

Email to TEMPLATE Procedure

Email an attached CSV FILE to a merge with a TEMPLATE message for immediate sending.

The File must be a .CSV and must include one column with mobile numbers headed: Mobile

The TEMPLATE message must exist in the SMS account.

The TEMPLATE message can include 'merge fields' populated from the file – for example, the message might start with “Hi, {first name},”

All matching data in the file will be Imported into the Contacts List.

Non-matching columns will simply be ignored.

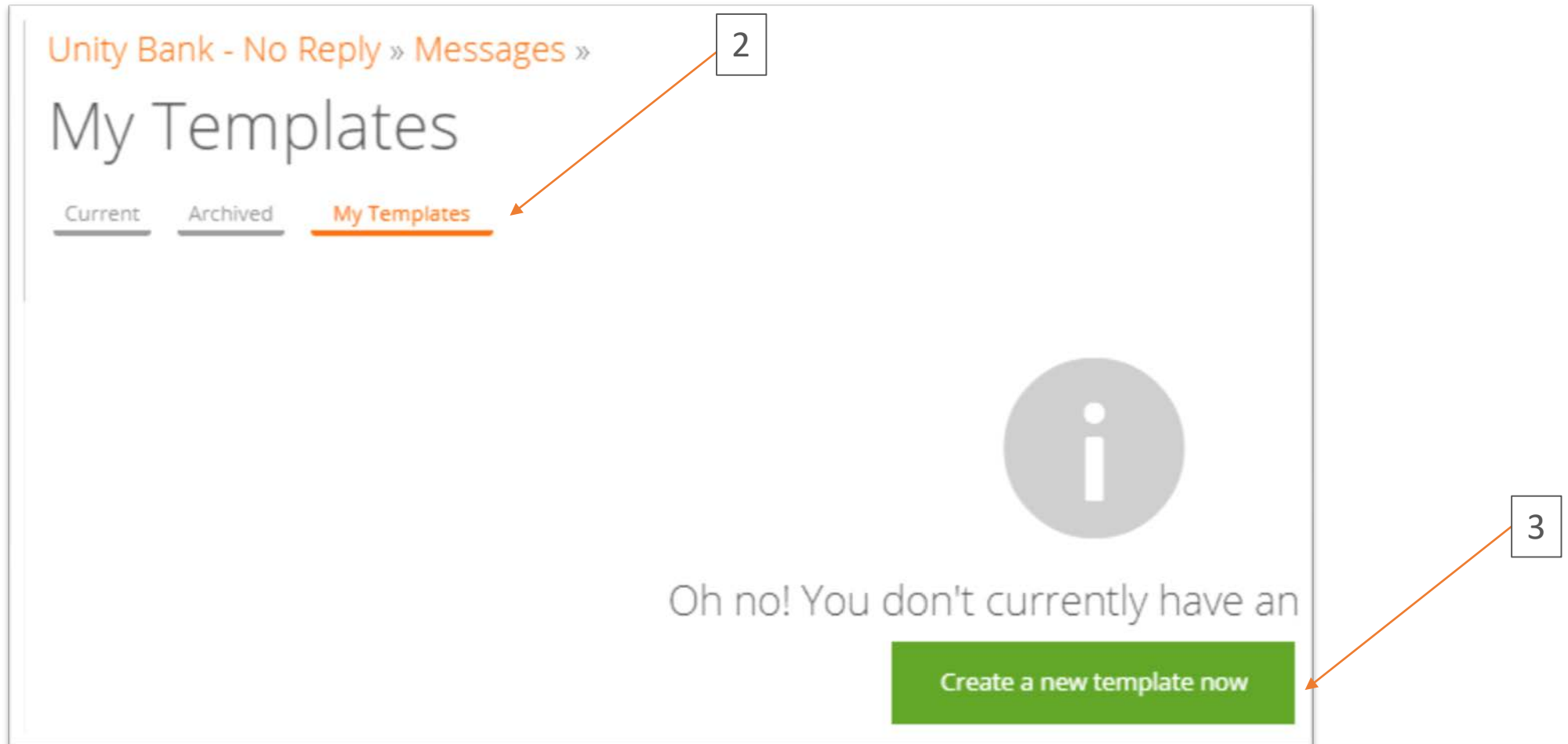
The Subscription status of existing contacts will not be altered.





Create the TEMPLATE Message in your SMS Account

- 1 - Go to MESSAGES
- 2 - Click MY TEMPLATES
- 3 - Click CREATE NEW TEMPLATE



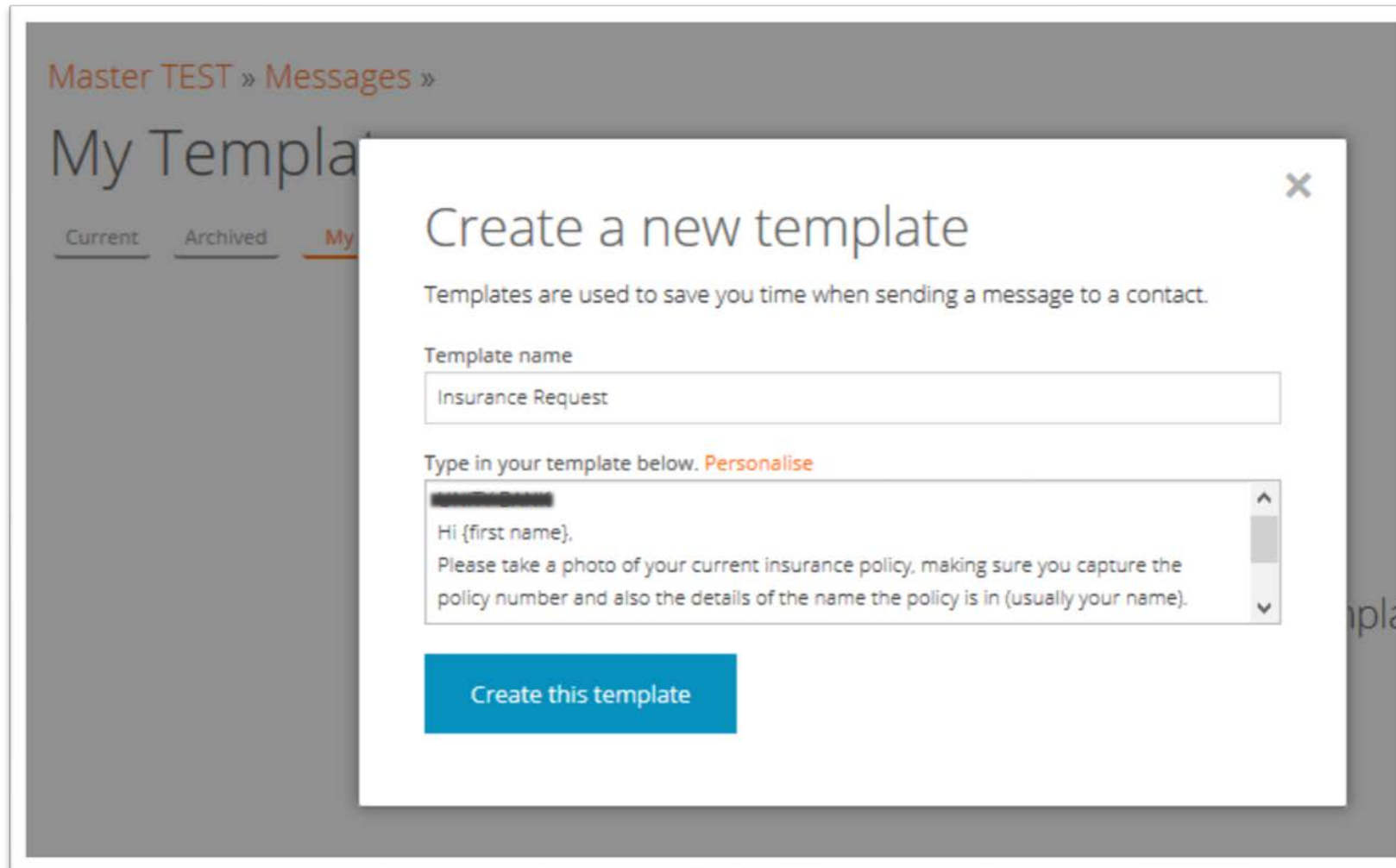
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Compose the TEMPLATE

Give the Template a NAME

Write the text. Include 'Fields' such as {first name} by clicking PERSONALISE.

Click CREATE THIS TEMPLATE



The screenshot shows a web interface for creating a new template. The background is a greyed-out view of a messaging application with the breadcrumb 'Master TEST » Messages »' and a title 'My Template'. Below the title are tabs for 'Current', 'Archived', and 'My'. A white modal dialog box is centered on the screen, titled 'Create a new template' with a close button (X) in the top right corner. Inside the dialog, there is a text input field for 'Template name' containing the text 'Insurance Request'. Below this is a text area for the template content, preceded by the instruction 'Type in your template below. Personalise'. The text area contains the text 'Hi {first name}, Please take a photo of your current insurance policy, making sure you capture the policy number and also the details of the name the policy is in (usually your name)'. At the bottom of the dialog is a blue button labeled 'Create this template'.

Master TEST » Messages »

My Template

Current Archived My

Create a new template

Templates are used to save you time when sending a message to a contact.

Template name

Insurance Request

Type in your template below. [Personalise](#)

Hi {first name},
Please take a photo of your current insurance policy, making sure you capture the policy number and also the details of the name the policy is in (usually your name).

Create this template

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NOTE the TEMPLATE Code

Template code


Master TEST » Messages »

My Templates

Current Archived My Templates

Template created successfully.

You have 1 template

	Insurance Request Code: TMP8887 • View message
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Create or source your data FILE

Must be a .CSV file format

Any fields used in the TEMPLATE should perfectly match a column header.

Headers must be in Row 1. One Header MUST be: mobile (case ignored)

	A	B	C
1	Mobile	First Name	
2	400222111	Candice	
3	400222112	Dean	
4	400222113	Selma	
5	400222114	Dion	
6	400222115	Misha	
7	400222116	Franklin	
8	400222117	Sean	
9	400222118	Despina	
10			
11			

The FILE must be .CSV format.
Go to SAVE AS and select 'CSV
(Comma delimited)(*.csv)'

Headers must be in Row 1.
There cannot be any fully empty rows
– the import will stop at the first fully
empty row.
Any column can be the 'mobile'
column.
Non-matching columns will just be
ignored.

Mobile numbers can include or
exclude the leading zero.
Mobile numbers can include or
exclude spaces.
Non mobile numbers will be ignored.

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EMAIL the file as an attachment.

Send the email TO: send@batch.email2txt.biz

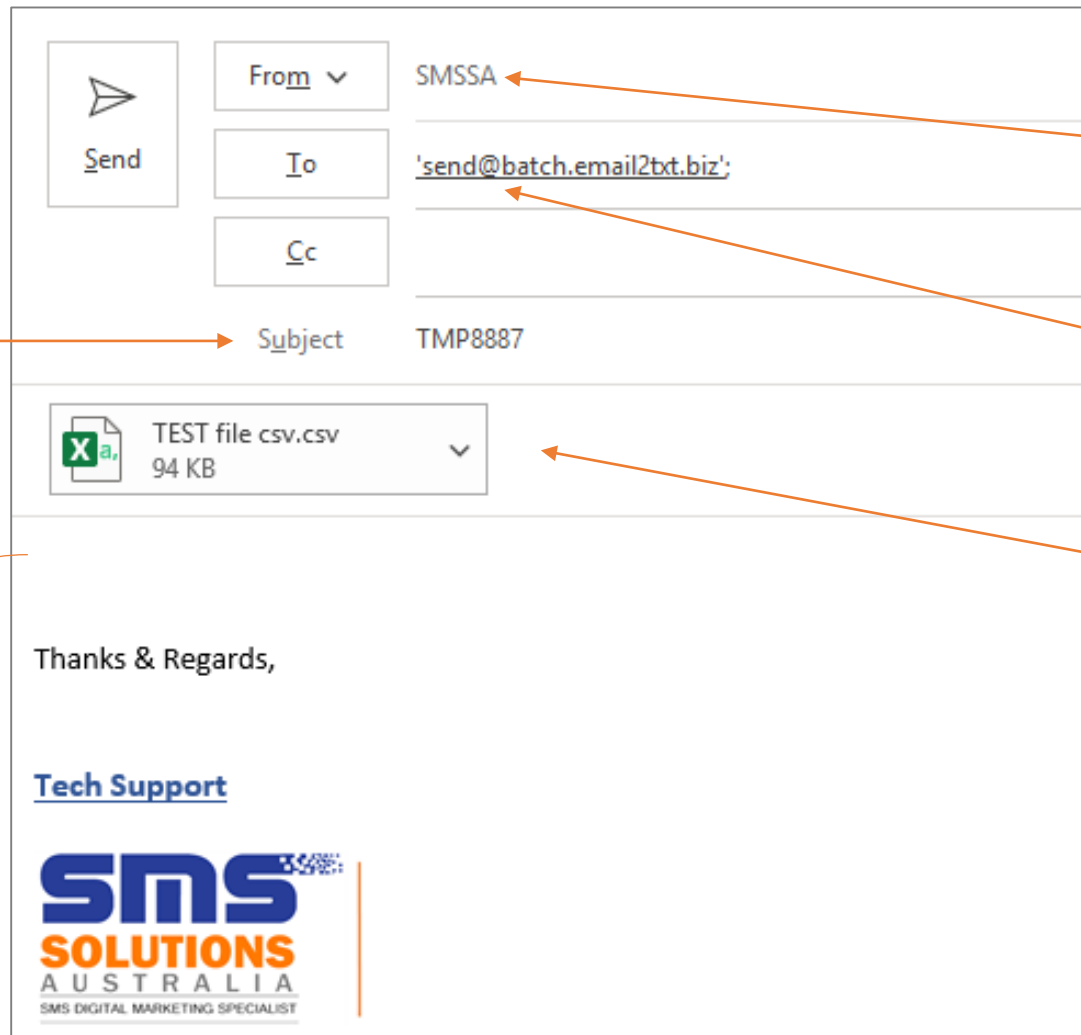
The SUBJECT must be the Template ID

The SENDER address of the email must be a registered USER of this SMS Account.

The messages are merged and sent as soon as the email is received.

The Subject line must be the TEMPLATE ID, e.g: TMP8887

The Body of the email is ignored.



The screenshot shows an email composition interface. On the left, there is a 'Send' button with a paper plane icon. The 'From' field is set to 'SMSSA'. The 'To' field contains the email address 'send@batch.email2txt.biz'. The 'Cc' field is empty. The 'Subject' field contains 'TMP8887'. Below the subject field, there is an attachment section showing a file named 'TEST file csv.csv' with a size of '94 KB' and a green 'X' icon. The email body contains the text 'Thanks & Regards,' followed by a blue link 'Tech Support' and a logo for 'SMS SOLUTIONS AUSTRALIA' with the tagline 'SMS DIGITAL MARKETING SPECIALIST'. Several orange arrows point from external text boxes to specific fields: one to the 'From' field, one to the 'To' field, one to the 'Subject' field, one to the attachment, and one to the email body.

From	SMSSA
To	'send@batch.email2txt.biz'
Cc	
Subject	TMP8887
Attachment	TEST file csv.csv 94 KB

Thanks & Regards,

[Tech Support](#)

SMS SOLUTIONS AUSTRALIA
SMS DIGITAL MARKETING SPECIALIST

The SENDER's email address must match a registered USER in your account.

Send to the email address of send@batch.email2txt.biz

The Attached File must be .CSV and must include a column with mobile numbers headed: mobile

The Subscription status of existing contacts will not be altered.