



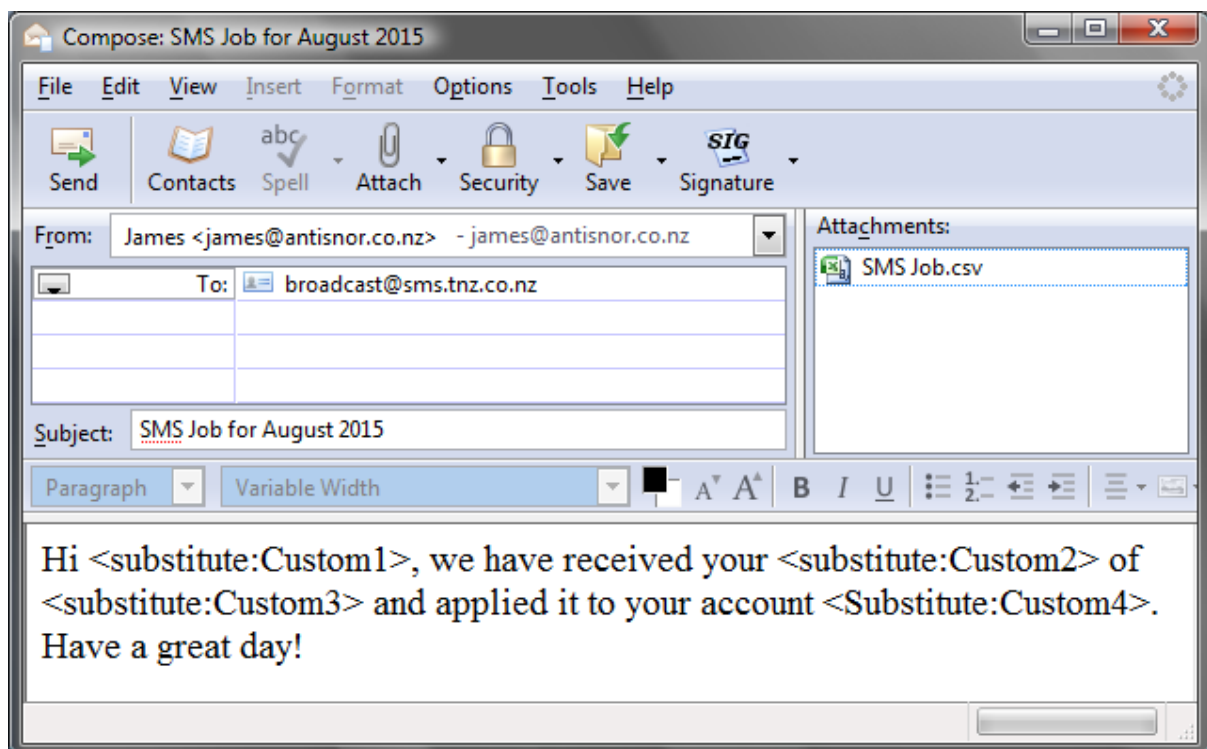
How to create a Personalised Broadcast Message list for the TSMS

Open your favourite spreadsheet editor (Excel/Openoffice etc) and use the following layout:

| | A | B | C | D | E | F |
|----|-------------|---------------|---------|------------|---------|---|
| 1 | Mobile | Custom1 | Custom2 | Custom3 | Custom4 | |
| 2 | 021123456 | John | Payment | \$45.78 | #45651 | |
| 3 | 021237569 | Rebecca | Receipt | \$89.93 | #81750 | |
| 4 | 021768246 | TNZ Group Ltd | Payment | \$17.22 | #41501 | |
| 5 | 0274856987 | Nick | Receipt | \$1,006.91 | #52894 | |
| 6 | 025790245 | Joel | Receipt | \$73.18 | #90871 | |
| 7 | 0274963712 | Mark & Tracey | Payment | \$12.34 | #80610 | |
| 8 | +6421857612 | Paul | Receipt | \$105.67 | #46172 | |
| 9 | 0214789652 | Faxware Ltd | Receipt | \$31.99 | #77149 | |
| 10 | | | | | | |
| 11 | | | | | | |

The prefix (*0 or +*) must be seen at the *beginning* of the number but some spreadsheet editors filter these out. To keep these details, set the cell format as text rather than a number. Alternatively, put spaces, dashes or brackets around the prefix to preserve them (e.g. 021 123 456 / 021-123456 / (021) 123456)

The message body (as written in the email client) must use the same substitution commands:



Will be received as:

Hi John, we have received your payment of \$45.78 and applied it to your account #45651. Have a great day!

Once you list is complete, save the spreadsheet in the *.CSV (Comma Separated Values) format and attach to the email!