



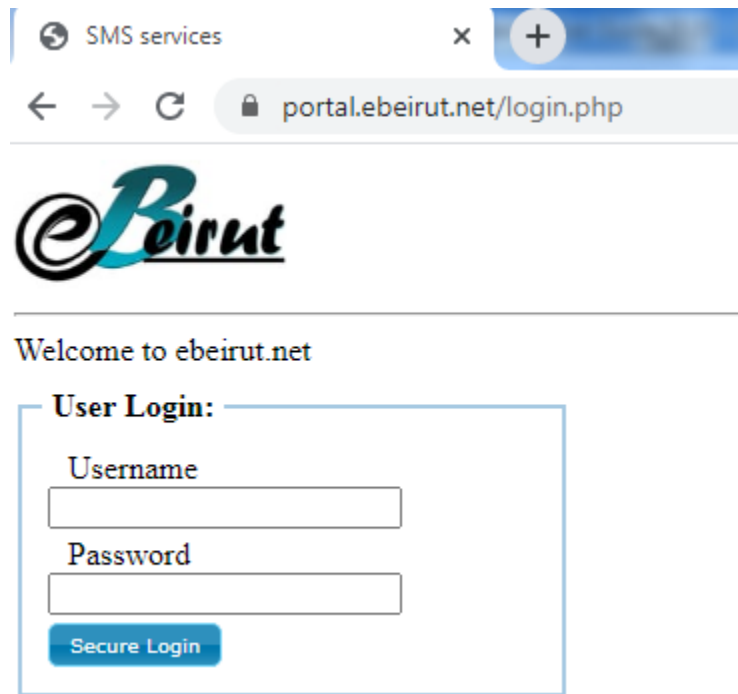
User Guide

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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**

A screenshot of a web browser showing the login page for eBeirut. The browser tab is titled "SMS services" and the address bar shows "portal.ebeirut.net/login.php". The page features the eBeirut logo at the top, followed by the text "Welcome to ebeirut.net". Below this is a "User Login:" section with two input fields for "Username" and "Password", and a blue "Secure Login" button.

SMS services x +

← → ↻ portal.ebeirut.net/login.php



Welcome to ebeirut.net

User Login:

Username

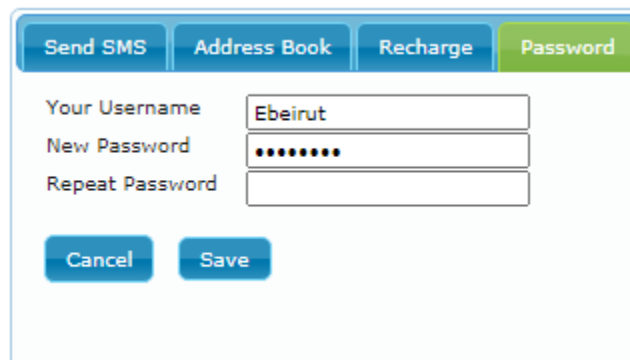
Password

Secure Login

- 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

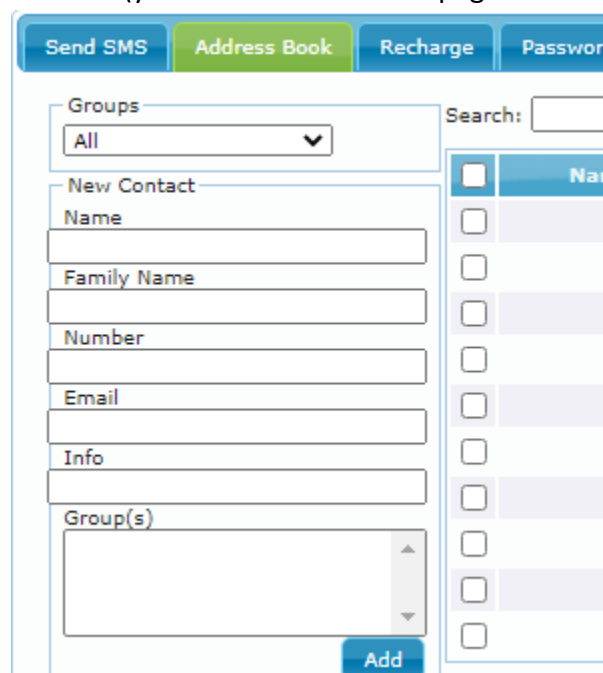
- 1) Click on the tab **“Password”** on top, change it then click on **“Save”**



The screenshot shows a user interface with four tabs: "Send SMS", "Address Book", "Recharge", and "Password". The "Password" tab is selected and highlighted in green. Below the tabs, there are three input fields: "Your Username" with the value "Ebeirut", "New Password" with masked characters "*****", and "Repeat Password" which is empty. At the bottom of the form, there are two buttons: "Cancel" and "Save".

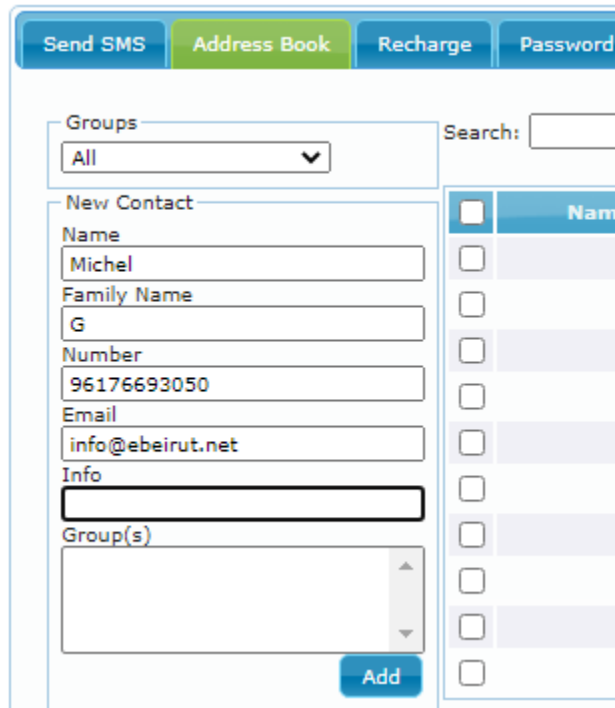
III. Creating a new Contact

- 1) Click on the Address book (you can find it on main page in the top tabs)



The screenshot shows the "Address Book" tab selected in the user interface. On the left, there is a "Groups" dropdown menu set to "All". Below it is a "New Contact" section with several input fields: "Name", "Family Name", "Number", "Email", "Info", and "Group(s)". An "Add" button is located at the bottom right of this section. On the right side, there is a search bar and a list of contacts, each with a checkbox and a name field.

- 2) Click on the **ADD** button after entering the details of the contact

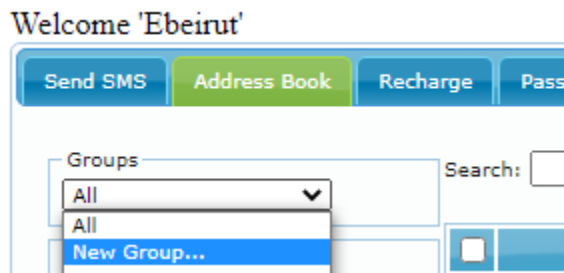


The screenshot shows the 'Address Book' tab selected in a navigation bar. Below the navigation bar, there is a 'Groups' dropdown menu set to 'All' and a 'Search:' input field. The main area is titled 'New Contact' and contains several input fields: 'Name' (Michel), 'Family Name' (G), 'Number' (96176693050), 'Email' (info@ebeirut.net), 'Info' (empty), and 'Group(s)' (empty). An 'Add' button is located at the bottom right of the form. To the right of the form is a list of contacts, each with a checkbox and a 'Name' column.

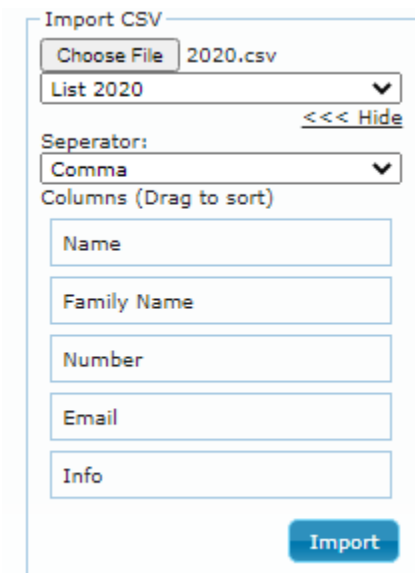
- 3) You can select a particular group to add the contact to
- 4) Note that the GSM (mobile number), should be entered complete with 961

IV. Creating a new Group

- 1) In address book click on **New Group** button and give a name to the group



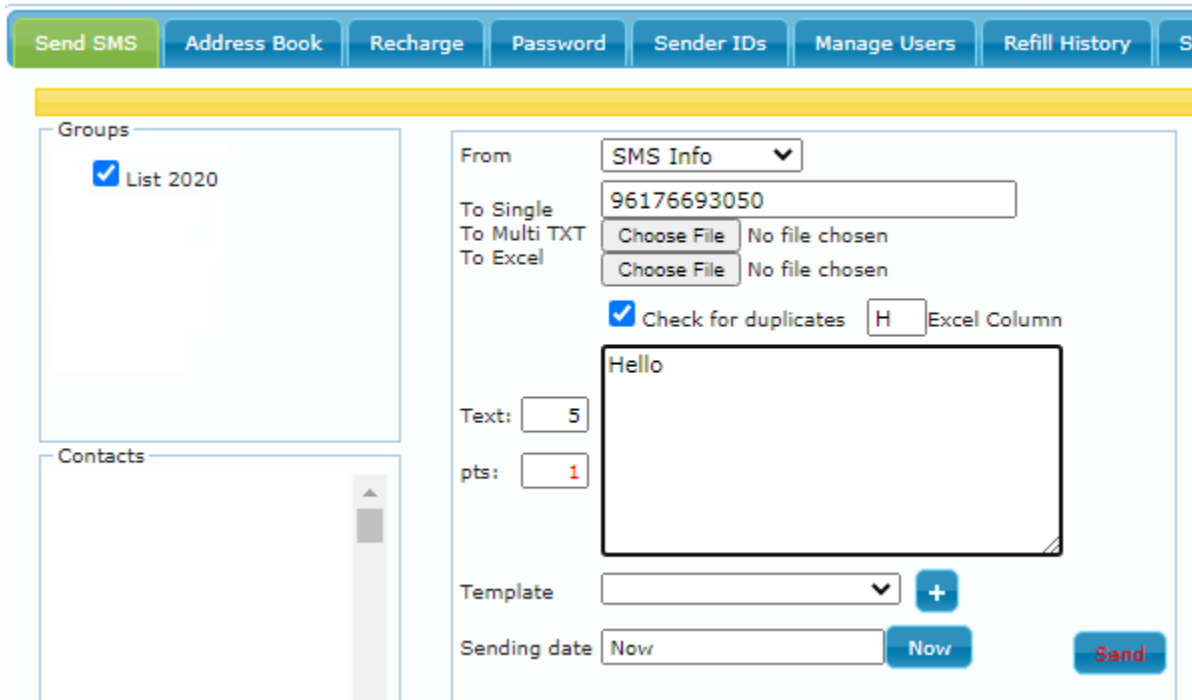
2) Select the CSV file with the 5 columns as indicated below



3) Then click **Import** button

V. Sending SMS to contacts / group

- 1) On the top menu of the main page, click on [Send SMS](#)



The screenshot shows the 'Send SMS' interface. At the top, there is a navigation bar with buttons for 'Send SMS', 'Address Book', 'Recharge', 'Password', 'Sender IDs', 'Manage Users', and 'Refill History'. Below this, the interface is divided into two main sections: 'Groups' and 'Contacts'. The 'Groups' section on the left has a checkbox for 'List 2020' which is checked. The 'Contacts' section is currently empty. The main form area on the right contains the following fields and controls:

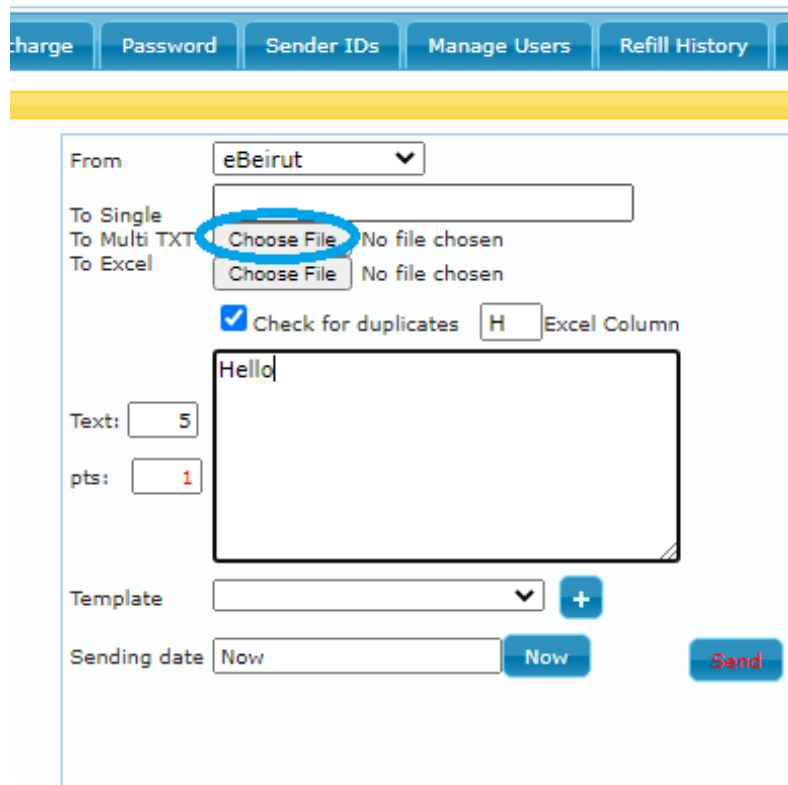
- From:** A dropdown menu set to 'SMS Info'.
- To Single:** A text input field containing the number '96176693050'.
- To Multi TXT:** A 'Choose File' button with the text 'No file chosen'.
- To Excel:** A 'Choose File' button with the text 'No file chosen'.
- Check for duplicates:** A checked checkbox.
- Excel Column:** A dropdown menu set to 'H'.
- Text:** A text area containing the message 'Hello'.
- Text:** A numeric input field set to '5'.
- pts:** A numeric input field set to '1'.
- Template:** A dropdown menu with a '+' button next to it.
- Sending date:** A dropdown menu set to 'Now'.
- Buttons:** A blue 'Now' button and a red 'Send' button.

- 2) In the **TO**, you can select a single GSM number or select a **Group**, or even import an excel file
- 3) In the **From**, select the sender name desired
- 4) Enter the text message and then press **Send**

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

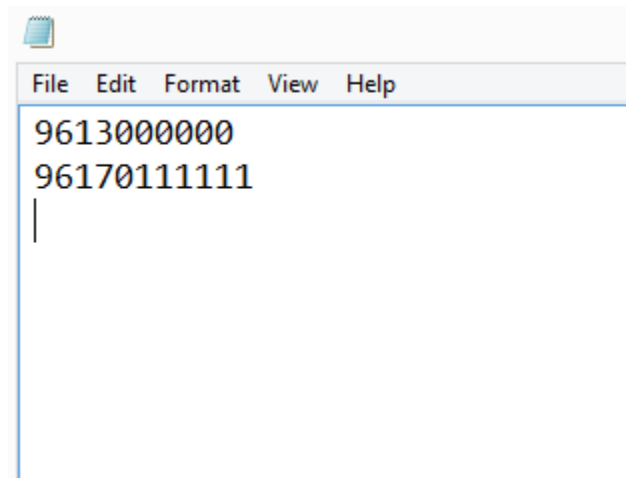
VI. Sending to a Text file (Notepad)

- 1) On the top menu of the main page, click on [Send SMS](#)
- 2) In the **From**, select the sender name desired
- 3) In the **TO**, select [Choose File](#) that is next to “**To Multi TXT**”



The screenshot displays the 'Send SMS' interface. At the top, there is a navigation bar with buttons for 'Charge', 'Password', 'Sender IDs', 'Manage Users', and 'Refill History'. Below this, the 'From' field is set to 'eBeirut'. The 'To' section has three options: 'To Single', 'To Multi TXT', and 'To Excel'. The 'To Multi TXT' option is selected, and the 'Choose File' button next to it is circled in blue. The 'To Excel' option also has a 'Choose File' button. Below these options, there is a checkbox for 'Check for duplicates' which is checked, and a dropdown for 'Excel Column' set to 'H'. A text area contains the message 'Hello'. To the left of the text area, there are input fields for 'Text:' (value 5) and 'pts:' (value 1). Below the text area is a 'Template' dropdown menu with a '+' button. At the bottom, there is a 'Sending date' dropdown set to 'Now' and a 'Send' button.

- 4) Prepare the list of Mobile on a NOTEPAD/TXT file where each mobile is one a separate line



- 5) Enter the text message and then press **Send**

VII. Useful information

- 1) Your balance is always on the top right corner
- 2) Remember to always logout **Log out** from website, button is on top right
- 3) You can schedule an SMS from the **scheduling options** below the message text

Text:
 pts:


Template: +

Sending date: Now

July, 2020							
Today							
wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	28	29	30	1	2	3	4
27	5	6	7	8	9	10	11
28	12	13	14	15	16	17	18
29	19	20	21	22	23	24	25
30	26	27	28	29	30	31	1
31	2	3	4	5	6	7	8

Time: :
 Select date

- 4) You can check the log of your sent SMS immediately after sending your campaign in the SMS history / Delivery

Thank you
For choosing 
SMS services