

**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**

Go to the [AGENDA - Import file](#) to upload the necessary data for subsequent sendings or campaigns.

**3****Download the template**

At the bottom of the form you can download a template (in *Excel*) that you must complete with your database. Each line is a record that consists of name, phone and other information.

**4****Import the data file**

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

**5****Clean the database**

Go to the [AGENDA - Groups](#) section and click on [Clean](#). This operation eliminates duplicate phones, discards numbers included in the [Blacklist](#) and also removes numbers that have generated errors in previous sendings.

**6****Create a sending**

Now you can make a sending from the option [SEND SMS - Send agenda](#) that was created previously.

**7****Exports the results**

Approximately 72 hours after the sending, in the section [Monitoring](#), you could export the list of messages with all their associated information. This allows filtering incorrect, erroneous or unconfirmed numbers. Users can also be classified or segmented based on delivery statistics or clicks.

**8****Create a new group of contacts**

With the results obtained you can create new groups or segmentations of the database in the section [AGENDA - Import file](#). These new groups can customize communications or increase the effectiveness of future sendings or campaigns.