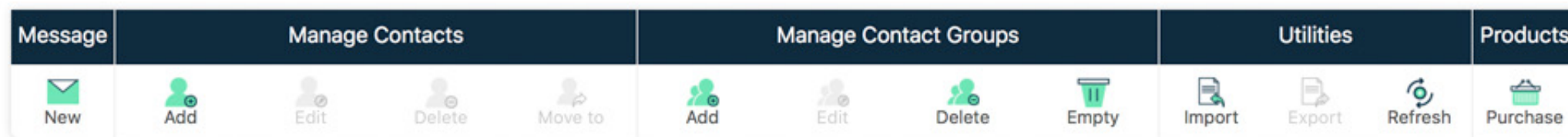
| Number | Name | Surname | Company | Email | City | Country | Custom1 | Custom2 | C |
|--------------|------|---------|---------|-------|------|---------|---------|---------|---|
| 447999000001 | | | | | | | | | |
| 447999000002 | | | | | | | | | |
| 447999000003 | | | | | | | | | |
| 447999000004 | | | | | | | | | |

At the bottom of the table, there is a pagination bar showing 'Showing 1 to 10 of 15455 entries'. Below this, there are options for the number of entries per page (10, 25, 50, 100) and a page navigation bar with buttons for '«', '<', '1', '2', '3', '4', '5', '...', '>', and '»'.

Create groups and add contacts

(just click on Manage Contacts)

Manage Contacts



To start a new contact group, simply click on the 'New' button under the group section in the toolbar, and name it accordingly. Then by selecting this contact group you can add contacts manually, import or copy and paste numbers into your contact group.

You can copy and paste numbers in by using the 'Import' button in the toolbar - just paste the numbers in the box provided, or import from a file. You can also export contact groups by using the 'Export' button in the toolbar.

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Contact Edit ✕

| | |
|----------------|---|
| Number | <input type="text" value="447999579505"/> |
| Frist Name | <input type="text" value="Frist Name"/> |
| Surname | <input type="text" value="Surname"/> |
| Company | <input type="text" value="Company Name"/> |
| Email | <input type="text" value="Email"/> |
| City | <input type="text" value="City"/> |
| Country | <input type="text" value="Country"/> |
| Custom Field 1 | <input type="text" value="Custom Field 1"/> |
| Custom Field 2 | <input type="text" value="Custom Field 2"/> |

By clicking on your contact group, you will see your contacts displayed below. Also by selecting your contact group, you will be able to add, edit or delete contacts using the toolbar at the top of the page. To edit a particular cell info just double click the cell. You can also click and drag contacts between contact groups - making it easier to transfer and manage groups.

If you have any other questions, problems or are still looking for some more answers then please do get in touch...

Call - [0800 954 5305](tel:08009545305)

Email - helpdesk@fastsms.co.uk

We're always happy to help!

