

1

Log into your WebSMS account

After [sign up](#) you can access your account by entering your username (registration email) and password in <https://www.labsmobile.com/en/login>.

2

Access the import form

Enter the option [AGENDA - Import file](#) with all the necessary data for subsequent sendings or campaigns.

3

Download the template

In the lower part you can download a template (in Excel format) that you must complete with your database. Each line is a record that consists of name, phone number and other information. This file must contain all the additional data (in the columns on the left) that will be part of the message text.

4

Import the data file

Enter a name for the group, select the file and confirm the import action.

5

Check the imported group

Go to the option [AGENDA - Groups](#) see a sample of the imported contacts with all the associated details.

6

Access the sending form

Enter the option [SEND SMS - Send agenda](#) to send messages or campaigns to the account databases.

7

Select recipients and sender

In the first field you must select the groups or databases to which the sending will be made. The next step is to modify the sender with a maximum of 11 characters between numbers and letters without special symbols.

8

Compose the message with variables

You can compose the text of the message based on templates or add links to files or web landings. In addition to including variables with contact data and additional fields:

- - **%PHONE%**: contact's phone number.
- - **%GROUP%**: group selected for sending.
- - **%FIELD1%,%FIELD2% ...%FIELDN%**: additional contact fields.

9

Confirm and send

Finally you must press the *Send* button (numbers, message, sender, day/time, etc.).

10

Results and sending status

You can consult and export the data of the messages sent and their status (sent, processed, delivered or error) from the section [Campaigns, Monitoring or Statistics](#).