SMS
NOTIFY GHANA

SMSOTIFY VOICE
SMS MANUAL

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VOICE MESSAGING

UNDERSTANDING VOICE SMS

Now, we are almost if not all, familiar with the normal SMS. What if you want to send a voice notification to your contacts; how will you achieve this? It's very simple.

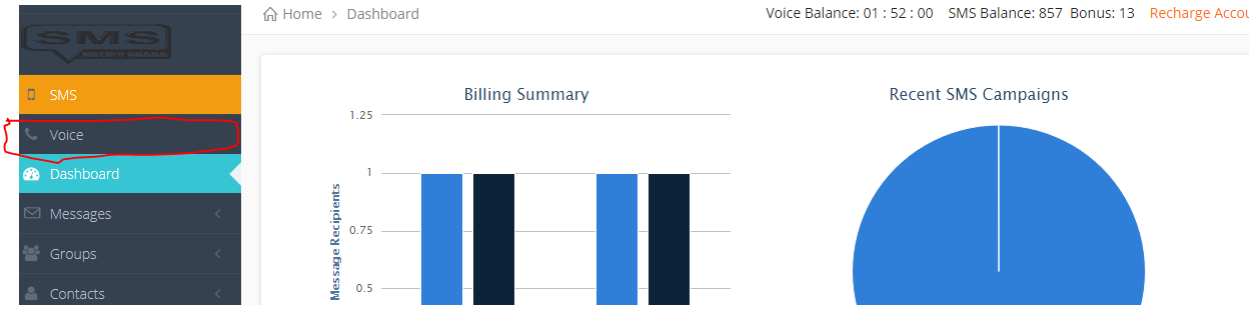
Voice SMS is a way in which you can send messages to your contacts in the form of your audible voice just like a phone call where one can hear you speak. This is very important in the sense that you have a group in which some of the members of the group are not familiar with the English language.

This is the chance for you to send them a message in a language that they will understand since these are all part of our group.

Voice SMS also makes message sending credible because your contacts can know the voice behind the message and act accordingly.

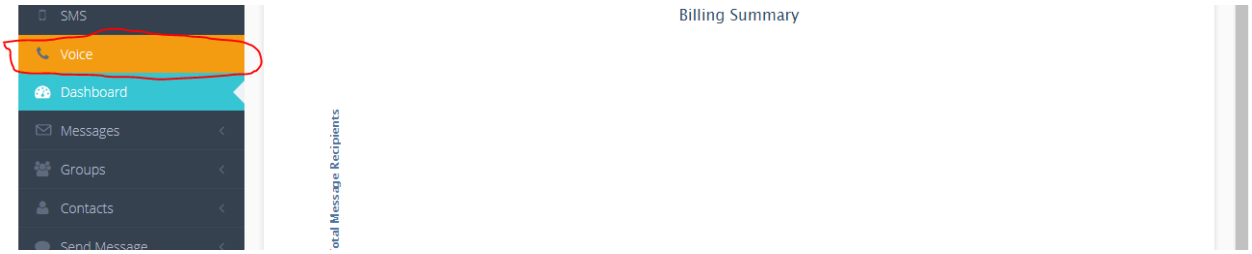
Follow the steps below to better understand what voice SMS entails.

1. On your SMS Notify account page, move your cursor to the left panel where the SMS Notify logo is located.



2. On that same panel is where SMS is.
3. You can also see a bold icon of a "Telephone" with a text just closed to it that reads "VOICE".

4. As indicated, click on that and it takes you to a similar page but this time the SMS part OR button changes background from orange, and the Voice part will be orange indicating that you are on the voice page



5. Also, notice that the menu items are few compared to the SMS page.

6. So you are there, let's delve into it to see what's there, shall we?

THE MENU ITEMS

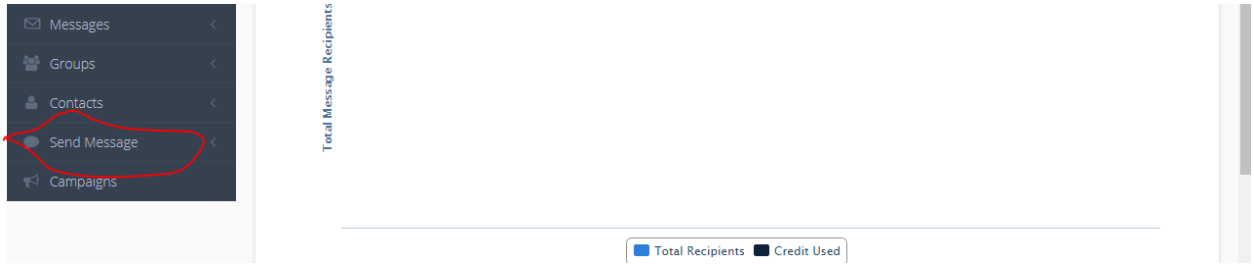
There are five menu items in all namely: “Messages”, “Groups”, “Contacts”, “Send Message” and “Campaigns”.
Four of the items namely “Messages”, “Groups”, “Contacts” and “Campaigns” all perform the same functions as that on the SMS page.
The only item which bet to differ from the SMS page is the “Send Message” because, with this, you are going to send a voice instead of typing or selecting a message.

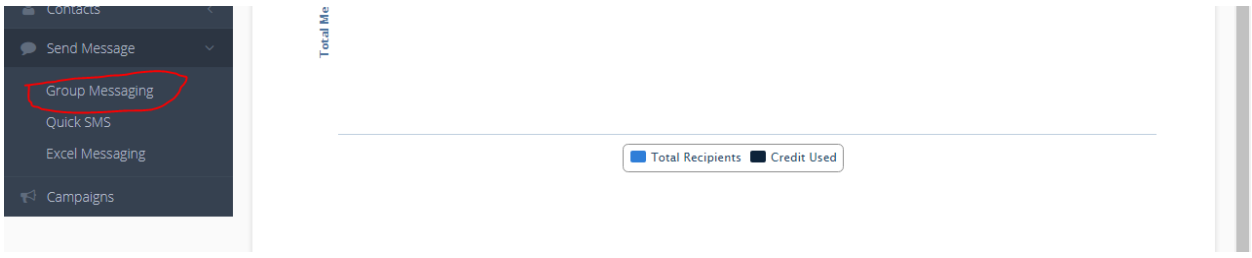
GROUP MESSAGING

Just like the normal SMS, you can send voice SMS to your group without any problem. When you create a group or you already have a group, you just need only your message in the form of your voice, and you are done

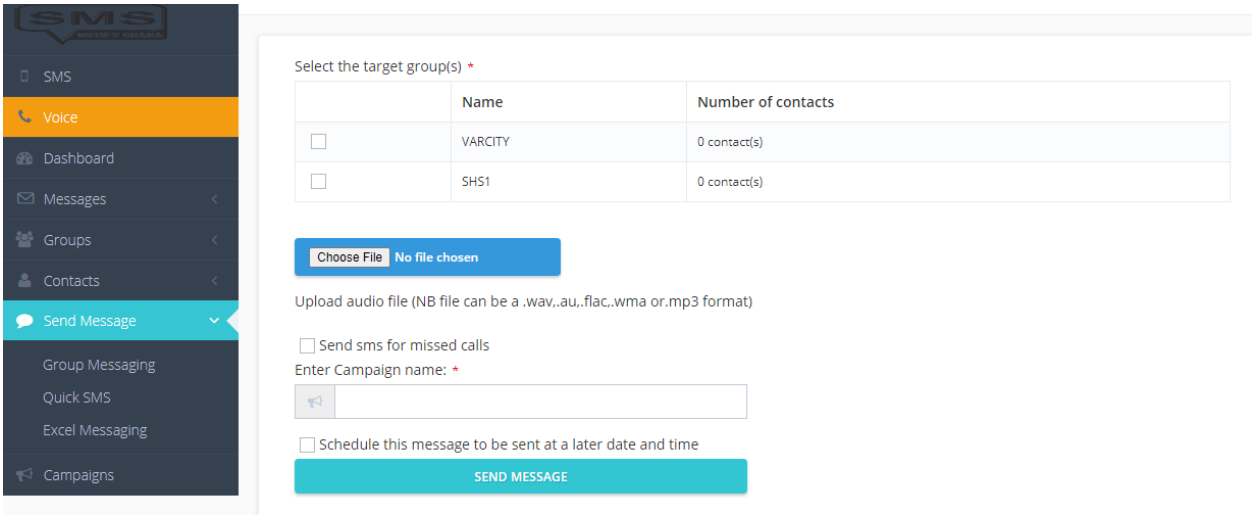
Follow the steps below for an in-depth understanding.

1. Click on the “Send Message” item and select “Group Messaging” as shown below:





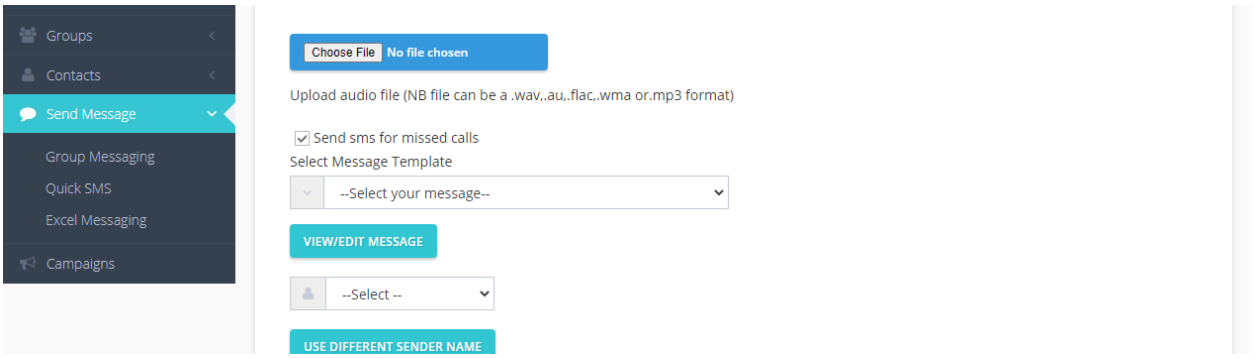
2. After selecting, you are taking to that page to send your voice message(s) to your group(s).
3. On top of the page, you will see the list of your group(s) with a checkbox against them.



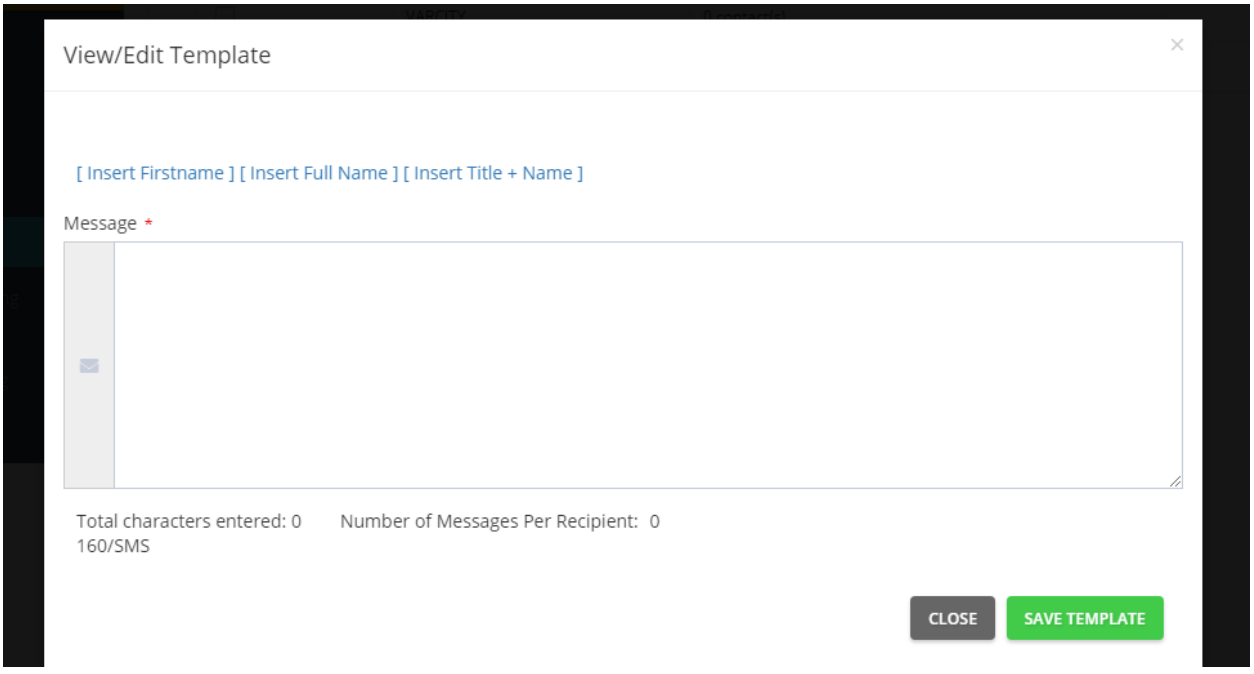
4. Ticking/Checking one, two, or more will send the voice message to those that you have checked.
5. After selecting your group(s), move to the below or button of the page; that is where you will send the voice message to the group(s) you selected earlier.

6. Record your voice message somewhere and save it in any format you wish. The system will accept it
7. Upload the recorded voice by clicking on the button “Choose File”. When you choose your voice message, the “No file chosen” will change to the name of your voice message, that is, the name you used to save it.
8. When you are done with that, there is a checkbox that reads “Send sms for missed calls”. When you check that box a display of two dropdown boxes appears with two buttons as shown below.
9. Now sending SMS for missed calls means that some of your contacts’ phones might be off or out of network coverage area so they might not be able to receive the voice message you sent.

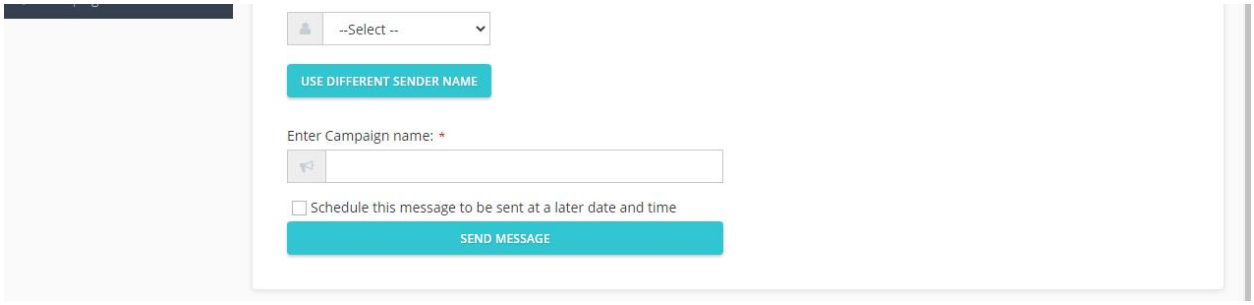
10. So the best thing to do is to type in a short message and add it to your voice message so that those who do not receive your voice message will be able to see the text message when their phones are in operation once again.



11. Select one of the lists of messages that shows in the first dropdown box. You can also click on “VIEW/EDIT” to make changes to the message.



12. When you are done making changes to the message or living it as it was earlier, select your sender name in the second dropdown list or you can also use a different sender name as shown below:
13. Enter the name of the campaign that will appear on the Campaigns page as shown below:



14. You can check the box to schedule the voice message to be sent at a later date and time or you can just click on “SEND MESSAGE” to complete your group message.

SEND SMS FOR MISSED CALL FEATURE

I took the liberty to explain this feature once again because it is very important.

Now since communication network coverage cannot be trusted, some of the contacts you send the voice to might not get to them.
So the best thing to do is to attach a short normal SMS message to the voice message so that when the system tries fails to reach these contacts due to poor network coverage or phones being switched off, the system will then send this short SMS to those contacts when their phones start to operate normally again so that at least they do not miss the message you sent in the voice.

This feature is very important so I would want to recommend for every user of the system to use it so it will enable all your contacts to receive the message you send them.

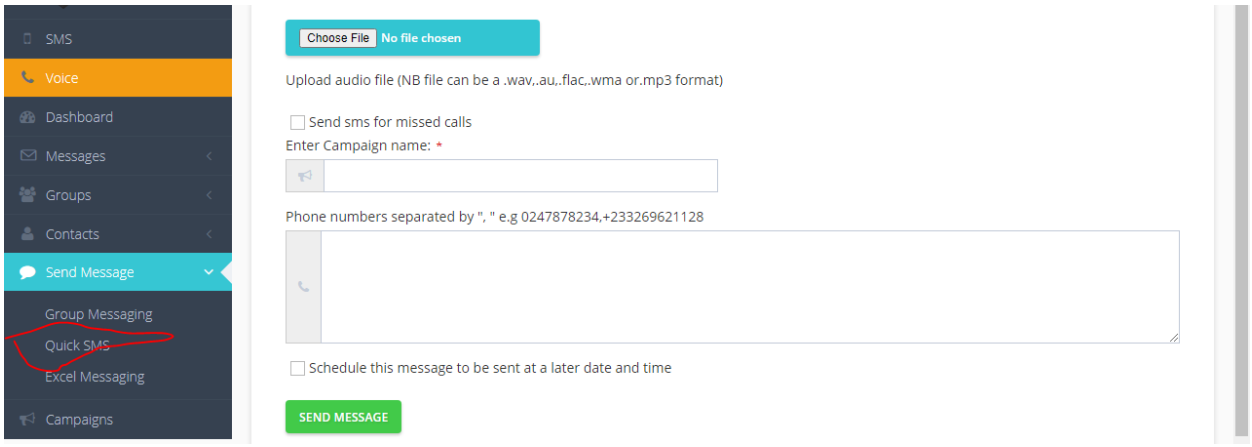
QUICK VOICE MESSAGING

If you are trying to send a voice message to a few contacts that you already on a sheet of paper, then sending quick voice SMS is the best thing to choose.

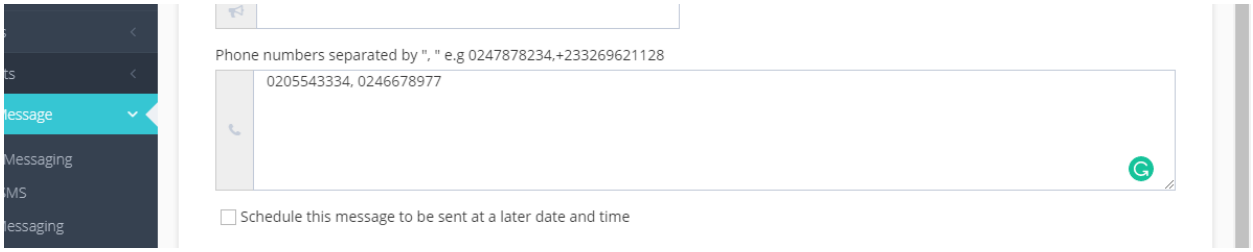
With this, you will record the message you want to send and then enter the contacts that you want the message to be sent to.

Follow the steps below to begin.

1. When you want to send a quick message to your contact(s), click on the same “Send Message” menu item and select “Quick SMS”



2. The only difference between the group messaging and the quick sms is that with the quick sms, you are sending the voice sms to contact(s) that you wish to send the message to without using group(s).
3. Follow the steps in how to send a group voice sms and then write the list of contact(s) in the big text box below. Use a comma to separate contacts that are more than one.



4. You can schedule the message or click on the send button and you are done sending your quick voice sms.

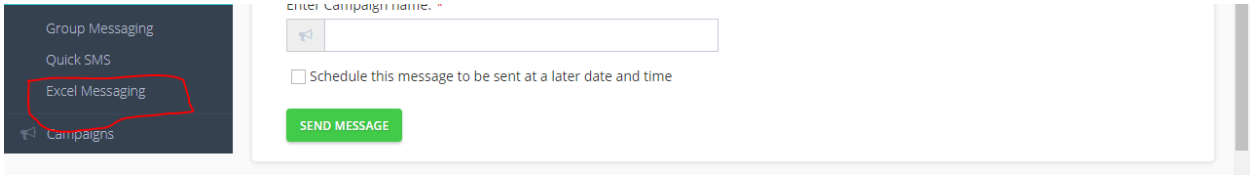
EXCEL VOICE MESSAGING

Imagine you have an excel sheet full of contacts, you cannot send a voice message to all these contacts by using quick voice SMS. You will not finish the whole day.

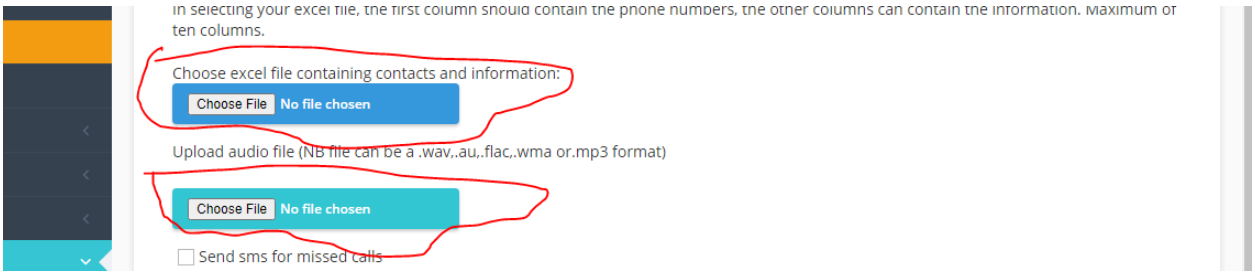
An easier way is to select the excel voice messaging and upload your excel together with your voice message and send

The following are the steps for excel voice messaging.

1. Move your cursor to the “Send Message” item and select “Excel Messaging”.

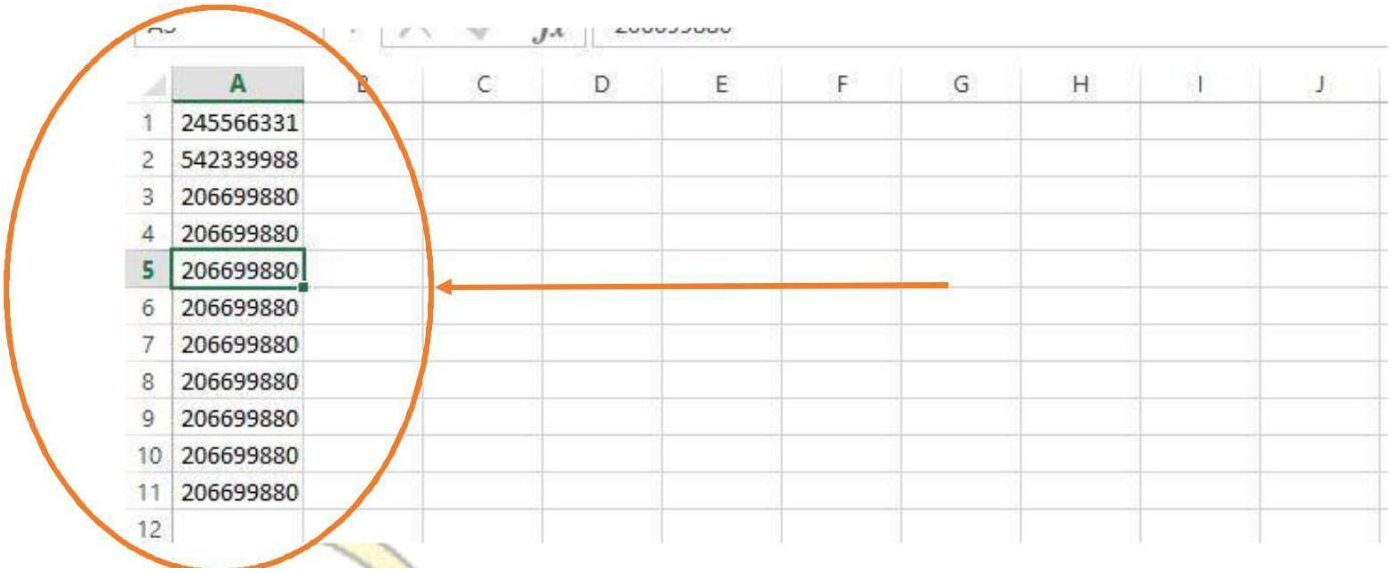


2. On the page, you have two upload buttons, one for uploading your excel file which contains your contacts, and the other for uploading your voice message.



3. In the normal bulk SMS, the way you create excel messages is slightly different from the voice excel messaging.
4. With voice SMS messages, the only column on the excel sheet that is useful or needed is the column that contains the telephone numbers.
5. The voice message does not recognize the other columns except the column with the numbers.

6. Example is shown below.



7. Enter your campaign name and click send or schedule message. You are done sending excel voice sms.

UPLOAD FILES IN DIFFERENT LANGUAGES/DIALECTS AT OUNCE (COMING SOON)

This interesting feature of the system allows users to upload voice files in any dialect/language of their choice. This is quite useful if the targets or receivers of the voice messages are of different backgrounds language-wise. This feature can be used in either of the messaging types. Follow the steps below to achieve this:

1. In any of the messaging types, click the checkbox near the label ‘Check to upload voice in different languages.

2. When this is checked, you can now upload your files to the specified languages. NB: Please be careful when uploading. upload files in their rightful places. It would be a problem if you do not do so!

3. Follow the above procedures with the quick, group, and voice messaging and click on Send Message to send messages to your target receivers.

When the message gets to their end in the form of a phone call, they will be asked to press some numbers to listen to their message in their preferred dialect.

That’s it you can now send voice messages conveniently to your target listen